

Tampa-Hillsborough County Expressway Authority
Minutes of the June 26, 2023, Board Meeting
1104 E. Twiggs Street
Tampa, FL 33602

The Tampa-Hillsborough County Expressway Authority held a public meeting at 1 p.m. on June 26, 2023, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

ATTENDANCE

Board:

Mr. Vincent Cassidy, Chairman
Mr. John Weatherford, Secretary
FDOT District Secretary David Gwynn, Member
City of Tampa Mayor, Jane Castor, Member

Staff:

Greg Slater	Brian Ramirez
Amy Lettelleir	Shannon Bush
Jeff Seward	Toni Nhlapo
Brian Pickard	Szabina Sznassey
Keisha Boyd	Emma Antolinez
Charlene Ponce	Frederick Pekala
Gary Holland	Tiana Hill
Judith Villegas	

Other:

Jim Drapp, HNTB	Nathan West, Jacobs
Tim Garrett, HNTB	John Melendez, Tampa Electric
Sally Dee, Playbook	Jon Stein, Rivero Gordimer
Al Stewart, HNTB	Kim Ragon, Gallagher
Snehal Ambare, CDM Smith	Chris Connelly, Gallagher
Dusty Deitiker, CDM Smith	John Generalli, Wells Fargo
Scarlett Sharpe, WSP	Scott Armstrong, Parsons
Stefanie McQueen, HDR	

Call to Order and Pledge of Allegiance

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

I. Public Input/ Public Presentations

There were no public comments or presentations.

II. Discussion/Action Items

A. Operations & Engineering – Bennett Barrow, Committee Chair – *Brian Pickard, P.E.*

1. Ferrovial Services Infrastructure, NKA Webber Infrastructure Management, Selmon West Extension Maintain all Highway and Aesthetic Lights for FY 2024

Mr. Pickard presented an item requesting approval of a task order for Ferrovial Services Infrastructure, now known as Webber Infrastructure Management, to maintain all highway and aesthetic lights installed as part of the Selmon West Extension from the end of the Selmon Expressway just east of the Gandy Bridge to the eastern end of the Himes Bridge overpass. This is an add-on to the present contract and funding of \$174,239.20 will come from the Operations and Maintenance Budget.

He requested the Board to authorize the Executive Director to sign a task order for Ferrovial to maintain the highway and aesthetic lights installed as part of the Selmon West Extension Project during Fiscal Year 2024 for \$174,239.20

The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion passed unanimously.

2. Construction Engineering Inspection (CEI) Services for East Selmon Resurfacing FY2023 Project

Mr. Pickard continued with an item to procure CEI services for the East Selmon Resurfacing FY 2023 Project.

He requested the Board to approve the recommendation of the Evaluation Committee to shortlist the top three (3) of five (5) Expanded Letters of Response submittals for this project to move forward to the next phase of procurement.

Firm Name
Conzor Engineering, LLC
HDR Construction Control Corp.
Keystone Civil, Inc.

The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion passed unanimously.

3. Change Order to Contract No. 0-02520 with The Middlesex Corporation for Designing and Building the East Selmon Slip Ramps, \$715,418.05 Capital Budget

Mr. Pickard reviewed the change order request to reimburse Middlesex for extra work as follows:

Item	Reason	Amount
1	Ramp 2 additional slip lining of pipes - DB firm was required to inspect drainage at ramp 2 not included in the RFP as they are much newer than the ones called for in the RFP provide repair recommendations	\$370,186.60
2	Hurricane Ian Response- per specifications, they receive compensation for MOT and post-hurricane erosion control	\$ 33,045.98
3	Attenuator repairs - driver hit and damaged. Per specifications, THEA reimburses costs due to third-party damage	\$ 36,222.76
4	Box culvert repairs - RFP required the contractor to desilt, inspect, and make repair recommendations	\$291,615.79
5	Existing sheet pile wall conflict	\$ 3,699.74
6	Credit for reduction of column work	-\$ 19,352.82
	Total	\$715,418.05

He noted that items 1 and 4 were anticipated as part of the RFP. This change order results in total payments above the original contract of \$1,268,290.44 or 5.3%, adding no contract time adjustments will result from this change order.

The requested Board action is to authorize the Executive Director to sign a change order to the Middlesex Corporation in the amount of \$715,418.05.

The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The Chairman asked for confirmation that these tasks and associated costs were expected. Mr. Slater noted that #1 and #4 were known repairs.

The Chairman asked if staff are aware of any other changes that will need to come to the Board. Mr. Slater advised that there are a couple of other items anticipated related to escalation and fuel and additives for materials. Mr. Pickard confirmed and noted there would be approximately \$880K in changes coming to the Board in October. These are change orders that encompass material escalation, fuel, and asphalt adjustments called for in the RFP.

There was a brief discussion about material factors, which are going down, and escalation being tied to the time at which materials were purchased rather than when the job was bid.

Secretary Gwynn provided some rationale on why this is done. It allows the contractor to bid a little more aggressively.

The motion passed unanimously.

B. General Counsel – *Amy Lettelleir, Esquire and Chris Connelly, Arthur Gallagher Insurance*

1. Fiscal Year 2024 Commercial Property, Railroad and Crime Insurance

Ms. Lettelleir presented an item to obtain Commercial Property, Railroad, and Crime Insurance Coverage for FY2024. Funding will come from the Operating Budget for a total of \$796,445.30.

The requested action is for the Board to authorize binding Commercial Property, Railroad, and Crime Insurance Coverage for FY2024.

Ms. Lettelleir introduced Chris Connelly and Kim Ragan from Arthur Gallagher Insurance to give a quick overview.

Mr. Connelly pointed out that THEA's current rates with Zurich are 25% less than the prior program in 2011, and that the cumulative savings are more than \$1,000,000 over 10+ years versus the prior program. He also reviewed the details of the program renewals. Ms. Ragan discussed the railroad track coverage, noting that once the tracks are removed, this coverage will no longer be needed.

The Chairman asked if the crime coverage refers to employee theft. Ms. Ragan replied in the affirmative. The Chairman also asked about cyber security insurance. Mr. Ragan noted that is through the Florida League of Cities.

The Chairman asked about the increase and whether that is a direct result of THEA's assets increasing by almost 5%. Mr. Connelly explained that the increase in assets put THEA into another category with different thresholds.

The Chairman clarified that he was referring to property. Mr. Connelly noted the increase is mostly due to inflation. Mr. Slater added that it's the value of assets that has increased.

Mr. Weatherford asked Mr. Connelly to what he attributes the 10% increase. Mr. Connelly responded that he attributes it to 1) the type of assets THEA has are not very vulnerable to wind, and 2) Zurich underwrites in a different way than other companies.

The Chairman requested a motion to accept. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion passed unanimously.

C. Finance – Commissioner Cepeda, Committee Chair – Jeff Seward

1. Financial Audit Services

Mr. Seward introduced an item to procure annual financial auditing services and briefly discussed the process for procuring such services, which was recently changed by the Auditor General. An external review committee was formed, per the new process. Vice-Chairman Barrow served on that committee and Mr. Seward read the following into the record on his behalf:

The Financial Audit Committee independently evaluated and ranked five candidates based on their approach to services, performance record, and overall qualifications. The evaluation emphasized the need for a company with a strong background in auditing expressway authorities, toll agencies, and serving transportation clients within the state of Florida. The highest-ranking firm was a Tampa-based company that has over four decades of experience, including recent clients such as Port Tampa Bay, Tampa Sports Authority, and the Tampa Bay Regional Planning Council. He thanked the other members of the committee for dedicating their time and energy on the THEA Financial Audit Committee.

Mr. Seward then asked the Board to approve of the Selection Committee’s number-one ranked firm, Rivero, Gordimer & Company, P.A., to provide annual financial auditing services. He also asked the Board to authorize and direct the Executive Director to negotiate with the number one ranked firm, Rivero, Gordimer & Company, P.A., to provide annual financial auditing services. If negotiations are unsuccessful, the Executive Director shall negotiate with the number two-ranked firm. The contract is subject to review and approval of General Counsel.

The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion passed unanimously.

2. Budget – Fiscal Year 2024 (July 1, 2023, to June 30, 2023)

Mr. Seward gave a quick overview of the FY24 budget by highlighting the following:

- Toll revenue increased by 14.38%
- Expenditures increased by 9.13%
- FY24 Capital Improvement Program is fully funded.
- Projected to increase long-term Capital Improvement Program Fund by \$64.7M (close of FY24)
- Estimated Debt Service Ratio of 2.67 at close of FY24 (estimated to end FY23 at 2.34)

He also pointed out the changes that have occurred since the Board workshop.

- Due to FY23 underspending in some key categories we were able to:
 - Reduce \$288,816 of previously FY24 budgeted line items
 - Absorb new Florida Retirement System increases due to recent legislation of \$260,000
 - Absorb new property insurance increases of \$105,553
- Expenditures increased by 8% versus 9.14%
- FY24 Capital Improvement Program is fully funded.
- Projected to increase Capital Improvement Program Fund now \$65.075M from \$64.7M (close of FY24)
- Estimated Debt Service Ratio now of 2.72 from 2.67 at the close of FY24 (estimated to end FY23 at 2.34)
- Revenues are unchanged.

He provided a final budget summary and noted that, Pursuant to Section (3) of FS 189.016, Uniform Special District Accountability Act, THEA is obligated to adopt, by Resolution, its FY2024 budget.

Mr. Seward requested Board approval of Resolution No. 672 adopting THEA's FY2024 budget, and read the following into the record:

RESOLUTION NO. 672 A RESOLUTION OF THE TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY (THE "AUTHORITY") APPROVING A BUDGET; MAKING APPROPRIATIONS FOR ALL OPERATING, MAINTENANCE AND ADMINISTRATION EXPENSES; MAKING APPROPRIATIONS FOR REPLACEMENT/RENEWAL AND ENHANCEMENT/CAPACITY CAPITAL IMPROVEMENT PROJECT EXPENSES FOR THE FISCAL YEAR BEGINNING ON JULY 1, 2023 AND ENDING ON JUNE 30, 2024 PRESCRIBING THE TERMS, CONDITIONS AND PROVISIONS WITH RESPECT TO THE ITEMS OF APPROPRIATION AND THEIR PAYMENT; AND PROVIDING AN EFFECTIVE DATE.

He reported on total fiscal year revenues, operating expenditures, and capital expenditures. Staff recommends approval of Resolution No. 672.

The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The Chairman asked about the replacement and renewal line item in the FY2023 Amended Budget and what that number was before it was amended. Mr. Seward responded that was not amended, it was only the OM&A that was amended.

The Chairman asked if the investment income changes were all interest rate related. Mr. Seward responded in the affirmative.

Mr. Weatherford asked for clarification on what “fully funded” means in this context. Mr. Seward stated it means THEA has enough revenue to cover it.

The motion passed unanimously.

3. Adoption of THEA Work Program (FY2024)

Mr. Seward briefly discussed the Capital Work Program, noting the six-year cumulative total, which includes preservation, replacement, and renewal, as well as enhancement capacity, is \$927,015,665. The Capital Work Program 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.

He requested that the Board approve the Capital Work Program.

The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Secretary Gwynn.

The motion passed unanimously.

III. Consent Agenda

- A. Approval of the Minutes from the April 24, 2023, Board of Directors Meeting, and the May 8, 2023, Board Workshop**
- B. Approval of the 2024 Proposed Board Meeting Schedule**
- C. Waterline replacement at East Toll Plaza, Ferrovia Services Infrastructure, NKA Webber Infrastructure Management, \$135,000**
- D. Gandy Speed Curve Warning Signs, Ferrovia Services Infrastructure, NKA, Webber Infrastructure Management, \$66,000**
- E. Approval of Annual Ongoing Task Work Orders – FY2024**
 - 1. ArcGIS Support, HNTB, \$99,980
 - 2. SWE Tendon Inspection Support, HNTB, \$75,005
 - 3. ITS Management Support, HNTB, \$326,992
 - 4. Landscape/Hardscape Asset Maintenance Support, HNTB, \$76,999
 - 5. Roadway Maintenance Support, HNTB, \$133,984
 - 6. Bridge Inspection Support, HNTB, \$112,985
 - 7. ITS Maintenance, TransCore, \$168,000
 - 8. FY24 Bridge Inspection, Burgess & Niple, \$630,000
 - 9. Misc. Permitting Support, HNTB, \$92,994
 - 10. THEA Facilities Support, HNTB, \$61,989
 - 11. THEA Project Management Staffing Support, HNTB \$149,994
 - 12. Toll Operations Support, HNTB, \$119,984
 - 13. THEA Biennial Inspection, HNTB, \$109,990
 - 14. GEC Program Support, HNTB, \$491,992

15. Bridge Management Program, HNTB, \$76,997
16. Roadway Management Program, HNTB, \$76,997
17. ACCS Implementation Support, HNTB, \$51,970
18. Office Remodeling Support, HNTB, \$50,979
19. East Selmon Project, Development, and Environment Constructability Support, \$74,990
20. Work Program Annual Support & CPMP program enhancement, WSP, \$250,000
21. Grant Tracking and Submittal Support, WSP, \$250,000
22. Grant Application Support, RS&H, \$250,000
23. Strategic Planning and Policy, WSP, \$150,000
24. Annual Sketch Analyses, WSP, \$200,000
25. Project, Development, and Environment Support Services, HDR, \$225,000
26. Trail Enhancements Planning Support, WSP, \$200,000
27. Community Enhancements Planning Support, WSP, \$50,000
28. Trail & Community Enhancements (Underpasses), HDR, \$100,000
29. Pedestrian Safety Analysis, HNTB, \$100,000
30. Resiliency & Sustainability, WSP, \$100,000
31. Resiliency & Sustainability, HNTB, \$80,000
32. Traffic Modeling and Support, WSP, \$250,000
33. Downtown Traffic & Modeling Support, RS&H, \$150,000
34. Integrated Data System Development & Management & KPI Development, WSP, \$275,000
35. Data Management Development & Performance Measurement, CUTR, \$250,000
36. Intelligent Decision Support System (IDSS) & Data Management, HNTB, \$325,000
37. Alternate Fuels, HNTB, \$85,000
38. ITS America CAV Deployer Task Force, ITS America, \$100,000
39. CV & Emerging Technologies – ITS/Ops/Peer Agency Collaboration, HNTB, \$150,000
40. Emerging Technology Support, Yunex, \$100,000
41. Multi-Modal ITS (MMITSS) Support, HNTB, \$76,000
42. Trend Analysis, CUTR, \$120,000
43. Sketch Analysis T&R, Stantec, \$200,000
44. Annual T&R, Stantec, \$120,000
45. Traffic Modeling & Analysis, HNTB, \$90,000
46. GPC – General Planning Support, WSP, \$150,000

Chairman Cassidy requested a motion to approve the consent items. Mr. Weatherford moved approved, seconded by Secretary Gwynn.

The motion passed unanimously.

IV. Executive Reports

A. Executive Director – *Greg Slater, Executive Director*

1. Contract Expiration

Mr. Slater advised that one contract is expiring – the Lochner PD&E contract.

2. Director’s Report

Mr. Slater provided an update on Communications. He reported that last week, the Hillsborough County BOCC agreed in a 7-0 vote to endorse a PD&E to extend the expressway down the 301 corridor. He noted the 18 press instances that resulted from this action, including an endorsement from the Tampa Bay Times Editorial Board. There were a lot of positive results on the Gandy after study, and continuing positive coverage on the CV Pilot. He thanked the Board for its support as THEA works toward the future.

He also reported on the following:

- THEA has submitted its list of performance measures to the FTC, all of our numbers are trending in the right direction.
- As part of the Strategic Blueprint implementation, 24 key items have been identified for delivery in FY24 ranging from major project awards to advertising for our tolling systems, to key foundational efforts in data and analytics to policies for the Board to consider for adoption.
- We are in the process of laying out KPIs that will allow us to track financials, business efficiencies, and delivery of our systems.

Finally, Mr. Slater introduced Toni Nhlapo, Procurement Coordinator; Tiana Hill, Business Operations Manager for Toll Operations; Keisha Boyd, THEA’s new Director of Strategy, Communications, and Community Engagement.

B. General Counsel – *Amy Lettelleir*

Nothing to report.

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Committees of the Whole – July 10, 2023 – Cancelled
- Board Meeting – July 24, 2023
- Committees of the Whole – August 14, 2023
- Board Meeting – August 28, 2023

V. Old Business

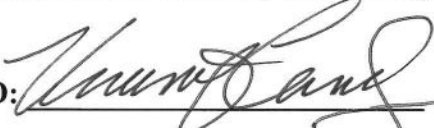

No old business.

VI. New Business

No new business.

VII. Adjournment

With no further business, the meeting adjourned at 2:32 pm.

APPROVED:  ATTEST: 
Chairman: Vincent Cassidy Secretary: John Weatherford

DATED THIS 24th DAY OF JULY 2023.