

Tampa-Hillsborough County Expressway Authority
Minutes of the October 30, 2023, 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 October 30, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

ATTENDANCE

Board:

Vincent Cassidy, Chairman
Bennett Barrow, Vice Chairman
John Weatherford, Secretary
FDOT District Secretary David Gwynn, Member
Mayor Jane Castor, Member

Staff:

Greg Slater	Shannon Bush
Amy Lettelleir	Toni Nhlapo
Jeff Seward	Brian Ramirez
Bob Frey	Gary Holland
Brian Pickard	Frederick Pekala
Keisha Boyd	Julie Aure
Shari Callahan	Szabina Szenassy
Tim Garrett, HNTB	Felipe Velasco
Charlene Varian	Anna Quinones
Chaketa Mister	

Others:

Michael L. Pack, CATT Lab	Christina Matthews, WSP
Rick Patterson, Raymond James	Sunil Jakhadi, HNTB
Tom Delaney, Atkins	Sarah Lesch, Playbook
Steve Ferrell, HDR	Chris Jadick, WSP
John Generalli, Wells Fargo	Nicole Dufra, WSP
Jonathan Tursky, TransCore	Jim Drapp, HNTB
Matthew Sansbury, RBC	Jason Watts, HNTB
Sally Dee, Playbook	Alex Bourne, RS&H
Len Becker, HNTB	Kevin Hoeflich, HNTB
Todd Josko, Ballard Partners	Mari Bonbrest, HDR
Snehal Ambare, CDM Smith	

Call to Order and Pledge of Allegiance

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

I. Public Input/Public Presentations

There were no public comments or presentations.

II. Consent Agenda

A. Approval of the Minutes from the September 25, 2023, Board of Directors Meeting

B. Increase funding to Burgess and Niple for CEI work on the ITS Generator Replacement Project, \$25,923

Chairman Cassidy requested a motion to approve the consent items. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

IV. Discussion/Action Items

A. Planning & Innovation, John Weatherford, Committee Chair – Bob Frey, Director

1. I-4 FRAME Design Review and Project Management, HNTB, \$485,000

Mr. Frey presented an item for the I-4 FRAME design review and project management work. He noted that this is part of the FDOT I-4 FRAME project THEA is doing with FDOT. We will connect the Selmon Expressway to I-4 and the state's CV system through fiberoptic cable and roadside units (RSUs). We're essentially merging the CV Pilot with the next at-scale deployment.

HNTB will perform systems engineering, design review, and project management, as well as the collaboration between THEA and FDOT. All work will be done under a Joint Participation Agreement between THEA and FDOT.

The requested action is for the Board to approve the Executive Director to execute a task for HNTB to perform system engineering and project management services in the amount not to exceed \$485,000 from the capital budget.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

2. RITIS Trip Analytics & Customization Work, University of Maryland CATT Laboratory, \$326,000

Mr. Frey presented a task order request for the UMD CATT Lab to provide data, access to the RITIS platform and trip analytics tools, and to integrate RSU data into the platform for the first-year cost of \$326,000. He noted that in THEA's Strategic Plan, and in discussions with the Board, we have talked about a smart roadway and how the roadway can provide us with information to help operate and maintain the system more efficiently – this is the first step to getting there. Mr. Frey explained that RITIS has more than 50 analytics tools covering things like detector analytics and work zone performance measures, which complement the KPIs we are implementing as part of our Strategic Blueprint.

He then reviewed the various data sources, highlighting those that are key to THEA from day one, and the various uses of the data. He noted that the data functionality this will provide is integral to THEA and taking that next step in achieving a smart roadway.

Further, after investigating the available data for transportation planning and a gap in operational data, THEA has explored the use of the RITIS system to monitor operations and plan for our existing and future infrastructure. The objective of this project is to provide additional insights into road user movement and expressway performance to provide a better understanding of THEA's facilities, allowing for enhanced operations, planning, and management of the Selmon Expressway.

The requested action is to request Board approval to execute a task order for the UMD CATT Lab to provide data, access to the RITIS platform and trip analytics tools, and to integrate RS data into the platform for the first-year cost of \$326,000.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Chairman Cassidy asked for confirmation that this expenditure will allow THEA to forego expenditures in other areas to access the information that this will provide. Mr. Frey responded in the affirmative.

Mr. Barrow thanked Mr. Slater and THEA Staff for their work on this project.

B. Operations & Engineering, Bennett Barrow, Committee Chair – Brian Pickard, P.E., Director

1. East Selmon ITS Improvements Assistance through the GEC

Mr. Pickard presented an item to utilize the GEC (HNTB) to assist THEA staff in developing the scope documents for procurement, managing the CEI,

reviewing design documents, and managing the contractor for the East Selmon ITS Design/Build Project.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB to provide GEC support for procuring, design approvals, and CEI and contractor management on the East Selmon ITS Design/Build Project for \$420,510 to come from the capital budget.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

2. Design Consultant for Headquarters Security Upgrades

The next item was a request to procure the services of a design consultant to develop plans and specifications for construction contracts to complete the recommended work outlined in the security assessment dated April 4, 2023. This includes work both in THEA headquarters and the surrounding grounds.

The requested action is for the Board to authorize the Executive Director to execute a task order with Jacobs Engineering for \$328,833 from the capital budget, to provide design services for constructing the recommended work outlined in the security assessment report.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

Chairman Cassidy asked when Jacobs was selected. Mr. Pickard explained that this is a task-driven contract that was part of the GEC procurement approved in 2021. The contract ends in 2024.

3. GEC (HNTB) Assistance in Evaluating Retaining Wall Capacity

Mr. Pickard then presented a request to utilize the GEC (HNTB) and their sub-consultants to assist THEA staff in identifying the capacity of the existing retaining walls between Himes Avenue and the Hillsborough River. This will significantly reduce the risk that the upcoming South Selmon Capacity Project contractor will incorporate into their price.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB to provide GEC support during FY24 to evaluate the capacity of the existing retaining walls from Himes Avenue to the Hillsborough River in an amount not to exceed \$271,033 to come from the capital budget.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

Chairman Cassidy asked if this task will produce the capacity information or if the Board could expect another request. Mr. Pickard confirmed this task will produce the capacity report.

The motion passed unanimously.

4. Fiber to DMS Project – New task - KCI, \$60,928.

Finally, Mr. Pickard reported that THEA received one bid on the Fiber to DMS project, and it exceeded the budget. As a result, the project will be a pay item job and will be combined with the Wrong-Way-Driving Project as one larger contract to limit unknown risks and attract more competition. The new task amount for the additional work is \$60,928 to come from the capital budget. The original design task was \$130,000, which is completed and closed.

The requested action is for the Board to authorize the Executive Director to execute a task order with KCI to provide system design services to THEA for scope items, including design revisions, for the Fiber to DMS project.

Chairman Cassidy requested a motion. Mr. Barrow moved approval, seconded by Mr. Weatherford.

The motion passed unanimously.

V. Staff Reports

A. Operations & Engineering – Brian Pickard, P.E., Director

Mr. Pickard reported the Easts Selmon Slip Ramp Project will be accepted on Tuesday or Wednesday of this week.

He reported that the railroad track removal project is underway, and he expects project completion in April 2024.

Mr. Slater asked about the schedule of road closures. Mr. Pickard noted that on the weekend of November 3, traffic will be detoured off Kennedy Blvd. to allow for the removal of tracks and supporting structures, repaving, redoing the multi-use path, and the removal of signs and signals tied to Kennedy Blvd. He added that the following week the same work will occur at Jackson Street, and in January/February work will be done on Twiggs Street.

B. IT & Security – Shari Callahan, Director

Ms. Callahan provided an update on the recent cybersecurity assessment for both the administrative network and the operations network. The four tasks covered include general security policies and practices; audit of network architecture and internet connectivity; website assessment and penetration testing; and internal/external non-disruptive penetration testing.

The findings for Task 1 – General Security Policies and Procedures – THEA is doing a lot of what is necessary to protect the network and we are self-enforcing our procedures. Areas of improvement include developing policies;

IT Governance (reports, compliance, and security; and improving our business continuity plan (currently underway).

Findings for Task 2 – Audit of Network Architecture and Internet Connectivity – THEA already has established and enforces network restrictions to allow only company-issued devices to access. We do need to monitor a little bit better to detect unauthorized access.

THEA's user training program is robust, and our user awareness and phishing reports have increased fivefold from a year ago. There are opportunities to increase external threat detection and we will be creating a Vendor Risk Management Plan and evaluating additional network alerting tools to monitor external threats.

Chairman Cassidy asked if there is a trigger in place to let us know if a user is accessing the network from two different devices simultaneously. Ms. Callahan will find out and report back to the Board.

Findings for Task 3 – Website Assessment and Penetration Testing – There were no vulnerabilities found on THEA's website; however, it is recommended that we implement a quarterly review of the website.

Findings for Task 4 – Internal Non-Disruptive Penetration Testing – Revealed several user accounts had passwords that were not complex enough, so we will enhance and enforce password protection policies. The testing also found that service accounts need to be diversified. As a result, we will create separate IT accounts for standard and elevated privilege activities. We will also increase server security using additional software and procedural tools.

Findings for Task 4 - External Non-Disruptive Penetration Testing – Multiple layers of protection for different routes to network access, including Multi-Factor Authentication (MFA), were detected. Recommendations for improvement include adding additional MFA on VPN access, enforcing MFA for Microsoft Cloud access, and auditing our Keeper password manager.

Mr. Weatherford asked about emails and whether an outgoing encrypted is also encrypted on the other side (encryption follows the email chain). Ms. Callahan will find out and report back to the Board.

C. Budget & Finance – *Jeff Seward, Director*

Mr. Seward provided an update on THEA's financials, noting we are wrapping up the first quarter of the fiscal year. He pointed out that THEA had originally anticipated a \$2.1M reduction in revenue due to Hurricane Idalia. What we're seeing is about a \$700K reduction.

Planning and Innovation expenditures are higher than normal for the first quarter; however, there were some upfront costs associated with some of the grant applications.

Professional Services and Occupancy & Office Expenses are higher due to frontloaded costs for property insurance and general liability insurance that we pay at the beginning of the fiscal year.

He closed by noting that on average spending is below budget.

D. Toll Operations – *Tim Garrett, Interim Director*

Mr. Garrett reported toll operations statistics for September. The weekly average transactions for September were 1,300,730. Total monthly transactions for September were 6,291,307, with 755,645 being non-revenue. The non-revenue portion was high due to Hurricane Idalia.

Mr. Garrett noted that overall, there was a year-over-year weekday transaction volume increase of 6.6% on the West Mainline, with the largest growth on the Selmon West Extension with a 10.7% increase.

Finally, he reported that 70% of our processed toll transactions for September were transponders and 30% were toll-by-plate. He added that our image review backlog remains low, which is currently 10 days.

Chairman Cassidy asked if E-ZPass transactions are processed through SunPass or directly between the transponder and THEA. Mr. Garrett explained that E-Z Pass and other interoperable transactions go through CFX and then to SunPass – the SunPass transactions go directly to SunPass.

The Chairman asked how THEA gets its money.

Mr. Garret noted that the money is distributed both through the Turnpike (CCSS) and through CFX for the E-ZPass transactions.

The Chairman commented that THEA has a dependency on other organizations maintaining strict procedures and protection for their technology not to interfere with THEA's money, and asked what we do about that.

Mr. Slater pointed out that it is an auditable process that we go through on a regular basis. With the replacement of our back office, THEA is simplifying transactions into one workflow.

The Chairman noted he would like to see the workflow at some future date.

E. Strategy, Communications & Community Engagement– *Keisha Boyd, Director*

Ms. Boyd provided a high-level update on the status of THEA's marketing plan and will share more details at a future meeting.

She also touched on THEA's Communication goals and strategies, which include elevating the THEA brand, enhancing THEA's reputation as a global leader, and reinforcing THEA's commitment and investment in the region.

Finally, she pointed out that this month THEA has experienced increased visibility with Mr. Slater providing transportation updates at four events, THEA has adopted five area schools, and engaged with the Minority Economic

Development Corp, Walk Bike Run Tampa, and Tampa Bay EDC. THEA staff will also be volunteering for the Great American Teach-In, CEOs in Schools, and the Community Pantry.

VI. Executive Reports

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

1. Director’s Report

Mr. Slater noted that THEA has been active in the community talking about the strategic plan and work plan.

He highlighted a Tampa Bay Business Journal article that reported a 21% increase in traffic coming into Tampa’s downtown core. The data also illustrated hours lost in congestion. The data is consistent with the transaction growth we are seeing on the Selmon.

Mr. Slater also noted that THEA continues to work through the new path for the South Selmon Capacity project. An internal workshop is scheduled for the end of November, and we plan to have a new path by the end of the year.

He highlighted some of the things he is doing to raise THEA's profile as an industry leader, which includes serving as an expert advisor with Cambridge Forums. This year’s topic will explore innovative financing and delivery of large infrastructure. He is also serving as a key stakeholder in FHWA’s Cooperative Driving Automation Design and Architecture Workshop. Finally, he is serving as an advisor to the National Academy of Science on a project titled “Collective and Individual Actions Envision and Realize the Next Era of America’s Transportation Infrastructure.” The Focus is on modernization and true community-centered transportation assets. THEA is the only expressway authority involved.

He also highlighted several community events in which he is participating.

Finally, he recognized Szabina Szenassy for going above and beyond with her coverage of the finance office to fill in for a co-worker.

2. Contract Renewals and Expirations

Mr. Slater reported one contract with Hall Engineering is expiring in April of 2024 and the contract with Stantec will be renewed through April of 2025.

B. General Counsel – *Amy Lettelleir*

No report.

C. Chairman – *Vincent Cassidy*

1. Upcoming Meetings

- Board Meeting – November 13, 2023 - *Cancelled*
- Board Meeting – December 11, 2023

III. Old Business

No old business.

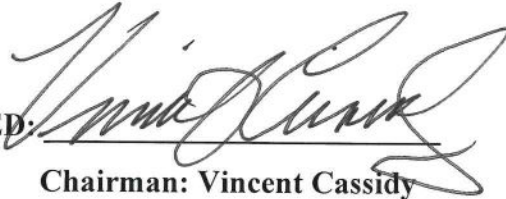
IV. New Business

No new business.

V. Adjournment

The meeting was adjourned at 2:08 p.m.

APPROVED:


Chairman: Vincent Cassidy

ATTEST:


Vice Chairman: Bennett Barrow

DATED THIS 11th DAY OF December 2023.