

Tampa- Hillsborough County Expressway Authority  
Minutes of the August 22, 2022, Board Meeting  
1104 E. Twiggs Street  
Tampa, FL 33602

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The Tampa-Hillsborough County Expressway Authority held a public meeting at 1:30 p.m. on August 22, 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  
Mr. John Weatherford, Member  
Secretary David Gwynn, Member  
Mayor Jane Castor

**STAFF:**

Greg Slater  
Amy Lettelleir  
Bob Frey  
Jeff Seward  
Andy Lelewski  
Charlene Ponce  
Chaketa Mister  
Lisa Pessina

Judith Villegas  
Max Artman  
Krystina Stephen  
Elizabeth Gray  
Anna Quinones  
Shannon Bush  
Brian Ramirez  
Emma Antolinez

**OTHERS:**

Matthew Sansbury, RBC  
John Generalli, Wells Fargo  
Jansel Sexto, HDR  
James VanSteenburg, HDR  
Steve Ferrell, HDR  
Doug Abate, Quest  
Doug Draper, Bank of America  
Jonathan Tursky, TransCore  
James Drapp, HNTB  
Rick Patterson, Raymond James  
Stefanie McQueen, HDR

Christina Kight Matthas, WSP  
Brandie Miklus, City of Tampa  
Todd Josko, Ballard Partners  
Carlos Ramos, Ballard Partners  
Chris Santiago, Infotect  
Christina Kight, WSP  
Sally Dee, Playbook  
Sarah Lesch, Playbook  
Jessica Kizer, TEAMFL  
Suzette Taylor, TEAMFL

**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**

There was no public input.

**III. Consent Agenda**

- A. Approval of the Minutes from the June 27, 2022, Board Meeting
- B. Board Member Travel – IBTTA 90<sup>th</sup> Annual Meeting – Austin, Texas
- C. ITS Grounding Mitigation Assistance - General Engineering Consultant Contract (GEC) - \$50,000

*The Chairman requested a motion for approval. Mr. Alvarez moved approval, seconded by Mr. Barrow.*

*The motion passed unanimously.*

**IV. Discussion/Action Items**

**A. Planning – John Weatherford, Chair – Bob Frey, Staff**

**1. MMITSS Queue Management - University of Arizona**

Mr. Frey presented the MMITSS Queue Management application developed by the University of Arizona. He noted that the application will use THEA’s Connected Vehicle Pilot capabilities to address congestion issues on the exit of the REL at Twiggs and Meridian. He further explained that the queue management system will detect spillbacks on the exit ramp and then use MMITSS to clear the downstream queues and allow the exit ramp queue to dissipate by working with existing signals. The project will use existing CV pilot infrastructure to establish a framework for an additional three years of research that will be defined based on the needs and capabilities under emerging connected technology and the Vision Zero Program.

Funding of \$324,000 will come from the capital budget, and the requested action is Board approval for THEA staff to execute a research agreement with the University of Arizona, College of Engineering in the amount not to exceed \$324,000 over three years for the MMITSS queue management application implementation. The research agreement is subject to review and approval of THEA General Counsel.

*The Chairman requested a motion for approval. Mr. Alvarez moved approval, seconded by Mr. Weatherford*

*The motion passed unanimously.*

**2. Corridor Sketch Planning and Analysis – Concept Planning and Cost Estimation – WSP/RK&K**

Mr. Frey presented a request to conduct sketch level concept plans that address access, mobility and constructability based on the growth patterns Tampa Bay is experiencing. The purchase order would include sketch level concept planning and cost estimates, to include design, ROW, Construction and CEI, for up to three projects in FY23.

Funding of \$180,000 would come from the capital budget. The requested board action is approval for THEA staff to execute a purchase order in the amount not to exceed \$180,000 for the corridor sketch level concept planning and analysis.

*The Chairman requested a motion for approval. Mr. Barrow moved approval, seconded by Mr. Weatherford.*

*The motion passed unanimously.*

**3. Trails Micro-mobility Counts Program Development – Marlin Engineering**

Mr. Frey presented a request for a micro data collection and monitoring service for three of THEA’s trail systems. The program would include short-duration monitoring of micro-mobility traffic volumes, and the data collected will be used to inform decisions for improving THEA’s community enhancement program.

Funding of \$82,000 will come from the capital budget, and the request is Board approval for THEA staff to execute a purchase order with the Marlin Engineering in the amount not to exceed \$82,000 for the development of the THEA Trails Micro-mobility Counts Program.

*The Chairman requested a motion for approval. Mr. Alvarez moved approval, seconded by Mr. Weatherford*

*The motion passed unanimously.*

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

**1. Construction, Engineering, and Inspection (CEI) Consultant for Meridian – Railroad Track Removal**

Mr. Pickard presented an item to procure the services of a CEI consultant to perform field engineering and testing for the removal of the railroad tracks that once serviced Ardent Mills along Meridian Ave. He noted that negotiations were conducted and finalized with KCI Technologies, Inc.

Funding will come from the capital budget in the amount of \$324,264, and the request is for the Board to authorize the Executive Director execute a purchase

order with KCI Technologies, Inc. to provide CEI services for the Meridian - RR Track Removal Project.

*The Chairman requested a motion for approval. Mr. Weatherford moved approval, seconded by Mr. Barrow.*

*The motion passed unanimously.*

**2. South Selmon Capacity Public Information Consultant – Through General Engineering Consultant Contract (GEC)**

Mr. Pickard presented an item to use HNTB and their subconsultant, Versant, to provide public information consultant support during the procurement, design, and construction of the South Selmon Capacity Project.

Funding of \$187,000 will come from the capital budget, and the request is for the Board to authorize the Executive Director to execute a purchase order with HNTB for public information consultant support on the South Selmon Capacity Project.

*The Chairman requested a motion for approval. Mr. Barrow moved approval, seconded by Mr. Alvarez.*

*The motion passed unanimously.*

**V. Chairman – Vincent Cassidy**

**A. Acceptance of Board Member Evaluations of the Executive Director and General Counsel**

*The Chairman requested a motion to accept. Mr. Weatherford moved acceptance, seconded by Mr. Alvarez. The motion passed unanimously.*

**VI. General Counsel – Amy Lettelleir, Esquire**

**A. Board Elections**

Ms. Lettelleir opened the floor to nominations for Chairman.

*Mr. Alvarez nominated Vincent Cassidy to serve as Chairman, seconded by Mayor Castor.*

With no other nominations, Ms. Lettelleir conducted a roll call vote.

*Mr. Cassidy was elected by a unanimous vote.*

Ms. Lettelleir opened the floor for nominations for Vice Chairman.

*Mr. Cassidy nominated Mr. Bennett Barrow as Vice Chairman, seconded by Mr. Alvarez, and nominated Mr. Daniel Alvarez for Secretary, seconded by Mr. Weatherford.*

With no other nominations, Ms. Lettelleir conducted a roll call vote.

*Mr. Barrow was elected Vice Chairman and Mr. Alvarez was elected as Secretary by a unanimous vote.*

**VII. Staff Reports**

**A. Operations & Maintenance – *Brian Pickard***

Mr. Pickard updated the Board on the East Selmon Slip Ramp contract with Middlesex at 50% of earnings and 48% of time.

He provided an update on other construction projects. The Twiggs Street turn lane is complete and the REL lighting project was accepted in May 2022. The outstanding item on that project is the replacement of repaired luminaires and the delivery of spare parts.

The Chairman asked if the glare issue is resolved. Mr. Pickard noted that the glare issue is resolved.

The Chairman also asked if there have been any reports of satellite interruption while driving under the elevated Selmon on Gandy. Mr. Pickard responded that he has not had any reports of interruptions.

Mr. Pickard gave an update on other major design projects:

Project	Completion
CSX Track Removal (KCA)	August 2022
Connection from Cabinet to DMS Signs with Fiber (KCI)	August 2022
Investigation & Repair of Asphalt near East Toll Plaza (KCA)	August 2022
Wrong Way Driving East End - Design (BCC)	August 2022
Fiber Characterization (PCS)	December 2022

**B. Toll Operations – *Andy Lelewski***

Mr. Lelewski updated the Board on THEA Toll operations through June 2022. He reviewed total number of toll transactions at various points on the Selmon Expressway, noting a 1% increase on the east mainline; 7% increase on the west mainline; 10% increase on the REL; and 26% on the west extension,

compared to June 2021. Addressing a question asked by the Chair during the May meeting regarding the number of customers who travel the entire length of the expressway, Mr. Lelewski reported that after reviewing the transponder records and the license plate records and between the east mainline and the west mainline, on a typical weekday, we're seeing about 25,000 people travel that distance – eastbound and westbound. Between the east mainline and the west extension roughly 6,000 people are making that trip.

Chairman asked for clarification on the daily trips and asked if, based on the average weekday transactions, the Selmon is seeing 150,000 individual vehicles daily. Mr. Lelewski noted that would be a good assumption, but more analysis would need to be done to confirm.

Mr. Slater noted that one of the most challenging things we deal with is the unknown planning horizon relative to population growth and technology.

Mr. Lelewski reviewed the total posted transactions per month, noting the transactions for June 2022 total 5,792,907.

The next graph depicted pre-paid vs. post-paid transactions over the last two years. He reported that Toll Operations will be embarking on a campaign to increase the number of customers who are pre-paid.

Mr. Lelewski reviewed past due payments made and the method in which those payments are made, whether CSR calls, website, IVR, mail or walk-ins, as well as in-house Customer Service.

Next, he reported on new programs:

- The partnership with the Tax Collector to accept payments for registration holds in June 2022, yielded 1200 transactions and over \$110K.
- The MacDill AFB Discount Program currently has over 350 active participants. These vehicles travel between the east mainline and the west mainline.

The Chairman asked about the level at which the Air Force Base is back to normal working hours. Mr. Slater noted they are still in a bit of a hybrid model but are starting to transition back to a traditional schedule. He added that, to really get the full advantage of the program, participants need to be traveling the system every day. THEA is looking at different ways to meet the needs of the base.

The Chairman asked for a future discussion, once we have established a regular pattern, on what the financial impact is to those using the program.

Mr. Lelewski mentioned that a survey went out today to those who are a part of the program to find out how it is working for them.

There was some additional discussion about the program and what was projected versus what we are seeing and what the financial impact is.

Next, Mr. Lelewski discussed some toll operations statistics related to the ending of FY2022, including total posted transactions, pointing out that THEA is back on track after COVID. He also discussed pre-paid transactions by interoperable transponder program.

Finally, he reviewed post-paid transactions (toll-by-plate), noting that 96% of invoices go to Florida addresses.

Mr. Alvarez asked if in the future Mr. Lelewski could provide the number of transactions along with the percentages. Mr. Lelewski responded in the affirmative.

Mr. Weatherford asked if THEA loses any revenue from the use of other transponders such as EZ Pass. Mr. Lelewski noted that no money is lost through the use of other transponders.

Mr. Slater mentioned that, looking at 96% of Toll-by-Plate transactions coming from Florida, there is an opportunity to make a significant dent in the transponder program because they are all Florida residents.

#### C. Budget & Finance – *Jeff Seward*

Mr. Seward provided an update on the anticipated, unaudited FY2022 year-end budget. He reviewed FY22 toll revenue collected, and investment/interest income collected – both exceeding what was budgeted. Expenditures were below budgeted, and the estimated year-end debt service ratio is 2.38.

### **VIII. Executive Reports**

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

##### **1. Contract Closeout, Renewal and Expiration Report**

Mr. Slater presented one second-year contract renewal for Metric Engineering to provide ITS Network support. The renewal is for one year.

2. Director's Report – Mr. Slater reported on the pier up lighting project with Highway Safety Devices. He noted that he approved extra work totaling \$42,373.60, bringing the total of extra work throughout the duration of the project to 7.7% of the approved original contract amount. This wraps up the work with Highway Safety Devices. THEA is working with the light manufacturer to resolve any remaining issues.

Mr. Slater also reported on community partnerships. He noted that THEA is working with TGH to become the Health and Wellness partner for the Selmon Greenway. He has also met with the Florida Aquarium to discuss potential partnerships there.

He provided an update to the board on the Whiting Street PD&E and the ongoing discussions between THEA, the City of Tampa, and the Bloomberg transportation team to work through the concerns. THEA is working to analyze some follow up alternatives and will report back to the board with the results. Counsel and staff are working with the City of Tampa on the second amendment to the Interlocal Agreement between the Authority and the City, which addresses the roadway and connection improvements – the second amendment addresses the connections at Finley and Walton to Meridian, as well as negotiated drainage options for both entities.

Mr. Slater announced the closeout of the CV Pilot and stated staff will be sharing the accomplishments that the pilot achieved, as well as the valuable contributions to the transportation industry and the safety of travelers.

He also mentioned a one-year renewal of the ITS Network Support contract with Metric Engineering.

On the team THEA front, Mr. Slater announced that Gary Holland was accepted into Leadership Tampa, and Brian Ramirez completed his associates degree.

Finally, he recognized Suzette Taylor and Jessica Fizer with TEAMFL. Tampa is hosting the next TEAMFL meeting, and registration is now open.

Chairman Cassidy asked about infrastructure bill and whether THEA anticipates any grant opportunities for connected vehicles. Mr. Slater discussed the infrastructure bill and inflation reduction act. The infrastructure bill has grant resources associated with connected vehicles as well as small cities and smart mobility. There are opportunities for grants for electric vehicle charging infrastructure and other types of innovations. The inflation reduction act also has some money that could be utilized for greenway improvements and some electric vehicle improvements.



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

Ms. Lettelleir discussed the Code of Ethics and the annual conflict disclosure forms, which were disseminated to board members for signatures. She asked board members to direct any questions to her.

The Chairman asked where THEA stands with bond ratings in terms of when the rating agencies will be looking at us.

Ms. Lettelleir noted we would seek out upgrades in February/March.

Mr. Slater added that the rating agencies have reached out to us with questions, and we've been providing answers. We've also provided them with some of the graphs that Mr. Lelewski showed today that represent the growth in our transactions.

**C. Chairman – Vincent Cassidy**

1. Upcoming Meetings

- THEA Committees of the Whole – September 12, 2022 – Cancel
- THEA Board Meeting – September 26, 2022

**IX. Old Business**

**X. New Business** – Mr. Alvarez congratulated Mr. Ramirez on his degree.

**XI. Adjournment**

The meeting adjourned at 2:18 pm.

APPROVED:  ATTEST:   
Vice Chairman: Bennett Barrow Executive Director: Greg Slater

**DATED THIS 11th DAY OF OCTOBER 2022.**