

Tampa-Hillsborough County Expressway Authority
Minutes of the November 18, 2024, 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 18, 2024, at THEA Headquarters, 1104 E. Twiggs Street in Tampa Florida. The following were present:

BOARD:

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

STAFF:

Greg Slater	Brian Ramirez
Amy Lettelleir	Shannon Bush
Tim Garrett	Judith Villegas
Jeff Seward	Lisa Pessina
Keisha Pickett Boyd	Felipe Velasco
Shari Callahan	Pedro Leon
Bob Frey	Frederick Pekala
Brian Pickard	Brian McElroy
Gary Holland	Anna Quinones
Charlene Varian	Szabina Szenassy
Chaketa Mister	

OTHERS:

Sarah Lesch, Playbook	Len Becker, HNTB
Maddi Baptiste, Playbook	Joey Roselli, American Structure Point
John Generali, Wells Fargo	Stefanie McQueen, HDR
Doug Draper, Bank of America	James Vandersteen, HDR
Rick Patterson, Raymond James	Nicole Dufva, WSP
Jonathan Tursky, TransCore	Christina Matthews, WSP
David Franklin, Quest Corp.	

Call to Order and Pledge of Allegiance

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

Public Input/Public Presentations

There was no public comment.

Consent Agenda

Approval of Minutes from the October 28, 2024, Board Meeting, and approval of the fleet truck replacement.

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

The motion passed unanimously.

Discussion/Action Items

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

Roadway and Bridge Asset Maintenance Contractor Selection

Mr. Pickard presented the Evaluation Committee rankings for the Roadway and Bridge Asset Maintenance procurement. He requested that the Board approve the rankings and authorize staff to negotiate and execute a contract with the number one ranked firm, Webber. If negotiations are unsuccessful, staff will negotiate with the number two ranked firm. Contract execution is subject to final review and approval by THEA Chief Legal Officer.

Firm	Ranking
Webber a Ferrovial Company American	93.67
Infrastructure Maintenance Management	81.92
DeAngelo Contracting Services	75.03
Walsh Infrastructure Management	74.83

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

The motion passed unanimously.

Oversight Assistance on Asset Maintenance Contract - HNTB

Mr. Pickard noted that the new Asset Maintenance Contract will require oversight assistance and presented a request to utilize the GEC (HNTB) to provide that assistance, including inspecting the work, calculating penalties, and identifying improvement opportunities.

The requested action is for the Board to authorize the Executive Director to execute a task order with HNTB for assistance in inspecting the work and identifying penalties of the upcoming asset maintenance contract in the amount of \$73,416 from the maintenance budget.

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

Mr. Slater clarified that when the asset maintenance contract was restructured and re-advertised, THEA incorporated higher performance measures for a number of the categories, but also included performance measures for the underpasses, which is where the additional oversight comes in.

The motion passed unanimously.

IT & Security – Shari Callahan, Director

Access Control Central System (ACCS) Upgrade – Implementation Support Extended - HNTB - \$149,981.08

Ms. Callahan presented an item for additional funding for an existing task with HNTB to perform additional and ongoing work for the integration of the new Chameleon software designed by TeledyneFLIR. This software replaces the current DYNAC software which controls the gates for the REL and communicates with all the ITS devices.

The requested action is for the Board to approve additional funding for HNTB to continue providing implementation support for the integration of the new Chameleon software that replaces the current DYNAC software in the amount of \$149,981 from the capital budget.

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

Chairman Cassidy asked if staff is confident that no additional funding will be required. Ms. Callahan responded in the affirmative.

The motion passed unanimously.

Budget & Finance – Commissioner Cepeda, Committee Chair – Jeff Seward, Chief Financial Officer

Cloud-based Budgeting, Procurement, and Reporting System – OpenGov - \$620,838

Mr. Seward and Ms. Bush presented the details of this request, which is to execute a 3-year agreement utilizing an existing state contract with OpenGov for cloud-based

budgeting, procurement, and reporting systems to support the modernization, effectiveness, and transparency of THEA's procure to pay and budgeting processes.

Mr. Seward discussed the benefits and cost savings to budgeting and reporting systems, and Ms. Bush discussed the procurement aspect.

Mr. Seward requested the Board to authorize the Executive Director to execute and approve all documentation for a 3-year agreement with OpenGov for \$620,838, from the capital budget, for a cloud-based budgeting, procurement, and reporting system, subject to review and approval by Chief Legal Officer.

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

The Chairman asked about the expectation after the first three years relative to the annual run rate. Mr. Seward noted staff would come back for Board approval for an additional three years. To clarify, the Chairman requested confirmation that the expectation is not that it will cost THEA \$2.6M a year after year three. Mr. Seward stated that is not the expectation. He also noted he will be bringing back to the Board for approval next year an AP Module to complete the overall ERP.

The motion passed unanimously.

Legal – Chairman Cassidy – Amy Lettelleir, Esq., Chief Legal Officer

Clay County and Duval County Tax Collector Interlocal Agreements

Ms. Lettelleir presented Interlocal Agreements with Clay and Duval Counties that will allow THEA customers to pay tolls to the Clay County and Duval County Tax Collector offices for the release of registration holds and to provide the procedures for remittance and reporting between the parties.

The requested action is for the Board to authorize THEA's Chairman to execute Interlocal Agreements with the Clay County and Duval County Tax Collector Offices.

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

The motion passed unanimously.

Team Reports

Operations & Engineering – Mr. Brian Pickard provided an update on the THEA Headquarters office renovations. The project is at 13% of contract time and on schedule, with the first and second floor completion in December and third floor completion in late January.

Toll Operations – Mr. Gary Holland presented the weekly and monthly transactions for October, pointing out the zero-transaction override going into effect due to Hurricane Milton. The total transactions for October totaled 6,392,278, down from 6,687,568 from

last October. He further explained that the October transactions included 1,726,392, again, non-revenue transactions due to a system closure for Hurricane Milton. He also discussed the breakdown on the different sections of the expressway.

The overall increase in the average weekday transactions year to year is up by 1.5%, and the percentage of transponder accounts to toll-by plate transactions continues to hover at 67% and 33%, respectively.

Mayor Castor requested the traffic counts including those during the hurricane days to see how many people traversed during that time in comparison to regular days and whether there was a dramatic increase. Mr. Holland will provide the requested information.

Communications – Ms. Keisha Pickett Boyd provided a summary of the communications efforts over the past month. Mr. Slater spoke alongside FDOT District 7 Secretary, David Gwynn, and Ram Kancharla, VP of Planning & Development at Port Tampa, at the 34th Annual Tampa Bay Transportation Supersession; he attended IBTTA meeting in Cleveland and accepted the 2024 Toll Excellence Award for our East Selmon Slip Ramps; he presented at the 9th Annual Cybersecurity Symposium in D.C.; and he authored an Op-Ed on regional connectivity, which appeared in the Tampa Bay Business Journal.

Ms. Boyd also reported that THEA received a Certificate of Achievement for Excellence in Financial Reporting, which appeared in three publications.

She noted that, in the community, Mr. Brian Ramirez has been elected to serve on the South Tampa Chamber of Commerce Board of Directors for 2024-2027, and she recently presented THEA updates to the Brandon '86 Rotary club.

The publicity metrics from September 13 – October 31 yielded thirty-two mentions, an audience of more than 18M, and \$748,260 value in publicity.

Finally, she updated the Board on THEA social media followers, which have increased by 20% since September.

IT & Security – Ms. Shari Callahan gave an update on THEA's disaster recovery project. THEA is replacing equipment and then all equipment will be duplicated and located offsite at the data center – our new disaster recovery environment. Equipment installation is happening in December and testing will occur in January.

Chairman Cassidy asked where the data center is located. Ms. Callahan advised that it is in Lakeland housed in a hurricane-rated building and fully redundant in all its services.

The Chairman asked about the need for THEA employees to relocate to Lakeland in order to recover. Ms. Callahan explained that relocating is not necessary. Everything can be managed with the flip of a switch.

Next, Ms. Callahan updated the board on the Information Security Plan. She reviewed each component:

- Business Continuity and Remediation
- Security Operation Center Software Monitoring

- Cyber Security Leadership and Expertise
- Access Control Reviews
- Policies and Procedures
- User Training Programs
- Data Management/Data Governance

The Chairman asked what the percentages on the pie chart represent. Ms. Callahan noted they represent their percentage of the plan – including effort and time.

Executive Reports

Executive Director – *Greg Slater, Executive Director*

Contract Renewals and Expirations – Mr. Slater reported two contract renewals - one is the first one-year renewal with Atkins for Miscellaneous Trail, Parks, and Community Enhancement Services, and the other is a second one-year renewal with Bryant Miller Olive for Disclosure Counsel.

Director’s Report – Mr. Slater reported:

- The South Selmon Capacity project was re-advertised on November 14, 2024.
- THEA held a successful industry forum for OBOS and will have that project on the street in early December.
- The Florida Transportation Commission heard THEA’s annual report on November 8, 2024, and were pleased with how the toll authorities are working together.

Mr. Slater also mentioned the road closure in front of Headquarters will switch directions next week.

Finally, he announced that after 25 years with HNTB, Tim Garrett has joined THEA as its new COO.

Chief Legal Officer – *Amy Lettelleir, Esq.*

No report.

Chairman – *Vince Cassidy*

Upcoming Meetings

- Board Meeting – December 16, 2024
- Board Workshop – January 13, 2025 (Cancelled)
- Board Meeting – January 27, 2025

Old Business

No old business.

New Business

No new business.

Adjournment

With no further business, the meeting adjourned at 1:58 p.m.

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

DATED THIS 16TH DAY OF DECEMBER 2024.