

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES CENTRAL FLORIDA EXPRESSWAY AUTHORITY BOARD MEETING January 14, 2016

Location: Central Florida Expressway Authority
Boardroom

Board Members Present:

Commissioner Welton G. Cadwell, Lake County (Chairman)
Commissioner Brenda Carey, Seminole County (Secretary-Treasurer)
Commissioner S. Scott Boyd, Orange County (Vice Chairman)
Mayor Buddy Dyer, City of Orlando
Commissioner Fred Hawkins, Jr., Osceola County
Andria Herr, Gubernatorial Appointment
Jay Madara, Gubernatorial Appointment
S. Michael Scheeringa, Gubernatorial Appointment

Board Member Not Present:

Mayor Teresa Jacobs, Orange County

Non-Voting Advisor Not Present:

Diane Gutierrez-Scaccetti, Florida's Turnpike Enterprise

Staff Present at Dais:

Laura Kelley, Executive Director
Joseph L. Passiatore, General Counsel
Darleen Mazzillo, Recording Secretary/Executive Assistant

A. CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Chairman Welton Cadwell.

B. PUBLIC COMMENT

- President of TEAMFL Bob Hartnett extended an invitation to the TEAMFL meeting on January 28 and 29 at the Hyatt Hotel at the Orlando International Airport.
- Don Maloney asked questions about CFX's dynamic message signs.
- Sally Baptiste talked about public/private partnerships. She provided information, which she asked to be sent to the Board members.
- Mark Schmidter asked questions about oaths of office, surety bonds, pledged credit, and private partnerships.

C. APPROVAL OF MINUTES

A motion was made by Commissioner Boyd and seconded by Commissioner Hawkins to approve the minutes of the December 10, 2015 Board Meeting as presented. The motion carried with eight (8) members present and voting AYE by voice vote; Mayor Jacobs was not present.

D. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval (Exhibit A).

CONSTRUCTION & MAINTENANCE

1. Approval of Final Ranking and Authorization for Fee Negotiations with KCCS, Inc. for Construction Engineering and Inspection (CEI) Services for S.R. 429 (Wekiva Parkway) Project No. 429-205/Contract No. 001088
2. Authorization to Execute Cooperative Purchase Agreement with Greenman-Pedersen, Inc. for Surface Preparation and Painting Consultant Services – Contract No. 001172 (Contract Amount: Not-to-Exceed \$750,000)
3. Approval of Contract Renewal with Infrastructure Corporation of America for S.R. 429 and S.R. 414 Roadway and Bridge Maintenance Services (Renewal Amount: \$2,008,985.38)
4. Approval of Construction Contract Modifications on the following contract:
 - a) Contract No. 417-731A Preferred Materials, Inc. (\$259,453.59)

ENGINEERING

5. Approval of Final Ranking and Award of Contract to Pegasus Engineering, LLC for Miscellaneous Design Services (SSBE) – Contract No. 001161 (Contract Amount: Not-to-Exceed \$2,500,000)
6. Approval to enter into an Agreement with the Center for Urban Transportation Research (CUTR) for a Multimodal Investment Assessment

HUMAN RESOURCES

7. Approval of Budget Amendment for Immediate Staffing Needs

INFORMATION TECHNOLOGY (IT)

8. Approval of Contract Renewal with Technical Aid Corporation d/b/a Advantage Technical Resourcing for IT Technical Support Services (Renewal Amount: \$150,000)

9. Authorization to Enter into a Software Escrow Agreement with Q-Free for the Image Review Software Component of the Toll System Replacement Project
10. Ratification of Executive Director Approval of Purchase Orders for Toll System Replacement Project
 - a) Computer Systems Support, Inc. \$74,433.79
 - b) Computer Systems Support, Inc. \$1,377,790.72
 - c) Computer Systems Support, Inc. \$4,293,926.80
11. Approval of Purchase Order to Carousel Industries for Network Expansion (P.O. Amount: \$303,762.44)
12. Approval of Purchase Order to CDWG for Replacement of Obsolete Firewalls (P.O. Amount: \$97,110)
13. Approval of Amendments to Security Policy

PUBLIC INFORMATION/EDUCATION

14. Adoption of Resolution Adopting Guidelines for Content on CFX Social Media Channels

TOLL OPERATIONS

15. Approval of Amendments to the Violation Business Rules
16. Approval of Amendments to Policy Regarding Eligibility Requirements for Free Sticker Transponders

A motion was made by Commissioner Carey and seconded by Commissioner Hawkins to approve the Consent Agenda as presented. The motion carried with eight (8) members present and voting AYE by voice vote; Mayor Jacobs was not present.

E. REPORTS

1. CHAIRMAN'S REPORT

- Chairman Cadwell reported that in the coming weeks we will begin demolition on the SR 528 Airport Toll Plaza.
- The Chairman extended an invitation to the ribbon cutting of the SR 417/Boggy Creek Road interchange on Friday, February 12 at 10 a.m.

- The Chairman asked the gubernatorial appointees to submit their names for the CFX Committees in time for the March agenda.

2. TREASURER'S REPORT

Commissioner Carey reported that toll revenues for November were \$29,465,504 which is 14% above projections and 13% above prior year. CFX's total revenues were \$31.5 million for the month.

Total OM&A expenses were \$5.0 million for the month and \$21.3 million year-to-date, which is 13% under budget.

After debt service the total net revenue available for projects was \$15.0 million for November and \$78.2 million year-to-date.

3. EXECUTIVE DIRECTOR'S REPORT

Laura Kelley provided the Executive Director's Report in written form (Exhibit "B").

In addition, she reported on the following:

- Starting February 1 we will kick off the school bus discount program.
- Upcoming Board meetings:
 - Feb./March
 - Traffic and Revenue Report update
 - In-depth financial workshop
 - Draft 2040 Master Plan
 - April
 - Final 2040 Master Plan
 - Draft Five-Year Work Plan options
 - Draft OM&A Budget

At Mr. Madara's request, Ms. Kelley elaborated on her meetings with Enterprise Rent-A-Car.

F. REGULAR AGENDA ITEMS

1. ANNUAL ELECTION OF CHAIRMAN, VICE CHAIRMAN AND SECRETARY/TREASURER

A motion was made by Mayor Dyer and seconded by Ms. Herr to continue with the current slate of officers. The motion carried with eight (8) Board members present and voting AYE by voice vote; Mayor Jacobs was not present.

2. INFORMATION TECHNOLOGY DEPARTMENT PRESENTATION

Director of Information Technology, Mr. Rene Rodrigue gave an overview of the Information Technology Department.

(This item was presented for information only. No action was taken by the Board.)

3. UPDATE ON S.R. 417 AND S.R. 429 BUY/SWAP

Executive Director Laura Kelley reported that she and Commissioner Carey met with Ben Watkins, Director of the Division of Bond Finance on December 17th. Mr. Watkins and his staff have agreed to look at the valuation methodology. We are hoping to meet with him again in late January. We also have a follow-up teleconference with FDOT Secretary Jim Boxold later this month.

(This item was presented for information only. No action was taken by the Board.)

4. UPDATE ON CENTRALIZED CUSTOMER SERVICE SYSTEM (CCSS)

Ms. Kelley reported that we have received a letter from the Florida Department of Transportation/Florida's Turnpike Enterprise stating that they are ready to move forward with the development phase of the CCSS project now that FDOT has concluded the protest of the contract and executed the same.

Staff will provide an executive summary of the contract and master agreement at the next Board meeting. The master agreement that we have received from FDOT does not yet have the key elements that this Board expects to have.

Those key elements are:

- Pro-rata share of the ownership of the system
- Equal voice in the management decisions
- Reasonable cost savings

In order to respond to FDOT, Ms. Kelley requested direction from the Board.

Mr. Scheeringa suggested adding key performance metrics and that FDOT be held accountable that our customer service would remain the same or improve.

A motion was made by Mr. Madara and seconded by Commissioner Boyd to authorize the Executive Director to contact the Florida Department of Transportation to reiterate

the above contract requirements. The motion carried with eight (8) members present and voting AYE by voice vote; Mayor Jacobs was not present.

Mr. Madara suggested that we emphasize to FDOT that in our initial review these are the four key guiding principles that we feel the agreement is lacking, however, there could be additional items that we have concerns with, pending full Board review.

5. APPROVAL OF CONTRACT WITH PAYTOLLO

Ms. Kelley requested approval to enter into the proposed contract to go into beta testing with PayTollo, a phone app for toll collection. If the testing is successful, we will move to an operations agreement, which would be brought to the Board for approval at a later date.

A motion was made by Mayor Dyer and seconded by Commissioner Carey to approve the contract with PayTollo as presented. The motion carried with eight (8) members present and voting AYE by voice vote; Mayor Jacobs was not present.

6. CUSTOMER SERVICE CENTER SPACE OPTIMIZATION

Chief of Technology/Operations Corey Quinn requested approval of an investment to our customer service center in order to maintain the levels that our E-PASS customers expect. He explained that our trends are showing a nearly 25% increase in call volumes. If these trends continue, our benchmarks will be much more difficult to reach. In addition, we forecast a 26% increase in unpaid toll notices through December 2016.

Staff proposes to utilize savings in the Five-Year Work Plan to fund the Customer Service Center Space Optimization Design Build Project. The cost estimate is \$1.5 million (10% contingency; includes design, construction and permitting).

Discussion took place regarding the increase in call volumes. Chairman Cadwell suggested that we track the number of SunPass calls. Commissioner Carey suggested that upgrading our website would reduce the call volumes. Mr. Madara suggested that we look into a mobile app as part of the website upgrade.

A motion was made by Mr. Madara and seconded by Commissioner Boyd to authorize advertisement of the Customer Service Center Space Optimization Project. The motion carried with eight (8) members present and voting AYE by voice vote; Mayor Jacobs was not present.

7. CUTR REPORT ON ECONOMIC IMPACTS OF CFX FIVE-YEAR WORK PLAN

Mr. Steve Reich of the University of South Florida's Center for Urban Transportation Research (CUTR) presented highlights from the Report prepared by CUTR titled, "The Economic Impact and Benefits of the Central Florida Expressway Authority Five-Year Work Plan" (Exhibit C).

(This item was presented for information only. No action was taken by the Board.)

G. BOARD MEMBER COMMENT

- Commissioner Boyd brought up a public safety issue related to an accident on the southbound Turnpike entrance to eastbound SR 408.
- Commissioner Hawkins brought up the amount of time Commissioner Cadwell spends in his role as CFX Chairman so that future Vice Chairmen will know how much time will be expected when it comes time to rotate the position.
- Mr. Madara asked about the status of the legal staff analysis. Ms. Kelley explained that staff plans to bring that issue back to the Board as part of the budget process.
- Mr. Madara suggested that we take a look at three scenarios for the financial workshop in March: 1) base case, 2) best case and 3) worse case.

H. ADJOURNMENT

Chairman Cadwell adjourned the meeting at 10:22 a.m.

Commissioner Welton G. Cadwell
Chairman
Central Florida Expressway Authority

Darleen Mazzillo
Recording Secretary/Executive Assistant
Central Florida Expressway Authority

Minutes approved on _____, 2015.

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