

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, October 18, 2011

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Budget & Finance Committee Meeting was held on Tuesday, October 18, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Traynor
Commissioner Downes, Committee Member
Commissioner Murphy, Committee Member
Chairperson Lowe

Commissioners from New Jersey

Commissioner Van Sant, Committee Member
Commissioner Dorn

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase - NJ

Staff

Jim Johnson
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell
Joe Larotonda
Kelly Phillips Parker
Anna Marie Gonnella Rosato

Authority Secretary

Tom Pankok

1. Committee Chair Traynor opened the Budget & Finance Committee meeting at approximately 9:05 a.m. The Authority Secretary reported that the public meeting of the Budget & Finance Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Traynor called for a motion to accept the Budget & Finance Committee Minutes from September 20, 2011. Commissioner Murphy made a motion, Commissioner Van Sant seconded and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 11-42 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2011 THROUGH DECEMBER 31, 2011 –

The Chief Financial Officer (CFO) reviewed the Over \$25,000 List. It was noted that vendors were contacted for quotes to repair the leaks in the Julia Building Atrium. Two vendors were not interested and American Seaboard Company submitted a bid. Currently, American Seaboard is an Authority vendor providing window cleaning services. The combined costs to repair the Atrium will push total spending over the \$25,000 threshold. The estimated spending with Comcast is for Ferry advertising in the Cape May and Lewes region. The CFO explained that the Authority historically purchased main engine oil from Exxon; however, the current usage has decreased and Exxon will no longer sell directly to the Authority and we will now purchase through K-Sea/River Associates. Commissioner Murphy questioned whether there would be an increase in price? The CFO reported that there would no longer be a delivery fee as with Exxon, but given the fluctuations in the price of oil, it is difficult to determine the markup. The CFO noted that the Resolution should be amended in the Service Description to Main Engine Oil.

The CFO also informed the Committee of two spending increases to vendors previously authorized in 2011 on the Over \$25,000 Vendor List. Fairbanks Morse was approved for an estimated total of \$50,000. Authority personnel would like to move forward main engine work to this fall rather than the spring of 2012. The total estimated cost for 2011 would increase by approximately \$150,000. Johnson Controls is also currently on the Over \$25,000 Vendor List and previously approved for approximately \$45,000. Johnson Controls provides proprietary support for the Authority's HVAC system. Johnson Controls needs to convert the CMLF hvac system to a web based system. If the conversion is not completed, Johnson Controls will not be able to continue to provide support to the existing systems. The Bridge facilities already have the web based system and by making this conversion the CMLF buildings and certain ferries would be consistent with the Bridge systems. The CFO noted there may be other expenses for remaining vessels in the future. The estimated cost to complete this conversion is approximately \$90,000.

After discussion, Commissioner Muphy made a motion to approve the amended Over \$25,000 Vendor List with the noted change, Commissioner Van Sant seconded and the Budget & Finance Committee unanimously recommended forwarding the amended Resolution to the full Board for approval. The Resolution will be presented to the full Board at the October meeting later today.

4. Discussion Items

a. 2012 Preliminary Budget Review

The CFO began to review the Major Increases/Decreases for the FY 2012 Operating Budget. He reported that he received additional information the previous evening from the Authority's Pension Actuary, Mercer, resulting in proposed changes to the information provided within the Operating Budget, these changes will be reflected in a handout. He noted that the information on the handout was the same except for the lines OPEB Benefits, Group Medical, and Defined Benefit.

- Wages - The Executive Director reported that the FT Wages were based on the 418 authorized positions. A review of the existing funded positions will be conducted. The FT Wages includes contractual increases of 3 ½% for Local 542 and MEBA members, and 2 ½% for FOP members. For the remaining non-union workforce, it also includes increases of 2 ½ %. Authority Chair Hogan questioned what the State of Delaware received and why 2 ½ % for the non-union was assumed. The Executive Director reported the State of Delaware received 2% effective 1/1/2012 and used the lowest contractual increase which was recently agreed to with the FOP. The Committee questioned whether Senior Staff was included to receive the increase? The Executive Director stated, yes, as they had not received any increases for three years.

- Group Medical Coverage – the CFO reported that this past year, the HR Department has been meeting with Kelly Benefits to analyze benefits and to see where it was possible to identify cost savings. By unbundling prescription drug, dental, and stop loss insurance from the medical carrier, which also reduced administrative fees, and making a change to adding a preferred program for chemically equivalent generic drugs has resulted in a proposed annual savings of \$527,000. These cost savings have been factored into the projections for the FY 2012 Budget. These changes are a great start and have minimal impact on employees. As a comparison, the Medical Benefits budget for FY 2012 remains below the \$9 million budgeted for 2008. The Authority continues to identify ways to modify and hold down health care costs.

The CFO also reported that, contained within the Operating Budget Group Medical Coverage line, are medical benefit costs for DRBA retirees, of approximately \$3.7 million. The CFO proposed reflecting those costs in the OPEB (Other Post Employment Benefits) line, which better represents the post retirement benefit costs.

- Defined Benefit Plan – The CFO reported that the information he received the previous evening from Mercer regarding the contribution to the DB Plan was less than the previously expected \$6.5 million. This was due to less participants in the plan and the impact of the \$5.5 million contribution made at the end of last year, reducing the expense to \$6 million. The CFO then proposed taking the anticipated increase and shift it over to the OPEB Fund line, and this, along with the shift of the retiree healthcare to the OPEB Fund line, gives the opportunity to end up with a fully funded ARC of \$10.7 million.

The Committee began a discussion. The CFO also noted that in 2005, the Authority adopted changes for new hires after 2005, excluding retiree spouses from post retirement medical benefits. The Authority is now seeing cost savings by having less eligible participants. DE Legal Counsel added that a fully funded ARC enables the Authority to assume a higher interest rate. DE Legal Counsel noted that there is no legal requirement to fund the Plan at 100%, but that it is a best practice. Commissioner Downes reported that he has concerns with the Authority's Cash Position. The CFO added that the Actuarial Valuation is completed every other year and the contribution should be the same for the following year. The CFO added that the numbers presented are all estimates based on the previous evening's conversation and will be refined and presented at the next meeting. Also noted was that Mercer is exiting this part of their business and the Authority will be conducting an RFP for Actuarial Services. Commissioner Downes questioned whether we were taking away from something else since all Authority funds come from one source and the money may be needed elsewhere. Committee Chair Traynor noted that the largest movement comes from moving \$3.7 million up and the other funding comes from cost avoidance in the DB Plan and the bottom line is there is more moving than taking away. New Jersey Legal Counsel requested that the CFO investigate the accounting rules for funding future vs current years. The CFO reported that he would do so.

Authority Chair Lowe noted that the CFO would like direction from the Committee regarding the OPEB Funding. The Committee concurred with the recommendation.

- Insurance – The CFO reported that the increase is related to the value of the insured assets increasing and not due to price increases.
- Vessel Fuel – The cost of fuel is steadily increasing. Compared to last year, costs are \$400-\$600,000 above the projected amount.

- Gasoline/Diesel – Increased cost.
- Aviation Fuel – It was reported that Delaware Airpark is selling less fuel; however, the FBO at the Cape May Airport has ceased operations. If the Cape May Airport sells fuel, the Authority will have to purchase the fuel. The Authority does sell the fuel at a profit; however, \$75,000 of increased expense is a result of the FBO leaving. If a new FBO is found, the Authority will not need to purchase the fuel.
- Maintenance Contracts – The CFO reported that the largest increase is in the IT area. The Ferry also began a new hull treatment that requires quarterly cleaning. This treatment avoids Capital Costs, but increases Operating Costs.
- Vessel Drydocking – Reflects two less vessels drydocking, however preserves one drydocking in case the vessel does not pass the underwater hull inspection.
- E-ZPass Credit Card Fees – Cost savings by outsourcing.
- Education & Training – Reduced funding based on anticipated expenses upon review with the CHRO and Education & Training Department.
- Advertising & Marketing – The CFO reported that the increase pays for a couple of CMLF initiatives: Website updates, Mobile Aps, and Google Search. Commissioner Murphy questioned whether that included funding for the new firm and it was reported that it was included. Authority Chair Lowe questioned when the data from the Cross Cape Adventure would be available. Jim Salmon reported that the Starr Group has provided the information to Michael Porch and he is in the process of reviewing. The information will be provided to the Board when finalized.

The CFO reported, the Reviewed FY 2012 Operating Budget of \$81,551,967 reflects a \$3.30% increase over FY 2011. The CFO added that this is a first review and will be further refined. Commissioner Downes stressed to be prepared to defend the budget to the public. Committee Chair Traynor questioned the remaining process. The CFO reported that refinements will be made and presented to the Committee in November with a December timeframe for adoption by the Board. It has been requested to show the impact of the Capital and Operating Budgets concurrently in the Financial Model to see the overall picture. The CFO inquired if there were any modifications, information, or direction the Committee wished to express or have incorporated into the November presentation? Hearing none, the CFO thanked the Committee for its attention.

The Executive Director added that in November, the Projects and Budget & Finance Committees will be together to review what can be funded in 2012. Commissioner Van Sant questioned what would be reduced in the event the New Jersey Governor's Office does not approve the Budget. The CFO reported that the first item would be OPEB funding and then would require Board input with regard to changes in operations. The proposed budget keeps operations status quo, but hopes there will be future cost savings associated with the Food Service in 2013. The CFO reminded the Committee that we discussed during last year's budget process that it would become increasingly difficult to identify additional savings in 2012 without impacting existing operations.

5. Miscellaneous:

a. Reimbursement Agreement Update - The CFO reported he had been in negotiations with TD Bank with regard to the Reimbursement Agreement for the \$30 million of variable rate debt which is due to expire at the end of 2011. The CFO noted that the existing Agreement allows for an extension and the cost will be reduced from the current 65 basis points to 55 basis points, for the next three years. New Jersey Legal Counsel added that the recent toll increase allows for the price break and noted this is a good rate as compared to other surrounding agencies. The CFO added that the variable rate debt has performed very well and recommended allowing the extension for the next three years. The CFO noted that debt service is not in the Operating Budget, but is in the Financial Model.

Committee Chair Traynor asked whether the Committee agreed with the CFO's recommendation to move forward with the extension and the Committee members concurred.

With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Budget & Finance Committee adjourned at 10:13 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, October 18, 2011

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee was held on Tuesday, October 18, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Vice-Chair Downes
Commissioner Traynor, Committee Member
Commissioner Murphy
Chairperson Lowe

Commissioners from New Jersey

Commissioner Dorn, Committee Member
Commissioner Van Sant

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase – NJ

Staff

Jim Johnson
Frank Minor
Tom Pankok
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell
Anna Marie Gonnella Rosato
Steve Williams
Jim Salmon
Kelly Phillips Parker
Michelle Griscom-Collins

Authority Secretary

Tom Pankok

1. Committee Vice-Chair Downes welcomed the Economic Development Committee and opened the meeting at approximately 10:16 a.m. The Authority Secretary reported that the public meeting of the Economic Development Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Vice-Chair Downes called for a motion to accept the Economic Development Committee Minutes from September 20, 2011. Commissioner Dorn made a motion, Commissioner Traynor seconded and the Committee Minutes were accepted.

3. Action Items:

Airports

a. RESOLUTION 11-43 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BIG SKY AVIATION AT THE MILLVILLE AIRPORT –

The Deputy Executive Director reported that the Resolution authorizes a Lease of approximately 1,200 square feet of office space in Building 105 at the Millville Airport, for an initial five (5) year term at an annual rent of \$4,800, with one (1) five (5) year renewal option. After discussion, Commissioner Dorn made a motion, Commissioner Downes seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

b. RESOLUTION 11-44 – LEASE AMENDMENT AND AN AMENDMENT OT THE MEMORANDUM OF LEASE BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND C. BELMONT HOLDINGS, LLC –

The Deputy Executive Director reported that C. Belmont Holdings, LLC is the current FBO at the New Castle Airport. The Resolution authorizes a Lease for approximately 1.3 +/- acres of additional land for aircraft parking. The annual rent on the land will be \$1.30 per square foot and the annual rent for the land shall be adjusted according to the terms of the Lease. After discussion, Commissioner Dorn made a motion, Commissioner Traynor seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

c. RESOLUTION 11-45 – LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND ITT INDUSTRIES ASSET MANAGEMENT, INC. AT NEW CASTLE AIRPORT -

The Deputy Executive Director reported that the current Lease with ITT Industries Asset Management, Inc. is set to expire February 28, 2013; however, due to a corporate merger, it was necessary to sell one of their aircraft. ITT Industries desires to reduce their space to 25% of the hangar space to store their remaining aircraft. As of November 1, 2011, 16 months remain on the existing Lease and ITT Industries has agreed to pay an early termination fee, in the amount of \$205,532.96, equal to eight (8) months' rent for the amount of space the aircraft would have required. The Lease will be amended as of November 1, 2011. After discussion, Commissioner Dorn made a motion, Commissioner Traynor seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the October meeting later today.

4. Open Discussion/Other Issues:

The Deputy Executive Director provided an update on the Community Initiatives Committee, current projects, and reported that the plan for 2012 is currently being refined. The Authority has partnered with various organizations to assist those in the surrounding communities. Upcoming initiatives are in the planning stages and more information will be made available. Authority Chair Lowe requested for Commissioners to be included in any communications to employees so that they may participate as well. Commissioner Murphy agreed and added it would also be beneficial to send a reminder to the Commissioners prior to the monthly Board Meeting. The Deputy Executive Director thanked Anna Marie Gonnella Rosato, who stepped in to fill the gap in Ken Hynson's absence, as well as all of the employees who participate.

With no further business to discuss, a motion to adjourn was made by Commissioner Traynor, and the Economic Development Committee adjourned at 10:26 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, October 18, 2011

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, October 18, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Murphy, Committee Member
Commissioner Traynor, Committee Member
Commissioner Downes
Chairperson Lowe

Commissioners from New Jersey

Committee Vice-Chair Dorn
Commissioner Van Sant

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase – NJ

Staff

Jim Johnson, Jr.
Frank Minor
Victor Ferzetti
Jim Walls
Gerry Owens
Charlotte Crowell

Authority Secretary

Tom Pankok

Invited Guest

William Cook, Brown & Connery

1. Committee Vice-Chair Dorn welcomed the Personnel Committee and opened the meeting at 10:27 a.m. The Authority Secretary reported that the public meeting of the Personnel Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, and read the Statement of Notice, and called the roll.

2. Committee Vice-Chair Dorn called for a motion to accept the Personnel Committee Minutes from September 20, 2011. Commissioner Murphy made a motion, Commissioner Traynor seconded and the Committee Minutes were accepted.

3. Committee Vice-Chair Dorn requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commissioner Traynor, seconded by Commissioner Murphy, and the Session was closed.

The following matters of a confidential nature were discussed.

- PERSONNEL MATTERS

With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Murphy, seconded by Commissioner Traynor, and the Personnel Committee was opened to the public.

With no further business to discuss, Commissioner Traynor made a motion to adjourn, and the Personnel Committee adjourned at 10:37 a.m.

THE DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE

October 18, 2011

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, October 18, 2011, at the Delaware Memorial Bridge Administration Building, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Murphy, Committee Chair
Commissioner Traynor, Committee Member
Commissioner Downes
Chairperson Lowe

Commissioners from New Jersey

Commissioner Dorn, Committee Member
Committee Vice-Chair Van Sant
Vice Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone - DE

Susan Kase – NJ

Staff

Jim Johnson
Frank Minor
Jim Walls
Victor Ferzetti
Charlotte Crowell
Joel Leidy
Steve Williams
Joe Bryant
Heath Gehrke
Anna Marie Gonnella-Rosato
Kelly Phillips-Parker

Authority Secretary

Thomas Pankok

1. Committee Chair Murphy welcomed the Projects Committee and opened the meeting at approximately 10:40 a.m. The Authority Secretary reported that the public meeting of the Projects Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, and reported there was a quorum.

2. Committee Chair Murphy called for a motion to accept the Projects Committee Minutes from September 20, 2011. Commissioner Traynor made a motion, Committee Vice-Chair Van Sant seconded, and the Committee Minutes were approved. Those in attendance were provided an informational package consisting of an agenda, one (1) bid opening, three (3) close-out letters, one (1) monthly contractor payment chart (through September) and a 5-Year Capital Strategic Plan (2012-2016).

3. Resolutions: None

4. Bid Openings:

- a. Contract No. PA-11-01 – Miscellaneous Vessel Improvements – Replacement Vessel Seating For the Cape May – Lewes Ferry. A public Bid Opening was held on October 5, 2011 in which one (1) bid was submitted. The COO described the year-long process behind this project. The scope of work included in this project calls for replacement of the interior and exterior vessel seating on the M/V Delaware, M/V Cape Henlopen and M/V New Jersey. The COO recommended award of the Base Bid only for interior seating to the lowest responsible bidder, Beurteaux Pty Ltd of Australia, in the amount of \$658,328.26. The Add Alternate No. 1 (\$196,208.46) covering exterior seating on the aforementioned Ferries was not recommended for award at this time. Commissioner Downes asked when the new seating would be installed. The COO stated that it would be installed in time for the Spring 2013 season, which will coincide with the timing of the new food service provider. The Director of Ferry Operations provided photos of the current vessel seating and the proposed new seating. Commissioner Downes inquired as to why we were including more seating if the ridership was down to which the Ferry Director replied that there is not enough seating at this time and that many passengers currently stand or sit on the interior floors, especially during inclement weather days. Commissioner Downes inquired about the color of the seats. The Ferry Director advised that they would be primarily in shades of blue and tan. With more seating on the smaller vessels, if the larger vessels are sold we will still be able to provide adequate transportation for our riders. The Projects Committee concurred with the recommendation. A motion was made by Committee Vice-Chair Van Sant, to authorize the action to be presented at the October Board meeting, seconded by Commissioner Dorn, and unanimously approved.

5. Contract Close-Out Actions:

- a. Contract No. CMLF-10-01 – Drydocking and Repairs M/V Delaware. The COO recommended close-out of the contract and final payment to Colonna’s Shipyard, Inc. of Norfolk, Virginia. The final contract amount is \$833,080.00. The scope of work generally consisted of hull repairs, steelwork, and steering work. A motion to move the close-out action to the full Board was made by Committee Vice-Chair Van Sant, seconded by Commissioner Dorn, and the Projects Committee unanimously approved the close-out action to be presented at the October meeting.
- b. Contract No. CMLF-10-02 – Drydocking and Repairs M/V Cape May. The COO recommended close-out of the contract and final payment to Thames Shipyard & Repair Co., Inc. of New London, Connecticut. The final contract amount is \$576,215. The scope of work generally consisted of hull repairs, steelwork, and steering work. A motion to move the close-out action to the full Board was made by Committee Vice-Chair Van Sant, seconded by Commissioner Dorn, and the Projects Committee unanimously approved the close-out action to be presented at the October meeting
- c. Contract No. DMB-04-01 – West Approach Repaving and Modifications – I-295 NB to Landers Lane. The COO recommended close-out of the contract and final payment to Mumford and Miller of Middletown, Delaware. The final contract amount is \$27,594,261.85. The scope of work generally consisted of repaving I-295 northbound to Landers Lane. A motion to move the close-out action to the full Board was made by Committee Vice-Chair Van Sant, seconded by Commissioner Dorn, and the Projects Committee unanimously approved the close-out action to be presented at the October meeting

6. Contract Payment Review (through September): The COO informed the Committee of the monthly construction contractor payments to be made this week for the work completed in September.

7. Miscellaneous Items/Updates:

The COO turned the meeting over to the Chief Engineer who provided the Commissioners with a brief description of the 5-Year Capital Strategic Plan (2012-2016) organized in a new format. The Chief Engineer asked the Commissioners to review the document format and provide feedback regarding content and organization over the next two weeks. One major change being proposed is the combination of Crossings and Non-Crossings Capital Improvement information into one document. Commissioner Downes said he supported a single document. Authority Vice-Chair Hogan said he was glad to see a common sense document put forward, however, cognizant of last year's veto, he asked that the final CIP documents clearly differentiate the 1-Year CIP from the 5-Year CIP so that there will be no confusion as to which projects are being approved for funding in the 1-Year CIP for 2012 and which projects are part of the longer 5-Year CIP/Capital Strategic Plan. Committee Chair Murphy said that a Capital Strategic Plan would not have to be voted on. The Executive Director explained the 5-Year Capital Strategic Plan document would incorporate the proposed 1-Year Capital Improvement Program into one document. Commissioner Downes said the 5-Year Capital Strategic Plan document was not required to be approved via Resolution. Committee Chair Murphy explained that we are all looking for clarification. NJ Counsel advised that wording will be included in the Resolution to clarify the 1-Year CIP from the 5-Year Capital Strategic Plan. Authority Vice-Chair Hogan asked if other agencies have longer Capital Strategic Plans. The Executive Director replied that he had contacted some other agencies that compiled long range plans up to 10 years in length. The Chief Engineer explained that the 5-Year Capital Strategic Plan provided to the Commissioners was a working draft and was for soliciting comments regarding format only. A completed document will be presented at the November meeting that will include estimated project costs and prioritizations. Authority Chair Lowe expressed his approval of that plan.

8. Committee Chair Murphy requested an Executive Session, closed to the public, to discuss matters of a confidential nature. A motion was made by Commissioner Dorn, seconded by Committee Vice-Chair Van Sant, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING MATTERS

9. With no further business to discuss in Executive Session, a motion to open the meeting to the public was made by Commissioner Traynor, seconded by Commissioner Dorn, and the Projects Committee was opened to the public.

10. Open Discussion/Other Issues: None.

11. With no further business to discuss, Commissioner Dorn made a motion to adjourn, and the Projects Committee adjourned at 11:15 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ENERGY AD HOC COMMITTEE MEETING

Tuesday, October 18, 2011

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Energy Ad Hoc Committee was held on Tuesday, October 18, 2011, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Traynor, Committee Member

Commissioner Downes

Commissioner Murphy

Chairperson Lowe

Commissioners from New Jersey

Commissioner Van Sant, Committee Member

Commissioner Dorn

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton – DE

Phil Norcross - NJ

Governors' Representatives

Andrew Lippstone

Susan Kase - NJ

Staff

Jim Johnson, Jr.

Frank Minor

Victor Ferzetti

Jim Walls

Gerry Owens

Charlotte Crowell

Authority Secretary

Tom Pankok

Authority Chair Lowe reported that in the absence of the Committee Chair and Vice-Chair, the Energy Ad Hoc Committee would not meet today.