

DELAWARE RIVER AND BAY AUTHORITY
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, November 18, 2014
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, November 18, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey
PRESENT

Committee Chair Wilson
Commissioner Smith, Committee Member
Commissioner Dorn

Chairperson Hogan

Legal Counsel
Phil Norcross - NJ

Governors' Representatives
Michael Collins - NJ

Staff
Scott Green
Frank Minor
Charlotte Crowell
Gerry Owen
Joe Larotonda
Joe Nadel
TJ Murray
Edith Brako
Travis Crawford
Jim Salmon
Heath Gehrke
Steve Williams
Michelle Hammel

Commissioners from Delaware

Committee Vice-Chair Traynor
Commissioner Downes, Committee Member
Commissioner Murphy, Committee Member
Commissioner Lathem

Vice-Chairperson Lowe

Mike Houghton - DE

Danielle Blount - DE

1. Committee Chair Wilson opened the Budget & Finance Committee meeting at approximately 9:03 a.m. The Deputy Executive Director 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 Wilson called for a motion to accept the Budget & Finance Committee Minutes from October 21, 2014. Commissioner Traynor made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

3. Resolutions:

a. RESOLUTION 14-43 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY'S 2015 OPERATING BUDGET

Committee Chair Wilson reported that prior to the meeting today, the Preliminary FY 2015 Budget was presented in October with extensive discussions and comments. Since then staff has reviewed the recommendations and made adjustments. The material being presented today has been previously distributed to all Commissioners for review prior to the meeting. Committee Chair Wilson turned the meeting over to the Acting Chief Financial Officer (CFO), Joe Larotonda.

The following material was provided.

- Executive Summary
- 2015 Preliminary Financial Model
- Revenue Analysis, 2014-2015
- Major Increases/Decreases FY 2015
- Breakdown of Remaining Categories FY 2015
- Expenditure Analysis, 2011-2015
- 2015 Funded Positions
- CMLF Vessel Fuel Budget
- Insurance Budget 2014-2015
- Statement of Income and Expense
- Other Operating Facilities Net Income (Loss) FY 2015
- Airports Division Net Income (Loss) FY 2015

The Acting CFO reported the FY Operating Budget in the amount of \$81,017,375, represents a decrease of \$217,157 or -0.3% from the FY 2014 Budget and maintains a forecasted debt service coverage ratio of 1.86x, exceeding the 1.25x requirement of the Authority's Trust Agreement. The Acting CFO reviewed the Revenue Analysis and the Major Increases/Decreases. Committee Chair Wilson asked if there were any questions. The Committee questioned Vessel Fuel and discussed the possibility of locking in fuel prices, the increase in Marketing and Advertising, and the increase in Group Medical. The Acting CFO answered their questions to their satisfaction. After discussion, Committee Chair Wilson requested a motion to approve Resolution 14-43. Commissioner Downes made a motion, Commissioner Murphy seconded, and the Committee recommended forwarding Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

b. RESOLUTION 14-42 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2014 THROUGH DECEMBER 31, 2014

The Acting CFO, presented and reviewed each of the vendors on the Over \$25,000 Vendor List. After discussion, Commissioner Smith made a motion, Commissioner Traynor seconded, and the Committee recommended forwarding the Resolution to the full Board for approval. The Resolution will be presented to the full Board for consideration at the November meeting later today.

4. Miscellaneous:

Insurance Broker Services Update – The Acting CFO reported that as a follow-up to the October meeting, staff met with representatives from USI to review and confirm that the Authority would receive the same level of services Willis provided. After the meeting, staff was confident that they could provide the same level of services and will move forward using USI as the Authority's Insurance Broker

5. With no further business to discuss, Commissioner Murphy made a motion to adjourn and the Budget & Finance Committee adjourned at 9:16 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, November 18, 2014

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, November 18, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Vice-Chair Smith
Commissioner Dorn, Committee Member
Commissioner Wilson, Committee Member

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Michael Collins - NJ

Staff

Scott Green
Frank Minor
Charlotte Crowell
Gerry Owens
TJ Murray
Edith Brako
Jim Salmon
Michelle Griscom
Michelle Hammel

Commissioners from Delaware

Commissioner Downes, Committee Member
Commissioner Traynor, Committee Member
Commissioner Lathem
Commissioner Murphy

Vice-Chairperson Lowe

Mike Houghton - DE

Danielle Blount - DE

1. Committee Vice-Chair Smith welcomed the Economic Development Committee and opened the meeting at approximately 9:17 a.m. The Deputy Executive Director (DED) 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 Smith called for a motion to accept the Economic Development Committee Minutes from October 21, 2014. Commissioner Downes made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted.

3. Action Items:

a. RESOLUTION 14-40 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DASSAULT FALCON JET-WILMINGTON CORP.

The DED presented the Resolution and reviewed the terms of the Agreement. The Acting Chief Operations Officer (COO) reported that this Resolution was modified from the one previously distributed, noting the two (2) year term with five (5) one (1) year renewal options. After discussion, Commissioner Downes made a motion, Commissioner Dorn seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the November meeting later today.

b. RESOLUTION 14-45 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND EAST COAST DISTILLING, LLC.

The DED presented the Resolution and reviewed the terms of the Agreement. After discussion, Commissioner Downes made a motion, Commissioner Dorn seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the November meeting later today.

c. RESOLUTION 14-46 – LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MCCONNELL DEVELOPMENT, INC.

The DED reported that this matter was discussed in the October meeting and presented the Resolution and reviewed the terms of the Agreement. The Acting COO added that the CPI is suspended as long as FedEx remains a tenant of McConnell at the renegotiated base rental rate. After discussion, Commissioner Traynor made a motion, Commissioner Wilson seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the November meeting later today.

4. Open Discussion/Other Issues: None.

5. The DED requested an Executive Session. Committee Vice-Chair Smith requested an Executive Session, closed to the public to discuss matters of a confidential nature. A motion was made by Commission Downes, seconded by Commissioner Dorn, and the Session was closed.

The following matters of a confidential nature were discussed.

- LONG TERM PLANNING

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

6. With no further business to discuss, a motion to adjourn was made by Commissioner Dorn, and the Economic Development Committee adjourned at 9:39 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PERSONNEL COMMITTEE MEETING

Tuesday, November 18, 2014

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was held on Tuesday, November 18, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware

Commissioners from New Jersey

PRESENT

Committee Chair Dorn
Commissioner Wilson, Committee Member
Commissioner Smith

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Michael Collins - NJ

Commissioners from Delaware

Committee Vice-Chair Lathem
Commissioner Murphy, Committee Member
Commissioner Traynor, Committee Member
Commissioner Downes

Vice-Chairperson Lowe

Mike Houghton - DE

Danielle Blount - DE

Staff

Scott Green
Frank Minor
Charlotte Crowell
Victor Ferzetti
Gerry Owens
Joe Larotonda

1. Committee Chair Dorn welcomed the Personnel Committee and opened the meeting at 9:40 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Personnel 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 Dorn called for a motion to accept the Personnel Committee Minutes from October 21, 2014. Commissioner Lathem made a motion, Commissioner Murphy seconded, and the Committee Minutes were accepted.

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

4. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Personnel Committee adjourned at 10:08 a.m.

5. The Personnel Committee reconvened at 11:16 a.m. to address the following Action Items:

- a. Extension of Labor Counsel Contracts:

The Chief Human Resource Officer (CHRO) reported that the (3) three year term of both of the Contracts to Provide Professional “On-Call” Labor and Employment Legal Services Representing the Authority’s Interests in the State of New Jersey (Brown & Connery) and Delaware (Young Conaway Stargatt & Taylor) are set to expire in November. The CHRO requested to exercise the contractual option to extend the (1) one year renewal options for each contract into 2015 and to develop and conduct an RFP for selection prior to the expiration in 2015. Commissioner Murphy made a motion, Commissioner Lathem seconded, and the Personnel Committee expressed support for extending the (1) year renewal options.

6. With no further business to discuss, Commissioner Murphy made a motion to adjourn, and the Personnel Committee adjourned at 11:17 a.m.

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, November 18, 2014

Delaware Memorial Bridge Complex
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, November 18, 2014, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from New Jersey

PRESENT

Committee Chair Smith
Commissioner Dorn, Committee Member
Commissioner Wilson, Committee Member

Chairperson Hogan

Legal Counsel

Phil Norcross - NJ

Governors' Representatives

Michael Collins – NJ

Commissioners from Delaware

Committee Vice-Chair Murphy
Commissioner Lathem, Committee Member
Commissioner Downes
Commissioner Traynor

Vice-Chairperson Lowe

Mike Houghton - DE

Danielle Blount – DE

Staff

Scott Green
Frank Minor
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Joe Larotonda
Jim Salmon
TJ Murray
Heath Gehrke
Edith Brako
Dave Hoppenjans
Shoukry Elnahal
Michelle Hammel
Steve Williams
Travis Crawford

4. Committee Chair Smith opened the Projects Committee meeting at approximately 10:08 a.m. Committee Chair Smith 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.

5. Committee Chair Smith called for a motion to accept the Projects Committee Minutes from October 21, 2014. Commissioner Wilson made a motion, Commissioner Lathem seconded, and the Committee Minutes were accepted. Those in attendance were provided an informational package consisting of an agenda, one (1) Resolution, two (2) bid openings, and one (1) monthly contractor payment charts (through October).

6. Resolutions:

RESOLUTION 14-44 – AUTHORIZING REVISIONS AND MODIFICATIONS TO THE DELAWARE RIVER AND BAY AUTHORITY STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

The Resolution will amend and revise the DRBA Standard Specifications for Road and Bridge Construction to incorporate advances in engineering and construction technology. No comprehensive update has been done since the Authority adopted the Standard Specifications in 1981. The Acting COO presented materials that highlighted the recommended major modifications to the current standards. After discussion, Commissioner Wilson made a motion, Commissioner Dorn seconded, and the Committee recommended forwarding the Resolution to the full Board.

4. Bid Openings:

Contract No. DMB-13-04: Deck Resurfacing – 2014 Deck Repairs. A public Bid Opening was held on October 28, 2014, in which two (2) bids were submitted. The Acting COO reported that the contract is for repairing pavement on the First Structure by replacing or patching wearing surfaces. The Acting COO recommended the contract award to the lowest bidder, Mumford & Miller Concrete, Inc. of Middletown, Delaware, in the amount of \$363,150.00. A motion was made by Commissioner Wilson, seconded by Committee Vice-Chair Murphy, and the Projects Committee concurred with the recommendation and authorized the action to be presented to the full Board.

Contract No. DMB-13-05: Steelwork Painting Program – Blast Clean and Paint Suspended Span Towers, First and Second Structures. A public Bid Opening was held on October 31, 2014, in which ten (10) bids were submitted. The Acting COO reported that the contract consists of blast cleaning including lead paint abatement of all existing paint from the exterior of the suspended towers. The Acting COO reviewed that the engineering department called work references and received positive feedback concerning the vendor's work. The Acting COO recommended the contract award to the lowest bidder, Blastech Enterprises, Inc. of Baltimore, Maryland, in the amount of \$12,950,000.00. A motion was made by Committee Vice-Chair Murphy, seconded by Commissioner Wilson, and the Projects Committee concurred with the recommendation and authorized the action to be presented to the full Board.

5. Contract Close-Out Actions: None
6. Contractor Payment (through October): The Acting COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through October.
7. Miscellaneous Items/Updates:
 - a. 2015 Capital Improvements Program & Five-Year Strategic Plan Review – The Acting COO provided an overview of the preliminary document and asked the Commissioners to review and contact him with any questions. A Resolution for action will be presented to full Board at the December meeting.
 - b. DMB First Structure Improvements Program: AECOM Professional Services – The Acting COO requested that the Committee extend AECOM’s Professional Services contract for two (2) years to continue with the design and management of the Delaware Memorial Bridge cable dehumidification project. In accordance with the authorizing Resolution 09-53, the two (2) year extension will be by formal written amendment executed on behalf of the DRBA by the Executive Director or his designee and by an authorized representative of the Consultant. A motion was made by Commissioner Lathem, seconded by Commissioner Wilson, and the Projects Committee, with the consent of the Chairperson and the Vice Chairperson, concurred with the recommendation and authorized the action to be presented to the full Board.
8. Open Discussion/Other Issues:
 - a. The Authority was unable to develop the sale of the M/V Twin Capes to potentially interested parties. Staff will continue to look for potential suitors or evaluate options for the vessel.
 - b. The Data Breach of the food, beverage and retail systems at CMLF has been addressed. All necessary public and regulator notifications have been made. Remediation of systems has been completed and additional security upgrades are in progress.
9. With no further business to discuss, Committee Vice Chair Murphy made a motion to adjourn, seconded by Commission Wilson and the Projects Committee adjourned at 11:00 p.m.