

**DELAWARE RIVER AND BAY AUTHORITY**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, March 15, 2016**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Personnel Committee was scheduled on Tuesday, March 15, 2016, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Committee Chair Lathem

Commissioners from New Jersey

Committee Vice-Chair Dorn

Commissioner Bennett, Committee Member

Commissioner Smith, Committee Member

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Michael Collins - NJ

Staff

Scott Green

Frank Minor

Vince Meconi

Charlotte Crowell

Gerry Owens

Victor Ferzetti

Michelle Hammel

1. Committee Chair Lathem welcomed the Personnel Committee and opened the meeting at 9:05 a.m. The Deputy Executive Director 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 Lathem called for a motion to accept the Personnel Committee Minutes from February 17, 2016. Commissioner Dorn made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

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

The following matters of a confidential nature were discussed:

- LABOR NEGOTIATIONS
- LITIGATION/ARBITRATION MATTERS
- PERSONNEL MATTERS

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

4. The Chief Human Resource Officer (CHRO) distributed the list of current job openings for full and part-time positions that are on the DRBA website. Staff is participating in job fairs and preparing for seasonal hires.

5. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Personnel Committee adjourned at 9:25 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Tuesday, March 15, 2016**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Projects Committee was held on Tuesday, March 15, 2016, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

PRESENT

Commissioner Lathem, Committee Member

Legal Counsel

Mike Houghton - DE

Governors' Representatives

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
TJ Murray  
Michelle Hammel  
Jamil McGhee

Commissioners from New Jersey

Committee Vice-Chair Smith  
Commissioner Bennett  
Commissioner Dorn

Vice-Chairperson Hogan

Phil Norcross - NJ

Michael Collins - NJ

1. Committee Vice-Chair Smith opened the Projects Committee meeting at approximately 9:25 a.m. The COO 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 Vice-Chair Smith called for a motion to accept the Projects Committee Minutes from February 17, 2016. Commissioner Dorn made a motion, Commissioner Lathem seconded, and the Committee Minutes were accepted. Those in attendance were provided an

informational package consisting of an agenda, two (2) bid openings, three (3) major construction project updates and one (1) monthly contractor payment charts (through February).

3. Resolutions: None

4. Bid Openings:

a. FERRY SHUTTLE BUS SERVICE – CAPE MAY FERRY TERMINAL AND THE CITY OF CAPE MAY TRANSPORTATION DEPOT

A public bid was held on March 10, 2016, in which (1) one bid was submitted. The COO recommended awarding the contract to the bid, in the amount of \$156,864.00 to Great American Trolley Company from Cape May, NJ.

b. FERRY SHUTTLE BUS SERVICE – CAPE MAY COUNTY ZOO

A public bid was held on March 10, 2016, in which (2) two bids were submitted. The COO recommended awarding the contract to the lowest bid, in the amount of \$29,971.00 to Great American Trolley Company from Cape May, NJ.

A motion was made by Commissioner Smith, seconded by Commissioner Lathem and the Projects Committee concurred with the recommendation to accept the (2) two bids and authorized the action to be presented to the full Board at the March meeting later today.

5. Contract Close-Out Actions: None

6. Contractor Payment (through February): The COO reviewed for the Committee the monthly construction contractor payments to be made for the work completed through February.

7. Miscellaneous Items/Updates:

The COO reported on the following Project Updates

a. LEWES FERRY TERMINAL

The COO reported that there is a critical need determination due to the fact that the Lewes Ferry Terminal has on multiple occasions in the past, experienced unexpected power surges / outages, which cause our systems to lose power. The problems appear more frequently during peak season, precisely when they have the greatest negative impact on our operations.

Upgrading our Uninterruptible Power Supply (UPS) is the most critical and most time sensitive of the improvements we want to make. A UPS system provides just what its name states, an uninterruptible flow of power so that our key systems never go down. This project is part of the 2016 CIP. The upgrade has 2 components, the purchase of the unit itself and the electrical work to install it. The critical needs waiver is needed for the electrical work. If we were to publically bid the electrical work, it could not possible be done in time for this season.

b. I-295 RECONSTRUCTION

The COO stated that if you have traveled southbound I-295, you would have seen that the left side lane closures are in effect. Jersey barrier installation and restriping are complete. Some additional work needs to be done on adding and repositioning some of the signage. So far, except for one or two days, the lane restrictions have not caused slowdowns or backups. With that being said, we still are not yet in our busiest season, but The Authority will do everything in its power to make sure the project runs smoothly for everyone.

c. BRIDGE ELEVATOR PROJECT

The COO stated that at the last meeting, the Committee requested additional information and a fine tuned timeline on the Elevator Retrofit Project. The COO said the research is still ongoing and turned the meeting over to Joe Gibbons, the Director of Maintenance Operations, who presented and reviewed a handout on the Bridge Elevator Timeline.

After Joe presented his timeline, Commissioner Lathem stated that he has a degree of discomfort when talking about the Retrofit Project. The committee had previously trusted The Authority's engineers to properly get the first elevator project done and it failed. Here we are again trusting the engineers' recommendations on the current Elevator Retrofit Project that at this time, they are going to get it right. He said he understands the old regime is gone but they left a bitter taste in his mouth.

The COO replied that he is not asking to be trusted, but the Committee should hold them accountable. The COO pointed out that there are several differences from the old regime to now. We now have 3<sup>rd</sup> party reviews and inspections. We also will seek a 3-year warranty. These things were not done on the first project. The COO also mentioned that The Authority expects us to deliver and we will.

Joe Gibbons also added that The Authority now has adopted a project management attitude. He stated that now when we do these big projects, as project managers we may not understand everything or have all the answers, but we will have the right people around to make the right decisions. He stated that personally he is going to be relentless on this project.

8. Open Discussion/Other Issues: None

9. With no further business to discuss, Commissioner Lathem made a motion to adjourn, and the Projects Committee adjourned at 9:44 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, March 15, 2016**

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, March 15, 2016, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Vice-Chair Ford  
Commissioner Carey, Committee Member-arrived 10:07  
Commissioner Downes, Committee Member-arrived 10:01  
Commissioner Lathem

Commissioners from New Jersey

Committee Chair Bennett  
Commissioner Smith, Committee Member  
Committee Chair Dorn

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Michael Collins - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Hammel  
TJ Murray

Invited Guest

Ryan Krill, Cape May Brewery

1. Committee Chair Bennett welcomed the Economic Development Committee and opened the meeting at approximately 9:49 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 Chair Bennett called for a motion to accept the Economic Development Committee Minutes from February 17, 2016. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

3. Action Items:

- RESOLUTION 16-13 – LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND SKY HANGARS, LLC

The Chief Financial Officer (CFO) reviewed the terms of the Lease Amendment, adding two (2) additional ten (10) year renewals. After discussion, Commissioner Smith made a motion, Commissioner Ford seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the March meeting later today.

4. Discussion:

Cape May Brewery Presentation:

The CFO introduced Mr. Ryan Krill, President of Cape May Brewery, who gave a presentation on who they are, what they do, and future expansion considerations. The company has grown significantly from its start of one employee to over forty employees and the CFO added that it has been a challenge keeping up with Ryan as he expands his business. After the presentation, the Committee thanked Mr. Krill, the Deputy Executive Director congratulated Mr. Krill for his work, and Commissioner Bennett added that Mr. Krill is very well respected in the beverage community.

5. Committee Chair Bennett requested an Executive Session, closed to the public to discuss matters of a confidential nature. Commissioner Smith made a motion to move the meeting to Executive Session, Commissioner Dorn seconded, and the Session was closed.

Prior to the discussions, Commissioner Bennett reported he had a conflict, recused himself from the discussions, and left the room.

The following matters of a confidential nature were discussed.

- LONG RANGE PLANNING

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

7. With no further business to discuss, a motion to adjourn was made by Commissioner Downes, and the Economic Development Committee adjourned at 10:21 a.m.

**DELAWARE RIVER AND BAY AUTHORITY**  
**BUDGET & FINANCE COMMITTEE MEETING**  
**Tuesday, March 15, 2016**  
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, March 15, 2016, at the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners from Delaware

**PRESENT**

Committee Chair Downes  
Commissioner Ford, Committee Member  
Commissioner Carey  
Commissioner Lathem

Commissioners from New Jersey

Commissioner Smith, Committee Member  
Commissioner Bennett  
Commissioner Dorn

Vice-Chairperson Hogan

Legal Counsel

Mike Houghton - DE

Phil Norcross - NJ

Governors' Representatives

Michael Collins - NJ

Staff

Scott Green  
Frank Minor  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Hammel  
TJ Murray  
Joe Larotonda  
Joe Gibbons  
Travis Crawford

8. Committee Chair Downes opened the Budget & Finance Committee meeting at approximately 10:21 a.m. The Deputy Executive Director (DED) 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.



9. Committee Chair Downes called for a motion to accept the Budget & Finance Committee Minutes from February 17, 2016. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee Minutes were accepted.

10. Resolutions:

a. RESOLUTION 16-11 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

The Chief Financial Officer (CFO) distributed an amended Over \$25,000 List, noting the addition of Walters Maritime. The CFO reviewed that in January, quotes had been received and a vendor selected and authorized by Resolution for work to be completed on the floating dock project at the Lewes Terminal for approximately \$30,000. The Authority recently received notification by the vendor that they had an equipment failure and are unable to perform the work within the required timeframe for the dock to be ready for the upcoming summer season. Staff reached out to the vendors and Walters Maritime is able to perform the work and complete by the required time frame; however, the quote is \$64,000. The CFO added that the quote is more in line with a prior quote of a similar larger professional company that is now unable to meet the timeframe. Since the quote is over \$50,000, and in order for the work to be completed within the Army Corps of Engineers' April 15<sup>th</sup> deadline, the CFO recommended that the Budget & Finance Committee, waive the bidding requirements in accordance with Resolution 98-31. If the Committee concurs with the recommendation, the modified Resolution 16-11 with the addition of Walters Marine is presented for your consideration. After discussion, the Committee concurred with the recommendation. Commissioner Smith made a motion, Commissioner Ford seconded, and the Committee recommended forwarding the modified Resolution 16-11 to the full Board for approval. The Resolution will be presented to the full Board for consideration at the March meeting later today.

b. RESOLUTION 16-12 – AUTHORIZES A CONTRACT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BROWN ADVISORY LLC, TO PROVIDE PROFESSIONAL INVESTMENT MANAGEMENT AND MUNICIPAL ADVISORY SERVICES TO THE AUTHORITY

The CFO reported that an RFP had been conducted, three (3) proposals received and reviewed and two (2) firms short-listed and interviewed. Brown Advisory was unanimously identified as the top-ranked firm. The CFO presented the negotiated fee scheduled associated with Brown Advisory, noting sizable reduction in fees after aggressive negotiations. The Committee discussed the fees and the impact to the Authority. After discussion and with no further questions, Commissioner Smith made a motion, Commissioner Ford 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 March meeting later today.

11. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Budget & Finance Committee adjourned at 10:38 a.m.