

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Tuesday, April 15, 2014
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720**

The meeting convened at 11:50 a.m. with Chairperson Hogan presiding.

The opening prayer was given by Rev. Dorn, followed by the Pledge of Allegiance led by the Executive Director.

Chairperson Hogan called on the Authority Assistant Secretary to read the meeting notice and take roll.

The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

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Commissioners from New Jersey

Commissioners from Delaware

PRESENT

James N. Hogan, Chairperson
Edward W. Dorn

Ceil Smith

Shirley R. Wilson (via phone)

William E. Lowe, Vice-Chairperson
Richard Downes

Terri C. Murphy
Gary F. Traynor

ABSENT

Richard S. Mroz
Douglas Van Sant

Fernando N. Guajardo
Samuel E. Lathem

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Dorn motioned to accept the Agenda, seconded by Commissioner Downes, and the motion carried by a voice vote of 8-0

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10799. APPROVAL OF THE MARCH 18, 2014 MINUTES

Commissioner Smith motioned to approve the March 18, 2014 meeting minutes, seconded by Commissioner Downes, and unanimously approved by a voice vote of 8-0.

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10800. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for the month of March.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10801. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented a chart showing statements of income and expenses for the month of March with comparisons to the same period last year.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10802. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for March showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10803. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of March showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10804. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF MARCH 31, 2014.

The CFO presented a chart indicating the cash fund balances for the entire Authority.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10805. AUTHORITY CUSTOMER TRENDS (ACT) REPORT

The CFO stated that the Authority Customer Trends (ACT) Report included in the financials allows management to view on a month-to-date basis trends in areas such as traffic, customer service, aircraft landings, and workplace incidents. Copies are distributed daily to employees via email and posted on bulletin boards for those without computers.

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10806. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there are three (3) contract awards and seven (7) Resolutions to be considered today. All action items have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comments.

There were no public comments.

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10807. AWARD OF MAGAZINE DITCH FLOODGATE REPLACEMENT-MAGAZINE DITCH IMPROVEMENTS & CHECK VALVE REPLACEMENT: CONTRACT #DMB-12-04

The Chief Operating Officer (COO) noted that a public bid opening was held on March 11, 2014, in which four (4) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, Eastern Highway Specialists, Inc., of Wilmington, DE, in the amount of \$185,000.00

A motion to award Contract DMB-12-04 to the aforementioned firm in the amount of \$185,000.00 was made by Commissioner Lowe, seconded by Commissioner Smith, and approved by a voice vote of 12-0.

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10808. LEWES BUS SERVICE-FERRY SHUTTLE BUS SERVICE AND EQUIPMENT LEASE, LEWES, DELAWARE: CONTRACT #CMLF-13-05

The COO noted that a public bid opening was held on March 18, 2014, in which one bid was received. The bid price was over the cost to operate the service in-house; thus, the recommendation of the COO and the Projects Committee was to reject this bid.

A motion to reject the CMLF-13-05 proposal was made by Commissioner Murphy, seconded by Commissioner Smith, and approved by a voice vote of 8-0. CMLF-13-05 was rejected.

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10809. LEWES BUS SERVICE-FERRY SHUTTLE BUS SERVICE, LEWES, DELAWARE: CONTRACT #CMLF-13-04

The COO noted that a public bid opening was held on March 18, 2014, in which one bid was received. The bid price was over the cost to operate the service in-house; thus, the recommendation of the COO and the Projects Committee was to reject the bid.

A motion to reject the CMLF-13-04 proposal was made by Commissioner Downes, seconded by Commissioner Murphy, and was approved by a voice vote of 8-0. CMLF-13-4 was rejected.

10810. CHAIRPERSON'S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 14-08 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2014 THROUGH DECEMBER 31, 2014

WHEREAS, The Delaware River and Bay Authority (the "Authority") adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/14 THROUGH 12/31/14

VENDOR	SERVICE DESCRIPTION	DETERMINATION	APPROX. ESTIMATED \$
Douron, Inc.	Workstations for Office Renovations at DMB	State Contract	\$53,000
The Goodway Group	CMLF Digital Display Ads and Search Engine Marketing	Professional Service	\$38,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above listed vendors for the described purposes and authorizes payment.

A motion to approve Resolution 14-08 was made by Commissioner Smith, seconded by Commissioner Lowe, and approved by a roll call vote of 8-0.

Resolution 14-08 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2014 through December 31, 2014.

Committee: Budget & Finance

Committee and Board Date: April 15, 2014

Purpose of Resolution:

Authorizes the expenditure of \$25,000 or greater with the identified vendors for the calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

Background for the specific purchases:

Workstations for Office Renovations at DMB

The DRBA Finance Department office-area, located within the Delaware Memorial Bridge Administrative complex, is currently undergoing significant renovations. The Authority solicited quotes from Douron, Inc. and received a considerable discount from list price for the delivery and installation of workstations, each item priced per State Contract.

CMLF Digital Display Ads and Search Engine Marketing

The Authority plans to hire a professional services firm to provide Digital Display Ads and Search Engine Marketing for the Cape May-Lewes Ferry. The Goodway Group will be providing an extension of the services that were offered to the Authority last year, providing the consistency to enable the Authority to benchmark results and analyze improvements year-over-year. The scope of services includes digital banner ad placement, management of the CMLF Google Adword campaign, and real-time ad target modification.

Background for Determination category:

State Contract:

Resolution 98-31, as amended by Resolution 11-36 (paragraph 2, subsection a) provides that, “[t]his [competitive bidding] provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.”

Professional Service:

Resolution 98-31, as amended by Resolution 09-52, Part 1.a., specifies that the public advertisement requirement for a professional service contract is effective only if the value of the service is expected to exceed \$50,000. Likewise, Resolution 98-31, as amended by Resolution 01-84, specifies that the Authority shall not enter into any contract committing the Authority to spend \$25,000 or more unless the expenditure has first been approved by a vote of Commissioners. This expenditure falls within the \$25,000-50,000 range.

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RESOLUTION 14-09 – AUTHORIZES AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND C&S ENGINEERS, INC. TO PROVIDE PROFESSIONAL GENERAL ENGINEERING CONSULTING (“GEC”) SERVICES FOR MILLVILLE AIRPORT, CAPE MAY AIRPORT, NEW CASTLE AIRPORT, DELAWARE AIRPARK AND DOVER CIVIL AIR TERMINAL.

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey that operates and maintains Millville Airport (Cumberland County, NJ), Cape May Airport (Cape May County, NJ), New Castle Airport (New Castle County, DE), Delaware Airpark (Kent County, DE) and Dover Civil Air Terminal (Kent County, DE); and

WHEREAS, the Authority seeks to engage a consultant to provide professional general engineering consulting (“GEC”) services for all of the aforementioned airports; and

WHEREAS, the initial term of the agreement will be for four (4) years, with the Authority to have the option to extend the term for a single one (1) year renewal, such renewal to be authorized by the originating committee with the consent of the Chairperson and Vice Chairperson of the Board of Commissioners; and

WHEREAS, the Authority publicly advertised a Request for Proposals (“RFP”) for the required services in compliance with Resolution 98-31, as amended by Resolution 09-52, which governs the procedure for the procurement of professional services; and

WHEREAS, the Authority received and evaluated seven (7) proposals pursuant to the aforementioned public advertisement; and

WHEREAS, the Authority short-listed two (2) firms and conducted oral interviews with those firms; and

WHEREAS, C&S Engineers, Inc. (“C&S Engineers”) was designated as the highest ranking firm following final evaluation; and

WHEREAS, the Authority conducted an analysis of the cost of the proposed services and negotiated with C&S Engineers for the services to be provided at a compensation determined to be fair and reasonable; and

WHEREAS, the Projects Committee reviewed this recommendation and concurs with the evaluation.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Services Agreement with C&S Engineers to provide such GEC services for the Authority and to have such Agreement, with the advice and consent of Counsel, executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 14-09 was made by Commissioner Dorn, seconded by Commissioner Smith, and approved by a roll call vote of 8-0.

Resolution 14-09 Executive Summary Sheet

Resolution: Authorizes an agreement between the Delaware River and Bay Authority and C&S Engineers to provide professional general engineering consulting (“GEC”) services for Millville Airport, Cape May Airport, New Castle Airport, Delaware Airpark and Dover Civil Air Terminal

Committee: Projects

Committee Date: April 15, 2014

Board Date: April 15, 2014

Purpose of Resolution:

To authorize an agreement with C&S Engineers to provide professional “on-call” general engineering consulting (“GEC”) services for all airports Authority-wide.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 98-31, as amended by Resolution 09-52, which governs the procedure for the procurement of professional services.

The Authority received and evaluated technical proposals submitted by the following seven (7) firms, and short-listed* two (2) of those firms:

AECOM*	L.R. Kimball
C&S Engineers, Inc.*	URS Corporation
Hatch Mott MacDonald	TranSystems
KCI Technologies, Inc.	

The Authority conducted oral interviews with the two short-listed firms and utilized the final evaluation criteria to establish a ranked list of firms for award, with C&S Engineers being identified as the first-ranked firm following the interviews. The Authority requested and received the C&S Engineers cost proposal, conducted an analysis of the cost of the proposed services and negotiated for the services to be provided at rates determined to be fair and reasonable.

The not-to-exceed limit during the initial four (4) year term of this Agreement is \$3,500,000. The not-to-exceed limit during the optional one (1) year renewal term is \$875,000.

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RESOLUTION 14-10 – INFORMATION SHARING AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND UNITED STATES DEPARTMENT OF JUSTICE, DRUG ENFORCEMENT ADMINISTRATION

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey created by Compact for the purpose of owning, operating and controlling both Crossing and Non-Crossing facilities; and

WHEREAS, sharing of information between law-enforcement agencies is critical maintaining public safety.

WHEREAS, the Authority and the United States Department of Justice, Drug Enforcement Administration desire to cooperate and share information.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of an information sharing agreement with the United States Department of Justice , Drug Enforcement Administration and upon review and advice of counsel, to have such Agreement executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 14-10 was made by Commissioner Lowe, seconded by Commissioner Dorn, and approved by a roll call vote of 8-0.

Resolution 14-10 Executive Summary Sheet

Resolution: Authorizing the Authority to enter into an information sharing agreement with the United States Department of Justice, Drug Enforcement Administration

Committee: Projects Committee

Committee Date: April 15, 2014

Board Date: April 15, 2014

Purpose of Resolution The Authority wishes to enter into an information sharing Agreement with the DEA.

Background for Resolution:

The Authority’s police department works cooperatively with various law-enforcement agencies at federal, state and local levels. As part of these ongoing cooperative efforts to protect public safety, it is necessary to share information. The Authority wishes to enter into an information sharing Agreement with the United States Department of Justice, Drug Enforcement Administration with respect to information that is contained in various databases. It is necessary to have an Agreement about how this information will be shared and utilized.

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RESOLUTION NO. 14-11 - A RESOLUTION BY THE DELAWARE RIVER AND BAY AUTHORITY TO AUTHORIZE AN AMENDMENT TO THE AUTHORITY’S PERSONNEL MANUAL, SECTION XX. HEARINGS, AS REVISED MARCH 2000

WHEREAS, The Delaware River and Bay Authority (the Authority) has had a Personnel Manual established and in effect since 1965; and

WHEREAS, the Authority has revised and improved its Personnel Manual to serve as a guide to employment with the Authority; and

WHEREAS, the Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices; and

WHEREAS, the Authority reviews, revises and amends the Personnel Manual as significant enhancements are made to our personnel policies and practices; and

WHEREAS, the Authority is recommending revision to the procedures for employees requesting a hearing after they have been notified of an employment action such as removal, dismissal, transfer, or demotion; and

WHEREAS, the recommended revision would ensure neutrality and an unbiased process in the best interest of the Authority and the employees; and

WHEREAS, the Personnel Committee of the Authority's Board of Commissioners has reviewed the proposed revision and recommends for consideration to the full Board the acceptance of the revision and to amend its Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED that the Authority's hearings procedure contained in Section XX on Pages 72 and 73 of the Authority's Personnel Manual as revised in March 2000 is hereby amended deleting this section and replacing it in its entirety with text attached hereto.

XX. Hearings

Seasonal, casual, or permanent part-time employees not covered by a collective bargaining agreement may be discharged for any lawful cause or reason without notice or a hearing.

Permanent Full-time employees not covered by a collective bargaining unit who have been employed for more than six (6) months (one year for Authority Police Officers) shall receive written notice of any removal, dismissal, transfer, or demotion, including the action taken and reason.

A permanent full-time employee is not entitled to any hearing where the cause for removal, dismissal, transfer, or demotion is the reorganization of the Authority or one or more of its facilities, properties, departments, divisions or projects from the standpoint of efficiency or economy.

If the reason given is other than reorganization, the employee may request a hearing in writing ten (10) working days from the date the notice is mailed, directed to the Executive Director. If the employee does not request a hearing within the specified time, the notice in accordance with its terms shall be final and effective the date of notification to the employee.

In the case of a dismissal, should an employee request a hearing in writing, he or she shall be considered suspended without pay until the hearing is scheduled by the Authority unless the Executive Director determines otherwise. If an employee does not request a hearing within the time specified, the dismissal shall be effective the date of notification to the employee.

If a hearing is requested by the employee in writing, the Executive Director will assign a Hearing Officer who shall be a disinterested third party within ten (10) working days after the receipt of the request.

The hearing shall be conducted by the Hearing Officer and shall be confined to the written reasons stated in the notice of disciplinary action. The hearing shall commence within 30 days of the Hearing Officer's assignment. Adjournment requests shall not be granted except in extraordinary personal circumstances.

The conduct of such hearings and the rules of procedure shall be left to the discretion of the Hearing Officer, provided that:

1. The evidence supporting the charges against the employee shall be explained;
2. The employee shall have the opportunity to present his/her side of the case;
3. The employee may be represented by counsel or a representative of his/her own choosing except that representative may not be an Authority supervisor or member of the Authority management;
4. Written notice of counsel or representative must be received by the Hearing Officer no less than five (5) business days prior to the scheduled hearing date;

5. All testimony shall be given under oath; and
6. A transcript or a summary of the hearing shall be made.

The decision of the Hearing Officer shall be submitted in writing to the employee within fifteen (15) working days following receipt of the hearing transcript or summary, unless mutually agreed to by both parties.

If the decision is upheld, the employee shall be notified in writing. In case of a dismissal, the termination of employment shall be effective the date of the initial notification of dismissal.

The decision of the Hearing Officer shall be final and binding.

When a permanent full-time employee not covered by a collective bargaining agreement is to be removed, dismissed, transferred or demoted for good and sufficient reason, the Authority may, in its sole discretion, suspend such employee with or without pay pending completion of the hearing procedures set forth herein.

A motion to approve Resolution 14-11 was made by Commissioner Murphy, seconded by Commissioner Dorn, and approved by a roll call vote of 8-0.

Resolution 14-11 Executive Summary Sheet

Resolution: **Authorizes an Amendment to the Authority Personnel Manual, Section XX. Hearings, as revised March 2000**

Committee: Personnel Committee

Committee Date: April 15, 2014

Board Date: April 15, 2014

Purpose of Resolution:

- (1) To revise the current procedure of conducting hearings (timelines and composition of Hearing Committee) for permanent full-time employees who are removed, dismissed, transferred or demoted for cause other than reorganization, ensuring neutrality and an unbiased process in the best interest of the Authority and the employees.

The recommended revised procedures consist of the following:

- Timeline associated with notification from the employee requesting the hearing and processing/scheduling the request for a hearing.
- Change from ten (10) days after receipt of notification of action to ten (10) working days from the date the notice is mailed.
- Appointment of Hearing Committee
- Change from appointment of internal Hearing Panel comprised of three (3) Senior Level Managers to the Executive Director appointing a Hearing Officer.

- (2) To eliminate the appeal of the decision to be heard by the Authority's Personnel Committee of the Board of Commissioners to the Hearing Officer's decision is final and binding.

Background for Resolution:

The Authority's Personnel Manual has been in existence since 1965; revisions were made and a revised manual re-distributed to permanent full-time employees in 1966, 1974, 1978, 1983, 1987, 1990, 1994, and 2000.

The Personnel Manual provides general descriptions and guidelines concerning the Authority's personnel policies and practices. The provisions in the Personnel Manual are subject to change by the Authority at any time, without notice or a written revision of this Personnel Manual.

Since 1994, revisions to the Personnel Manual have followed a process by which the Executive Director and Chief Human Resources Officer presented revisions of the Personnel Manual to the Personnel Committee of the Authority's Board of Commissioners. After review and discussion of the revisions, the Personnel Committee would approve the revisions and a resolution would be drafted and presented to the full Board of Commissioners for approval (a majority vote by the Board of Commissioners which requires four votes from each state by resolution at a regularly scheduled public meeting of the Authority) and then the resolution would be subject to veto by either Governor.

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RESOLUTION 14-12 - ADOPTION OF A REVISED FARE SCHEDULE FOR THE CAPE MAY-LEWES FERRY TO INTRODUCE SENIOR AND MILITARY PASSENGER FARE CLASSES, TO INTRODUCE A NEW "HIGH SEASON" TIER OF FARES, AND TO ROLL BACK ITS OFF-SEASON FARES

WHEREAS, The Delaware River and Bay Authority (the "Authority"), is a bi-state agency created by Compact for the purpose of operating crossing facilities between the States of Delaware and New Jersey; and

WHEREAS, the Authority owns and operates the Cape May-Lewes Ferry, which connects Cape May, New Jersey, and Lewes, Delaware; and

WHEREAS, the Authority wishes to be responsive to customer requests from the military and senior segments of its passenger ridership; and

WHEREAS, revisions to the fare schedule include the introduction of reduced passenger and driver fares for members of the military and seniors (age 62 and over) and reduction of off-season vehicle fares by \$3.00; and

WHEREAS, further revisions to the fare schedule include \$1.00 increases to vehicle & driver fares between April and October, including peak travel periods between Memorial Day and Labor Day, and a new middle tier "high-season" fare class during the summer months of July and August; and

WHEREAS, the revised fare schedule does not include any increases to the current passenger and shuttle fares; and

WHEREAS, the reduced revenue from the proposed military and senior fares and reduced off-season fares will be offset by the projected increased revenue from the proposed vehicle & driver fares between April and October, and from the new tier of "high season" fares; and

WHEREAS, the Authority has concluded that the revised fare schedule is responsive to the public's concerns, and yet acts to meet the financial requirements of the Authority; and

WHEREAS, based on the foregoing, the Authority has concluded that the revised fare schedule is just and reasonable, necessary, proper and desirable; and

WHEREAS, the Authority desires to amend the fare schedule with an effective date of May 23, 2014.

NOW, THEREFORE, BE IT RESOLVED, that the revised fare schedule for the Cape May-Lewes Ferry, attached hereto, is hereby adopted with an effective date of May 23, 2014.

Cape May-Lewes Ferry Fares				
(All Fares are One-Way Unless Noted)		Effective May 23, 2014		
			HIGH SEASON	
			JUL – AUG	
		NOV-MAR	APR-OCT	PEAK*
<u>VEHICLE & DRIVER</u>			(Mon. – Thu.)	
Car, SUV, Van, Pick-up Truck (vehicles less than 20' length)	\$27.00	\$37.00	\$42.00	\$45.00
Return-Trip Value Fare	\$23.00	\$33.00	\$38.00	
Motorcycle or Motorbike	\$22.00	\$32.00	\$37.00	\$37.00
Return-trip Value Fare	\$19.00	\$28.00	\$33.00	
Discount Book of Six (6) Tickets (all vehicles less than 20' length)	\$153	\$153	\$153	\$153
Discount Book of Six (6) Tickets (Commercial vehicles)		15% off scheduled fare		
Discount Book of Twelve (12) Tickets (all vehicles less than 20' length)	\$288	\$288	\$288	\$288
(Memorial Day to Labor Day: not valid Sat, Sun, or Holidays between 9 a.m. and 5 p.m.)				
<u>VEHICLE & FOOT PASSENGERS</u>				
Under 6 years of age	FREE	FREE	FREE	FREE
Children, age 6-13	\$4.00	\$5.00	\$5.00	\$5.00
Return-Trip Value Fare	\$3.00	\$4.00	\$4.00	\$4.00
Adults (14 – 61 years)	\$8.00	\$10.00	\$10.00	\$10.00
Return-Trip Value Fare	\$6.00	\$8.00	\$8.00	\$8.00
Discount Book of Six (6) Adult Tickets	\$45.00	\$45.00	\$45.00	\$45.00
Seniors (62+ years)	\$6.00	\$8.00	\$8.00	\$8.00
Return-Trip Value Fare	\$5.00	\$6.00	\$6.00	\$6.00
Military	\$6.00	\$8.00	\$8.00	\$8.00
Return-Trip Value Fare	\$5.00	\$6.00	\$6.00	\$6.00
*NOTE: Return-Trip Value Fares must be purchased with initial Sailing				
<u>BUS PASSENGERS</u>				
Under 6 years of age	FREE	FREE	FREE	FREE
Children, age 6-13	\$2.00	\$3.00	\$3.00	\$3.00
14 Years of age and older	\$3.00	\$5.00	\$5.00	\$5.00
<u>FERRY TERMINAL SHUTTLE FARES</u>				
Under 6 years of age	FREE	FREE	FREE	FREE
6 Years of age and older	\$4.00	\$4.00	\$4.00	\$4.00
<u>OTHER DISCOUNTS & FEES</u>				
Non-Refundable Reservation Cancellation Fee	\$5.00	\$5.00	\$5.00	\$5.00
<u>OTHER VEHICLES & DRIVER</u>				
20' to under 25'	\$31.00	\$43.00	\$48.00	\$51.00
25' to under 35'	\$40.00	\$51.00	\$56.00	\$62.00

35' to under 45'	\$47.00	\$58.00	\$63.00	\$70.00
45' to under 60'	\$59.00	\$71.00	\$76.00	\$86.00
More than 60'	\$82.00	\$94.00	\$99.00	\$114.00

***PEAK FARES:** Memorial Day to Labor Day – Fri, Sat, Sun, & Holidays
TICKET EXPIRATION: Tickets expire two years after purchase date.

A motion to approve Resolution 14-12 was made by Commissioner Dorn, seconded by Commissioner Smith, and approved by a roll call vote of 8-0.

Resolution 14-12 Executive Summary Sheet

Resolution: Adoption of a revised fare schedule for the Cape May-Lewes Ferry to introduce senior and military fare classes, a new “high season” fare tier, and other changes.

Committee: Budget & Finance Committee

Committee Date: April 15, 2014

Board Date: April 15, 2014

Purpose of Resolution:

To authorize a revised fare schedule for the Cape May-Lewes Ferry effective May 23, 2014

Background for Resolution:

A revised fare schedule is proposed to introduce reduced driver and passenger fares for members of the military and seniors and reductions to the off-season fares, balanced by a new “high season” fare tier during July and August, and small increases to the in-season and peak fares.

The proposed fare schedule includes:

- Driver and passenger fares will be reduced by \$2.00 for one-way and return-trip travel for members of the military and seniors (aged 62+) between April and October.
- Driver and passenger fares will be reduced by \$2.00 for one-way and \$1.00 for return-trip travel for members of the military and seniors (aged 62+) between November and March.
- Vehicle & driver fares will be reduced by \$3.00 between November and March.
- Vehicle & driver fares will be increased by \$1.00 between April and October, including peak travel periods between Memorial Day and Labor Day.
- A new middle tier of fares, a “high season” rate, between the in-season rate and the peak rate will be introduced for weekdays (M – Th) in July and August.
- Reduced revenue from military and senior fares and the reduction in the off-season fares will be offset by increased revenues from the proposed Vehicle & driver fares between April and October and by the new “high season” rate.
- No increases will be applied to any passenger and shuttle fares.
- This proposed fare schedule is projected to be revenue neutral.
- Above changes will be effective on May 23, 2014.

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RESOLUTION 14 –13 - RECOGNIZING AND APPLAUDING THE SERVICE OF JAMES FORD, MAYOR OF LEWES.

WHEREAS, The Delaware River and Bay Authority (the “Authority”) was formed via Compact between the States of Delaware and New Jersey; and

WHEREAS, the Authority is the owner and operator of the Cape May - Lewes Ferry, and;

WHEREAS, the mission of the Cape May – Lewes Ferry is to promote goodwill and tourism within the communities that it serves; and

WHEREAS, the Cape May - Lewes Ferry operates more than 4,000 crossings annually and transports approximately 300,000 vehicles and nearly 800,000 passengers each year between Cape May, New Jersey and Lewes, Delaware; and

WHEREAS, the success and safety of a voyage of a ship at sea is dependent upon the skill of its Master; and

WHEREAS, the success of a town in serving the needs of its local residents and tourists is likewise largely dependent on the skillful direction and oversight of its leader; and

WHEREAS Mayor James Ford has skillfully coned the Town of Lewes for 22 years, navigating the shoals and rough seas; and

WHEREAS, the Authority and the Cape May – Lewes Ferry were proud to have worked in conjunction with, and in support of, Mayor Ford in his efforts to improve the Town of Lewes, DE.

NOW, THEREFORE, BE IT RESOLVED, that Mayor James Ford is hereby recognized and applauded for outstanding service to the public and to the Town of Lewes, and the Authority wishes to formally recognize Mayor Ford for his dedication and professionalism.

A motion to approve Resolution 14-13 was made by Commissioner Lowe, seconded by Commissioner Downes, and approved by a roll call vote of 8-0.

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RESOLUTION 14-14 - RECOGNIZING AND APPLAUDING OUTSTANDING EMPLOYEE PERFORMANCE

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is the owner and operator of the Cape May - Lewes Ferry, and;

WHEREAS, the Cape May - Lewes Ferry operates more than 4,000 crossings annually and transports approximately 300,000 vehicles and nearly 800,000 passengers each year between Cape May, New Jersey and Lewes, Delaware; and

WHEREAS, the Authority employs caring, dedicated, and highly trained individuals to respond to all types of emergency situations; and

WHEREAS safety of life at sea is among the gravest and honor-bound duties amongst those who make their living on the sea; and

WHEREAS, on February 10, 2014, a crewmember of the M/V New Jersey, Bartender Nina Ianiro, noticed a passenger acting suspiciously near the rail; and

WHEREAS, when this passenger did indeed attempt to jump from the vessel, Ms. Ianiro ran to the railing and held the passenger from falling into the icy waters below; and

WHEREAS, Ms. Ianiro's supervisor, Lori Saettler immediately ran to get help from the gangway watch; and

WHEREAS, M/V New Jersey crewmembers Mate Joseph Napoleon, O.S. Joseph Safaryn, as well as dock attendant Gerald Moore immediately rushed to the scene to assist, lifting the stricken passenger back over the rail and preventing her from harming herself; and

WHEREAS, the crew then properly notified Captain Stan Hansen and the Authority Police of the situation whereby the Police took over custody and care of this individual; and

WHEREAS the woman's life was saved by the quick reaction of Ms. Ianiro and the follow on actions of the crew and shore-side personnel; and

WHEREAS the following M.V. New Jersey crewmembers participated in the saving of a life at sea:

- Bartender Nina Ianiro
- Galley Supervisor Lori Saettler
- Mate Joseph Napoleon
- Ordinary Seaman Joseph Safaryn
- Dock Attendant Gerald Moore

NOW, THEREFORE, BE IT RESOLVED, that the preceding employees are hereby recognized and applauded for outstanding service to the public and to the Authority and are formally recognized for their dedication and professionalism.

A motion to approve Resolution 14-14 was made by Commissioner Murphy, seconded by Commissioner Dorn, and approved by a roll call vote of 8-0.

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10811. EXECUTIVE DIRECTOR'S COMMENTS

The Executive Director apologized to Kerstin Sundstrom, NJ Governor's representative, for bringing the NJ Authorities Unit invoice to the full Board in March that put her in a controversial situation. He said that he has a good relationship with Ms. Sundstrom and he did not knowingly want to place her in an awkward position.

Executive Director Green then briefed the Board on the activities in and around the Authority including the Glenwood Avenue Elementary Class visit to the Lewes Ferry terminal and encouraged the Commissioners to invite school groups to tour our facilities; the Delafort ferry has been groomed and ready for the start of the Delaware City-Salem Ferry season; Executive Director Green was a panelist at the Delaware Economic Symposium; Deputy Executive Director Minor, Airports Director, Stephen Williams, and staff held an economic development meeting at the Cape May Airport briefing officials on current and proposed projects at the Airport concluding with a tour of the facility; a private antique automobile collection will be auctioned at the WWII Air Museum at the Cape May Airport on May 10th; Executive Director Green and Director of Ferry Operations, Heath Gehrke are working with Channel 12 to produce a documentary on the 50th Anniversary of the Cape May-Lewes Ferry. Three premier showings will take place in Cape May and in Lewes on May 28 and 29 respectively.

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10812. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan called for comments from the public and the Commissioners.

Chairperson Hogan wished everyone a happy and health holiday during these High Holy days.

There were no other public or Commissioner comments.

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There being no further business, a motion to adjourn was made by Commissioner Downes, seconded by Commissioner Murphy, and unanimously carried with a voice vote of 8-0

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Frank W. Minor
Assistant Secretary