

DELAWARE RIVER AND BAY AUTHORITY

PROJECTS COMMITTEE MEETING

Tuesday, December 16, 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, December 16, 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

Amy Herbold – NJ

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
Jim Gillespie
Joe Gibbons
Rick Arroyo

Commissioners from Delaware

Commissioner Ford
Commissioner Lathem, Committee Member
Commissioner Downes
Commissioner Traynor

Vice-Chairperson Lowe – By Phone

Mike Houghton - DE

Dave Winch
Kristen Todd

1. Committee Chair Smith opened the Projects Committee meeting at approximately 9:00 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.

2. Committee Chair Smith called for a motion to accept the Projects Committee Minutes from November 18, 2014. Commissioner Lathem made a motion, Commissioner Wilson seconded, and the Committee Minutes were accepted. Those in attendance were provided an informational package consisting of an agenda, two (2) Resolutions, one (1) contract close out letter, and one (1) monthly contractor payment charts (through November).

3. Resolutions:

RESOLUTION 14-49 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY'S 2015 CAPITAL IMPROVEMENT PROGRAM (CIP)

The Resolution authorizes adoption of the Delaware River and Bay Authority's 2015 Capital Improvement Program (CIP) investment proposal in the amount of \$71,535,000. The Acting COO recommended adoption of this Resolution. After discussion, Commissioner Wilson made a motion, Commissioner Ford seconded, and the Committee recommended forwarding the Resolution to the full Board.

One of the projects in the CIP is the Motor Vessel Replacement Program. The Acting COO reported that federal grant money has been awarded to the DRBA for engine replacement/emissions reduction in the amount of \$975,000. The M.V. Delaware is already scheduled for dry-docking in November, 2015 at which time the repowering could take place noting that the next scheduled dry-dock is not until 2017. Because the design would take ten weeks to complete, eight months to procure the engines, public bid process six months and shipyard installation four months, the Acting COO asked for the committee's support for the project and authorization to advance the development and procurement process immediately. The committee expressed support to proceed with the project as outlined.

RESOLUTION 14-50 – AUTHORIZING AN AGREEMENT WITH S.T. HUDSON ENGINEERS, INC. TO PROVIDE PROFESSIONAL "ON-CALL" GENERAL ENGINEERING CONSULTING SERVICES FOR AUTHORITY FACILITIES, ROADWAYS AND BRIDGES

The Resolution authorizes an agreement with S.T. Hudson Engineers, Inc. to provide professional "on-call" general engineering consulting services for Authority facilities, roadways and bridges. Acting COO recommended approval of this Resolution. Commissioner Ford made a motion, Commissioner Wilson seconded, and the Committee recommended forwarding the Resolution to the full Board.

4. Bid Openings: None

5. Contract Close-Out Actions:

Contract No. DMB-12-04: Magazine Ditch Improvements & Check Valve Replacement. The scope of work generally involves the removal of all debris within the existing Magazine Ditch outflow and installation of new secondary debris screen. The final contract amount is \$218,110.00. The Acting COO recommended close-out of the contract and final payment to Eastern Highway Specialists, Inc., of Wilmington, Delaware. A motion was made by Commissioner Wilson, seconded by Commissioner Ford, and the Projects Committee unanimously approved the close-out action to be presented to the full Board.

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

7. Miscellaneous Items/Updates:

- a. CALEA: The Police Chief announced that the DRBA police department was found to be in 100% compliance and received the CALEA Gold Standard.
- b. Maintenance Winter Preparedness Status Update: The Director of Maintenance recapped last winter's snowy season where DMB staff responded to 34 events. The planning for these events involves cooperation and input from all the departments. An overview was given of this year's preparations.
- c. Frontier Airlines has announced they will be adding flights from New Castle Airport to Tampa beginning Monday. Frontier will be flying six days a week out of New Castle Airport.

8. Open Discussion/Other Issues:

9. With no further business to discuss, Commissioner Lathem made a motion to adjourn, seconded by Commission Wilson and the Projects Committee adjourned at 9:50 a.m.

DELAWARE RIVER AND BAY AUTHORITY

BUDGET & FINANCE COMMITTEE MEETING

Tuesday, December 16, 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, December 16, 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

Amy Herbold - NJ

Staff

Scott Green
Victor Ferzetti
Charlotte Crowell
Gerry Owen
Joe Larotonda
Michelle Hammel
TJ Murray
Edith Brako
Travis Crawford
Jim Salmon
Heath Gehrke
Steve Williams
Jim Gillespie

Commissioners from Delaware

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

Vice-Chairperson Lowe-via phone

Mike Houghton - DE

4. Committee Chair Wilson opened the Budget & Finance Committee meeting at approximately 9:50 a.m. In the absence of the Deputy Executive Director, the Authority Staff Attorney (SA) 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.

5. Committee Chair Wilson called for a motion to accept the Budget & Finance Committee Minutes from November 18, 2014. Commissioner Downes made a motion, Commissioner Smith seconded, and the Committee Minutes were accepted.

6. Resolutions:

a. RESOLUTION 14-48 – AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

The Acting CFO presented and reported the Over \$25 List was the first for the FY 2015. The list includes Government, Professional Service, Proprietary, Quotes, Sole Source, State Contract, and Utilities. The Acting CFO highlighted the following vendors and noted that the remaining were routine. Barr International, for the replacement of two (2) fifteen year old dump trucks and the purchase of one (1) additional; Kapsch TrafficCom, a software upgrade for the Traffic Management System; Motorola, for the two-phase Authority-wide replacement of the 800 MHz radios which will bring greater functionality between Delaware and New Jersey; Marine Systems Inc. for new engines to repower the M/V Delaware; and Otis Elevator, for providing interim inspection, maintenance, testing and repair services for the bridge elevators. After discussion, Commissioner Downes made a motion, Commissioner Smith 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 December meeting later today.

4. Discussion Items:

a. Data Breach Update - The Acting CFO reported there were no further developments, less than 100 total calls have been received, with no calls received since the middle of November. The Authority is awaiting determinations, which could take as long as six (6) months, regarding any potential assessments from the credit card industry.

5. With no further business to discuss, Commissioner Smith made a motion to adjourn and the Budget & Finance Committee adjourned at 9:55 a.m.

DELAWARE RIVER AND BAY AUTHORITY

ECONOMIC DEVELOPMENT COMMITTEE MEETING

Tuesday, December 16, 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, December 16, 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

Amy Herbold - NJ

Staff

Scott Green
Victor Ferzetti
Charlotte Crowell
Gerry Owens
Joe Larotonda
Michelle Hammel
TJ Murray
Edith Brako
Jim Salmon
Heath Gehrke
Steve Williams

Commissioners from Delaware

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

Vice-Chairperson Lowe-via phone

Mike Houghton - DE

1. Committee Chair Ford welcomed the Economic Development Committee and opened the meeting at approximately 9:55 a.m. In the absence of the Deputy Executive Director, the Authority Staff Attorney (SA) 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 Ford called for a motion to accept the Economic Development Committee Minutes from November 18, 2014. Commissioner Downes made a motion, Commissioner Dorn seconded, and the Committee Minutes were accepted.

3. Action Items:

a. RESOLUTION 14-51 – MEMORANDUM OF AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE UNITED STATES COAST GUARD AT THE CAPE MAY AND MILLVILLE AIRPORTS

The Acting Chief Operations Officer (COO) presented the Resolution and reviewed the terms of the Agreement. After discussion, Commissioner Wilson made a motion, Commissioner Dorn seconded, and the Economic Development Committee unanimously recommended forwarding the Resolution to the full Board for consideration at the December meeting later today.

b. RESOLUTION 14-52 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND HOUSE OF PRINT LLC

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

4. Open Discussion/Other Issues: None.

5. With no further business to discuss, a motion to adjourn was made by Commissioner Smith, and the Economic Development Committee adjourned at 9:58 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, December 16, 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

Amy Herbold - NJ

Commissioners from Delaware

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

Vice-Chairperson Lowe-via phone

Mike Houghton - DE

Staff

Scott Green
Charlotte Crowell
Victor Ferzetti
Gerry Owens
Joe Larotonda
Michelle Hammel

1. Committee Chair Dorn welcomed the Personnel Committee and opened the meeting at 9:58 a.m. In the absence of the Deputy Executive Director, the Authority Staff Attorney (SA) 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 November 18, 2014. Commissioner Traynor made a motion, Commissioner Wilson 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 Wilson seconded by Commissioner Traynor, 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 Lathem made a motion to adjourn, and the Personnel Committee adjourned at 10:31 a.m.