

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Tuesday, November 20, 2018
James Julian Board Room
New Castle, Delaware
Tuesday, November 20, 2018**

The meeting convened at 1:10 p.m. with Chairperson Hogan presiding.

Chairperson Hogan called upon Commissioner Lathem to give the opening prayer.

The opening prayer was given by Commissioner Lathem, followed by the Pledge of Allegiance.

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

Chairperson Hogan called on the Assistant Secretary to take the roll.

Commissioners from Delaware

William E. Lowe, Vice-Chairperson
(teleconference)
Crystal L. Carey
Henry J. Decker
James L. Ford III
Samuel E. Lathem
Michael Ratchford
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Commissioners from New Jersey

James N. Hogan, Chairperson
James Bennett
Sheila McCann
Shirley R. Wilson - absent
Ceil Smith
M. Earl Ransome, Jr.

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Lathem made a motion to accept the Agenda, seconded by Commissioner McCann and the motion carried by a voice vote of 11-0.

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11436. APPROVAL OF THE OCTOBER 16, 2018 MINUTES

Commissioner Lathem made a motion to approve the October 16, 2018 meeting minutes, seconded by Commissioner Ratchford and unanimously approved by a voice vote of 11-0.

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11437. 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 October 2018.

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

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11438. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSES.

The CFO presented a chart showing statements of income and expenses for the month of October 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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11439. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for October 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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11440. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of October 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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11441. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF OCTOBER 31, 2018.

The CFO presented charts 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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11442. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there are (1) Contract Award, (1) Contract Close-Out, and (6) Resolutions.

All action items have been reviewed and recommended for consideration during today's Committee meetings. He then called for public comment.

There were no public comments.

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11443. AWARD OF CONTRACT #CMLF-18-03R – ANNUAL VESSEL MAINTENANCE & DRY DOCKING – M/V CH – VESSEL PAINTING AND REPAIRS M/V CAPE HENLOPEN

The Chief Operations Officer (COO) noted that a public opening bid was held on November 6, 2018. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Caddell Dry Dock & Repair Co., Inc. of Staten Island, New York in the amount of \$7,757,371.30.

A motion to award CONTRACT #CMLF-18-03R to the aforementioned firm was made by Commissioner Ransome, seconded by Commissioner Lathem, approved by a voice vote of 11-0.

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11444. CLOSE-OUT CONTRACT #DMB-16-06 DELAWARE MEMORIAL BRIDGE ANCHORAGE REPAIRS IN NEW CASTLE

On November 20, 2018 Contract No. #DMB-16-06 – DELAWARE MEMORIAL BRIDGE ANCHORAGE REPAIRS IN NEW CASTLE, was awarded to Platinum Scaffolding of Sewell, New Jersey for the bid price of \$1,488,932.40.

It is recommended that the Authority accept the project and make final payment to the contractors. The final cost of this project is \$1,432,682.33.

A motion to Close-Out CONTRACT #DMB-16-06 was made by Commissioner Bennett, seconded by Commissioner Ratchford and approved by a voice vote of 11-0.

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11445. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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RESOLUTION 18-41 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

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 1/1/18 THROUGH 12/31/18

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Armorica Sales, Inc.	Vessel Deck Paint	Quotes	\$42,000
Burlington Electrical Testing	Medium Voltage Electrical Testing	Quotes	\$49,000
Collinson, Inc.	Guardrail, Reflectors and Related Materials Services	Quotes	\$30,000
Dorchester Shipyard, Inc.	Vessel Deck Resurfacing	Quotes	\$48,000
Radio Holland	Public Address System and Spare Parts for M/V New Jersey	Quotes	\$47,000
Tittarelli, Inc.	Vessel Deck Shot-Blasting	Quotes	\$48,000

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 18-41 was made by Commissioner Bennett, seconded by Commissioner Decker, and approved by a roll call vote of 11 -0.

Resolution 18-41 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2018 through December 31, 2018.

Committee: Budget & Finance

Committee and Board Date: November 20, 2018

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2018 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:

Armorica Sales, Inc.: Vessel Deck Paint

The Authority will be hiring a vendor to supply specialty paints (Protective and Marine Coatings) for deck resurfacing projects on M/V Delaware and M/V New Jersey in December 2018. Three vendors were contacted for quotes. Armorica Sales, Inc. submitted the lowest quote to provide the specified paints.

Burlington Electrical Testing: Medium Voltage Electrical Testing

The Authority will be hiring an electrical testing contractor to perform Authority-wide testing and preventative maintenance of medium voltage electrical equipment over a multi-year period. Testing and reporting is to be performed in accordance with current ANSI/NETA standards. Five vendors were contacted about the work and three quotes were received. Burlington Electrical Testing submitted the lowest quote to provide the specified testing services.

Collinson, Inc.: Guardrail, Reflectors and Related Materials

The Authority purchases guardrail and related materials to rehabilitate areas damaged by motorists throughout the year. Quotes for the work were solicited and received from three contractors, with Collinson quoting the lowest price to supply the materials and perform the work as specified by DRBA staff. The estimated expenditure amount above includes prior payments made to the vendor for separate projects that were completed this year.

Dorchester Shipyard, Inc.: Vessel Deck Resurfacing

As part of its deck resurfacing projects, the Authority will be hiring a paint crew to clean and resurface the M/V Delaware and M/V New Jersey in December 2018. The Authority solicited prices from three contractors. Dorchester Shipyard, Inc. submitted the lowest price per vessel to supply the crew as specified.

Radio Holland: Public Address System and Spare Parts for M/V New Jersey

The Authority will be hiring a vendor to provide and install a new public address system aboard M/V New Jersey in 2018. The current PA system has reached the end of its operating life. PA systems are required to sail and the current system has become increasingly unreliable causing missed trips over the previous two years. Three vendors were contacted to quote to replace the existing equipment. Radio Holland submitted the lowest quote to provide ABS-approved components.

Tittarelli, Inc.: Vessel Deck Shot-Blasting

As part of its deck resurfacing projects, the Authority will be hiring a shot-blasting contractor to strip the deck coatings of M/V Delaware and M/V New Jersey in December 2018. The Authority solicited prices from three contractors. Tittarelli, Inc. submitted the lowest quote to complete the work as specified.

Classification Definitions:

Quotes. A purchase of equipment, supplies or non-professional services or a contract for construction or construction management that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less...Construction management contracts or construction contracts...which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31 Part 4).

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RESOLUTION 18-29 – AUTHORIZES AN AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND USI INSURANCE SERVICES, LLC TO PROVIDE INSURANCE BROKERAGE AND CONSULTING SERVICES TO THE AUTHORITY

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, that operates and maintains the Delaware Memorial Bridge, Cape May-Lewes Ferry, Forts Ferry Crossing and five regional airports; and

WHEREAS, the Authority desires to engage a professional insurance broker and consultant for non-personnel insurance coverage (hereinafter, the “Services”); and

WHEREAS, the Authority wishes to enter into a Services Agreement (“Agreement”) with the selected provider of said Services; and

WHEREAS, such Agreement shall have a base term of three years, with the Authority having the option to extend the Agreement for up to two additional consecutive terms of one year each following the expiration of said base term, either such additional year 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 and issued a Request for Proposals (“RFP”) for insurance brokerage and consulting services in compliance with Resolution 98-31, as amended, which governs the Authority’s procedure for the procurement of professional services; and

WHEREAS, the Authority received and evaluated three proposals submitted pursuant to the aforementioned requirements; and

WHEREAS, USI Insurance Services, LLC (“USI”) was designated as the highest-ranking firm following evaluation; and

WHEREAS, the Budget & Finance Committee reviewed the recommendation and concurs with the evaluation; and

WHEREAS, The Authority conducted an review of the market to evaluate the compensation for the Services and determined the proposed costs to be fair and;

NOW THEREFORE BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of a Services Agreement with USI to provide insurance brokerage and consulting services to the Authority and to have such Services Agreement, with the advice and consent of Counsel, executed by the Chairperson, Vice-Chairperson and Executive Director.

A motion to approve Resolution 18-29 was made by Commissioner Lathem, seconded by Commissioner Ratchford. A roll call vote was taken and there were six (6) YES votes (Vice-Chairperson Lowe, Commissioner Carey, Commissioner Decker, Commissioner Ford III, Commissioner Lathem and Commissioner Ratchford) and five (5) NO votes (Chairperson Hogan, Commissioner Bennett, Commissioner McCann, Commissioner Smith and Commissioner Ransome). While there were six votes in the affirmative, since there were not four affirmative votes from New Jersey, the motion FAILED.

Resolution 18-29 Executive Summary Sheet

Resolution: Authorizes an agreement between the Authority and USI Insurance Services, LLC (“USI”) to provide insurance brokerage and consulting services to the Authority.

Committee: Budget & Finance Committee

**Committee/
Board Date:** November 20, 2018

Purpose of Resolution:

To authorize an agreement with USI Insurance Services, LLC (“USI”) to provide professional insurance brokerage and consulting services for non-personnel insurance coverage.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 98-31, as amended, which governs the Authority's procedures for the procurement of professional services.

The Authority received and evaluated proposals submitted by the following firms:

AON
Connor Strong & Buckelew
USI Insurance Services, LLC

The Authority carefully reviewed the proposal submissions of each firm and, after holding interviews with each firm, utilized evaluation criteria to establish a ranked list, with USI being ranked highest. The Authority conducted an analysis of the market to analyze the proposed compensation for the Services and determined the costs to be fair and reasonable.

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RESOLUTION 18-42 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY'S 2019 OPERATING BUDGET

WHEREAS, Section 505 of the Trust Agreement, dated October 1, 1993, requires that The Delaware River and Bay Authority (the "Authority") adopt a budget for each fiscal year; and

WHEREAS, the proposed operating expenses for FY2019, excluding the Airports division and Economic Development Facilities are \$80,253,871 and

WHEREAS, the budget includes funds for salaries and wages of Authority personnel, and materials and services for Authority activities; and

WHEREAS, for FY2019, principal and interest on outstanding bonds are projected at approximately \$25,601,381.00 in aggregate debt service; and

WHEREAS, the amount to be deposited to the credit of the Reserve Maintenance Fund with respect to Crossing Facilities shall be \$175,000.00 per month or \$2,100,000.00 for FY2019; and

WHEREAS, the projected revenue of the Authority for FY2019, excluding the Airports division and Economic Development facilities, is approximately \$132,620,000.00 resulting in a debt service coverage of 2.05x; and

WHEREAS, the proposed operating budget for the Airports division is \$8,029,493.00; and

WHEREAS, the proposed operating budget for the Economic Development facilities is \$711,932.00; and

WHEREAS, the proposed operating budget for FY2019 has incorporated principles of activity-based budgeting, which allocate certain costs to individual divisions rather than a central administrative budget; and

WHEREAS, the Budget and Finance Committee has developed, reviewed, and approved the proposed 2019 Operating Budget and recommends its adoption to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Commission hereby adopts an operating budget (see Exhibit A attached hereto and incorporated by reference) of \$80,253,871.00 for the Bridge, Ferry, Food Services, Delaware City-Salem Ferry, Police, and Administration Divisions, and a budget of \$8,029,493.00 for the Airports division, a budget of \$711,932.00 for Economic Development facilities for a total of \$88,995,296.00 for FY2019, and authorizes the Executive Director to exercise the approved management discretion and spend within the approved FY2019 budget.

BE IT FURTHER RESOLVED that the Executive Director is authorized to exercise management discretion to transfer funds within a division, as well as, between divisions for such identified costs associated with ITS, HR, Finance, Engineering, Education, Communications and Infrastructure Preservation expenses as long as such transfer does not exceed the total expenditures of the Authority. (See Exhibit B attached hereto and incorporated by reference).

DELAWARE RIVER & BAY AUTHORITY										
EXPENDITURE ANALYSIS										
BY DIVISION										
FOR THE PERIOD 2015-2019										
EXHIBIT A										
	2015	%	2016	%	2017	%	2018	%	2019	%
	Adopted	+,(-)	Adopted	+,(-)	Adopted	+,(-)	Adopted	+,(-)	Preliminary	+,(-)
Administration	\$ 12,973,260	0.84	\$ 13,362,171	3.00	\$ 14,776,824	10.59	\$ 15,642,682	5.86	\$ 16,151,001	3.25
Bridge	20,898,358	2.18	20,045,303	(4.08)	19,138,451	(4.52)	20,173,571	5.41	20,817,707	3.19
Ferry	25,841,802	(1.95)	25,975,302	0.52	25,676,817	(1.15)	25,648,465	(0.11)	26,438,029	3.08
Authority Police	8,775,353	(0.17)	9,561,822	8.96	9,893,020	3.46	10,381,674	4.94	10,814,995	4.17
Sub-Total	68,488,773	0.04	68,944,598	0.67	69,485,112	0.78	71,846,392	3.40	74,221,732	3.31
Food Services	4,334,665	(0.49)	5,248,477	21.08	5,931,389	13.01	5,984,508	0.90	5,906,681	(1.30)
Forts Ferry Crossing	140,362	3.31	126,562	(9.83)	145,337	14.83	120,681	(16.96)	125,458	3.96
Sub-Total	72,963,800	0.01	74,319,637	1.86	75,561,838	1.67	77,951,581	3.16	80,253,871	2.95
Airports Division	7,265,646	1.63	7,388,835	1.70	7,712,668	4.38	7,793,858	1.05	8,029,493	3.02
Economic Development	787,929	(30.33)	793,897	0.76	790,363	(0.45)	840,847	6.39	711,932	(15.33)
Total DRBA Budget	\$ 81,017,375	(0.27)	\$ 82,502,370	1.83	\$ 84,064,869	1.89	\$ 86,586,286	3.00	\$ 88,995,296	2.78

**DELAWARE RIVER & BAY AUTHORITY
ALLOCATION OF ADMINISTRATIVE EXPENSES
BUDGET SUMMARY
FOR THE YEAR 2019**

Exhibit B

DEPARTMENT	ADMIN.	DMB	CMLF	POLICE	AIRPORTS	FOOD & RETAIL	FORTS FERRY	TOTAL
EXECUTIVE DIRECTOR	1,602,542	134,179	165,012	71,404	50,731	87,676	4,759	2,116,303
HUMAN RESOURCES	2,025,517	-	119,980	14,500	-	-	-	2,159,997
EDUCATION & DEVELOPMENT	282,240	101,048	80,662	38,900	12,100	2,650	-	517,600
INFORMATION SERVICES	2,657,415	233,260	606,067	141,861	138,379	133,811	-	3,910,793
SAFETY	497,381	93,500	75,000	-	65,000	28,000	-	758,881
ELECTRONICS DEPARTMENT	900,904	193,220	189,794	57,875	62,200	7,000	-	1,410,993
FINANCE	2,062,794	1,681,770	1,429,184	220,996	472,900	91,555	18,997	5,978,196
ENGINEERING	712,871	1,054,034	262,422	-	88,422	-	12,000	2,129,749
TOTAL ADMINISTRATION:	10,741,664	\$ 3,491,011	\$ 2,928,121	\$ 545,536	\$ 889,732	\$ 350,692	\$ 35,756	18,982,512
INFRASTRUCTURE PRESERVATION:	-	400,000	270,000	-	100,000	-	-	770,000
GRAND TOTAL:	10,741,664	3,891,011	3,198,121	545,536	989,732	350,692	35,756	19,752,512

A motion to approve Resolution 18-42 was made by Commissioner Ransome, seconded by Commissioner Smith, and approved by a roll call vote of 11-0.

Resolution 18-42 Executive Summary Sheet

Resolution: Resolution 18-42 – Adoption of the Delaware River and Bay Authority’s 2019 Operating Budget

Committee: Budget & Finance

Committee Date: November 20, 2018

Board Date: November 20, 2018

Purpose of Resolution:

Resolution 18-42 formally authorizes funds for the fiscal year’s current operating expenses.

Background for Resolution:

The Authority has issued outstanding debt under a Trust Agreement dated October 1, 1993. Section 505 of the Agreement stipulates that the Authority covenants to adopt a final budget for each ensuing fiscal year. The budget is to address Current Expenses, Amounts deposited into the Reserve Maintenance Fund, Revenue Projections and Compliance with the Covenant as to tolls, in Section 501 (a) (i).

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RESOLUTION 18-43 - AUTHORIZING AMENDMENT TO THE DELAWARE RIVER AND BAY AUTHORITY'S PERSONNEL MANUAL – REVISION TO THE HOLIDAY SCHEDULE

WHEREAS, the Delaware River and Bay Authority (the “Authority”) periodically reviews its Personnel Manual for compliance with laws, policy and practices; and

WHEREAS, the Chief Human Resources Officer has presented to the Personnel Committee a recommended revision to the holiday schedule of the Personnel Manual for all employees; and

WHEREAS the revision of the holiday schedule is to replace the Floating Holiday which each year has been designated by the Executive Director to be the Day after Thanksgiving Day; and

WHEREAS the Floating Holiday will now be changed officially to the Day after Thanksgiving Day; and

WHEREAS this revision has been reviewed by the Personnel Committee and the Personnel Committee supports the revision of the holiday schedule of the Personnel Manual for all employees.

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority hereby approves the following revision to the holiday schedule in the Delaware River and Bay Authority Personnel Manual effective January 1, 2019 and replaces only the holiday schedule in its entirety as follows:

Section IX. HOLIDAYS/HOLIDAY PAY

All permanent full-time employees shall be compensated for the following Holidays:

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
President's Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Christmas Day	

A motion to approve Resolution 18-43 was made by Commissioner Bennett, seconded by Commissioner Decker, and approved by a roll call vote of 11-0.

Resolution 18-43 Executive Summary Sheet

Resolution:	Authorizing amendment to the Delaware River and Bay Authority's Personnel Manual – Revision to Holiday Schedule
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Committee:	Personnel Committee
Committee Date:	November 20, 2018
Board Date:	November 20, 2018
Purpose of Resolution:	To revise the Holiday Schedule for all employees.
Background for Resolution:	The current Personnel Manual allows for a floating holiday which has for many years been designated by the Executive Director as the Day after Thanksgiving Day. During 2018 labor negotiations with all three (3) Authority unions, the Floating Holiday was officially changed to the Day after Thanksgiving Day. To be consistent throughout the workforce, the Authority wishes to revise the Personnel Manual changing the Floating Holiday to be designated by the Executive Director officially to the Day after Thanksgiving Day for all employees. This revision does not increase or decrease the number of official holidays for the Authority. The Authority has 11 official holidays.

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RESOLUTION 18-44 – RESOLUTION BY THE DELAWARE RIVER AND BAY AUTHORITY AUTHORIZING MODIFICATIONS TO THE BENEFITS PLAN DESIGN

WHEREAS, the Delaware River and Bay Authority (the “Authority”) is committed to providing its employees and retirees with a comprehensive core benefits program; and

WHEREAS, the Authority is responsible for the prudent financial governance with respect to the core benefits program; and

WHEREAS, the Authority is responsible for taking appropriate action to control escalating core benefits costs; and

WHEREAS, the Personnel Committee has reviewed the proposed recommendations to the Authority to change its health (medical and prescription) plan and recommends approval thereof to the Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby approves the following modifications to be designed in 2019 for implementation effective January 1, 2020 (as described in detail in Exhibit A which is incorporated herein by reference):

Add a Qualified High Deductible Health Plan with Health Savings Account (HDHP/HSA) as a third medical plan option

EXHIBIT A

Proposed Benefit Plan Changes for 2020	
Qualified High Deductible Health Plan with Health Savings Account (HDHP/HSA)	
Benefit Outline	Cost Neutral
Deductible (Individual (Ind) / Family (Fam))	\$2,700 / \$5,400
Non-network Deductible (Ind / Fam)	\$5,400 / \$10,800
Deductible Embedded / Non-embedded	Embedded
Out-of-Pocket Maximum (Ind / Fam)	\$5,000 / \$10,000
Non-network OOP Max (Ind / Fam)	\$10,000 / \$20,000
Coinsurance (In / Out)	100% / 80%
Primary Care Office Visit	\$15 copay after Deductible
Specialist Office Visit	\$20 copay after Deductible
Urgent Care Visit	No charge after Deductible
Emergency Room	\$150 copay after Deductible
Outpatient Surgical Facility	No charge after Deductible
Inpatient Hospital Facility	No charge after Deductible
Retail Prescription Drug Copays	\$10 / \$20 / \$35
Mail Order Prescription Drug Copays	1x retail
DRBA HSA Contribution (Ind / Fam)	\$750 / \$1,500
HSA Maximum Contribution (EE & DRBA)	2019: \$3,500 (Ind)/ \$7,000 (Fam) + \$1,000 Catch-up for age 55+ (will be updated 2020 based on IRS changes)

A motion to approve Resolution 18-44 was made by Commissioner Ransome, seconded by Commissioner Decker, and approved by a roll call vote of 11-0.

Resolution 18-44 Executive Summary Sheet

Resolution: Authorizing Modifications to the Authority Benefits Plan Design

Committee: Personnel Committee

Committee Date: November 20, 2018

Board Date: November 20, 2018

Purpose of Resolution:

To approve the proposed recommendations to core benefits plans to add new medical plan option for active and pre-65 retirees.

Background for Resolution:

The Authority is committed to the health and well-being of its employees and retirees. During annual renewals, the Authority reviews administration and plan costs to determine if changes should be made in plan designs and/or vendor/carriers to better control escalating costs. Annual reviews include an analysis of employee and retiree populations plan utilization and comparisons to industry trends.

New hires to the Authority have inquired about a Qualified High Deductible Health Plan option with a Health Savings Account (HDHP/HSA). Many of these new hires were enrolled in HDHP/HSA plans with prior employers and are coming to the Authority with funds in their existing HSAs. Because the Authority does not currently offer such a plan, these employees are unable to make additional contributions to the HSA from their prior employer.

HDHP/HSAs are becoming a standard health plan offering in both private and public employer benefits programs.

The premium equivalent cost of the recommended HDHP/HSA plan design is approximately 60% less than the Authority's current PPO plan design and approximately 19% less than the current EPO plan design. Addition of the HDHP/HSA plan will provide employees and pre-65 retirees (those hired after December 31, 2014) with another lower cost option.

Although the HDHP/HSA plan will result in lower employee contributions compared to the PPO and EPO plans, it will increase an individual's cost of health care at the point of service. However, unlike many employers who are adopting these health plans, the Authority will make contributions to each HSA as shown in Exhibit A to help members defray the higher out-of-pocket expenses and build up a reserve for future years. The Authority will continue to make contributions to each HSA, consistent with the fiscal responsibility of contributions to all benefit programs.

The HSAs are owned by the individual and account balances follow the individual after they leave the Authority. In addition to the Authority's contributions, the employees and pre-65 retirees who enroll in the plan can contribute additional funds on a pre-tax basis

up to IRS limits which are reviewed annually. Contributions in the accounts will earn interest, and possible earnings due to mutual fund investments. Interest and earnings on the account grow tax-free so long as the funds are withdrawn only to cover medical expenses.

Industry experts agree that an effective communications strategy is key to implementing a HDHP/HSA option. Most suggest that the communications should begin six (6) to eight (8) months in advance of the implementation date and include visual as well as text communication resources.

The Authority plans to invest time and resources to identify subject matter experts to assist in designing a successful communications campaign, including print, mobile, and web based materials. The Authority will begin to communicate to employees in 2019 well in advance of the benefits open enrollment period for 2020.

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RESOLUTION 18-47 – CHANGES THE DATE OF THE FEBRUARY 2019 BOARD OF COMMISSIONERS MEETING

WHEREAS, pursuant to Section 5.1 of the Bylaws adopted by the Delaware River and Bay Authority (the “Authority”), the regular monthly meeting of the Commissioners shall be held on the third Tuesday of each month; and

WHEREAS, the February 2019 Board meeting is currently scheduled for Tuesday, February 19, 2019; and

WHEREAS, due to the scheduling conflicts with Presidents’ Day, the Commissioners desire to reschedule the meeting to the third Wednesday of February, February 20, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the February monthly meeting of the Board of Commissioners of the DRBA shall be moved from February 19, 2019 to February 20, 2019.

A motion to approve Resolution 18-47 was made by Commissioner Ratchford, seconded by Commissioner Bennett, and approved by a roll call vote of 11-0.

Resolution 18-47 Executive Summary Sheet

Resolution: Changes the date of the February 2019 Board of Commissioners’ Meetings

Committee: N/A

Committee Date: N/A

Board Date: November 20, 2018

Purpose of Resolution:

To change the date of the February monthly meeting from February 19, 2019 to February 20, 2019.

Background for Resolution:

Board meetings are regularly scheduled for the third Tuesday of each month.

Due to the Presidents' Day Holiday, there are scheduling conflicts with the regularly scheduled February meeting.

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11446.

EXECUTIVE DIRECTOR'S COMMENTS

The Executive Director reported on events in and around the Authority as follows:

The Executive Director congratulated Senator Carper on his nomination to the Delaware Aviation Hall of Fame.

This year's Annual Veterans Day Ceremony was the largest event with approximately 400 people in attendance. Immediately following the ceremony was the Gold Star Families Monument Dedication. This was an unbelievable dedication and the monument is quite an addition to our park. I want to personally thank TJ Murray for his hard work on this endeavor.

The Executive Director advised the Commissioners of a recent plane crash at the Cape May Airport. The airplane malfunctioned shortly after take-off. Fortunately, no serious injuries were reported.

This year, the Authority set a \$10,000 goal for the annual, United Way Campaign. We exceeded that goal with employees pledging over \$14,000.00. The Executive Director thanked the employees for their participation and willingness to give back to the Community and thanked Michele Pyle for her outstanding work in leading the United Way Campaign. In addition to the United Way Campaign, an employee led initiative is underway to provide items to a Wilmington shelter for single mothers and their children. There is an enthusiastic group of employees with great ideas for ways to help in the local communities with a goal of finding worthy projects in both Delaware and New Jersey and focus on at least one community based effort each quarter.

The Executive Director reminded the Commissioners of the following upcoming events:

Toll Increase Public Hearing - Wednesday, December 5, 2018 at 6:30 p.m. – DMB – Vincent A. Julia Building;

Toll Increase Public Hearing - Thursday, December 6, 2018 at 6:30 p.m. – Salem Community College Davidow Performing Arts Theatre;

Commission Meeting – Tuesday, December 18, 2018 – James Julian Board Room; Holiday Luncheon to follow

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11447. PUBLIC FORUM

Chairperson Hogan opened the public forum.

Chairperson Hogan called for any comments from the public.

Mr. Frank Bankard, Business Agent for International Union of Operating Engineers Local 542 thanked the Commissioners for allowing their request to unionize the police dispatchers to go to a vote. He then addressed the Commissioners about an arbitration filed on behalf of one of his recently terminated members. Mr. Bankard expressed his concerns that the member was terminated because he was charged with a felony and the charges were ultimately dismissed. He also expressed concerns about procedural issues during the grievance process. He believes Local 542 will be successful in this arbitration

Edward Ramsey resident of Pittsgrove Township, New Jersey – expressed his concerns about proposed toll increases. While he believes the Authority is well-managed, he thinks we should shed our non-core assets, like the airports and the Salem Business Center rather than raising toll rates. He also questioned the need for a ship collision protection system on the bridge, particularly because there are two separate spans and if one is damaged, the other one is there. He stressed the need for the Authority to be fiscal responsible.

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11448. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan opened the Commissioners' forum and called for any comments from Commissioners.

Commissioner Lathem wanted to thank Tom Cook, Executive Director and other participants of the United Way. Every year we are trying to be good community neighbors and give back to our community.

There being no further business, Chairperson Hogan adjourned the meeting at 1:43 p.m.

Respectfully Submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary