

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Delaware River and Bay Authority
Delaware Memorial Bridge Complex
Tuesday, November 19, 2019**

The meeting convened at 12:20 p.m. with Chairperson Lathem presiding.

Chairperson Lathem asked for a moment of silence to honor Rev. Edward Dorn, a former Commissioner who passed away last week.

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

Chairperson Lathem 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 Lathem called for the acceptance of the Agenda

Chairperson Ratchford made a motion to accept the Agenda, seconded by Commissioner Smith and the motion carried by a voice vote of 12-0.

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

Commissioners from Delaware

Samuel Lathem, Chairperson
Crystal L. Carey
Henry J. Decker
James L. Ford III
Michael Ratchford
Veronica O. Faust

Commissioners from New Jersey

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

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11571. APPROVAL OF THE MEETING MINUTES

Commissioner Ratchford made a motion to approve meeting minutes for October 15, 2019, seconded by Commissioner McCann and approved by a voice vote of 12-0.

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11572. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts 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 October 2019.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11573. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for October with comparisons to the same period last year.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11574. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts 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 charts were ordered filed with the permanent records of the Authority.

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11575. 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 charts were ordered filed with the permanent records of the Authority.

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11576. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION
(MARKET VALUE) FOR OCTOBER 31, 2019.

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

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11577. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted (4) Contract Award, (2) Contract Close-Outs, and (5) 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 comment.

There were no public comments.

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11578. AWARD OF CONTRACT #DMB-19-23 – ADMINISTRATION BUILDING
ELEVATOR REHABILITATION

The Chief Operations Officer (COO) noted that a public bid opening was held on October 8, 2019. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Delaware Elevator Inc., of Salisbury, Maryland in the amount of \$483,140.00.

A motion to award CONTRACT #DMB-19-23 to the aforementioned firm was made by Commissioner Ratchford, seconded by Commissioner Decker, and approved by a voice vote of 12-0.

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11579. AWARD OF CONTRACT #PA-19-01 –STREET FLUSHER SYSTEM WITH
WATER TANK, TRUCK AND CHASSIS

The Chief Operations Officer (COO) noted that a public bid opening was held on October 17, 2019. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, Bayshore Ford Truck Sales Inc., of New Castle, Delaware in the amount of \$268,472.00.

A motion to award CONTRACT #PA-19-01 to the aforementioned firm was made by Commissioner Ransome, seconded by Commissioner Ratchford, and approved by a voice vote of 12-0.

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11580. AWARD OF CONTRACT #CMLF-16-04R - FREEMAN HIGHWAY
MAINTENANCE

The Chief Operations Officer (COO) noted that a public bid opening was held on October 15, 2019. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, EDiS Company of Wilmington, Delaware in the amount of \$1,816.119.00.

A motion to award CONTRACT #CMLF-16-04R to the aforementioned firm was made by Commissioner Ransome, seconded by Commissioner Bennett, and approved by a voice vote of 12-0.

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11581. AWARD OF CONTRACT #DMB-19-30 – HIGH MAST LED ROADWAY
LIGHTING

The Chief Operations Officer (COO) noted that a public bid opening was held on November 1, 2019. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder, United Electric Supply, of New Castle, Delaware in the amount of \$192,815.18.

A motion to award CONTRACT #DMB-19-30 to the aforementioned firm was made by Commissioner Ransome, seconded by Commissioner Wilson, and approved by a voice vote of 12-0.

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11582. CLOSE-OUT CONTRACT #MIV-17-01 – MILLVILLE RUNWAY
REHABILITATION, MILLVILLE AIRPORT

Contract #MIV-17-01 - MILLVILLE RUNWAY was awarded to South State, Inc. of New Jersey.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$4,359,873.06.

A motion to Close-Out Contract #MIV-17-01 was made by Commissioner Wilson, seconded by Commissioner Smith and approved by a voice vote of 12-0.

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11583. CLOSE-OUT CONTRACT #33N-16-01 – RUNWAY 9-27 EXTENSION AND
ASSOCIATED IMPROVEMENTS

Contract #33N-16-01 – RUNWAY 9-27 was awarded to George & Lynch of Dover, Delaware.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$3,016,059.29.

A motion to Close-Out Contract #33N-16-01 was made by Commissioner Ransome, seconded by Commissioner Faust and approved by a voice vote of 12-0.

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11584 CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE
BOARD

RESOLUTION 19-44 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO
RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2019 THROUGH DECEMBER 31, 2019

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 1/1/19 THROUGH 12/31/19

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Airport Lighting Company, Inc.	Replacement Airfield Regulators at ILG	Quotes	\$46,000
Coastal Pump and Tank, Inc.	Remove and Replace Diesel Tank at ILG	Quotes	\$46,000
Cohere	DRBA Mission and Strategic Branding Services	Professional Services	\$49,000
Diligent Corporation	Board Portal Software	Proprietary	\$27,000
J. Short Restoration, LLC	Temporary Roof Repairs at ILG and DMB	Quotes	\$40,000
Sobieski Services, Inc.	Replacement Sanitary Facilities at DMB Tolls	Quotes	\$44,000
Sarr General Contracting	Mechanical and Plumbing Work at Cape May Terminal Kitchen	Quotes	\$46,000

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 19-44 was made by Commissioner Bennett, seconded by Commissioner Wilson, and approved by a roll call vote of 12-0.

Resolution 19-44 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2019 through December 31, 2019.

Committee: Budget & Finance

Committee and Board Date: November 19, 2019

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2019 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:

Airport Lighting Company, Inc.: Replacement Constant Current Regulators at ILG

The Authority is undergoing a multi-year improvement project to upgrade the New Castle Airport airfield lighting to LED. The project involves systematically replacing each regulator, pulling new cable and then replacing the lighting, with each step sequenced to minimize interruptions to operations. The year 2019 is the second of seven estimated years of planned material purchases for this project. This particular purchase will replace the antiquated Thyristor airfield regulators with new ferroresonant constant-current regulators. At the beginning of this effort, the Authority solicited prices from three vendors, two of which submitted quotes. Airport Lighting Company submitted the lowest quote to supply the materials as specified by the Authority. Additionally, Airport Lighting Company appears to be the only company that will manufacture the custom-built regulators to Authority specifications; other vendors resell Airport Lighting products.

Coastal Pump and Tank, Inc.: Remove and Replace Diesel Tank at ILG

The Authority intends to hire a Contractor to remove the existing 2000-gallon diesel tank at the ILG Air Traffic Control tower and replace it with a 1000 gallon diesel tank. The DRBA received quotes from three (3) contractors to disconnect and blow the existing lines, remove existing tank and contents and dispose, supply and install new tank, form and pour concrete steps, reconnect the lines, supply and install new Automatic Tank Gauge, and purge the lines to the tower. Coastal Pump and Tank submitted the lowest quote to complete the work per Authority specifications.

Cohere: DRBA Mission and Strategic Branding Services

In response to employee feedback received from an internal Climate Survey undertaken in August 2017, the Authority established the need for a professional strategic branding firm to assist in the development of a new mission statement and tag line to encourage employee understanding of the Authority's central mission. The Authority solicited proposals from nine area firms; five proposals were received and Cohere was selected as the best candidate to provide the services needed. Since beginning work in 2018, their services have included discovery and analysis of employee and management perspectives of the Authority's mission, logo and tag line; and the development of: 1) a new and memorable mission statement; 2) a fresh, bold, and simpler logo; and 3) a new tagline. The estimated

expenditure will be for the provision of advisory and creative services for the internal and external rollout of the new mission, logo and tag line.

Diligent Corporation: Board Portal Software

In 2018, the Authority transitioned from paper-based distribution of Board meeting materials to “Diligent Boards”, commercial software intended to provide the Authority’s Board of Commissioners and executives with modern tools to distribute monthly Board meeting materials. Diligent allows the Authority to manage electronically agendas, documents, discussions, and meeting minutes quickly and securely and enables Authority staff to provide updates to Board materials from a phone, tablet or computer.

J. Short Restoration, LLC: Temporary Roof Repairs at ILG and DMB

The roofs of ILG Buildings 135 and 137 and DMB Buildings 3 and 4 have active leaks which require immediate repair work. The Authority issued a request for quotes to three (3) roofing contractors to conduct repairs that will achieve leak-free performance at Buildings 135 and 137, and temporarily achieve leak-free performance at DMB Building 3 and 4 until the Authority performs a complete replacement at DMB in the warmer months of 2020. Sobieski submitted the lowest quote to complete the work per the Authority-provided plans and technical specifications. Note that the estimated expenditure amount listed above also reflects the cost of several small repair projects completed by this vendor in 2019.

Sobieski Services, Inc.: Replacement Sanitary Facilities at DMB Tolls

The sanitary line connecting to the bathroom facilities at DMB Tolls has collapsed. The Authority issued a request for quotes to three (3) mechanical contractors to demolish the collapsed line, construct a new sanitary line connection and replace the facilities. Sobieski submitted the lowest quote to complete the work per the Authority-provided plans and technical specifications. Note that the estimated expenditure amount listed above reflects the total aggregate cost of all projects issued to this vendor in 2019, none of which exceeds the expenditure threshold individually. The total cost of this individual project is estimated to be \$23,000.

Starr General Contracting: Mechanical and Plumbing Work at Cape May Terminal Kitchen

The Authority intends to hire a contractor to supply and install new grease and solids interceptors and a wireless grease/oil sediment monitor at the Cape May Terminal kitchen. The Authority issued a request for quotes to three (3) contractors to complete the project. Starr General Contracting submitted the lowest quote to complete the work per the Authority-provided plans and technical specifications.

Purchase Classification Definitions:

Professional Services. A purchase of services valued less than \$50,000 that are provided by a professional acting in a capacity that requires specialized education, knowledge, judgment, and skill, and is predominantly mental or intellectual (as opposed to physical or manual) in nature, also including any clerical or administrative support that is required for the proper delivery of the professional service. Professional services may also be classified as those types of services that are original and creative in character and in a recognized field of artistic endeavor.

Proprietary. A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available, however the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor. In another typical example of this classification, a purchase of closed-source commercial software would be categorized as proprietary because the software remains the property of its owner/creator and is utilized by end-users (such as the Authority) under predefined conditions.

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 19-45 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY’S 2020 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 FY2020, excluding the Airports division and Economic Development Facilities are \$80,880,117 and

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

WHEREAS, for FY2020, principal and interest on outstanding bonds are \$31,899,031.26 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 FY2020; and

WHEREAS, the projected revenue of the Authority for FY2020, excluding the Airports division and Economic Development facilities, is approximately \$167,252,000 resulting in a debt service coverage of 2.71x; and

WHEREAS, the proposed operating budget for the Airports division is \$8,284,620; and

WHEREAS, the proposed operating budget for the Economic Development facilities is \$714,159; and

WHEREAS, the proposed operating budget for FY2020 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 2020 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 \$80,880,117 for the Bridge, Ferry, Food Services, Delaware City-Salem Ferry, Police, and Administration Divisions, and a budget of \$8,284,620 for the Airports division, a budget of \$714,159 for Economic Development facilities for a total of \$89,878,896 for FY2020, and authorizes the Executive Director to exercise the approved management discretion and spend within the approved FY2020 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 ED, DED, 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 Exhibits A & B attached hereto and incorporated by reference).

DELAWARE RIVER & BAY AUTHORITY											
EXPENDITURE ANALYSIS											
BY DIVISION											
FOR THE PERIOD 2016-2020											
EXHIBIT A											
		2016	%	2017	%	2018	%	2019	%	2020	%
		Adopted	+,(-)	Adopted	+,(-)	Adopted	+,(-)	Adopted	+,(-)	Preliminary	+,(-)
1	Administration	\$ 13,362,171	3.00	\$ 14,776,824	10.59	\$ 15,642,682	5.86	\$ 16,151,001	3.25	\$ 16,653,157	3.11
2	Bridge	20,045,303	(4.08)	19,138,451	(4.52)	20,173,571	5.41	20,817,707	3.19	21,390,095	2.75
3	Ferry	25,975,302	0.52	25,676,817	(1.15)	25,648,465	(0.11)	26,438,029	3.08	26,907,660	1.78
4	Authority Police	9,561,822	8.96	9,893,020	3.46	10,381,674	4.94	10,814,995	4.17	11,567,634	6.96
5	Sub-Total	68,944,598	0.67	69,485,112	0.78	71,846,392	3.40	74,221,732	3.31	76,518,546	3.09
6	Food Services	5,248,477	21.08	5,931,389	13.01	5,984,508	0.90	5,906,681	(1.30)	4,234,774	(28.31)
7	Forts Ferry Crossing	126,562	(9.83)	145,337	14.83	120,681	(16.96)	125,458	3.96	126,797	1.07
8	Sub-Total	74,319,637	1.86	75,561,838	1.67	77,951,581	3.16	80,253,871	2.95	80,880,117	0.78
9	Airports Division	7,388,835	1.70	7,712,668	4.38	7,793,858	1.05	8,029,493	3.02	8,284,620	3.18
10	Economic Development	793,897	0.76	790,363	(0.45)	840,847	6.39	711,932	(15.33)	714,159	0.31
11	Total DRBA Budget	\$ 82,502,370	1.83	\$ 84,064,869	1.89	\$ 86,586,286	3.00	\$ 88,995,296	2.78	\$ 89,878,896	0.99

DELAWARE RIVER & BAY AUTHORITY
ALLOCATION OF ADMINISTRATIVE EXPENSES
BUDGET SUMMARY
FOR THE YEAR 2020
Exhibit B

DEPARTMENT	ADMIN.	DMB	CMLF	POLICE	AIRPORTS	FOOD & RETAIL	FORTS FERRY	TOTAL
EXECUTIVE DIRECTOR	1,749,197	134,179	165,012	71,404	50,731	87,676	4,759	2,262,958
DEPUTY EXECUTIVE DIRECTOR	942,914	-	764,679	-	242,400	-	-	1,949,993
HUMAN RESOURCES	2,030,088	-	175,277	16,000	-	-	-	2,221,365
EDUCATION & DEVELOPMENT	282,240	101,048	80,662	38,900	12,100	2,650	-	517,600
INFORMATION SERVICES	2,725,708	251,455	645,182	162,295	174,432	116,690	-	4,075,762
SAFETY	574,348	100,000	85,000	-	71,000	25,000	-	855,348
ELECTRONICS DEPARTMENT	936,825	193,420	217,798	58,875	76,100	7,000	-	1,490,018
FINANCE	1,667,119	1,748,908	1,549,247	232,144	495,982	96,245	21,276	5,810,921
ENGINEERING	665,422	1,270,713	274,306	-	90,306	-	12,500	2,313,247
TOTAL ADMINISTRATION:	11,573,861	\$ 3,799,723	\$ 3,957,163	\$ 579,618	\$ 1,213,051	\$ 335,261	\$ 38,535	21,497,212
INFRASTRUCTURE PRESERVATION:	-	500,000	370,000	-	130,000	-	-	1,000,000
GRAND TOTAL:	11,573,861	4,299,723	4,327,163	579,618	1,343,051	335,261	38,535	22,497,212

A motion to approve Resolution 19-45 was made by Commissioner Decker, seconded by Commissioner Ratchford, and approved by a roll call vote of 12-0.

Resolution 19-45 Executive Summary Sheet

Resolution: Resolution 19-45 – Adoption of the Delaware River and Bay Authority’s 2020 Operating Budget

Committee: Budget & Finance

Committee Date: November 19, 2019

Board Date: November 19, 2019

Purpose of Resolution:
Resolution 19-45 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 19-46 - RESOLUTION AUTHORIZING AN AGREEMENT WITH THE DELAWARE TECHNICAL COMMUNITY COLLEGE

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state agency with public crossing facilities and assets in the States of New Jersey and Delaware; and

WHEREAS, the Authority is in possession of a 2000 New Holland utility tractor (the “Tractor”) valued at approximately \$13,000; and

WHEREAS, the Authority has determined that the Tractor is no longer suitable for its use; and

WHEREAS, the Delaware Technical Community College has indicated to the Authority its interest in obtaining this Tractor for use at their facilities, and has offered “training credits” equal to the value of the Tractor; and

WHEREAS, it is in the best interests of the Authority receive and utilize credits in support of its Education and Development program.

NOW THEREFORE BE IT RESOLVED, that the Executive Director, with the advice and consent of Counsel is authorized to enter into an agreement with the Delaware Technical Community College to transfer ownership of the Tractor to the Delaware Technical Community College.

A motion to approve Resolution 19-46 was made by Commissioner Decker, seconded by Commissioner Ransome, and approved by a roll call vote of 12-0.

Resolution 19-46 Executive Summary

Resolution: Authorization of the Purchase Agreement for the Sale of Surplus Property

Committee: Budget and Finance

Committee/Board Date: November 19, 2019

Purpose of Resolution:
Formally authorizes the sale of the Tractor.

Background for Resolution:
The Authority is in possession of a Tractor that is no longer in use. The Authority has received and discussed credible indications of interest regarding the potential acquisition of the Tractor and has discussed a range of value which the Authority deems as appropriate for any such sale. Sale of the Tractor as approved by the Budget and Finance Committee is necessary to stop continued losses.

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RESOLUTION 19-47 – CHANGES THE DATE OF THE JANUARY AND FEBRUARY 2020 BOARD OF COMMISSIONERS MEETINGS

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 January 2020 meeting is currently scheduled for Tuesday, January 21, 2020; and

WHEREAS, due to scheduling conflicts with Martin Luther King Day, the Commissioners desire to reschedule the meeting to the third Wednesday of January, January 22, 2020; and

WHEREAS, the February 2020 Board meeting is currently scheduled for Tuesday, February 18, 2020; and

WHEREAS, due to scheduling conflicts with Presidents' Day, the Commissioners desire to reschedule the meeting to the third Wednesday of February, February 19, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the January monthly meeting of the Board of Commissioners of the DRBA shall be moved from January 21, 2020 to January 22, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the February monthly meeting of the Board of Commissioners of the DRBA shall be moved from February 18, 2020 to February 19, 2020.

A motion to approve Resolution 19-47 was made by Commissioner Wilson, seconded by Commissioner Bennett and approved by a roll call vote of 12-0.

Resolution 19-47 Executive Summary

Resolution: Changes the Date of the January and February 2020 Board Of Commissioners Meetings

Committee: N/A

Committee/Board Date: November 19, 2019

Purpose of Resolution:

To change the date of the January and February regular monthly meetings of the Board of Commissioners from January 20, 2020 to January 21, 2020 and from February 18, 2020 to February 19, 2020.

Background for Resolution:

Due to the Martin Luther King Holiday, there are scheduling conflicts with the regularly scheduled January meeting.

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

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RESOLUTION 19-48 - RECOGNIZES THE VISION AND CONTRIBUTIONS OF WARREN S. GOLDE TO THE HISTORIC CITY OF LEWES, DELAWARE AND DESIGNATES THE GATEWAY GARDEN ON FREEMAN HIGHWAY AS THE WARREN S. GOLDE GATEWAY GARDEN IN HIS HONOR:

WHEREAS, The Delaware River and Bay Authority (the "Authority"), a bi-state Authority of the State of Delaware and the State of New Jersey, operates and maintains the Cape May-Lewes Ferry system and adjoining facilities and infrastructure at each Ferry terminal

WHEREAS, Freeman Highway, a major access route to the Cape May – Lewes Ferry’s Lewes Terminal facility, is part of that adjoining infrastructure; and

WHEREAS, Warren S. Golde, a horticulturist by profession, had a vision to create showplace gardens in and around the historic city of Lewes, Delaware, including Freeman Highway; and

WHEREAS, with assistance from the Lewes Chamber of Commerce and seven women volunteers, Mr. Golde formed Lewes in Bloom in 2002; and

WHEREAS, Lewes in Bloom has now blossomed to more than 250 members, who tirelessly maintain over 26 sites; and

WHEREAS, Mr. Golde and members of the Lewes In Bloom organization beautified the entrance to Freeman Highway, meticulously tending to it each and every year; and

WHEREAS, Mr. Golde has devoted his heart and soul to these beautification efforts, which has attracted local, national, and international praise for the City of Lewes and Lewes in Bloom; and

WHEREAS, after winning the international Communities in Bloom award for a medium sized city last September, Lewes in Bloom was invited to plant a garden in Cervia, Italy for their floral festival; and

WHEREAS, Lewes in Bloom members, led by Mr. Golde, traveled at their own expense to Cervia, Italy, to create a Delaware-shaped garden – including blue and yellow flowers, blue stones for the Delaware Bay with a miniature Harbor of Refuge lighthouse surrounded by pieces of mosaic art depicting native Delaware plants and animals; and

NOW, THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority does hereby recognize the vision, dedication and hard work of Warren S. Golde to beautify our community and nurture historic preservation; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Delaware River and Bay Authority Commission does hereby designate the Gateway Garden on Freeman Highway as the “Warren S. Golde Gateway Garden” in his honor with the adoption of this resolution today, November 19, 2019.

A motion to approve Resolution 19-48 was made by Commissioner Ford, seconded by Commissioner Ransome and approved by a roll call vote of 12-0.

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11585. EXECUTIVE DIRECTOR’S COMMENTS

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

During the annual employee awards banquet, the Executive Director rolled out the DRBA’s new mission, logo and tagline with a video presentation. The first maintenance vehicle has the new logo

applied. Updates to the remainder of the fleet will be take place over the next year. Thirty-one retirees were in among those in attendance at the banquet.

DMB Tidbits - October Traffic Count

October Traffic Count

All-time BEST October in Authority History with an increase of almost +3% over the next best year (2017)

6 out of last 7 months were All-time Best months

YTD: 2019 vs. 2018 • Up Approximately 370,000 vehicles

Ferry Facts

October 2019

Passengers = +2%

Vehicles = +2%

Fare Revenue = +4%

Food and Retail = -2%

YTD: Year over Year (2019 versus 2018):

Vehicles = +3%

Passengers = +4%

Fare Revenue = +3%

Food and Retail = +4%

The Executive Director thanked staff for their work in preparing for the Veteran's Day Ceremony, which was well attended and included former Vice President Biden among others.

The DRBA was recognized for the Environment Sustainability Award.

Charlotte Crowell, Chief Human Resources Officer along with her staff held town hall meetings to discuss benefits.

United Way Drive Campaign raised over \$17,124.00. Special thanks to Michele Pyle for coordinating employee engagement.

WWD Construction – New Light Industrial Building footers poured 10/29/19 and the building is expected to be complete by next summer.

Cape May County's Tech Village is progressing nicely and will spur more activity at the airport.

On November 14, 2019 - Commissioner Becki Wilson was recognized for her community contributions.

Upcoming Events:

Friday, December 13, 2019 - SNJDC Recognizes DRBA for 55 years of Continuous Membership, 11:30am The Seaview Hotel & Golf Club

Tuesday, December 17, 2019 - Commission Meeting, 9:00am James Julian Board Room (Holiday Luncheon to follow)

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11586. COMMISSIONERS PUBLIC FORUM

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

Commissioner Decker inquired about computer hackers. Chief Information Officer Geraldine DiNicola Owens noted that the highest attempted points of attack were through email. The majority of that is spam and really proves we have the tools in place are doing a great job. To date we have not had any data breaches and this is due to the people maintain our systems. We offer very little E-Commerce, all our EZ-Pass and ferry bookings are not done here. Very pleased with the numbers, and tracking the numbers to share any time. Look at the firewall the number was really low. The DRBA has 3 layers, the firewall, the end point security, and spam filter.

Vice-Chairperson Hogan doesn't want to lose site of the procurement policy before contracts are issued for 2020. He was pleased to see Vietnam Veterans getting the recognition they deserve with a new Vietnam Memorial.

Commissioner Ransome shared information about Rev. Edward Doran's viewing with the Commissioners.

Commissioner Ford thanked everyone for Resolution 19-48 supporting Mr. Golde and the work he has done for the Lewes community.

There being no further business, Chairperson Lathem adjourned the meeting at 12:50 p.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary