

**DELAWARE RIVER AND BAY AUTHORITY  
BUDGET & FINANCE COMMITTEE MEETING**

Tuesday, March 21, 2023  
Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Budget & Finance Committee Meeting was conducted on Tuesday, March 21, 2023, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

**Commissioners of Delaware**

Committee Chair Decker  
Commissioner Becker, Comm. Member  
Commissioner Ratchford, Comm. Member  
Commissioner Carey  
Commissioner Faust - Absent

Chairperson Lathem

Phillip Norcross – NJ

**Governors’ Representatives**

Robert Davidow – New Jersey

**Staff**

Tom Cook  
Steve Williams  
Victor Ferzetti  
Charlotte Crowell  
Gerry Owens  
TJ Murray  
James Salmon  
Tara Donofrio  
Michelle Pyle  
Kyle Bickhart  
Michelle Griscom  
Heath Gehrke  
Joe Gibbons  
Dave Hoppenjans  
Travis Crawford

**Commissioners of New Jersey**

Committee Vice-Chair Baldini - Zoom  
Commissioner Smith, Comm. Member  
Commissioner Wilson Comm. Member  
Commissioner McCann  
Commissioner Ransome

Vice-Chairperson Hogan

Michael Houghton – DE

**Governor’s Representatives**

**Guests**

1. Committee Chair Decker opened the Budget & Finance Committee meeting at approximately 11:20 a.m. The Deputy Executive Director (DED) reported that the public meeting of the Budget & Finance Committee had been duly noticed in accordance with the Authority’s Freedom Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Decker called for a voice vote to accept the Budget & Finance Committee Minutes from February 22, 2023. Commissioner Becker made a motion, Commissioner Ratchford seconded, and the Committee Minutes were accepted.

3. Discussion Items:

- **Division Budget Transfer**

The CFO requested a transfer budget between divisions from the committee. The request does not increase the overall budget. An employee has been moved from administration to ILG to support commercial air service. We would like to appropriately charge the ILG facility, moving \$43,000 salary from Administration to ILG. Committee Member Becker made a motion to consent to the budget transfer, all committee members agreed.

- **Review existing Procurement Thresholds (Resolution 98-31)**

Commissioner Decker discussed raising threshold limits on what management can do without a formal motion by the commission. There's a general proposal moving \$25,000 approval to \$50,000 and some considerations regarding projects. Moving construction projects from currently \$50,000 to a \$250,000 limit. These levels are currently utilized by the Federal Government and particularly the State of Delaware. If thresholds are moved higher, Commissioner Decker proposes an informational level of transactions be implemented for periodical review of transactions. Listing actual transactions which allows commissioners to refer to the Audit Committee.

The CFO discussed 2 areas of threshold for procurement and separately a threshold for purchasing "visibility". Resolution 98-31 passed by the Board, established \$50,000 as the publicly advertised threshold for procurements. In 1998, thresholds mirrored the State of Delaware. Utilizing thresholds that meet Federal Grant requirement is important to consider. In general, time has eroded the value of 1990's purchase thresholds and increased the number of purchases greater than \$25,000 that come before the board for actions as: \$25,000 = \$46,000 and \$50,000 = \$92,000 if adjusted for CPI. The current Federal and State of Delaware thresholds are as follows:

**Construction**

**Current**

\$24,999 or less

\$25,000 – \$49,999

\$50,000 and greater

**Increase**

\$49,999 or less - Open Market Purchase

\$50,000 - \$249,999 – Solicitation of three Bids, or Bids from all available sources, whichever is less.

\$250,000 and greater - Public advertisement for Bid

**Professional Services**

**Current**

Professional Services \$49,999 or less

\$50,000 and greater

**Increase**

\$149,999 or less - Open Market Purchase

\$150,000 and greater - Public RFP

**Materiel & Non-Prof. Services**

**Current**

Materiel & NonProf. Services \$24,999 or less

\$25,000 – \$49,999

\$50,000 and greater

**Increase**

\$9,999 or less - Open Market Purchase

\$10,000 - \$99,999 – Solicitation of three Bids/Quotes, or Bids/Quotes from all available sources, whichever is less.

\$100,000 and greater - Public advertisement for Bid

Vice-Chairperson Hogan inquired regarding the New Jersey process. The CFO informed that New Jersey has a lot of diversity in its limits. However, most similar/relevant entities have had their delegated purchasing authority recently increased from \$150,000 to \$200,000.

Vice-Chairperson Hogan must have a conversation with the New Jersey Authorities Unit over a proposal like this. The CFO confirmed this is not as much a proposal, but informing the board of what thresholds are being used by others. This is information for the Board to consider.

Commissioner Decker asked the Vice-Chair to clarify his position regarding thresholds. Vice-Chair Hogan thought the Authority was just considering an increase of the \$25,000, and not other areas. Mr. Norcross discussed procurement thresholds haven't changed since 1998. The role of the Board v. Committees v. Management. The role of this Board is to govern, set strategies, and oversee. Delegate to management and increase to authority with the appropriate checks and balances. Mr. Norcross considered viewing the DRPA and bi-state entities in the neighborhood. The CFO agreed with Mr. Norcross's comments. He added that we're attempting to balance efficiency of public process and visibility. He noted that the Authority can adjust the Public Procurement threshold process without losing visibility of expenditures.

Commissioner Decker discussed delegating to management and accountability of management. Does the committee want to include construction and professional service bids?  
Chairperson Lathem noted that when the \$25,000 limit was set years ago it reduced the large financial expense reports being provided to the board. Chairperson Lathem noted that he likes how the process works today.

The CFO noted that there are two processes being discussed (1) is procurement process and (2) is visibility/approval of expenditures, and while they work together they do not have to equal each other. Noting you could have higher procurement thresholds while maintaining lower board/committee approval thresholds for maintaining visibility. The CFO reviewed public procurements over the last 4 years for Construction, Professional Services, and Material/Supplies. This gives an idea of how various threshold amounts would impact procurement processes.

The CFO reviewed the number of vendors approved on over \$25,000 resolutions:

**Resolution 01-84 (OVER \$25,000)**

Approval of expenses above \$25,000 not authorized by individual resolution or bid award:

1. Quotes
2. State contracts
3. Sole source and proprietary

4. Professional services under \$50K
5. Committee waivers

For FY2022, 175 vendors were authorized via the over \$25,000 Resolution process with 115 of them being less than \$50,000.

Chairperson Lathem asked if the process would change. The CFO noted that if the limit for public advertisement was increased, the number of projects that are required to go through the most time-consuming process would go down. Project below threshold limits would receive Quotes taking much less time to procure. The CFO noted that currently the time process for a \$50,000 project is the same as a \$50 million dollar project. It's taking 4-6 months for a \$50,000 expenditure. The COO agreed and supported any changes that the Board is willing to consider. Chief Engineer Dave Hoppenjans, our Director of Maintenance Operations Joe Gibbons, and Director of Ferry Operations Heath Gehrke are all here in support of whatever changes you are comfortable with.

Commissioner Ratchford asked what formal action of the commission was required to make a change to the process. The CFO confirmed the process required change by resolution. Chairperson Lathem discussed prices of material for construction projects changes every day. Mr. Norcross established the DRBA has an obligation to procure the most cost-effective way. The Board has an obligation to make sure this happens.

Commissioner Decker discussed moving the provision of \$25,000 threshold to \$50,000, including transaction listing provided monthly, on a priority basis. Commissioner McCann agreed with Commissioner Decker. Separately, Commissioner Decker for consideration purposes suggested a Construction threshold limit of \$250,000 and Professional Services and Material/Supply thresholds of \$100,000. He requested that management and legal staff give the board these considerations on paper in the future.

Chairperson Lathem asked about the need for 3 categories and 3 different prices. The CFO noted that Construction Thresholds generally seem to be much higher, as they tend to be numerous, costly, and often have a sense of urgency. He felt that Professional Services and Material thresholds could be the same at \$100,000.

#### 4. Action Items:

**RESOLUTION 23-12 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2023, THROUGH DECEMBER 31, 2023**

Committee Chair Decker presented and reviewed the Resolution. With no questions, Commissioner Smith made a motion, Commissioner Becker seconded, and the Budget & Finance Committee recommended forwarding Resolution 23-12 to the full Board. The Resolution will be presented to the full Board for consideration at the March meeting later today.

With no further business to discuss, Committee Chair Decker adjourned the Budget and Finance Committee 12:00 p.m.

**DELAWARE RIVER AND BAY AUTHORITY  
ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**Tuesday, March 21, 2023**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority's Economic Development Committee Meeting was conducted on Wednesday, Tuesday, March 21, 2023, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

Commissioners of New Jersey

Committee Chair Baldini – via Zoom  
Commissioner Wilson, Comm. Member  
Commissioner Ransome, Comm. Member  
Commissioner McCann  
Commissioner Smith

Vice-Chairperson Hogan

Phillip Norcross – Counsel NJ

Governors' Representatives

Robert Davidow, New Jersey

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Jim Salmon  
TJ Murray  
Tara Donofrio  
Michele Pyle  
Michelle Griscom  
Kyle Bickhart

Commissioners of Delaware

Committee Vice-Chair Becker  
Commissioner Carey, Comm. Member  
Commissioner Ratchford, Comm. Member  
Commissioner Decker  
Commissioner Faust - Absent

Chairperson Lathem

Michael Houghton – Counsel DE

Governors' Representatives

Guests

1. Committee Chair Baldini opened the Economic Development Committee meeting at approximately 12:00 p.m. The Deputy Executive Director (DED) reported that the public meeting of the Economic Development Committee had been duly noticed in accordance with the Authority's Freedom of Information Regulations, read the Statement of Notice, and called the roll.

2. Committee Chair Baldini called for a motion to accept the Economic Development Committee Minutes from February 22, 2023. Commissioner Ratchford made a motion, Commissioner Becker seconded, and the Committee Minutes were accepted.

3. Discussion:

- **Millville Airport FAA Audit**

The Deputy Executive Director discussed the FAA regularly requires land use inspections at federally obligated airports. He stated that Millville Airport was recently selected by the FAA for a land use inspection that is scheduled for July 2023.

- **Avelo Airlines Update**

The Executive Director confirmed Avelo Airlines had to date processed 9,846 enplaned passengers since February 1, 2023. As a result, ILG Airport will now qualify for a minimum of \$1 million in primary entitlement dollars from the FAA in the next federal fiscal year cycle.

4. Resolutions:

**RESOLUTION 23-17 - PURCHASE AND SALE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY, NEW CASTLE COUNTY AND THE OFFICE OF MANAGEMENT AND BUDGET ON BEHALF OF THE DELAWARE ARMY GUARD FOR PROPERTY LOCATED AT THE NEW CASTLE AIRPORT**

The Deputy Executive Director presented and reviewed the Resolution. With no questions, Commissioner Becker made a motion, Commissioner Ransome seconded, and the Economic Development Committee recommended forwarding Resolution 23-17 to the full Board. The Resolution will be presented to the full Board for consideration at the March meeting later today.

Committee Chair Baldini adjourned Economic Development Committee at 12:08 p.m.

**DELAWARE RIVER AND BAY AUTHORITY**

**PROJECTS COMMITTEE MEETING**

**Tuesday, March 21, 2023**

Delaware Memorial Bridge Complex  
New Castle, Delaware

A public meeting of The Delaware River and Bay Authority’s Projects Committee Meeting was conducted in person and via Zoom on Tuesday, March 21, 2023, from the Delaware Memorial Bridge Complex, New Castle, Delaware.

New Jersey Commissioners

Committee Chair Ratchford  
Commissioner Faust, Committee Member- absent  
Commissioner Becker, Committee Member

Commissioner Decker  
Commissioner Carey

Chairman Lathem

Legal Counsel

Mike Houghton– DE

Governors’ Representatives

Jon Sheehan – DE Absent

Staff

Tom Cook  
Steve Williams  
Victor Ferzetti  
Vince Meconi  
Charlotte Crowell  
Gerry Owens  
Michelle Warner - absent  
Michele Pyle  
Jim Salmon  
TJ Murray  
Tara Donofrio  
Andy Houghton  
Kyle Bickhart

Delaware Commissioners

Committee Vice-Chair Ransome  
Commissioner McCann, Committee Member  
Commissioner Baldini, Committee Member  
via Zoom

Commissioner Smith  
Commissioner Wilson

Vice Chairman Hogan

Phil Norcross- NJ

Robert Davidow– NJ

Guests

1. Committee Chair Ratchford opened the Projects Committee meeting at 12:08 p.m.

2. Committee Chair Ratchford called for a motion to accept the Projects Committee Minutes from December 20, 2022. Vice-Chair Ransome made a motion, Commissioner Becker seconded, and the Committee Minutes were accepted.

3. Discussion Items

- **Construction Highlights Report**

COO noted the report can be found in their handouts. He inquired to the Commissioners of any questions or comments to which Committee Chair Ratchford offered, from the pictures, the completion of the MV New Jersey looks very positive for which the COO agreed. COO will be visiting Wednesday on its return to Cape May.

Regarding the Delaware Memorial Bridge's Phase 2 of the UHPC overlay project, Chairman Lathem inquired if the construction is on schedule, to which the COO confirmed it is. In addition, he inquired if the DRBA expects traffic delays for Easter holiday, to which the COO noted, unfortunately, its unavoidable, yet the DRBA has planned accordingly.

4. Bid Openings

- **DMB-23-02: Second Structure- Coating Removal & Replacement, East Girder Spans**

A public bid opening was held on February 23, 2023, in which (8) bids were submitted.

The COO recommended awarding the contract, in the amount of \$6,646,000.00 to Corcon, Inc. of Lowellville, Ohio.

Committee Chair Ratchford called for a motion to accept the award, to which Commissioner Becker made a motion, seconded by Vice-Chair Ransome and Projects Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

- **DMB-23-50: Stake Body Truck Chassis Upfits**

A public bid opening was held on February 23, 2023, in which (1) bid was submitted.

The COO recommended awarding the contract, in the amount of \$67,350.00 is J&J Truck Equipment of Somerset, PA.

Committee Chair Ratchford called for a motion to accept the award, to which Commissioner Becker made a motion, seconded by Vice-Chair Ransome and Projects



Committee concurred with the recommendation to accept and authorize the action to be presented to the full Board of Commissioners later today.

5. Project Contract Closeouts

- **ILG-21-08 Building I-6000 Upgrades**

The COO recommended close-out of the contract and final payment to L.J. Paoella Construction, Inc.. of Brookhaven, PA with a final contract amount of \$168,567.00.

- **ILG-21-09 Building I-1011 Roof Improvements**

The COO recommended close-out of the contract and final payment to Detwiler Roofing of East Earl, PA with a final contract amount of \$171,200.00.

- **ILG-22-01A Installation of Triturator System at Building I-153**

The COO recommended close-out of the contract and final payment to JPC Group, Inc. of Blackwood, NJ with a final contract amount of \$265,000.00.

- **33N-20-01R Fuel Facility**

The COO recommended close-out of the contract and final payment to TTI Environmental Inc of Moorestown, NJ with a final contract amount of \$704,358.00.

Committee Chair Ratchford called for a motion to approve the (4) contract closeouts, to which Vice-Chair Ransome made a motion, seconded by Commissioner Becker and the Projects Committee concurred with the recommendation and authorized the close-out action to be presented to the full Board of Commissioners later today.

6. Contractor Payment Reviews:

The COO reviewed for the Committee the monthly construction contractor payment summary to be made for the work completed through January 2023 for (16) payments totaling approximately \$2.9 million and February 2023 for (13) payments totaling approximately \$4.5 million for projects at the bridge, ferry, and airports.

7. With no further business to discuss, Committee Chair Ratchford called for a motion to adjourn; Committee Member Becker made a motion and Committee Vice-Chair Ransome seconded, and the Projects Committee adjourned at 12:15 p.m.