



## CHESAPEAKE BAY BRIDGE AND TUNNEL COMMISSION

### Regular Meeting CBBT Administration Building

May 16, 2024

9:30 a.m.

Minutes

**Commission Members Present:** Frederick T. Stant, III; Keith Colonna; Phillip R. Custis; Thomas W. Meehan, Sr.; Chris Snead; Gregory L. Duncan, Sr.

**Commission Telephonically Present:** None.

**Commission members Absent:** Reeves W. Mahoney; Mark C. Bundy; Patrick E. Corbin; George B. Clarke.

**District Staff Present:** Jeffrey B. Holland; Thomas R. Anderson, III; Michael T. Crist, P.E.; Edward A. Spencer; Brittany E. Cannon; Lieutenant Jeffery Lilliston; Lieutenant Steven Wilson.

**District Advisors Present:** Bryan Plumlee, Commission Counsel.

**Guests Present:** Jeannette Edwards, Eastern Shore Rural Health; David Calvert, Public Financial Management Inc.; Paul Dillard, Shaw Industrial Solutions.

#### 1. CALL TO ORDER:

The Chairman, Frederick T. Stant, III, called the meeting to order at 9:30 a.m. and welcomed everyone.

#### 2. PUBLIC COMMENT:

Mr. Holland introduced Jeannette Edwards, CEO of Eastern Shore Rural Health; David Calvert, Director of Public Financial Management Inc.; Paul Dillard, Project Manager of Shaw Industrial Solutions.

Mr. Dillard introduced himself and provided an overview of Shaw Industrial Solutions which has currently been working in the Cape Charles area.

#### 3. APPROVAL OF MINUTES – MARCH 12, 2024 MEETING, as distributed:

**Motion made by Mr. Meehan, seconded by Mr. Colonna, to approve the minutes of the March 12, 2024 Commission meeting, as distributed. The motion was approved unanimously. Absent: Reeves W. Mahoney; Patrick E. Corbin; George B. Clarke; Mark C. Bundy.**

#### 4. RESOLUTION OF APPRECIATION FOR COMMISSIONER SERVICE:

*Deferred until the July meeting.*

**5. APPROVAL OF OPERATIONS POLICY:**

*Deferred until the July meeting.*

**6. PFM INVESTMENT ADVISORY UPDATE:**

Mr. Calvert, Managing Director of PFM, was present to provide the Commission an economic summary and an update on the District's investments. The review showed the effects on the economy and the conservative changes PFM has implemented to the District's Portfolio due to the rising consumer price index.

**7. MEDICAL TOLLS PROGRAM OVERVIEW FOR FY 2023 BY JEANNETTE EDWARDS OF EASTERN SHORE RURAL HEALTH:**

Mrs. Edwards, Interim CEO of Eastern Shore Rural Health System, INC. (ESRH) was present to provide an annual update on the Medical Tolls Program to the Commission. ESRH currently provides health care at thirteen locations on the Eastern Shore. Medical toll tickets are distributed from three of those locations. Administrative functions were reviewed, as well as the requirements for patients receiving medical tolls, the permitted uses, distribution and income limitations. During FY 23, 3,251 tickets were distributed from Atlantic, Onley, and Eastville, which demonstrated the need for the program. Mrs. Edwards thanked the Commission for their support of this program.

*Mrs. Edwards departed the meeting at this time.*

**8. TRAFFIC & REVENUE REPORT – MARCH & APRIL 2024:**

Mr. Holland reported that traffic for March 2024 totaled 303,937 vehicles, which was an increase of 4,380 vehicles or 2.8% over March 2023. E-ZPass utilization totaled 75.5%. Revenue for March 2024 totaled \$5,226,804 which was an increase of \$570,423 or 12.3% over March 2023. Gas prices were \$3.52 in March 2024, versus \$3.23 in March 2023. There were 77 hours of wind restrictions in March 2024, versus 75 hours in March 2023. There were 91 hours of tunnel lane closures in March 2024, versus 125 hours in March 2023.

Traffic for April 2024 totaled 338,272 vehicles, which was a decrease of 24,683 vehicles or -6.8% under April 2023. E-ZPass utilization totaled 73%. Revenue for April 2024 totaled \$5,878,159, which was an increase of \$357,709 or 6.5% over April 2023. Gas prices were \$3.54 in April 2024, versus \$3.54 in April 2023. There were 63 hours of wind restrictions in April 2023, versus 30 hours in April 2024. There were 95 hours of tunnel lane closures in April 2024, versus 112 hours in April 2023.

For the calendar year-to-date through April 2024, vehicles were down -2% and revenue was up 10%. For the fiscal year-to-date through April 2024, vehicles were down -0.1% and revenue was up 3.5%.

**9. ADOPTION OF FINAL OPERATING BUDGET FOR CURRENT EXPENSES FY 2025:**

**Mr. Duncan, moved to approve the Fiscal Year 2025 Operating Budget in the amount of \$19,917,700 and, further move that as there are sufficient funds in the GR Reserve Maintenance Fund and the GR General Fund to cover all expected reserve maintenance expenditures, that no additional funds from the Revenue Fund be provided to the GR Reserve Maintenance Fund for Fiscal Year 2025, seconded by Ms. Snead and unanimously carried.**

**10. AWARD OF FY2025 DISTRICT INSURANCE PROGRAM:**

Mr. Anderson provided an overview of the current 1 year policy, which is at a total premium cost of \$354,835. Since the March meeting, the District received coverage term proposals and the two that were considered are listed below. District staff recommend award to the VAcorp program, which is not only the better proposal from a premium perspective, it is also a better qualitative program.

**CHESAPEAKE BAY BRIDGE & TUNNEL**  
**PREMIUM SUMMARY**

Line of Coverage	2023-2024 Expiring Program VRSA/AXIS Surplus & Everest Indemnity (Cyber)	2024-2025 Proposed Program VRSA	2024-2025 Proposed Program VAcorp
Automobile Liability	\$34,405	\$32,463	\$36,939
Crime	\$1,638	\$449	\$1,675
Cyber Liability	\$21,232	\$7,095	\$12,000
Environmental Liability	Included	Included	Included
General Liability, Employment Practices, Law Enforcement and Public Officials Liability	\$38,021	\$30,247	\$22,491
Line of Duty Act (LODA)	\$27,154	\$15,060	\$12,870
No Fault	\$6,466	\$4,710	Included
Property Damage (including Equipment Breakdown)	\$98,720	\$73,743	\$47,533
Umbrella/Excess Liability	\$19,519	\$15,586	\$19,315
Workers' Compensation & Employers' Liability	\$107,680	\$89,419	\$104,670
<b>Total</b>	<b>\$354,835</b>	<b>\$268,772</b>	<b>\$257,493</b>

**Motion made by Mr. Meehan, seconded by Ms. Snead and unanimously carried, the Commission awarded the insurance binder to VAcorp to be effective July 1, 2024. Absent: Reeves W. Mahoney; Patrick E. Corbin; George B. Clarke; Mark C. Bundy.**

**11. APPROVAL OF FY2025- FY2030 DISTRICT'S REVISED CAPITAL PLAN:**

Mr. Crist provided an overview of the following increases made to the preliminary Long Term Capital Plan. The first change is on the Administration Building Upgrades that is included in FY 2025. This change is an increase to the budget of \$100,500. The second change is the request to evaluate the procurement process of the replacement of the elevators in all 4 Ventilation Buildings no change in cost of \$3,500,000.

Motion made by Mr. Mahoney, seconded by Mr. Rowland and unanimously carried, the Commission approved the Revised Long Term Capital Projects Plan Improvements for FY 2025 through FY 2030 in the amount of \$93,343,200.

*Absent: : Reeves W. Mahoney; Patrick E. Corbin; George B. Clarke; Mark C. Bundy.*

## **12. TRANSFER OF FUNDS RE; CAPITAL PROJECT:**

Mr. Holland provided an overview of the transfer fund requirement.

**Mr. Duncan, Chair of the Finance Committee moved that, in accordance with the TIFIA Loan Agreement and the District’s General Revenue Bond Resolution, District Staff be authorized to transfer funds from the Reserve Maintenance Fund to the General Fund in an amount up to \$4,671,670 so that the balance of the Reserve Maintenance Fund on June 30, 2024 matches the recommendation from our Consulting Engineers at Jacobs for the upcoming Fiscal Year ending June 30, 2025. The Reserve Maintenance Fund Requirement represents the remaining funds to be spent from FY 2024 of \$10,977,248, the budgeted amount for capital projects in FY 2025 of \$6,473,100 and a \$3,905,397 reserve as adjusted by the change in the Consumer Price Index for All Urban Consumers between January 2023 and January 2024.**

*Absent: Reeves W. Mahoney; Patrick E. Corbin; George B. Clarke; Mark C. Bundy.*

## **13. UPDATE ON PARALLEL THIMBLE SHOAL TUNNEL (PTST) DESIGN AND CONSTRUCTION:**

Mr. Holland reported that the District conducted a PTST Project media day on May, 3, 2024. District staff hosted the Eastern Shore Post, Virginia Pilot, WESR, WAVY, WTKR, and WVEC on site to provide 90 minute overviews of the project. As you would expect, many of the questions focused on the anchor, innovative safe haven construction, obstruction removal and progress since mining out of the safe haven.

Mr. Crist reported that repairs to the TBM cutter head were completed and it has resumed mining. To date, the TBM approximately 2,000 feet of ring erection. CTJV personnel began removal of the Omega trestle, an enabling work that was built to facilitate the One Island berm construction.

On Two Island, jet grout in-situ soil improvements continue at the northern end of the Two Island berm. The jet grout improves the load-bearing capacity of the existing soil so that the TBM will not sink as it passes above. CTJV personnel continues to remove rock lying between the SOE walls, placing grout bags where the rock has been removed and then placing filter and bedding stone atop the grout bags. The grout bags and various rock types are part of the berm improvements that will insure that the new tunnel does not float before the ballast is placed inside. Installation continues of the structural concrete slabs and permanent wall elements in the open approach

**14. PARALLEL THIMBLE SHOAL TUNNEL EXPENDITURES TO DATE:**

Mr. Anderson presented the attached report of Project expenditures to date.

*All guest departed the meeting at this time.*

**15. CLOSED SESSION –CONSULTATION WITH LEGAL COUNSEL**

**In accordance with Section 2.2-3711 of the Code of Virginia, Mr. Meehan moved that the Commission go into Closed Meeting under the provisions of Section 2.2-3711 of the Virginia Freedom of Information Act for the following purpose: Section 2.2-3711.A 8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion was seconded by Mr. Corbin, and unanimously carried.**

**16. OPEN SESSION**

**A roll call vote was taken pursuant to Section 2.2-3712.D. of the Code of Virginia immediately after reconvening in Open Meeting, at which time each member certified by his vote that to the best of his or her knowledge (i) only public business matters lawfully exempt from Open Meeting requirements under this chapter and (ii) only public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered in the meeting by the Commission. No member prior to the vote stated that he or she believed there was a departure from requirements (i) and (ii) Snead, yes; Colonna, yes; Custis, yes; Duncan, yes; Meehan, yes; Stant; yes.**

***Absent: Reeves W. Mahoney; Patrick E. Corbin; George B. Clarke; Mark C. Bundy.***

**17. OTHER BUSINESS:**

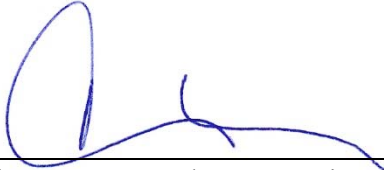
Mr. Holland reported that the current annual lease that the District holds with Virginia Originals to be able to function a Gift Shop located inside of the North Toll Plaza Welcome Center Building is expiring June 30, 2024 and if it were the pleasure of the Commission, Virginia Originals would like to extend the lease for another year.

**Motion made by Mr. Meehan, seconded by Ms. Snead, and unanimously carried, the Commission authorized the District to extend the lease with Virginia Originals to be able to function a gift shop inside of the North Toll Plaza Welcome Center Building for the next year beginning July 1, 2024 through June 30, 2025.**

***Absent: Reeves W. Mahoney; Patrick E. Corbin; George B. Clarke; Mark C. Bundy.***

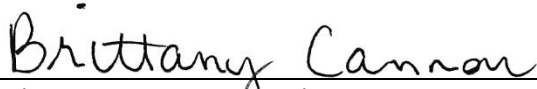
**18. ADJOURN:**

With no further business coming before the Commission, the meeting was adjourned.



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Thomas W. Meehan, Sr., Vice-Chairman



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Brittany E. Cannon, Assistant Secretary

Attachment



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Frederick T. Stant, III, Chairman

**Parallel Thimble Shoal Tunnel Project  
Total Project Budget  
As of March 31, 2024**

Project Tasks & Components	February 2024 Revised Budget	Total Expended To Date	Expended @ 02/29/24	Monthly Expenditures	Remaining Budget
<b><u>CBBT Development Phase</u></b>					
CBBT Development Phase Budget	<b>18,524,560</b>	<b>18,524,560</b>	<b>18,524,560</b>	-	-
<b><u>CBBT Financing Budget</u></b>					
Municipal Advisor	866,000	825,950	825,950	-	40,050
CBBT Financing Budget	<b>3,912,210</b>	<b>3,872,160</b>	<b>3,872,160</b>	-	<b>40,050</b>
<b><u>CBBT Construction Phase</u></b>					
Construction Mgmt	11,000,000	4,681,800	4,603,860	77,940	6,318,200
Project Counsel	5,000,000	392,670	389,540	3,130	4,607,330
Arbitration Counsel	-	3,972,700	3,509,160	463,540	(3,972,700)
Dispute Review Panel	1,500,000	663,120	663,120	-	836,880
Arbitration Panel	1,500,000	61,670	38,730	22,940	1,438,330
CNC/LUS Relocation	4,591,740	4,562,730	4,562,730	-	29,010
Garage	550,000	385,120	385,120	-	164,880
Fan Motor Control Center	4,000,000	2,544,510	2,544,510	-	1,455,490
CCTV Software Upgrade	500,000	400,940	400,940	-	99,060
Existing Tunnel Ventilation Study	250,000	-	-	-	250,000
Vent Buildings Emergency Power Upgrades	4,700,000	1,003,430	922,620	80,810	3,696,570
Design Mgmt/Design QA	9,583,200	6,461,000	6,443,930	17,070	3,122,200
Risk Management Consultant	125,000	-	-	-	125,000
District Project Management Staff	2,100,000	1,628,670	1,605,880	22,790	471,330
Commission General Counsel	125,000	17,470	17,470	-	107,530
Commission Approved District Development Expenses	550,000	388,230	386,390	1,840	161,770
<b>Total CBBT Construction Phase Budget</b>	<b>46,074,940</b>	<b>27,164,060</b>	<b>26,474,000</b>	<b>690,060</b>	<b>18,910,880</b>
<b><u>Design-Builder Construction Phase</u></b>					
Direct Construction Cost	817,452,609	539,895,310	520,751,230	19,144,080	277,557,299
5% Withholding	-	11,216,910	11,015,720	201,190	(11,216,910)
NCR Work Withholding	-	-	-	-	-
<b>Total Design-Builder Construction Phase Budget</b>	<b>817,452,609</b>	<b>551,112,220</b>	<b>531,766,950</b>	<b>19,345,270</b>	<b>266,340,389</b>
<b>Project Contingency</b>	<b>38,826,405</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,826,405</b>
<b>Total Project Budget</b>	<b>924,790,724</b>	<b>600,673,000</b>	<b>580,637,670</b>	<b>20,035,330</b>	<b>324,117,724</b>