



CHESAPEAKE BAY BRIDGE AND TUNNEL COMMISSION

Regular Meeting

CBBT Administration Building

January 16, 2025

9:30 a.m.

Minutes

Commission Members Present: Frederick T. Stant, III; Keith Colonna; Thomas W. Meehan, Sr.; Gregory L. Duncan, Sr.; Phillip R. Custis; Mark C. Bundy; Patrick E. Corbin; Charity Volman-Winn; Stephen M. Mallon; Jennifer Lee.

Commission Members Absent: 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 Steven Wilson.

District Advisors Physically Present: Bryan Plumlee, Commission Counsel.

Guests Present: Brian Swartz.

1. CALL TO ORDER:

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

2. APPROVAL OF MINUTES –NOVEMBER 12, 2024 MEETING, as distributed:

Motion made by Mr. Corbin, seconded by Mr. Colonna, to approve the minutes of the November 12, 2024 Commission meeting, as distributed. The motion was approved unanimously.

Commission Members Absent: George B. Clarke.

3. PUBLIC COMMENT:

There were no public comments to be heard, nor any comments submitted in writing prior to the meeting.

4. COMMISSIONER LEE WELCOME & INTRODUCTION:

Ms. Jennifer Lee, representing the city of Portsmouth introduced herself to the Commission. Chairman Stant welcomed her and provided the Commission and District Staff time for self-introductions.

Mr. Holland announced that today was Chief Spencer's service date representing forty-five years of dedicated service employed at the District.

Mr. Holland announced that Lieutenant Wilson graduated from the FBI National Academy in December.

5. TRAFFIC & REVENUE REPORT – NOVEMBER AND DECEMBER OF 2024:

Mr. Holland reported that traffic for November 2024 totaled 319,202 vehicles, which was a decrease of -14,441 vehicles or -4.3% under November 2023. E-ZPass utilization totaled 77.1%. Revenue for November 2024 totaled \$5,504,343 which was an increase of \$390,144 or 7.6% over November 2023. Gas prices were \$3.24 in November 2024, versus \$3.57 in November 2023. There were 73 hours of wind restrictions in November 2024, versus 33 hours in November 2023. There were 74 hours of tunnel lane closures in November 2024, versus 9 hours in November 2023.

Traffic for December 2024 totaled 291,743 vehicles, which was an increase of 8,053 vehicles or 2.8% over December 2023. E-ZPass utilization totaled 76%. Revenue for December 2024 totaled \$5,520,364, which was an increase of \$815,548 or 17.3% over December 2023. Gas prices were \$3.21 in December 2024, versus \$3.44 in December 2023. There were 78 hours of wind restrictions in December 2024, versus 53 hours in December 2023. There were 46 hours of tunnel lane closures in December 2024, versus 37 hours in December 2023.

For the calendar year-to-date through December 2024, vehicles were down -1.9% and revenue was up 11.3%. For the fiscal year-to-date through December 2024, vehicles were down -2.4% and revenue was up 10.8%.

6. ELECTION OF OFFICERS:

Mr. Holland presented the proposed slate of Officers that the Nominating Committee (Custis, Colonna, Stant) recommended, which included Mr. Stant as Chairman, Mr. Meehan as Vice Chairman and Mr. Duncan as Secretary-Treasurer.

Motion made by Mr. Mallon, seconded by Mr. Corbin, to elect Mr. Frederick T. Stant, III as Chairman, Mr. Thomas W. Meehan, Sr. as Vice Chairman and Mr. Gregory L. Duncan, Sr. as Secretary-Treasurer, effective March 1, 2025 through February 28, 2026. The motion was approved unanimously.

Commission Members Absent: George B. Clarke.

7. ACTUAL TO BUDGET 6 MONTHS JULY 1, 2024 – DECEMBER 31, 2024:

Mr. Anderson reported that for six months ended December 31, 2024, actual expenditures totaled \$9,104,114; budgeted expenditures totaled \$9,958,850; with a total variance of \$-854,737 or -8.6% under budget.

8. APPROVAL OF REVISED RETENTION POLICY:

Mr. Holland stated that the District Records Retention and Destruction Policy had been updated and reviewed by Commission Counsel.

Motion made by Mr. Meehan, seconded by Mr. Corbin, and unanimously carried, the Commission approved the updated District Records Retention Policy.

Commission Members Absent: George B. Clarke.

9. APPROVAL OF REVISED OPERATIONS EMPLOYEE MANUAL FOR EMERGENCY CREW WORKERS AND TOLL COLLECTORS SAFETY MANUAL:

Chief Spencer reported that the District's Operations Employee Manual for Emergency Crew Workers and Toll Collectors Safety Manual, has been updated and developed with assistance, input, and comments from Poole Brooke Plumlee P.C. employment law workers. District staff propose that it is in the best interest of the District and its employees to adopt this revised version of the Safety Operation Manual.

On motion by Mr. Duncan and seconded by Mr. Corbin, and unanimously carried, the Commission adopted the District Operation Manual for Law Enforcement Officers.

Commission Members Absent: George B. Clarke.

10. STEEL BRIDGE PAINTING PROJECT DESIGN AWARD:

Mr. Crist stated that the allocation for this project was approved in the Capital Plan.

Motion made by Mr. Meehan, seconded by Mrs. Volman-Winn, and unanimously carried, the Commission authorized staff to advertise the recommend award of design and construction phase services to Greenman Pedersen, Inc. (GPI) at a cost not-to-exceed \$1,050,000.

Commission Members Absent: George B. Clarke.

11. VENTILATION BUILDING REPAIRS REQUEST FOR BIDS:

Mr. Crist stated that approval was needed for authorization to advertise the RFB for elevator replacement services and concrete repair work.

Motion made by Mr. Corbin, seconded by Mr. Meehan, and unanimously carried, the Commission authorized staff to advertise the RFB for Ventilation Building repair work with a budget of \$7,000,000.

Commission Members Absent: George B. Clarke.

12. PARALLEL THIMBLE SHOAL TUNNEL EXPENDITURES TO DATE:

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

13. 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 purposes: Section 2.2-3711.A 7. for the purpose of briefing by staff and legal recommendations regarding dispute matters. The motion was seconded by Mr. Duncan, and unanimously carried.

Commission Members Absent: George B. Clarke.

14. 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 the requirements (i) and voted in the affirmative: (ii) Colonna, yes; Corbin, yes; Duncan, yes; Meehan, yes; Custis, yes; Bundy, yes; Charity Volman-Winn, yes; Mallon, yes; Lee, yes; Stant; yes. *Commission Members Absent: George B. Clarke.*

15. PTST CHANGE ORDER 13:

Motion made by Mr. Meehan on recommendation by the Project Construction Committee the approval of CO-13 in the amount of \$18,797,062.26 and 73 days.

Commission Members Absent: George B. Clarke.

16. UPDATE ON PARALLEL THIMBLE SHOAL TUNNEL (PTST) DESIGN AND CONSTRUCTION:

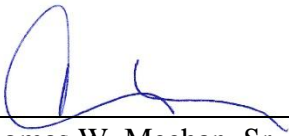
Mr. Crist reported approximately 96% of the tunnel excavation was complete. The two westernmost sections of the conveyor system have been removed. All of the remaining tunnel muck will be hauled off by truck. CTJV personnel are carrying out modifications to the primary conveyor, the one coming out of the new tunnel, so that it can be used to carry ballast material inside for placement after mining ops are complete. CTJV completed most of the work necessary to accept the break out of the TBM, and two of the temporary settlement basins on eastern side of the island have been removed.

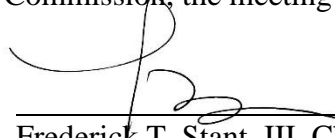
17. ANNOUNCEMENTS:

- a. Mr. Holland announced that the Personnel Committee will hold a meeting in February, followed by a Finance Committee meeting.
- b. Mr. Holland reminded the Commission that the Ethics State disclosures are due February 1, 2025.
- c. The Alumni Society meeting date was set for February 21, 2025. He invited all Commissioners to attend.
- d. Mr. Holland reported that the Virginia General Assembly is in session.

18. ADJOURN:

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



Thomas W. Meehan, Sr., Vice-Chairman

Frederick T. Stant, III, Chairman

Brittany E. Cannon, Assistant Secretary

Attachment

**Parallel Thimble Shoal Tunnel Project
Total Project Budget
As of November 30, 2024**

Project Tasks & Components	February 2024 Revised Budget	Total Expended To Date	Expended @ 10/31/24	Monthly Expenditures	Remaining Budget
<u>CBBT Development Phase</u>					
CBBT Development Phase Budget	18,524,560	18,524,560	18,524,560	-	-
<u>CBBT Financing Budget</u>					
Municipal Advisor	866,000	844,010	840,010	4,000	21,990
CBBT Financing Budget	3,912,210	3,890,220	3,886,220	4,000	21,990
<u>CBBT Construction Phase</u>					
Construction Mgmt	11,000,000	5,162,570	5,162,570	-	5,837,430
Project Counsel	5,000,000	423,820	423,070	750	4,576,180
Arbitration Counsel	-	7,692,000	7,107,230	584,770	(7,692,000)
Dispute Review Panel	1,500,000	706,360	706,360	-	793,640
Arbitration Panel	1,500,000	358,340	110,010	248,330	1,141,660
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	1,441,060	1,420,260	20,800	3,258,940
Design Mgmt/Design QA	9,583,200	6,817,790	6,698,850	118,940	2,765,410
Risk Management Consultant	125,000			-	125,000
District Project Management Staff	2,100,000	1,818,630	1,795,950	22,680	281,370
Commission General Counsel	125,000	17,470	17,470	-	107,530
Commission Approved District Development Expenses	550,000	498,000	496,060	1,940	52,000
Total CBBT Construction Phase Budget	46,074,940	32,829,340	31,831,130	998,210	13,245,600
<u>Design-Builder Construction Phase</u>					
Direct Construction Cost	817,774,503	601,503,140	589,532,000	11,971,140	216,271,363
5% Withholding	-	14,391,910	14,348,340	43,570	(14,391,910)
NCR Work Withholding	-	-	-	-	-
Total Design-Builder Construction Phase Budget	817,774,503	615,895,050	603,880,340	12,014,710	201,879,453
Project Contingency	38,504,511	-	-	-	38,504,511
Total Project Budget	924,790,724	671,139,170	658,122,250	13,016,920	253,651,554