

## **DRWC BOARD OF DIRECTORS MEETING**

**JANUARY 26, 2023**

### **MINUTES**

A meeting of the DRWC Board of Directors was held on January 26, 2023 at 8:00 a.m. in person and via Zoom conference at 121 North Columbus Boulevard pursuant to notice duly give under the By-Laws and the Pennsylvania Sunshine Act.

Attending: Alan Hoffmann, Anne Fadullon, Jay Goldstein, Bill Hankowsky, Michael Hauptman, Marilyn Jordan Taylor, Anne Nadol, Matt Ruben, Donn Scott, Bill Wilson, Ellen Yin, Mario Zacharjasz

Also attending: Joe Forkin, Lizzie Woods, Karen Thompson, Victoria Crenshaw, Chris Dougherty, Jessica Cornish, Larry Bell, Jackie Lai, Sarah Eberle, Austin Marsdale, Jasmine Wiggins, Mike Barone, Gina DiBiase

### **MINUTES**

The minutes of the October 28, 2022 DRWC Board of Directors meeting were approved as submitted.

### **EXECUTIVE SESSION**

#### **FY'22 AUDIT**

Larry Bell said that a draft of the FY'22 audit would be presented after review of the Budget Committee. He said that the reason for this being late is the introduction of NetSuite, the new accounting system and that they are working on clearing up the problems. Larry stated the DRWC has a new relationship with TD Bank and is actively seeking new banking partners and has received proposals from WSFS, Republic Bank and Fulton Bank. Jay Goldstein added that usually banks will not commit to marketing dollars until they have seen deposits.

Mr. Bell reported on the quarterly financial statements and he said DRWC is on budget and that there is a \$21,000 surplus. In response to a question from Bill Hankowsky, Larry said that DRWC is over budget with the parks and that next year, NetSuite will be able to track year to date. In response to a question from Alan Hoffmann, Larry stated that Jessica Cornish works on the bank reconciliations and he double checks them. Avi Eden suggested that he inspect the actual check versus what was paid. In response to a question from Jay Goldstein, Larry stated that the individual doing the bank reconciliations is not a person with check writing privileges. Avi Eden added that once NetSuite is fully in place, it will be a valuable tool.

### **PERSONNEL COMMITTEE**

Larry Bell reported that the Personnel Committee had reviewed the changes to DRWC's time off policies and that the changes were effective as of January 1, 2023. He said that personal days have been reduced from 7 to 4 and that the buy-back privilege has been reduced by 50%. He said that sick time has been reduced by 50% due to the short-term disability that was acquired. He said that the Personnel Manual is now under review. He added that other options are being sought for the pension plan and that he will meet with Buck Consultants for guidance. Mr. Forkin added that full-time employees receive a DRWC pension.

### **EOP COMMITTEE**

Larry Bell reported that \$2.43 million was used on discretionary spending with 24% MBE and 34% WBE participation. He said that spending was up to \$7.6 million last year due to the trail construction and that is the reason for participation being more last year. Bill Wilson said that the staff did a great job working to find MBE/WBE firms and recommended that staff look at other areas for participation such as legal, accounting and insurance. In response to a question from Donn Scott, Joe Forkin stated that he believes that PennDOT does have a

policy for this but that DRWC doesn't have any control over their portion of the project. Mr. Forkin then thanked Anne Nadol for her assistance in obtaining another 10 years of Business Privilege Tax funds for the operating budget.

### **REAL ESTATE COMMITTEE**

Joe Forkin said that the Festival Pier groundbreaking event was successful and that a time lapse video will be available every quarter.

### **SITE OPERATIONS**

Lavelle Young reported that Hydro Marine is scheduled to begin dredging the Penn's Landing Marina on February 15<sup>th</sup> and that the work will allow larger boats/yachts to visit the marina. Mr. Forkin added that this work will be very beneficial to boaters since the Penn's Landing Marina and Wiggins Park are the only marinas in the area. In response to a question from Alan Hoffmann, Mr. Forkin said that the marina will be dredged to 6 ft. In response to a question from Mario Zacharjasz, Joe said that it's not possible to prevent the marina from the need to be dredged and that the Army Corp of Engineers is very strict with the dredging policy.

Mr. Young informed the board that there was a Naval Ship at Penn's Landing for the Army Navy Game and that they requested to come back in July.

### **SECURITY**

Mr. Young described the training for the management team and said that DRWC is working with PAL to create a Youth on the Waterfront initiative.

### **PENN'S LANDING PARK**

Lizzie Woods said that the PennDOT portion of the park construction contract was awarded. She added that DRWC is developing a strategy

for early procurement of the trees. She said that they have to be ordered soon so that they all grow at the same rate.

### **DELAWARE RIVER TRAIL**

Ms. Woods reported that over 340,000 runners, bike riders and pedestrians used the trail in 2022. She said that the planning for the Columbia Avenue to Lehigh Avenue portion began and that a stakeholders meeting will be held within the next 2 months.

### **THE BATTERY**

Lizzie Woods reported that DRWC is working with developers on the project and that a RACP Grant was awarded for the first phase. She added that they are working with Congressman Boyle's office and that a grant application was submitted for just over \$1 million.

### **WASHINGTON AVENUE CONNECTOR**

Ms. Woods said pending receipt of one final PA Department of Community & Economic Development grant, that the project should have sufficient funding for a spring 2023 bidding and award. In response to a question from Marilyn Jordan Taylor, Lizzie said that DRWC applied for a \$2 million grant and that it would be unlikely to receive the full amount but any additional funding would be helpful.

### **FRANKFORD AVENUE CONNECTOR**

Ms. Woods reported that the project is on-track and that custom design work on a wayfinding bench and ground-mounted disks will occur over the next several months allowing for a spring 2023 installation.

### **SOUTH WETLANDS PARK**

Ms. Woods informed the board that the current funding will move the project through a formal pre-application meeting with the regulatory agencies.

## **GRAFFITI PIER**

Karen Thompson reported that Studio Zewde was re-engaged to update the 2020 conceptual plan and develop documentation for a first phase of improvements. She said that a \$2 million grant was received for Phase 1 of the project from Congressman Boyle's office and that the Advisory Committee will meet in February.

## **PROGRAMMING & COMMUNICATIONS**

Jackie Lai reported on the food and beverage sales and the seasons' happenings to date making special note that the Good Skates program has returned to the BCRR. Joe Forkin added that the School District of Philadelphia uses a lottery system to select schools for the program.

## **CHERRY STREE PIER**

Jackie Lai informed the board that the CSP continues to stay active through the fall and early winter months. He said that the Pier saw 205,000 visitors this season.

## **PROGRAMMING & WATERFRONT ARTS**

Sarah Eberle reported on the Holiday tree lighting, fireworks and the four New Year's Eve parties that took place on the waterfront. She said that more revenue was brought in than previous years. She added that a Sweetheart Skate is planned for Valentine's Day and that a Beards on Ice show will have six performances in February. She said that Cherry Street Pier will have five new artists and nine returning artists and thanked Diane Dalto Woosnam and Avi Eden for their help in the selection process. She then described the upcoming spring exhibitions such as No Kids in Prison and Termite TV.

## **MARKETING & COMMUNICATIONS**

Jarreau Freeman introduced Austin Marsdale, a new member of the team and Jasmine Wiggins, who was promoted in the department.

Mike Barone explained the media plan for November through the end of the Winterfest season. He said that the team is focusing on boosting mid-week attendance. Jarreau presented a digital content summary to the board and a 2022 video recap of the season. She said that a new rink-side lounge was created and that DRWC hosted an “Influencers” event to promote the experience of the cabin. Mike Barone added that the rink has strong press coverage this season.

### **PUBLIC COMMENT**

The meeting was then open to public comment. There being no public comment, the meeting was adjourned.