

Delaware River Port Authority
Citizens Advisory Committee Minutes

May 13, 2015

Attendance:

NJ – John Boyle, Steve Benigno, John Sandone, Jeff Kessler, Judy Boldurian, Kathy Venuti, Martin Otremsky, Mike Izzo

PA – Bob Melikian, , Tom Jordan,

DRPA Staff: David Aubrey, Dawn Whiton, Ben Cornelius,

Other: Larry Davis

Call to Order

Adoption of Minutes from April 8, 2015 meeting

Minutes of the April Meeting were approved.

David Aubrey, Acting Inspector General for DRPA - Update

Dave Aubrey, Acting Inspector General, provided a brief update on Office of the Inspector General (OIG) activities to the Committee:

- The Authority initiated the interview process for the Inspector General position;
- OIG is currently down two full time staff vs. budgeted staff;
- The Audit of Records Management Program and three memorandums supporting OIG's Review of the Reallocation of Economic Development Funds were completed, released, and are available on the DRPA's website. OIG is continuing to work on the completion of various audits in progress;
- OIG is overseeing external contracted audits pertaining to the Authority's Annual Financial Audit and the PATCO Management Audit, being performed by Bowman and Company and TransTech Inc respectively;
- OIG is investigating and addressing Ethics Hotline concerns as received;
- OIG continues to perform reviews of political contribution disclosures and conflict of interest reviews in support of the Authority's procurement process; and,
- the Committee was informed of other activities the OIG continues to support throughout the Authority.

Mr. Aubrey also communicated that the Authority's Audit Committee is preparing to approve an updated Audit Committee Charter, and is nearing the same stage with the Authority's Ethics Policy. The Office of the Inspector General's Standard Operating Procedure is being drafted by outside counsel and is also nearing completion. OIG has recently supplied comments for consideration. Mr. Aubrey was asked if the CAC will have an opportunity to review the OIG SOP draft prior to formal approval, as they have been involved in reviewing prior draft versions. Mr. Aubrey responded that he believes that is the intention of the Audit Committee and the Auditor General indicated that desire at the last Audit Committee meeting.

Mr. Aubrey asked the Committee if they would be interested in being interviewed for their opinions as part of the ongoing PATCO Management Audit. TransTech Inc, who is performing the audit, was looking to obtain "customer feedback" from PATCO riders. A majority of the CAC members are PATCO riders and expressed their interest in being included in the process. Mr. Aubrey will discuss with TransTech and attempt to coordinate a meeting between the CAC and TransTech, trying to schedule the interview around TransTech's next visit and the CAC's next meeting.

Mr. Aubrey was requested to follow-up on the following issues for the Committee:

- Follow-up on recommendations from last Management Audit (CGR);
- CAC review of OIG SOP Draft;

- Guidance on CAC applicants; and,
- Coordinating meeting with TransTech Inc re: PATCO Management Audit.

(Mr. Aubrey has responded to the requests via email to the CAC Chairman on May 15, 2015.)

Ben Cornelius Deputy General Manager of PATCO - Update

Bridge Construction

Mr. Cornelius stated that the construction was on time and on budget. The new schedule starting Tract 1 on the south side of bridge – single track . Gaps are slightly longer. The schedule will remain for Thursday through Sunday night and have full service Monday through Thursday till the project is finished. This reduced the gaps from 26 min to 15 minutes. This seems to be the better schedule continuous outage through Labor Day as ridership is reduced due to collect students out of school, vacations, etc. through Labor Day then go to extended outage. 15 service gaps until leaf season, October through December 1st no track work and will complete and finish by the end of December which shortens the time from April.

Rail Car Update

We are near certain that by the end of the month we will be taking possession of the completed rail cars. Then we will start integrating the new cars slowing to meld them into rush hour.

Gateway Park

CCMUA is proceeding accordingly.

A question arose about the cleanliness of the cars on the weekends. Mr. Cornelius responded that there is only one custodian scheduled for Saturday and Sunday from 7:30 to 4:30. If something happens after 4:30 then the train goes to the yard and the equipment department will handle it. There is no heavy cleaning scheduled on the weekends and are looking to increase in next year's budget. Also, social media is also a huge help with notifications of clean-up.

A question arose as to the WiFi completion and in what order is the installation to be completed. Installation is due to be completed within the next 2 to 3 weeks and Mr. Cornelius will check on the order of the stations that are to be completed.

Pope's Visit

Mr. Cornelius made mention that there are regular meetings scheduled with other transportations agencies and secret service. Nothing is concrete and are just preparing for an overload at the stations and PATCO service will increase. The World Meeting of Families will include 3500 people and then the weekend and Mass scheduled for Sunday. They are expecting 4 million people. Everyone will be taking direction from secret service. A concert is scheduled for Saturday night. PATCO can run 10,500 people per hour, 6 car trains every 4 minutes 1 direction. Biggest concern is clearing the platform and getting the people out of the station and onto the streets in a timely fashion before the next train gets there. No track work will be taking place during this time. CAC Members are concerned about having enough signage and posting real time vs. scheduled time.

With the Westmont construction. Does it impact the parking. Mr. Cornelius confirmed that it would.

Questions about integrating several transportation agencies and having one payment card.

Report of the Vice Chairman

No Report of the Vice-Chairman

Subcommittee Reports

- A. Recruitment:** Helen Uff resigned today. This is Larry Davis' second meeting , so next month we will have to notify **Telete to schedule an interview with the Audit Committee.**
- B. Personnel** – No Report of the Personnell Committee.
- C. Transit/PATCO:** Already covered
- D. Finance:** No Report of the Finance Committee.

Old Business – No old business

New Business – No new business.

Open Forum

***Next CAC Board Meeting June 17th @ 6:00 p.m. (Changed from the original date of June 10th)**

****DRPA Board Meeting Dates: May 20, 2015 @ 6:00 pm (Jeff Kessler and Judy Boldurian plan on attending)**

Adjourn.