

Delaware River Port Authority

Citizens Advisory Committee Minutes

March 14, 2018

Location: OPC Board Room, Camden, NJ

Attendance:

New Jersey: Mike Devlin, Judy Boldurian, Steve Benigno, Kathy Venuti, Bruce Schwartz, Martin Otremsky,

Pennsylvania: Tom Jordan, Daniel Northfleet, Daniel McArdle, Larry Davis, Bob Melikian, Lea Fortunato

Emeritus Member(s)

DRPA: John Rink, Dave Aubrey, Steve DeVillasanta, and Dawn Whiton

Potential Member(s): Ben Saracco, Alan Becker, Martin King, Reggie Haynes, Pam Mack-Brooks,

Public Member: Don Morgan

Call to Order

Adoption of Minutes from February Meeting

Minutes of the February 13, 2018 meeting were approved.

PATCO GM Report

- Snow Removal - Don Morgan asked questions about the snow removal from the last storm and why sidewalks on outer parking lots go untouched. John Rink explained in detail the process on snow removal and apologized that this storm in particular got ahead of PATCO snow removers and will come up with some solutions to make it better.
- Car Overhaul Project - Married pair 40 we are currently testing and 41 will be received tomorrow and 42 the following week.
- Collingswood & Haddonfield Stations work is ongoing and Woodcrest Repaving Project will be into early fall.
- PATCO Watchers – status on SEPTA cards & PATCO cards was discussed. Hopeful for a June date. Haddonfield Residents parking in lot have been cited, they knew better before the storm That lot is for PATCO customers only.
- 16th & Locust – every evening there are beggars outside the station – outside is not our jurisdiction typically if we see them we try and get them to move on. There are no cameras and the stairs are the City of Philadelphia's responsibility.

ENGINEERING

Status on the Elevator Project was discussed.

Inspector General Report

- David Aubrey spoke about the CAC By-Law Changes being presented at the November 29, 2017 Audit Committee Meeting (with no comments from the Commissioners), and also stated that the recent proposed SS&R to authorize new CAC members Ben Sarocco and Matt Zapsen was

approved at the March 2018 Audit Committee Meeting and has been moved to the subsequent Board Meeting for approval.

- Mr. Aubrey also spoke about the following audits:
 1. Expense reimbursement process audit,
 2. Procurement card process audit
 3. Review of Capital Projects Process and Control Environment (valued less than \$200,000)
 4. IT Audits
 - a. Review of IT Assets
 - b. Review of SOC Reports (SAP data Center)
 - c. Review of SAP Data Transfer
 5. Work in progress
 - a. Review of Reallocation of Economic Development Funds (\$1.1 M. through Board approval to fund identified and approved capital projects)
 - b. Audit of Revenue Audit/Procedures Guidelines
 - i. Delayed Transaction Processing – one individual discrepancy in tolls
 - c. Review of IT policies, process and guidelines
 - d. Accounts Payable Process – wire transfers and petty cash
 - e. Preparing for 2017 annual financial audit (External Auditor - Bowman & Co.; anticipated March 26th start date)
 - f. Bridge Ops Management Audit recommendation implementation follow-up; there were 70 recommendations, 26 recommendations addressed and closed, 23 are already to implement; 21 recommendation remain and require additional assessment.
 - g. PATCO Management Audit recommendation implementation follow-up; 24 of the 39 recommendations have been fully implemented – 11 remain in progress.
 - h. Also handling procurement-related Political Contribution Disclosures and Conflict of Interests reviews.

Questions:

The \$1.1 M of former economic funds – projects were identified as not moving forwards, so instead of having funds sit, Board voted to fund identified capital projects for the remaining ED related balances.

Did we ever receive money back from Ballpark? Response No.

Brief discussion on SAP conversion, data is now better, going forward with the upgrades. Previous SAP implementation vendor (Quintel) not there; SAP is implementing upgrade.

Larry Davis spoke about the toll violators and status of same. Suggested requesting Chief Stief speak on status. Heard that the process of pulling requested supporting documentation / evidence is greater than originally anticipated. Could we use summer interns to assist with obtaining the requested documentation?

Toll Violation / Back to NJ Issue: Government Relations is working with the respective states on restricting / preventing the renewal of car registration for those who have avoiding tolls.

Status of IG Position? Position has not been formally filled – Position opening posted in August 2017 / Application window closed September 2017. Resumes reviewed and short list of candidates created;

interviews of selected candidates anticipated shortly (two weeks). Is it still going to be called Inspector General? Yes. OIG not fully staffed (2 budgeted openings remain); upon hiring of IG, he/she will move forward with additional hiring..

Ethics Committee – Actively reviewing disciplinary actions for past two years. Also requests Financial Disclosure statements from Commissioners, Officers, and Chiefs. – (Financial disclosures are also mandated by the State of New Jersey and Commonwealth of PA). Requested by Office of General Counsel and retained by OIG.

Subcommittee Reports

A. Finance. Nothing to report.

B. Communications - Nothing to report.

C. Persons with Disabilities. Nothing to report.

D. Recruitment – Appointment of new members - Matt Zappson and Ben Saracco; T Brown, CAO, presented proposed SS&R for new CAC members at the March 2018 Audit Committee, SS&R approved at Committee level and moved to the Board Meeting for final approval (and then wait until veto period expires).

E. Personnel. Nothing to Report

F. Operations/Engineering. Nothing new to report.

G. Old Business/New Business -

OPEN Forum:

DRPA's May meeting will be held at SEPTA's headquarters. We need to vote to adopt their meeting as our own.

Officer Terms are up in May. Emeritus Member terms will be up as well.

Potential New Members were introduced to the committee.

Next CAC Meeting: April 11th @ OPC

Next DRPA Meeting: March 21, 2018 @ 9:00 a.m. and May 16th @ 6:00 p.m. at SEPTA Headquarters
1234 Market Street, Philadelphia, PA

Meeting adjourned.