

DELAWARE RIVER PORT AUTHORITY
Minutes of the March 20, 2013 Board Meeting
One Port Center, Camden, New Jersey
Wednesday, March 20, 2013, 9 a.m.

Present

PENNSYLVANIA

David F. Simon, Chairman
Kathryn Boockvar (DePasquale)
William Sasso, Esquire
John Lisko (McCord) (via telephone)
Walter D'Alessio
Joanna Cruz, Esquire
Joann Bell

Officers and Chiefs

John Matheussen, CEO
Michael Conallen, Deputy CEO
Danielle McNichol, General Counsel
and Corporate Secretary
Kristen Mayock, Deputy General Counsel
John Hanson, CFO
Toni Brown, CAO
Mike Venuto, Chief Engineer
John Rink, PATCO, General Manager

DRPA Staff

Dan Auletto, Bridge Director, WWB & CBB
Val Bradford, Bridge Director, BFB/BRB
Dan Cosgrove, Senior Engineer
Jennifer DePoder, Financial Analyst
Fran DiCicco, Administrative Coordinator
Mike DiGiamberardino, Print Shop
Ann DuVall, Executive Assistant to CEO
Nancy Farthing, Executive Secretary, CFO
Ron Gilbert, Manager, Accounting
Timothy Ireland, Director, Corp. Comm.
Kevin LaMarca, Director, IS
Christina Maroney, Manager, Special Projects
Sheila Milner, Administrative Coordinator
Elizabeth McGee, Administrative Assistant
Thomas Raftery, Inspector General
Steve Reiners, Fleet Manager, WWB
Cheryl Spicer, Asst. General Manager, PATCO
Susan Squillace, Manager, Purchasing
Jack Stief, Acting Police Chief, Public Safety
Hank Trum, Fleet Director, BFB
Jim White, Director Finance
Dawn Whiton, Administrative Coordinator
Mike Williams, Graphic Design Administrator

NEW JERSEY

Jeffrey L. Nash, Esquire, Vice Chair
Al Frattali
E. Frank DiAntonio
Richard Sweeney
Charles Fentress
Denise Mason (via telephone)
Rick Taylor

Counsel

Christopher Gibson, Archer & Greiner,
NJ Counsel
Tom Ellis, Duane Morris, PA Counsel

Others

Kevin Schmidt, Deputy General Counsel,
PA Governor's Office
Kerstin Sundstrom, Assistant Counsel, NJ Gov.
Authorities Unit
Joe Quigley (Alstom)
Pat Aini (Alstom)
Steve Charles (Alstom)
Ed Laird (LTK)
Joe Guzzi (HNTB)
Joe Parola (HNTB)
Anthony DeSantis (CAC)
Casey Oakes (Sen. Lautenberg's Office)

The Corporate Secretary announced that pursuant to the By-Laws of this Authority, public notice of this meeting of the DRPA Board of Commissioners has been given by posting proper notice in the lobby at One Port Center, and issuing proper notice to the public and news media.

Chairman Simon called the meeting to order and asked that the Corporate Secretary call the roll. The Corporate Secretary announced that there was a quorum. Chairman Simon presided.

Report of the Chief Executive Officer

Chairman Simon asked the CEO to give his report.

Mr. Matheussen thanked the Chairman and said his report stands as submitted, but he would like to highlight several items.

Mr. Matheussen advised the Commissioners that the Department of Engineering's Month of January, 2013 Program Performance Report is in the front flap of their binders and that Mr. Venuto can provide any additional information if needed.

He also advised the Board there is an article from a journal entitled "Design, Develop, Construct" for which Mr. Venuto and Mr. Ireland did an interview. He noted it was a very informative story of major bridge improvements underway at the Walt Whitman Bridge.

Mr. Matheussen said he was pleased to report that for the 20th consecutive year DRPA has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the US and Canada due to the talented work of the following team: CFO John Hanson, Director of Finance Jim White, Accounting Manager Ronnie Gilbert, Financial Analyst Jennifer DePoder, Finance Summer Intern Christopher Clifton, Fritz Sims and the staff at Printing Services, Director of Corporate Communications Tim Ireland, Graphic Design Administrator Mike Williams, and Executive Secretary to the CFO Nancy Farthing. He said this prestigious award has been given to the DRPA for our Comprehensive Annual Report for the Year Ending December 31, 2011.

Mr. Matheussen advised at a recent DVRPC Regional Transportation Committee (RTC) meeting, DRPA's Ben Franklin Bridge Walkway Cameras and Call Stations project received full support from the RTC, and is now on its way to the DVRPC full Board for a vote and approval to add this project to the FY2013 TIP. Funding in the amount of \$400,000 is being requested. New cameras will supplement previously installed cameras to cover the walkways and call stations at both walkways would be installed, providing a means for the public to contact DRPA police. He said DRPA is appreciative of DVRPC's support and will look forward to hearing the outcome of the full board vote on this matter.

Mr. Matheussen reported that elevator construction is progressing well at the PATCO 9th/10th Street and Ferry Avenue Stations.

He asked Chief Engineer Mike Venuto and Engineer Dan Cosgrove to provide an update on the Ben Franklin Bridge walkway. Mr. Cosgrove made a presentation regarding the attached design

drawings. Chairman Simon asked about the timing. Mr. Venuto stated that there will be a public outreach meeting and the design should be completed by the end of the year.

Mr. Matheussen asked PATCO GM John Rink to provide an update on the PATCO car rehabilitation project (Alstom). A presentation was presented regarding the renovations and rehabilitation of the PATCO cars. Commissioner Sasso inquired whether the project was still on time and on budget. It was stated that the six pilot cars should be completed in August, the serial production is on time which is in accordance with the original schedule in the RFP and is on track by the end of October. It was stated that during this timeframe, the first two cars would be trucked down in August to the site and do qualification testing. This qualification testing will be done until the end of the year. Once that is complete, the cars will be commissioned and put into service. The serial services will start right after that. Chairman Simon asked whether there a security system improvement. It was stated that there will be cameras also be a camera in the train where the operator sits.

Mr. Matheussen stated that it is a happy time, but also sad as we will miss Assistant General Manager, Cheryl Spicer who is retiring as of April 5th. He stated that Ms. Spicer served PATCO incredibly well with great professionalism, having close to 40 years in transportation services industry. Mr. Matheussen stated that Ms. Spicer started off as a Regional Administrator with the FTA, moved up to Deputy Secretary for PennDOT serving in that capacity for eight years; Assistant General Manager for SEPTA for seven years and 11 years at PATCO. He stated that it had been a pleasure to work with Ms. Spicer and thanked her on behalf of the Authority and the staff and congratulates her on her retirement.

Vice Chair Nash stated that when the Authority was fortunate enough to bring Ms. Spicer over from SEPTA, there was vision of what wanted to be accomplished with the PATCO transportation system. Vice Chair Nash stated that the Authority wanted to renovate all PATCO stations, in particular the Philadelphia stations. During Ms. Spicer's tenure, all Philadelphia stations have been renovated; the fare collection system has been changed and we have one of the most sophisticated fare collection systems in the region. Vice Chair Nash indicated that all of the train cars needed to be rehabilitated, with all of the fleet railroad cars currently being renovated. Vice Chair Nash stated that during Ms. Spicer's tenure she has accomplished all of these things and helped to revitalize the PATCO system. With these items in place, PATCO's ridership is at an all-time high, revenues are at an all-time high and we have a 95% satisfaction rating. He stated that he wanted to thank Ms. Spicer on behalf of all Commissioners and the commuters of this community. Ms. Spicer thanked the Board for their comments. Ms. Spicer stated that there are very dedicated and talented personnel at PATCO that work hard every day making the system run efficiently and effectively as their mission.

Mr. Rink stated that he and Ms. Spicer made a great team and it will be a great loss for PATCO and himself. He wished her the best and happy travels.

This concluded his CEO Report.

Report of the Chief Financial Officer

Chairman Simon asked Mr. Hanson to give the CFO's report, and referred the Board to the Key Performance Indicator (KPI) report in their Board books.

Mr. Hanson stated that he wanted to highlight one item. He stated that the Finance staff has put together a comprehensive financial plan for the Authority. He said that we have accomplished several of the initiatives in the plan including the refunding of the bonds and the early principal payments of other bonds. The next step is the replacement of Letters of Credit (LOC) associated with our variable rate bonds. Mr. Hanson continued that the Finance team has been working with General Counsel and have scheduled pre-closing today and close tomorrow. This is the first of two separate LOC replacements that will take place this year, providing savings in the amount of \$5.7M annually for the Authority.

Commissioner Sasso inquired if they are all Letters of Credit backing the bonds. Mr. Hanson stated affirmative. He said it is the variable rate that is associated with our swaps. Reviewing the Key Performance Indicator (KPI) dashboard provided to the Commissioners, you will notice that the year-to-date is the same as current month. To provide a comparison, the same period last year was added to compare revenue with both PATCO and DRPA for bridge traffic and PATCO ridership. When evaluating the KPIs, Mr. Hanson continued that monthly bridge traffic is over budget, slightly below where it was last year and year-to-date is the same. The monthly bridge revenue is above budget and is slightly above last year. PATCO ridership is above budget and above the same period last year. PATCO's on-time performance is almost 96.5% for the month of January. It is below the goal of 98% and year-to-date is the same. Reviewing lost time claims, Mr. Hanson indicated that we have five in the month of January 2013 for PATCO and zero for the DRPA.

When reviewing vacancies, Mr. Hanson indicated that the total pie chart indicates the total authorized complement strength by the budget. When evaluating vacancies, there are several different types of vacancies contained in this number - some of the hiring is in process; some are vacant positions with no request to fill; and finally we have tasked positions in the budget. Tasked positions are those positions that during the budget process are funded for less than a full year, with these positions carried on the budget but not funded to be filled at this time.

Mr. Hanson indicated that the DRPA monthly expenses are below budget, but we expect that to catch up. Mr. Hanson acknowledged that some of that is a result of needing to do a better job of budgeting monthly expenses. When we started this process, we were not reporting this way. We expect to be under budget again this year but not as significantly as it appears on this snapshot. Mr. Hanson stated the Capital Budget is under budget. PATCO Operating Budget is under budget for expenses and as a result the operating ratio is significantly better than what was budgeted. The operating ratio is in excess of 74% which means the operating budget at this juncture based on expenses and revenue is being funded almost 75% through the PATCO revenue. Mr. Hanson stated that as the expenses climb that number will come down.

Chairman Simon inquired if there is any further information on the On-Time Performance measurement discussed at last month's Board meeting.

Mr. Rink stated that our year to date performance was skewed due to Hurricane Sandy. According to the figures that were reported to the National Transit Database System every trip that was canceled due to the hurricane was an annulment. There were over 380 trips that were cancelled during that time. Mr. Rink stated that if you remove that data from that calculation, our 2012 performance was at 97.54%, almost meeting our target of 98%. Mr. Rink stated that PATCO also found that we use a standard of 5 minute delay standard, where SEPTA and NJTransit use 5 minute 59 second delay standard for reporting. We hold ourselves at a higher standard. Mr. Rink stated that for the month of January, we had 13 equipment failures causing delays but is hopeful that a lot of those issues will be resolved with our overhaul project. Additional delays were caused by five police incidents or trespassers in the track area, including one dog that was successfully rescued.

Approval of February 20, 2013 DRPA Board Meeting Minutes

The Minutes of the February 20, 2013 Board Meeting of the Delaware River Port Authority were previously provided to the Governor of New Jersey and the DRPA Commissioners and there were no comments.

Receipt and Filing of the Monthly List of Payments Covering the Month of February 2013

The Monthly List of Payments covering the month of February 2013 was previously provided to all Commissioners and there were no comments.

Receipt and Filing of the Monthly List of Purchase Orders and Contracts Covering the Month of February 2013

The Monthly List of Purchase Orders and Contracts covering the month of February 2013 was previously provided to all Commissioners and there were no comments.

On motion duly made and seconded, the February 20, 2013 DRPA Board Meeting Minutes, Monthly List of Payments Covering the Month of February 2013 and the Monthly List of Purchase Orders and Contracts covering the month of February 2013 were received and filed.

Report of Strategic Planning Committee

Commissioner Cruz stated on behalf of her fellow co-chairs, Commissioner Jones and Mr. Hanson she would like thank all the staff who worked hard on this project and wish to give special mention to three people; Christina Maroney, Kristen Klepacki and Nancy Farthing. Ms. Maroney and Ms. Klepacki did a tremendous amount of work to present the auditor's recommendations in a workable fashion. There were 104 recommendations presented in this document. Ms. Farthing has been our point person for communication, scheduling, taking copious minutes and making sure deadlines are met.

Since the last Board meeting the co-chairs met to figure out what the agenda would be for our committee meetings and how our work would progress. The full committee has met three times. Prior to our initial meeting Ms. Maroney and Ms. Klepacki created the ranking tool. It represents the work done by the committee so far. As a group we met to determine into which category each of these recommendations would fall - - completed, things that are in progress,

things that have a budgetary impact, things that we think need to be done but need finance's input, things that require further analysis or things that are marked as must do. The committee has broken itself into four sub-committees. Each Commissioner has been coupled with a senior staff member. Each group has been assigned a subcategories - planning and implementation headed by Commissioner Sweeney and Deputy CEO Michael Conallen; organizational responsibilities and staffing headed by Commissioner D'Alessio and Inspector General Tom Raftery; technology and automation of business processes headed Commissioner Jones and John Hanson; governance and policy/procedure improvements headed by Ms. Cruz and John Matheussen.

Commissioner Cruz stated that next steps include the sub-committees meeting with key staff responsible for the different areas and prioritize what needs to be done. After each of the sub-committees has met, the full committee will meet in May to bring our work together and discuss what was done in the sub-committee. To date, there are 26 completed items, six must do items, 16 in-progress items, 16 budgetary items, 29 further analyses needed, and seven disagree items Ms. Cruz stated that during the process, there have been changes to the status of particular items – moving from “disagree” to “must do”. One item falling in this category is safety and charge backs for repeat offenders from a same department. Commissioner Sasso inquired how the conduct could be charged back. Ms. Brown indicated that we track the behavior at the various departments from year to year and month to month to see where the offenders are. During the year, we can use this behavior tracking to reinforce policies and rules, make modifications to the programs and/or underscore compliance requirements to make sure we change this behavior. Commissioner Cruz advised that the goal is to have a completed and comprehensive report to the full Board by the end of the year. Commissioner Simon thanked Commissioner Cruz for the comprehensive report and the significant work completed on the project in such a short period of time.

Approval of Operations & Maintenance Committee Report of March 6, 2013

The Report of the Operations & Maintenance Committee Meeting of March 6, 2013 was previously provided to all Commissioners and there were no comments.

On motion duly made and seconded, the Report of the Operations & Maintenance Committee of March 6, 2013 was approved.

Adopt Resolutions Approved by Operations & Maintenance Committee of March 6, 2013

On motion duly made and seconded, the following Resolutions were unanimously adopted and made the action of the Authority:

- | | |
|--------------------|---|
| DRPA-13-035 | Construction Monitoring Services for Contract No. PATCO-50-2012, Phase I Repairs of PATCO Ventilation Vaults |
| DRPA-13-036 | Capital Project Contract Modifications |

DRPA-13-037 Contract No. G-26-2013, Pavement Markings Replacement at the Betsy Ross, Benjamin Franklin and Walt Whitman Bridges

Mr. Venuto stated that on Summary Statement & Resolutions DRPA-13-040 and DRPA-13-041, the Source of Funds indicated that it was 2010 Revenue Bonds and it should read Source of Funds is the General Fund/Subject to use of Future Bond Proceeds.

Chairman Simon made a motion to amend the Source of Funds from the 2010 Revenue Bonds to the General Fund/Subject to use of Future Bond Proceeds. On motion duly made and seconded, the following Resolutions, as amended, were unanimously adopted and made the action of the Authority:

DRPA-13-040 Professional Services for 2013 Inspection of the Benjamin Franklin Bridge

DRPA-13-041 Professional Services for 2013 Inspection of PATCO

Approval of Finance Committee Report of March 6, 2013

The Report of the Finance Committee Meeting of March 6, 2013 was previously provided to all Commissioners and there were no comments.

On motion duly made and seconded, the Report of the Finance Committee of March 6, 2013 was approved.

Adopt Resolutions Approved by Finance Committee of March 6, 2013

DRPA Excess Workers' Compensation & Employers' Liability Policy – Increase in Limits

On motion duly made and seconded, the following Resolution was unanimously adopted and made the action of the Authority:

DRPA-13-038 DRPA Excess Workers' Compensation & Employers' Liability Policy – Increase in Limits

Approval of Audit Committee Report of March 6, 2013

The Report of the Audit Committee Meeting of March 6, 2013 was previously provided to all Commissioners and there were no comments.

On motion duly made and seconded, the Report of the Audit Committee of March 6, 2013 was approved.

Unfinished Business

There was no DRPA unfinished business.

New Business

Item 1 – Consideration of Pending DRPA Contracts (Between \$25,000 and \$100,000)

On motion duly made and seconded, the following Resolution was unanimously adopted and made the action of the Authority:

DRPA-13-039 Consideration of Pending DRPA Contracts (Between \$25,000 and \$100,000)

Item 2 – Capital Project Contract Modifications 2

Chairman Simon stated that this item was added to the Agenda on Tuesday making it subject to Reform Resolution DRPA-10-060. DRPA-10-060 requires that a supermajority vote of the Board - six Commissioners from each of the two states must agree to allow the item to be added to the agenda. Chairman Simon indicated that this item does need to be considered today and he asked for a vote to consider this item on the agenda pursuant to DRPA-10-060. A roll call was taken to consider adding this item under Reform Resolution DRPA-10-060. The Corporate Secretary reported that a supermajority of the members voted to add the item to the Board agenda to be considered today.

With the item added to the agenda, Chairman Simon asked Mr. Venuto to give a brief review of DRPA-13-042. Mr. Venuto stated that due to the unanticipated delays in the PATCO Track Rehab Project at the BFB, staff is seeking authorization retain contractors to perform interim repairs to the BFB Track System until the construction project commences. He stated that the Authority is seeking authorization to execute a Change Order to two current competitively bid construction contracts – one structural contractor and one rail contractor; each in an amount not to exceed \$500,000. Mr. Venuto stated that this will provide for on-call construction services as required, work will be performed on a time and material basis, in accordance with the terms of their current contract. He said the work will be monitored and inspected by the previously Board approved Construction Monitoring contract for the Track Rehab project. Mr. Venuto stated that reports for labor and materials expended will be provided at monthly Operations and Maintenance committee meetings.

Chairman Simon asked Commissioner Sasso whether this matter had been discussed previously in the Operations & Maintenance Committee meeting. Commissioner Sasso indicated that the matter had been discussed and that the Operations and Maintenance Committee unanimously endorses this recommendation.

On motion duly made and seconded, the following Resolution was unanimously adopted and made the action of the Authority:

DRPA-13-042 Capital Project Contract Modifications 2

Citizens Advisory Committee Update

Chairman Simon acknowledged one member of the Citizens Advisory Committee. Mr. DiSantis stated that there have been changes in the Committee's leadership. He stated that Fred Stuart has retired and that Jonathan Latko, who was previously the Vice Chair is now the Chairman and Mr. DiSantis is the Vice Chair. Chairman Simon thanked Mr. DiSantis for his assistance on the Committee.

Public Comment

There was no Public Comment.

There being no further business, on motion duly made and seconded, the meeting was adjourned.

Respectfully,



Danielle L. McNichol
Corporate Secretary

REPORT OF THE CHIEF EXECUTIVE OFFICER

March 20, 2013

Delaware River Port Authority
of Pennsylvania and New Jersey
One Port Center
2 Riverside Drive
Camden, NJ 08101-1949

March 20, 2013

To the Commissioners:

The following is a summary of recent DRPA activities. I have attached the appropriate reports.

BRIDGE AND FINANCE

We extend our congratulations to the annual report team – led by Chief Financial Officer John Hanson and supported by personnel from Finance, Corporate Communications and the Print Shop – for earning the Certificate of Achievement for Excellence in Financial Reporting.

The certificate was awarded by the Government Finance Officers Association of the United States and Canada (GFOA), and it recognizes the DRPA's Comprehensive Annual Financial Report for Year Ended December 31, 2011.

The Certificate of Achievement is the highest accolade in governmental accounting and financial reporting, and this is the 20th consecutive year that the GFOA has awarded it to the DRPA.

Engineering and our design contractors have produced three conceptual schemes for the bike and pedestrian ramp proposed for the south side of the Ben Franklin Bridge. As the designs progress, we will continue to keep the O&M Committee, the Board of Commissioners and the public informed.

Consultants are designing a new backup generator that will support the continued operation of data services at One Port Center during extended power failures.

FOR BRIDGE AND TRAFFIC HIGHLIGHTS, SEE ATTACHMENT 1

PATCO

Elevator construction is progressing at the PATCO 9th/10th Street Station and at Ferry Avenue Station. Elevator installation has started at 9th/10th Street Station.

Consultant selection continues for design services for the elevator installation at the Ashland, Haddonfield, Westmont, Collingswood, City Hall and 12th - 13th & Locust Street PATCO stations. Requests for Proposal have been sent to qualified consultants. Proposals are due this month.

EMPLOYEE ACTIVITIES

The Engineers' Club of Philadelphia honored DRPA Chief Engineer Michael Venuto last month with the 2013 Outstanding Service to the Community Award. The award recognizes an engineer who has provided exceptional professional and volunteer service to the Delaware Valley community.

Report of the Chief Executive Officer, March 2013

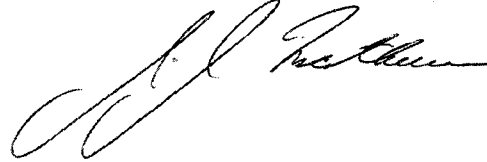
In addition to his work at the DRPA, Mike serves as a Junior Achievement volunteer and a youth sports coach. He also teaches engineering and mentors young engineers.

We applaud Mike both for his years of public service and for this well-deserved honor.

**FOR PATCO RIDERSHIP AND FINANCIAL INFORMATION
SEE GENERAL MANAGER'S REPORT IN THE PATCO SECTION**

**FOR A LIST OF BRIDGE AND FINANCE ACTIONS, SEE ATTACHMENT 1
FOR A LIST OF PERSONNEL ACTIONS, SEE ATTACHMENT 2
FOR A LIST OF CONTRACTS AND PURCHASES, SEE ATTACHMENT 3
FOR A LIST OF RISK MANAGEMENT & SAFETY ACTIONS, SEE ATTACHMENT 4
FOR THE AFFIRMATIVE ACTION REPORT, SEE ATTACHMENT 5**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. J. Matheussen". The signature is fluid and cursive, with a large initial "J" and "M".

John J. Matheussen
Chief Executive Officer, DRPA
President, PATCO

**DELAWARE RIVER PORT AUTHORITY
MONTHLY REPORT
FEBRUARY 2013
ATTACHMENT 1**

POLICE ACTIVITIES	CBB	BFB	PAT	BRB	WWB	Feb-13 TOTALS	2013 YTD	Feb-12 TOTALS	2012 YTD
ARESTS-DWI	1	8	2	4	17	32	54	38	67
ARRESTS-CRIMINAL	0	2	8	0	4	14	43	10	24
ARRESTS-DISOR/OTH/WARR	1	45	73	1	16	136	266	137	255
ARRESTS-TOLL EVASION	0	0	11	0	1	12	31	3	5
FIRES EXTINGUISHED	0	0	2	0	0	2	2	0	0
DISABLED VEH. REMOVED	26	55	2	24	98	205	469	190	379
TRAFFIC VIOL - 02/2013	64	427	286	108	223	1108	2769		
TRAFFIC VIOL - 02/2012	162	270	149	151	310			1042	0
WARNINGS - 02/2013	142	286	180	151	328	1087			0
ACCIDENT STATISTICS NON-REPORTABLE									
ACCIDENTS - 02/2013	0	5	1	1	9	16			
ACCIDENTS - 02/2012	1	15	1	1	10			28	
ACCIDENTS-YTD - 2013	1	23	4	3	25		56		
ACCIDENTS-YTD - 2012	2	26	2	4	18				52
ACCIDENT STATISTICS REPORTABLE									
ACCIDENTS - 02/2013	1	4	1	3	6	15			
ACCIDENTS - 02/2012	6	6	4	3	4			23	
ACCIDENTS -YTD - 2013	3	11	5	5	9		33		
ACCIDENTS -YTD - 2012	7	21	8	11	22				69
ACCIDENT INJURIES									
INJURIES - 02/2013	0	2	0	0	0	2			
INJURIES - 02/2012	4	0	0	1	0			5	
INJURIES -YTD - 2013	0	7	0	0	4		11		
INJURIES -YTD - 2012	4	1	1	2	4				12
DEATH STATISTICS									
DEATHS - OTHER - 02/2013	0	0	0	0	0	0			
DEATHS - MVA - 02/2013	0	0	0	0	0	0			
DEATHS - YTD - 2013	0	0	0	0	1		1		
DEATHS - YTD - 2012	0	0	0	0	0				0

FINANCE**REVENUE AUDIT**

Reported traffic and revenue for all four DRPA bridges for the month of January:

	<u>2012</u>	<u>2013</u>
Cash Revenue	\$7,853,392.32	\$7,537,150.22
ETC Revenue	\$14,752,730.43	\$15,197,262.98
Total Revenue	\$22,606,122.75	\$22,734,413.20
Non ETC Traffic	1,442,128	1,375,240
ETC Traffic	2,269,504	2,292,526
Total Traffic	3,711,632	3,667,766

**DELAWARE RIVER PORT AUTHORITY
ACTIONS OF THE CHIEF EXECUTIVE OFFICER
COMMISSION MEETING MARCH 20, 2013
ARTICLE XII-A
ATTACHMENT 2**

PERSONNEL

TEMPORARY APPOINTMENTS - None

APPOINTMENTS

Tiffany N. Wright	Toll Collector Operations Division Bridge/Toll (WWB)	Eff: 02/25/13
Daniel R. Batdorf	Police Officer Public Safety Division Public Safety - Administration (BFB)	Eff: 02/28/13
Michael L. Cook	Police Officer Public Safety Division Public Safety - Administration (BFB)	Eff: 02/28/13
Randy A. Lee-Roberts	Police Officer Public Safety Division Public Safety - Administration (BFB)	Eff: 02/28/13
Kevin M. McClintock	Police Officer Public Safety Division Public Safety - Administration (BFB)	Eff: 02/28/13
Andre J. Parisella	Police Officer Public Safety Division Public Safety - Administration (BFB)	Eff: 02/28/13

TEMPORARY ASSIGNMENT TO HIGHER CLASSIFICATION

Amy L. Ash	From: Administrative Secretary Executive Division Office of the Chief Engineer (OPC)	To: Acting Contract Administrator Finance Division Contract Administration (OPC) Eff: 02/02/13 to 08/02/13
Brian J. Heebner	From: Maintenance Technician Operations Division Construction & Maintenance (WWB)	To: Acting Maintenance Foreman Operations Division Construction & Maintenance (WWB) Eff: 02/23/13 to 04/19/13

TEMPORARY ASSIGNMENT TO HIGHER CLASSIFICATION (continued)

Anne M. Kubiak	From: Administrative Secretary General Counsel Division Office of the General Counsel (OPC)	To: Acting Claims Administrator General Counsel Division Office of the General Counsel (OPC) Eff: 10/20/12 to 12/29/2012 [retro]
Tina L. Leuzzi	From: Administrative Secretary General Counsel Division Office of the General Counsel (OPC)	To: Acting Claims Administrator General Counsel Division Office of the General Counsel (OPC) Eff: 10/20/12 to 12/29/2012 [retro]

PROMOTIONS

John J. Caporelli	From: C&M Mechanic Operations Division Construction & Maintenance (CBB)	To: C&M Technical Assistant Operations Division Construction & Maintenance (WWB) Eff: 02/02/13
John Woosley	From: Toll Collector Operations Division Bridge/Toll (WWB)	To: Plaza Supervisor Operations Division Bridge/Toll (WWB) Eff: 02/02/13
Scott M. Hillman	From: Toll Collector Operations Division Bridge/Toll (WWB)	To: C&M Mechanic Operations Division Construction & Maintenance (BRB) Eff: 02/09/13
Richard Betts	From: Purchasing Specialist Finance Division Purchasing (OPC)	To: Purchasing Agent Finance Division Purchasing (OPC) Eff: 02/23/13
Robert A. Crean, Jr.	From: Police Officer Public Safety Division Public Safety (BFB)	To: Corporal of Police Public Safety Division Public Safety (BFB) Eff: 02/23/13

**Actions of the Chief Executive Officer
Commission Meeting of 03/20/2013
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PROMOTIONS (continued)

Shawn T. Dougherty	From: Corporal of Police Public Safety Division Public Safety (WWB)	To: Sergeant of Police Public Safety Division Public Safety (WWB) Eff: 02/23/13
Jose' A. Espino	From: Police Officer Public Safety Division Public Safety (BFB)	To: Corporal of Police Public Safety Division Public Safety (Transit Unit) Eff: 02/23/13
Timothy M. Hoagland	From: Police Officer Public Safety Division Public Safety (WWB)	To: Corporal of Police Public Safety Division Public Safety (BFB) Eff: 02/23/13
Michael J. Voll, Jr.	From: Corporal of Police Public Safety Division Public Safety (BFB)	To: Sergeant of Police Public Safety Division Public Safety (BFB) Eff: 02/23/13
Francis X. Fullerton, III	From: Dispatcher Public Safety Division Public Safety (BFB)	To: Police Officer Public Safety Division Public Safety - Administration (BFB) Eff: 02/28/13

INTERAGENCY PROMOTION to PATCO - from DRPA - None

INTERAGENCY TRANSFERS to PATCO - from DRPA - None

INTERAGENCY TRANSFERS to DRPA - from PATCO - None

TRANSFERS - DEPARTMENTAL - None

RETIREMENTS

Patrick J. McCullough	Senior Engineer Executive Division Engineering - Construction & Maintenance (OPC)	Eff: 02/04/13
Timothy P. Jankowski	Maintenance Foreman Operations Division Construction & Maintenance (BRB)	Eff: 02/22/13

RESIGNATIONS - None

DECEASED - None



DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION



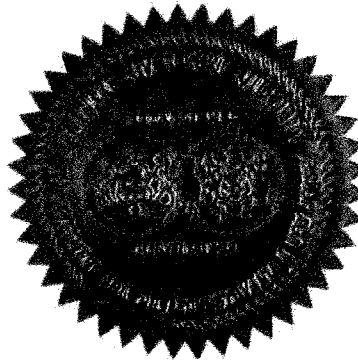
RESOLUTION

WHEREAS, *PATRICK J. McCULLOUGH has faithfully served the Delaware River Port Authority for EIGHTEEN years in a conscientious and reliable manner, and*

WHEREAS, *PATRICK J. McCULLOUGH wishes to accept retirement effective February 4, 2013 under the provisions of his employment benefits; now therefore,*

BE IT RESOLVED: *That, the Commissioners of the Delaware River Port Authority accept your retirement request from your position, Senior Engineer, and concurrently extend sincere best wishes for a long, healthy and happy future, and*

BE IT FURTHER RESOLVED: *That a copy of the foregoing resolution be suitably prepared and forwarded to PATRICK J. McCULLOUGH.*





DELAWARE RIVER PORT AUTHORITY
PORT AUTHORITY TRANSIT CORPORATION



RESOLUTION

WHEREAS,

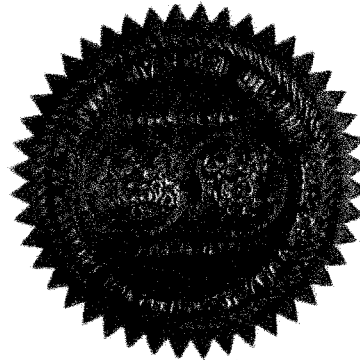
TIMOTHY P. JANKOWSKI has faithfully served the Delaware River Port Authority for TWENTY-NINE years in a conscientious and reliable manner, and

WHEREAS,

TIMOTHY P. JANKOWSKI wishes to accept retirement effective February 22, 2013 under the provisions of his employment benefits; now therefore,

BE IT RESOLVED: *That, the Commissioners of the Delaware River Port Authority accept your retirement request from your position, Maintenance Foreman, and concurrently extend sincere best wishes for a long, healthy and happy future, and*

BE IT FURTHER RESOLVED: *That a copy of the foregoing resolution be suitably prepared and forwarded to TIMOTHY P. JANKOWSKI.*



**ACTIONS OF THE CHIEF EXECUTIVE OFFICER
ARTICLE XII-C
ATTACHMENT 3
CONTRACTS AND PURCHASES**

Re: Article XII-C, Section 1 (a)

Purchase Order P13L0009, Orpack USA, Inc. Hackensack, NJ. FuelOmat, Fuel Management System Agreement Renewal for 1 Year (03/01/2013 – 02/28/2014). Contract Value: \$19,000.00. (Sole Source).

Purchase Order P13L0010, Rodgers Group, LLC. Island Heights, NJ. Purchase of a Police Department Online Training Module. Contract Value: \$21,536.00. (Sole Source).

Re: Article XII-C, Section 1 (b)

None

Re: Article XII-C, Section 8 (Emergency)

None

Re: Article XII-C, Section 5

Authorized payments for Contracts and Engineers for the Bridges and PATCO Systems
As follows: (see accompanying Schedule 1)

Contracts and Engineers: \$6,433,797.97

**2012 CAPITAL BUDGET
SUBSTITUTION OF PROJECTS**

2013 Capital Budget – Realignment of Funds – From PATCO – DRPA Funded – VMS Sign Replacement PD1305 to Schedule T (Technology Projects & Equipment) – Scheduling Software T13005. Additional Funds Required to Procure Training & Scheduling Software to Improve Crew Efficiency. Budget Amount: \$14,489.03.

2013 Capital Budget – Realignment of Funds – From Commodore Barry Bridge – Gantry Power Feeder Replacement CB0908 to Commodore Barry Bridge – CBB Administration Fire Alarm Replacement. To Add Back in the 2012 Capital Program Item A11006 Under DRPA Miscellaneous Projects to the Schedule M as Initially Intended; Although Missed When the 2013 Capital Budget was in Development.

ARTICLE XII-C, SECTION 5
SUMMARY OF AUTHORIZED CONTRACT AND ENGINEERING PAYMENTS
BRIDGES AND PATCO SYSTEM
March 20, 2013

<i>Resolution #</i>	<i>Contract/Engineer</i>	<i>Contract Amount</i>	<i>Completed Work Percent</i>	<i>Completed Work (Billed) Amount</i>	<i>Retained Amount</i>	<i>Prior Payments</i>	<i>Invoice No.</i>	<i>Amount</i>
(DRPA-09-050)	Daidone Electric, Inc./Henkels & McCoy, Inc. Joint Venture PATCO Power Pole & Pole Line Replacement	\$29,285,497.00	92%	\$26,873,122.64	\$1,560,874.06	\$24,696,149.35	39	\$616,099.23
(DRPA-10-020)	American Bridge Company WWB Suspension & Anchorage Spans Deck Replacement	128,085,778.00	79%	101,190,813.78	3,656,633.68	96,150,578.11	29	1,383,601.99
(DRPA-10-152)	Iron Bridge CBB Structural Repairs	20,954,410.13	100%	20,954,410.13	0.00	20,786,061.11	18	168,349.02
(DRPA-11-065)	HNTB Corporation PATCO Lindenwold Yard Track Rehabilitation - Design Services	3,090,674.66	86%	2,669,568.68	235,959.85	2,294,903.28	14&15	138,705.55
(DRPA-11-061)	BFB Structural Improvements	499,708.14	83%	412,411.92	35,217.55	371,296.99	17&18	5,897.38
(DRPA-11-076)	Carr & Duff, Inc. BFB Philadelphia Anchorage 5KV Switchgear Replacement	742,062.00	100%	742,062.00	0.00	668,200.00	6	73,862.00
(DRPA-11-094)	Urban Engineers, Inc. Task Order # CM4505 C.M.S. for Pavement Repairs at WWB & CBB	86,627.23	37%	31,761.16	0.00	18,552.88	3	13,208.28
(DRPA-11-094)	Task Order # CM4506 C.M.S. for Cont. No. 15-N PATCO Lindenwold & Westmont Paving & Repairs	48,087.84	85%	40,699.91	0.00	24,881.37	3	15,818.54
(DRPA-09-081)	Jacobs Engineering Group, Inc. PMA309 PM Services for Facility Drawing, Admin. & Cataloging	38,697.00	54%	20,745.19	0.00	15,754.65	6	4,990.54
(DRPA-11-094)	Pennoni Associates Task Order # EG4408 BRB Remedial Investigation for Historic Fill	8,249.00	35%	2,867.01	0.00	810.21	2	2,056.80
(DRPA-11-094)	Task Order # EG4407 BFB 4th St. Garage Lead Remediation	23,548.00	8%	1,978.36	0.00	0.00	1	1,978.36
(DRPA-12-010)	A.P. Construction, Inc. PATCO Escalator Replacements at Woodcrest, 12th-13th & 15th-16th & Locust Stations	4,718,000.00	3%	125,450.00	12,545.00	45,900.00	2	67,005.00
(DRPA-09-098/B)	Burns Engineering, Inc. PATCO Power Cable Pole Line Replacement-Construction Monitoring Services	2,509,539.81	88%	2,220,258.45	223,449.34	1,913,327.40	23	83,481.71
(DRPA-11-087)	C.M.S. PATCO Accessibility Improvements	496,870.00	85%	424,736.53	33,853.02	364,570.96	14	26,312.55
(DRPA-12-011)	Escalator Replacements at Woodcrest, 12th & 13th & Locust Streets	519,100.00	39%	203,021.53	20,302.13	158,145.75	11	24,573.65
(DRPA-12-012)	J.P.C. Group, Inc. PATCO Lindenwold Shop Annex	8,231,000.00	54%	4,427,020.34	426,385.36	3,497,409.08	10	503,225.90
(DRPA-12-028)	JBL Electric Replacement of Rectifier Transformers for Traction Power	701,052.00	44%	311,594.20	31,159.42	215,786.97	4	64,647.81
(DRPA-12-060)	Kaser Mechanical, LLC BFB Administration Building Domestic Water System Replacement	149,500.00	50%	74,700.00	7,470.00	19,350.00	2	47,880.00
(DRPA-12-070)	Ray Angelini, Inc. CBB Administration Building Fire Alarm Replacement	303,100.00	16%	49,000.00	4,900.00	0.00	1	44,100.00
(DRPA-09-060)	Gannett Fleming, Inc. PATCO R. O. W. Embankment Restoration Improvements & Retaining Wall Rehabilitation	518,273.00	94%	485,666.42	48,566.67	433,995.11	25	3,104.64
(DRPA-07-019)	LTK Engineering Services PATCO Transit Car Overhaul Services Agreement	8,331,070.00	68%	5,654,317.90	374,964.30	5,128,360.58	67	150,993.02
(DRPA-10-154)	Alstom PATCO Transit Car Overhaul	194,197,337.00	13%	24,322,580.16	1,216,129.02	20,453,139.09	14	2,653,312.05

**ARTICLE XII-C, SECTION 5
SUMMARY OF AUTHORIZED CONTRACT AND ENGINEERING PAYMENTS
BRIDGES AND PATCO SYSTEM
March 20, 2013**

<i>Resolution #</i>	<i>Contract/Engineer</i>	<i>Contract Amount</i>	<i>Completed Work Percent</i>	<i>(Billed) Amount</i>	<i>Retained Amount</i>	<i>Prior Payments</i>	<i>Invoice No.</i>	<i>Amount</i>
	AECOM (formerly DMJM & Harris, Inc.)							
(DRPA-07-018)	WWB Design Services for Suspension Span Replacement	5,239,896.41	95%	4,992,474.46	54,599.42	4,912,937.59	66	24,937.45
(DRPA-09-081)	PMA106 for Project Tracking & Scheduling Services	92,049.21	9%	8,362.75	0.00	6,164.85	4	2,197.90
(DRPA-09-081)	PMA108 for Consultation for Environmental Remediation at Victor Lofts	48,481.05	21%	9,963.65	0.00	3,218.69	2	6,744.96
(DRPA-11-075)	C.M.S. PATCO R.O.W. Embankment Restoration - Phase 4	481,621.00	80%	387,524.47	30,139.92	355,929.68	9	1,454.87
(DRPA-09-081)	Environmental Engineering Consultation	27,934.14	20%	5,709.46	0.00	0.00	1	5,709.46
	Harris Corporation, RF Communications Division							
(DRPA-12-037)	PATCO Radio System Upgrade to 800 MHz	3,188,589.16	9%	294,236.26	0.00	196,157.50	2	98,078.76
	A.E. Stone, Inc.							
(DRPA-12-061)	Pavement Repairs at Various Locations	2,144,975.00	30%	638,118.00	63,811.81	529,667.99	3	44,638.20
	Remington & Vernick Engineers, Inc.							
(DRPA-09-001)	Task Order # CS3120 CBB Admin Fire Alarm Replacement	31,337.05	89%	27,911.76	0.00	25,765.39	11	2,146.37
(DRPA-09-001)	Task Order # EM3213 CBB Administration Building Emergency Generator	41,382.01	87%	36,101.93	0.00	30,878.04	12	5,223.89
(DRPA-11-094)	Task Order # EM4202 C.M.S. for Replacement of Rectifier Transformers	49,340.07	95%	46,725.94	0.00	40,701.50	8	6,024.44
	SunGard Recovery Services							
(DRPA 10-135)	System Disaster Recovery Services 04/01/2011 - 3/31/2016	225,240.00	37%	83,075.49	0.00	79,426.49	152419049	3,649.00
	Interstate Mobile Care							
(DRPA-11-096)	DOT CDL & FTA Physicals	115,425.00	64%	73,738.00	0.00	71,618.00	11655	2,120.00
(DRPA-11-096)	DOT CDL & FTA Physicals	124,575.00	19%	23,715.00	0.00	22,095.00	11653	1,620.00
	Workstream							
(DRPA-10-109)	HR Performance Management System 01/01/11 - 12/31/13	125,000.00	82%	103,105.91	0.00	78,105.91	124046	25,000.00
	TranSystems							
(DRPA-12-018)	PATCO - 2012 Biennial Inspection	363,000.00	77%	278,149.29	13,526.95	260,731.25	8	3,891.09
	Benefit Harbor, LP							
(DRPA-11-006)	Benefits Consulting Services	188,188.00	37%	70,415.69	0.00	64,993.53	VARIOUS	5,422.16
	PRWT Services, Inc.							
(DRPA-10-105)	Part-Time Toll Collectors 11/01/2010 - 10/31/2013	3,081,000.00	61%	1,887,807.25	0.00	1,820,060.12	VARIOUS	67,747.13
	S. T Hudson Engineers, Inc.							
(DRPA-09-001)	Task Order # ME3609 Preparation of Federal & State Applications & Consulting	50,213.52	75%	37,870.80	0.00	35,770.80	8	2,100.00
	TUCS Cleaning Services, Inc.							
(DRPA-10-104)	Custodial Services	1,014,000.00	73%	736,395.86	0.00	709,546.88	51869	26,848.98
	Homeland Defense Solutions, Inc.							
(DRPA-12-055)	Grants Management	70,000.00	86%	60,125.00	0.00	57,825.00	157	2,300.00
	CGR Management Consultants LLC							
(DRPA-12-030)	Yellowbook Management Audit	299,520.00	94%	280,377.90	0.00	277,638.61	0238-007	2,739.29
	Total Contract and Engineer Payments							<u>\$ 6,433,797.97</u>

MONTHLY REPORT
GENERAL PROCUREMENT ACTIVITY

During the month of February there were 62 Purchase Orders awarded totaling \$267,778.51.

Approx. 49.8% or \$133,468.02 of the monthly dollar total was made available to MBE's and WBE's, representing 35.4% or 22 of the monthly total number of Purchase Orders.

Of the total monthly procurement available to MBE's and WBE's, approximately 24.2% or \$32,415.08 was awarded to MBE's and approximately .0067% or \$8,962.00 was awarded to WBE's.

Of the total number of Purchase Orders available to MBE's and WBE's, approximately .5% or 11 Purchase Orders were awarded to MBE's and approximately .18% or 4 Purchase Orders were awarded to WBE's.

DELAWARE RIVER PORT AUTHORITY INTEROFFICE COMMUNICATION

To: Toni P. Brown, Chief Administrative Officer

From: Marianne Staszewski, Director, Risk Management & Safety

Subject: Risk Management & Safety February Activity Report.

The DRPA Risk Management & Safety Staff were in attendance for the following meetings for the month of February.

Contractor Meetings Attended By Risk Management & Safety			
DATE	CONTRACTOR	DRPA CONTRACT NO.	PROJECT/WORK AREA
2/13, 2/27	American Bridge	WWB-12-2009	Bi-Weekly Safety Meetings WWB Deck Rehabilitation project
2/14	Kaser Mechanical	Bf-34-2011	BFB Admin Bldg. Domestic Water System - progress meeting
2/15	Carr & Duff	G-24-2011	BRB WWB Camera Lighting Kickoff safety briefing
Safety Meetings Attended By Safety Specialists * attended by Risk Management also			
DATE		NAME OF MEETING	
2/12	*	IAIC Committee Meeting	
2/12		Workplace Safety – BFB	
2/19		Workplace Safety – BRB	
2/20		Monthly Bridge Director Meeting with Risk Management & Safety & Fleet Management	
2/22	*	Monthly Safety Staff Meeting with Director of Risk Management and CAO	
2/26		Workplace Safety – CBB	
2/27	*	Central Safety & Health Meeting	

Risk Management Meetings Attended By Risk Management	
DATE	NAME OF MEETING
2/5	I-295 IS Project Meeting & DRIPP Project Meeting with DRPA Staff and contractors
2/5, 2/12, 2/19	Weekly Risk Management Staff Meeting with CAO
2/6	Standard Purchase Contract meeting with General Counsel, Associate General Counsel and Purchasing Manager
2/11, 2/25	Weekly Call with CAO and Turner Surety Insurance Brokerage representatives
2/13	Quarterly meeting with BPG management to review tenant/vendors Certificates of Insurance
2/14	Liberty Mutual Introduction meeting for claims service with Kim Zarett, client service manager, Aon representatives and DRPA Claims Administration staff
2/14	Pre Proposal meeting for the PATCO Accessibility Improvements Elevators in Six Remaining Stations
2/15	Monthly Senior Staff Meeting
2/19, 2/25	AON Loss Control Conference Call with CAO
2/22	Conference call with General Counsel, broker and AIG adjusters and defense counsel
2/25	Meeting with General Counsel and CAO regarding pending claim cases with RSUI

The DRPA Risk Management & Safety Staff were involved in the following training activities for the month of February.

Safety Training Conducted or Attended By Risk Management & Safety		
DATE		TYPE OF TRAINING
2/15, 2/19		BRB, WWB Shop Review Training by Chartis and Safety Specialist
2/25		New Hire Orientation- Toll Collector

The DRPA Risk Management & Safety Staff were involved in the following activities for the month of February.

- The Safety staff conducted day time and night time random drug & alcohol testing on both Public Safety personnel (under policy 147A) and Construction & Maintenance personnel (under policy 147B).
- Safety Specialists reviewed various Health and Safety plans from contractors who were awarded construction and/or design projects during the month of February.
- Safety Specialists reviewed and commented on various engineering Technical and Special Provisions documents for future DRPA projects.
- Risk Management reviewed and recommended the inclusion of proper insurance requirements on various Requests for Bids from the Purchasing Department, Request for Proposals from the Engineering Department, Finance Department and third party contracts for the Legal Department.
- Safety Specialist updated the Risk Management & Safety e.Net page with the monthly Safety Tip for February as "Trailer Towing".
- Safety Specialist conducted various site safety visits and inspections at DRPA Non-OCIP construction projects at the four bridges.
- The Director of Risk Management & Safety, the CAO and General Counsel attended the quarterly OCIP Claim Services Review Meeting in Wilmington, Delaware with claims specialists from Chartis Insurance Company, Aon Loss Control & Safety Consultants and representatives from Turner Surety Insurance Brokerage.

DELAWARE RIVER PORT AUTHORITY
MONTHLY LIST OF PAYMENTS 02/01/13 THRU 02/28/13
MEETING DATE 3/20/2013

<u>VENDOR NAME</u>	<u>ITEM DESCRIPTION</u>	<u>RESOLUTION #/ AUTHORIZATION</u>	<u>AMOUNT</u>
STANDARD INSURANCE COMPANY	A/P Group Life & Accident	10-085	\$49,295.74
	A/P Group Life & Accident	Total	\$49,295.74
EHSCAREERS	Advertising and Promotion	25KTHRES	\$250.00
JOB TARGET	Advertising and Promotion	25KTHRES	\$439.00
PHILADELPHIA MEDIA NETWORK, INC.	Advertising and Promotion	25KTHRES	\$900.00
	Advertising and Promotion	Total	\$1,589.00
BENEFIT HARBOR, LP	Audit, Legal, Consultant & Other	11-066	\$5,422.16
ARCHER & GREINER	Audit, Legal, Consultant & Other	12-020	\$829.89
BALLARD SPAHR ANDREWS & INGERSOLL	Audit, Legal, Consultant & Other	12-020	\$2,390.50
BROWN & CONNERY	Audit, Legal, Consultant & Other	12-020	\$21,472.74
DUANE MORRIS, LLP	Audit, Legal, Consultant & Other	12-020	\$5,287.50
PEPPER HAMILTON LLP	Audit, Legal, Consultant & Other	12-020	\$1,192.50
RIKER DANZIG SCHERER & HYLAND	Audit, Legal, Consultant & Other	12-020	\$1,642.50
STEVENS & LEE	Audit, Legal, Consultant & Other	12-020	\$42,993.51
GALLAGHER BENEFIT SERVICES, INC	Audit, Legal, Consultant & Other	12-069	\$31,250.00
NEW JERSEY GOVERNOR'S AUTHORITY UNIT	Audit, Legal, Consultant & Other	25KTHRES	\$22,857.57
	Audit, Legal, Consultant & Other	Total	\$135,338.87
NAPA AUTO PARTS	Barrier Machine - Repair & Maint	12-038	\$182.16
	Barrier Machine - Repair & Maint	Total	\$182.16
NAPA AUTO PARTS	Batteries	12-038	\$1,469.65
	Batteries	Total	\$1,469.65
PENNONI ASSOCIATES INC	BFB Lead Remediation	11-094	\$4,387.88
	BFB Lead Remediation	Total	\$4,387.88
CARR & DUFF INC	BFB Switchgear Replacement	11-076	\$73,862.00 **
	BFB Switchgear Replacement	Total	\$73,862.00
KASER MECHANICAL, LLC	BFB Water System	12-060	\$47,880.00 **
	BFB Water System	Total	\$47,880.00
BANK OF NEW YORK	Bond Service	Bond Resolution	\$481,367.00
TD BANK NORTH	Bond Service	Bond Resolution	\$4,684,909.00
	Bond Service	Total	\$5,166,276.00
VITARELLI'S RESTAURANT & CATERING	Business Meetings	25KTHRES	\$570.00
	Business Meetings	Total	\$570.00
RAY ANGELINI, INC.	CBB Fire Alarm	12-070	\$44,100.00 **
	CBB Fire Alarm	Total	\$44,100.00
REMINGTON & VERNICK ENGINEERS, INC	CBB Generator Replacement	09-001	\$13,394.70 **
	CBB Generator Replacement	Total	\$13,394.70
IRON BRIDGE CONSTRUCTORS, INC.	CBB Structural Repairs	10-152	\$168,349.02
	CBB Structural Repairs	Total	\$168,349.02
DAREK SZERSZEN	CDL License	25KTHRES	\$69.50
DAVID SHIELDS	CDL License	25KTHRES	\$44.00
IRA G. BATTEN	CDL License	25KTHRES	\$44.00
ROBERT GRAMLICH	CDL License	25KTHRES	\$66.00
	CDL License	Total	\$223.50
VITARELLI'S RESTAURANT & CATERING	Citizen Advisory Committee Expenses	25KTHRES	\$67.50
	Citizen Advisory Committee Expenses	Total	\$67.50
VISION BENEFITS OF AMERICA	Cobra Reimbursements	10-084	\$113.40
DELTA DENTAL PLAN OF NEW JERSEY INC	Cobra Reimbursements	12-088	\$869.37
UNITED HEALTHCARE INSURANCE	Cobra Reimbursements	12-089	\$757.90
	Cobra Reimbursements	Total	\$1,740.67
AUDIO VISUAL RENTAL SERVICES LLC	Commissioner Meeting Expense	11-067	\$1,435.00
VITARELLI'S RESTAURANT & CATERING	Commissioner Meeting Expense	25KTHRES	\$500.00
	Commissioner Meeting Expense	Total	\$1,935.00
BURNS ENGINEERING INC	Construction - Labor	11-087	\$26,312.55 **
	Construction - Labor	Total	\$26,312.55
NEW JERSEY TURNPIKE AUTHORITY	Contractual Services	04-031	\$35,748.11
CGR MANAGEMENT CONSULTANTS LLC	Contractual Services	12-030	\$2,739.29
IRON MOUNTAIN INCORPORATED	Contractual Services	12-044	\$6,039.64
COURT LIAISON SERVICES, LLC	Contractual Services	25KTHRES	\$2,500.00
HOMELAND DEFENSE SOLUTIONS INC	Contractual Services	25KTHRES	\$2,300.00
MISTRAS GROUP INC.	Contractual Services	25KTHRES	\$1,187.50
	Contractual Services	Total	\$50,514.54
CANON FINANCIAL SERVICES INC	Copier Lease	11-027	\$7,598.82
	Copier Lease	Total	\$7,598.82
TUCS CLEANING SERVICE, INC.	Custodial Services	10-104	\$26,848.98
	Custodial Services	Total	\$26,848.98

DELAWARE RIVER PORT AUTHORITY
MONTHLY LIST OF PAYMENTS 02/01/13 THRU 02/28/13
MEETING DATE 3/20/2013

<u>VENDOR NAME</u>	<u>ITEM DESCRIPTION</u>	<u>RESOLUTION #/ AUTHORIZATION</u>	<u>AMOUNT</u>
WORKSTREAM USA INC	Data Processing	10-109	\$25,000.00
POWERDMS, INC	Data Processing	25KTHRES	\$6,100.00
	Data Processing	Total	\$31,100.00
ING GROUP	Deferred Comp		\$131,627.52
	Deferred Comp	Total	\$131,627.52
ISOBUNKERS, LLC	Diesel Fuel	12-047	\$5,513.81
GRANATE FUEL AND SUPPLIES COMPANY	Diesel Fuel	25KTHRES	\$801.20
	Diesel Fuel	Total	\$6,315.01
WASTE MANAGEMENT OF PA	Disposal Fees	11-060	\$2,858.06
POLLUTION CONTROL AUTHORITY	Disposal Fees	25KTHRES	\$2,002.44
SAFETY-KLEEN	Disposal Fees	25KTHRES	\$262.32
TREASURER, STATE OF NEW JERSEY	Disposal Fees	25KTHRES	\$2,300.00
	Disposal Fees	Total	\$7,422.82
WORKNET, OBOM	Drug & Alcohol Testing Services	25KTHRES	\$255.60
	Drug & Alcohol Testing Services	Total	\$255.60
ATLANTIC CITY ELECTRIC	Electricity	UTILITY	\$15,722.03
HESS CORPORATION	Electricity	UTILITY	\$21,441.41
P S E & G	Electricity	UTILITY	\$6,784.60
PECO ENERGY	Electricity	UTILITY	\$38,291.24
	Electricity	Total	\$82,239.28
COOPER UNIVERSITY HOSPITAL	Employee Assistance Program	11-097	\$11,340.00
	Employee Assistance Program	Total	\$11,340.00
DELTA DENTAL PLAN OF NEW JERSEY INC	Employee Dental Insurance	12-088	\$25,770.11
	Employee Dental Insurance	Total	\$25,770.11
UNITED HEALTHCARE INSURANCE	Employee Medical Insurance	12-089	\$617,211.36
	Employee Medical Insurance	Total	\$617,211.36
ALEX DUBINCHIK	Employee Mileage	25KTHRES	\$71.19
ANGELA CARAMBOT	Employee Mileage	25KTHRES	\$32.77
ANTHONY FAVAZZA	Employee Mileage	25KTHRES	\$6.78
BARBARA HOLCOMB	Employee Mileage	25KTHRES	\$99.79
BARBARA MANUELLA	Employee Mileage	25KTHRES	\$22.60
BETTY GREGORY	Employee Mileage	25KTHRES	\$22.60
CARLOTTA O'CONNELL	Employee Mileage	25KTHRES	\$5.08
DANIEL J KINKLER	Employee Mileage	25KTHRES	\$15.70
DANIELLE L. MCNICHOL	Employee Mileage	25KTHRES	\$250.70
DAWN ROBINSON	Employee Mileage	25KTHRES	\$12.43
DAWN WALLACE	Employee Mileage	25KTHRES	\$6.78
FRANKLIN WASHINGTON	Employee Mileage	25KTHRES	\$6.78
GAIL POLK	Employee Mileage	25KTHRES	\$15.82
JOHN PANEPINTO	Employee Mileage	25KTHRES	\$50.85
KATHLEEN COYLE HAAS	Employee Mileage	25KTHRES	\$20.00
MARINO MORRONE	Employee Mileage	25KTHRES	\$40.68
PATRICIA GRIFFEY	Employee Mileage	25KTHRES	\$23.73
RICHARD BONIFAZIO	Employee Mileage	25KTHRES	\$22.60
RICHARD LATINI	Employee Mileage	25KTHRES	\$24.86
ROBERT SHEERAN	Employee Mileage	25KTHRES	\$63.28
ROBIN VALENTINE	Employee Mileage	25KTHRES	\$12.43
ROXANNE LEANDER LA ROC	Employee Mileage	25KTHRES	\$27.00
SUSAN SQUILLACE	Employee Mileage	25KTHRES	\$107.20
SYVILLA WILLIAMS	Employee Mileage	25KTHRES	\$37.29
THOMAS CAREY	Employee Mileage	25KTHRES	\$6.78
TONI CORSEY	Employee Mileage	25KTHRES	\$10.17
WILLIAM C KEPHART JR	Employee Mileage	25KTHRES	\$15.70
WILLIAM SHANAHAN	Employee Mileage	25KTHRES	\$15.00
	Employee Mileage	Total	\$1,046.59
VISION BENEFITS OF AMERICA	Employee Vision Insurance	10-084	\$2,792.36
	Employee Vision Insurance	Total	\$2,792.36
AECOM TECHNICAL SERVICES, INC	Environmental Engineering Services	09-081	\$5,709.46
	Environmental Engineering Services	Total	\$5,709.46
NAPA AUTO PARTS	Equipment	12-038	\$249.00
DELL MARKETING L.P.	Equipment	25KTHRES	\$781.19
EPLUS TECHNOLOGY INC	Equipment	25KTHRES	\$2,692.80
GRAYBAR ELECTRIC COMPANY INC	Equipment	25KTHRES	\$755.43
MARLAC ELECTRONICS INC	Equipment	25KTHRES	\$4,622.80
THOMPSON MEDIA GROUP LLC	Equipment	25KTHRES	\$1,431.58

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<u>VENDOR NAME</u>	<u>ITEM DESCRIPTION</u>	<u>RESOLUTION #/ AUTHORIZATION</u>	<u>AMOUNT</u>
THOMSON WEST	Equipment	25KTHRES	\$216.00
	Equipment	Total	\$10,748.80
XEROX STATE & LOCAL SOLUTIONS, INC.	E-ZPass Clearing Account	04-031	\$51,099.88
	E-ZPass Clearing Account	Total	\$51,099.88
AMERICAN EXPRESS	E-ZPass Credit Card Fees	04-031	\$2.48
NJ TURNPIKE AUTHORITY (NJ E-ZPASS)	E-ZPass Credit Card Fees	04-031	\$166,471.10
PAYMENTECH	E-ZPass Credit Card Fees	04-031	\$254.00
	E-ZPass Credit Card Fees	Total	\$166,727.58
XEROX STATE & LOCAL SOLUTIONS, INC.	E-ZPass Fixed Monthly Operations Fee	04-031	\$26,859.40
	E-ZPass Fixed Monthly Operations Fee	Total	\$26,859.40
NEW JERSEY TURNPIKE AUTHORITY	E-ZPass Toll System	04-031	\$98,671.33
	E-ZPass Toll System	Total	\$98,671.33
XEROX STATE & LOCAL SOLUTIONS, INC.	E-ZPass VPC	04-031	\$23,540.95
	E-ZPass VPC	Total	\$23,540.95
XEROX STATE & LOCAL SOLUTIONS, INC.	E-ZPass Walk In CSC	04-031	\$43,119.04
	E-ZPass Walk In CSC	Total	\$43,119.04
JACOBS ENGINEERING GROUP INC	Facility Drawing Scanning	09-081	\$4,990.54
	Facility Drawing Scanning	Total	\$4,990.54
INTERNAL REVENUE SERVICE-CHICAGO	Federal/FICA Payroll Taxes		\$843,844.39
	Federal/FICA Payroll Taxes	Total	\$843,844.39
ISOBUNKERS, LLC	Gasoline - Unleaded	12-047	\$33,163.80
	Gasoline - Unleaded	Total	\$33,163.80
P S E & G	Heat	UTILITY	\$10,030.95
PHILADELPHIA GAS WORKS	Heat	UTILITY	\$18,330.73
SOUTH JERSEY GAS COMPANY	Heat	UTILITY	\$10,439.93
	Heat	Total	\$38,801.61
NATIONAL UNION AIGRM SPECIAL BUSINESS	Insurance	08-022	\$164,824.47
TSIB (TURNER SURETY & INS BROKERAGE)	Insurance	12-064	\$19,750.00
AON RISK SERVICES CENTRAL, INC.	Insurance	12-104	\$3,190,809.50
	Insurance	Total	\$3,375,383.97
AON RISK SERVICES CENTRAL, INC.	Insurance - Vehicles	12-110	\$1,566.27
	Insurance - Vehicles	Total	\$1,566.27
UBS GLOBAL ASSET MANAGEMENT	Int on Investment U S Gov	25KTHRES	\$12,763.20
	Int on Investment U S Gov	Total	\$12,763.20
PORT AUTHORITY TRANSIT	Intercompany Transfers		\$800,000.00
	Intercompany Transfers	Total	\$800,000.00
O'NEILL CONSULTING CORP	IUOE Health & Welfare	09-097	\$7,325.65
	IUOE Health & Welfare	Total	\$7,325.65
IUOE 542 BENEFIT FUNDS	IUOE Medical Insurance	09-097	\$256,247.75
	IUOE Medical Insurance	Total	\$256,247.75
JOHN J. MATHEUSSEN	Job Certifications & Licenses	25KTHRES	\$199.00
WILLIAM J KELLEHER	Job Certifications & Licenses	25KTHRES	\$69.50
	Job Certifications & Licenses	Total	\$268.50
NAPA AUTO PARTS	Landscaping - Equipment Repairs	12-038	\$8.03
	Landscaping - Equipment Repairs	Total	\$8.03
AECOM TECHNICAL SERVICES, INC	Legal/Consulting Engineers	07-018	\$24,937.45
	Legal/Consulting Engineers	Total	\$24,937.45
BANK OF AMERICA	Letter of Credit Payment	09-075	\$500.00
	Letter of Credit Payment	Total	\$500.00
SCHNEIDER ELECTRIC	Licensing Fees - Software	25KTHRES	\$1,991.33
SOFTWARE HOUSE INTERNATIONAL	Licensing Fees - Software	25KTHRES	\$6,107.00
	Licensing Fees - Software	Total	\$8,098.33
CAMDEN PARKING AUTHORITY	Limited Mobility Parking	25KTHRES	\$510.00
	Limited Mobility Parking	Total	\$510.00
JPC GROUP, INC.	Lindenwold Shop Annex Bldg.	12-012	\$503,225.90
	Lindenwold Shop Annex Bldg.	Total	\$503,225.90
J. P. MORGAN CHASE BANK, N.A.	LOC Fees - 2010 Ref Rev Bonds	09-075	\$654,171.42
	LOC Fees - 2010 Ref Rev Bonds	Total	\$654,171.42
TD BANK NORTH	LOC Fees- 2008 Ref Rev Bonds	Bond Resolution	\$592,572.96
	LOC Fees- 2008 Ref Rev Bonds	Total	\$592,572.96
TRANSCORE	Maint. Fee - Toll Collection Equip	10-121	\$562.50
	Maint. Fee - Toll Collection Equip	Total	\$562.50
INTERSTATE MOBILE CARE, INC.	Medical Testing	11-096	\$2,120.00
	Medical Testing	Total	\$2,120.00
AFRICAN-AMERICAN CHAMBER	Membership Dues	25KTHRES	\$400.00

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ASCE/MEMBERSHIP	Membership Dues	25KTHRES	\$245.00
ASSOCIATION OF CORPORATE COUNSEL	Membership Dues	25KTHRES	\$295.00
CAMDEN CORPORATION WATCH	Membership Dues	25KTHRES	\$60.00
MSDC OF PA-NJ-DE	Membership Dues	25KTHRES	\$1,500.00
NEW JERSEY BUSINESS & INDUSTRY	Membership Dues	25KTHRES	\$1,800.00
NJ PUBLIC SAFETY ACCREDITATION	Membership Dues	25KTHRES	\$300.00
PENNSYLVANIA BAR ASSOCIATION	Membership Dues	25KTHRES	\$335.00
THOMAS W RAFTERY III	Membership Dues	25KTHRES	\$50.00
TRI-STATE HRMA	Membership Dues	25KTHRES	\$75.00
	Membership Dues	Total	\$5,060.00
TD BANK NORTH	Net Payroll		\$173,772.20
WELLS FARGO BANK, NA	Net Payroll		\$2,214,204.21
	Net Payroll	Total	\$2,387,976.41
DRPA MISC. EXPENSES	Newspapers	25KTHRES	\$342.22
	Newspapers	Total	\$342.22
N.J. STATE - GIT	NJ Payroll Taxes		\$64,628.72
	NJ Payroll Taxes	Total	\$64,628.72
NEW JERSEY DEPT. OF LABOR	NJ Unemployment Comp Taxes		\$11,887.00
	NJ Unemployment Comp Taxes	Total	\$11,887.00
EPLUS TECHNOLOGY INC	Office Equipment	25KTHRES	\$90.54
	Office Equipment	Total	\$90.54
W.B. MASON CO. INC.	Office Supplies	12-122	\$1,708.77
BROWN'S GRAPHIC SOLUTIONS, INC	Office Supplies	25KTHRES	\$13.25
SIMPLEXGRINNELL, LP	Office Supplies	25KTHRES	\$655.00
	Office Supplies	Total	\$2,377.02
NAPA AUTO PARTS	Other Vehicle Supplies	12-038	\$2,977.43
	Other Vehicle Supplies	Total	\$2,977.43
PA DEPT OF REVENUE	PA Payroll Taxes		\$23,470.04
	PA Payroll Taxes	Total	\$23,470.04
PENNSYLVANIA UNEMPLOYMENT	PA Unemployment Comp Taxes		\$1,618.68
	PA Unemployment Comp Taxes	Total	\$1,618.68
PAPER MART	Paper	25KTHRES	\$697.50
	Paper	Total	\$697.50
XEROX STATE & LOCAL SOLUTIONS, INC.	Parking TXN Fees	04-031	\$864.96
	Parking TXN Fees	Total	\$864.96
PRWT SERVICES INC	Part-time Toll Collectors	10-105	\$45,625.62
	Part-time Toll Collectors	Total	\$45,625.62
HARRIS CORPORATION	PATCO 800mhz Radio Equipment	12-037	\$98,078.76 **
	PATCO 800mhz Radio Equipment	Total	\$98,078.76
BURNS ENGINEERING INC	PATCO Accessibility Improvements	09-098	\$83,481.71 **
	PATCO Accessibility Improvements	Total	\$83,481.71
TRANSYSTEMS CORPORATION	PATCO Biennial Inspections	12-018	\$3,891.09
	PATCO Biennial Inspections	Total	\$3,891.09
CANON BUSINESS SOLUTIONS, INC.	PATCO Copiers	11-027	\$456.28
	PATCO Copiers	Total	\$456.28
BURNS ENGINEERING INC	PATCO Escalator Replacement	12-011	\$24,573.65 **
	PATCO Escalator Replacement	Total	\$24,573.65
A.P. CONSTRUCTION INC	PATCO Escalator Replacements	12-010	\$67,005.00 **
	PATCO Escalator Replacements	Total	\$67,005.00
AON RISK SERVICES CENTRAL, INC.	PATCO Insurance	12-106	\$731,526.41
	PATCO Insurance	Total	\$731,526.41
URBAN ENGINEERS INC	PATCO Parking Lots	11-094	\$29,026.82 **
	PATCO Parking Lots	Total	\$29,026.82
DAIDONE ELECTRIC INC	PATCO Power Pole Replacement	09-050	\$616,099.23 **
	PATCO Power Pole Replacement	Total	\$616,099.23
SPRINT	PATCO Telephone	UTILITY	\$1,549.82
VERIZON	PATCO Telephone	UTILITY	\$5,350.29
	PATCO Telephone	Total	\$6,900.11
AE STONE INC	Pavement Repairs All Bridges	12-061	\$44,638.20 **
	Pavement Repairs All Bridges	Total	\$44,638.20
PNC	P-Card Purchases	09-075	\$101,792.23
	P-Card Purchases	Total	\$101,792.23
PA STATE EMP RETIREMENT SYS	Pension - SERS		\$1,051,417.35
	Pension - SERS	Total	\$1,051,417.35
S T HUDSON ENGINEERS, INC	Permit Application Services	09-001	\$2,100.00

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	Permit Application Services	Total	\$2,100.00
TREASURER, STATE OF NEW JERSEY	Permit Fees	25KTHRES	\$93.00
	Permit Fees	Total	\$93.00
CITY OF PHILADELPHIA	Phila Employee W/H Taxes		\$23,373.57
	Phila Employee W/H Taxes	Total	\$23,373.57
AMERICAN EXPEDITING COMPANY	Postage	25KTHRES	\$72.62
UNITED PARCEL SERVICE (UPS)	Postage	25KTHRES	\$1,284.39
	Postage	Total	\$1,357.01
ALLEN REPRODUCTION CO	Printing	25KTHRES	\$62.50
	Printing	Total	\$62.50
MARCO POLO DESIGN	Professional Services	11-081	\$699.50
HEALTHMARK INC	Professional Services	25KTHRES	\$137.00
MCCANN ASSOCIATES INC	Professional Services	25KTHRES	\$5,833.97
QUAL-LYNX	Professional Services	12-105	\$52,000.03
US REGIONAL II OF NJ	Professional Services	25KTHRES	\$120.00
	Professional Services	Total	\$58,790.50
TD BANK NORTH	Quarterly Remarketing Fee	08-021	\$29,667.11
	Quarterly Remarketing Fee	Total	\$29,667.11
JBL ELECTRIC, INC	Rectifier Transformers	12-028	\$64,647.81 **
	Rectifier Transformers	Total	\$64,647.81 **
GANNETT FLEMING, INC.	Rehabilitation Drainage	09-060	\$3,104.64 **
AECOM TECHNICAL SERVICES, INC	Rehabilitation Drainage	11-075	\$1,454.87 **
	Rehabilitation Drainage	Total	\$4,559.51
J. P. MORGAN SECURITIES LLC	Remarketing Fees - VRDO Bonds	09-075	\$37,704.92
	Remarketing Fees - VRDO Bonds	Total	\$37,704.92
CANON BUSINESS SOLUTIONS, INC.	Rentals	11-027	\$1,903.19
	Rentals	Total	\$1,903.19
CHERRY VALLEY TRACTOR SALES	Repair Facilities - Equip Rental	25KTHRES	\$7,800.00
	Repair Facilities - Equip Rental	Total	\$7,800.00
TRI-M GROUP LLC	Repairs - Bridges	12-114	\$11,570.00
FAIRLITE ELECTRIC SUPPLY CO INC	Repairs - Bridges	25KTHRES	\$987.50
FRANKLIN ELECTRIC CO	Repairs - Bridges	25KTHRES	\$8,280.50
PENNSYLVANIA STEEL CO	Repairs - Bridges	25KTHRES	\$5,870.09
RUMSEY ELECTRIC CO	Repairs - Bridges	25KTHRES	\$2,780.00
TRANSCO INDUSTRIES INC	Repairs - Bridges	25KTHRES	\$8,212.00
	Repairs - Bridges	Total	\$37,700.09
ASCO SERVICES, INC.	Repairs - Buildings	25KTHRES	\$4,800.00
FRANKLIN ELECTRIC CO	Repairs - Buildings	25KTHRES	\$3,450.00
MAC HYDRAULICS	Repairs - Buildings	25KTHRES	\$3,750.00
TRI-COUNTY TERMITE & PEST CONTROL	Repairs - Buildings	25KTHRES	\$140.00
	Repairs - Buildings	Total	\$12,140.00
TRI-M GROUP LLC	Repairs - Heating/AC System	12-114	\$14,257.50
EDWARD KURTH & SONS INC	Repairs - Heating/AC System	25KTHRES	\$4,420.00
	Repairs - Heating/AC System	Total	\$18,677.50
CAMDEN COMPUTERS INC (CCI)	Repairs - Office Equipment	25KTHRES	\$95.00
GENERAL REPRODUCTION PRODUCTS	Repairs - Office Equipment	25KTHRES	\$1,058.00
	Repairs - Office Equipment	Total	\$1,153.00
FERGUSON & MC CANN INC	Repairs - Other Equipment	12-022	\$160.00
NJ STATE OFFICE OF WEIGHTS	Repairs - Other Equipment	25KTHRES	\$540.00
	Repairs - Other Equipment	Total	\$700.00
ONE CALL CONCEPTS	Repairs - Signs	25KTHRES	\$109.74
	Repairs - Signs	Total	\$109.74
STANDARD INSURANCE COMPANY	Retiree Life Insurance	10-085	\$18,433.49
	Retiree Life Insurance	Total	\$18,433.49
UNITED HEALTHCARE INSURANCE	Retiree Medical Insurance	12-089	\$203,188.60
HORIZON BLUE CROSS BLUE SHIELD	Retiree Medical Insurance	12-095	\$113,333.14
UNITED HEALTHCARE/AARP	Retiree Medical Insurance	12-096	\$116,382.91
	Retiree Medical Insurance	Total	\$432,904.65
ESTATE OF MABEL RITCHIE	Retirees Fringe Ben/Pays	25KTHRES	\$130.00
ESTATE OF WILLIAM J. BROWN	Retirees Fringe Ben/Pays	25KTHRES	\$130.00
	Retirees Fringe Ben/Pays	Total	\$260.00
SUNGARD AVAILABILITY SERVICES	Soft/Hardware Service Contracts	10-135	\$3,649.00
SCHNEIDER ELECTRIC	Soft/Hardware Service Contracts	25KTHRES	\$1,987.75
	Soft/Hardware Service Contracts	Total	\$5,636.75
A&A GLOVE & SAFETY CO.	Stores Inventory	25KTHRES	\$1,007.76

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AIRGAS SAFETY	Stores Inventory	25KTHRES	\$818.12
BDF INDUSTRIAL FASTENERS	Stores Inventory	25KTHRES	\$371.94
COOPER ELECTRIC SUPPLY CO	Stores Inventory	25KTHRES	\$1,355.20
FAIRLITE ELECTRIC SUPPLY CO INC	Stores Inventory	25KTHRES	\$917.83
FRANKLIN ELECTRIC CO	Stores Inventory	25KTHRES	\$114.31
MULTIFACET, INC.	Stores Inventory	25KTHRES	\$188.89
NEXT GENERATION INC. DBA NEXGEN	Stores Inventory	25KTHRES	\$635.99
OLD DOMINION BRUSH	Stores Inventory	25KTHRES	\$786.45
PENDERGAST SAFETY EQUIP	Stores Inventory	25KTHRES	\$412.20
SHERWIN WILLIAMS	Stores Inventory	25KTHRES	\$2,007.88
	Stores Inventory	Total	\$8,616.57
BUSINESS INSURANCE	Subscriptions	25KTHRES	\$99.00
DIRECTV	Subscriptions	25KTHRES	\$24.00
GOVERNMENT NEWS NETWORK - GOVNET	Subscriptions	25KTHRES	\$247.50
INTERNATIONAL RISK MANAGEMENT INSTITUTE	Subscriptions	25KTHRES	\$4,227.00
	Subscriptions	Total	\$4,597.50
COUNTRY GAS SERVICES INC	Supplies	25KTHRES	\$21.00
MARLAC ELECTRONICS INC	Supplies	25KTHRES	\$363.75
POTTY QUEEN	Supplies	25KTHRES	\$180.00
SOUTH JERSEY WELDING	Supplies	25KTHRES	\$388.59
TRI-COUNTY TERMITE & PEST CONTROL	Supplies	25KTHRES	\$180.00
	Supplies	Total	\$1,133.34
BANK OF NEW YORK MELLON	SWAP Broker Dealer Fees	99-091	\$8,275.00
	SWAP Broker Dealer Fees	Total	\$8,275.00
UBS GLOBAL ASSET MANAGEMENT	Swap Interest Payments	01-019	\$2,908,503.32
	Swap Interest Payments	Total	\$2,908,503.32
SPRINT	Telephone	UTILITY	\$5,283.14
VERIZON	Telephone	UTILITY	\$21,622.15
VERIZON WIRELESS	Telephone	UTILITY	\$3,207.88
	Telephone	Total	\$30,113.17
DUNBAR ARMORED	Toll Deposit Processing Fee	09-055	\$15,636.61
	Toll Deposit Processing Fee	Total	\$15,636.61
AUREA E LEBRON-STILL	Toll Refunds	25KTHRES	\$5.00
CATERINE TO	Toll Refunds	25KTHRES	\$5.00
EBBY MATLEY	Toll Refunds	25KTHRES	\$5.00
HARRY BRUCE	Toll Refunds	25KTHRES	\$5.00
JOHN BROWNING	Toll Refunds	25KTHRES	\$5.00
NIKKI LATTERA	Toll Refunds	25KTHRES	\$15.00
SHEILA ALEXANDER	Toll Refunds	25KTHRES	\$10.00
TOM TRACY	Toll Refunds	25KTHRES	\$5.00
	Toll Refunds	Total	\$55.00
HOWARD NEEDLES TAMMEN & BERGENDOFF	Track Upgrading	11-065	\$138,705.55 **
	Track Upgrading	Total	\$138,705.55
ALLEN SULLIVAN	Training - Registration	25KTHRES	\$225.00
AMERICAN RED CROSS	Training - Registration	25KTHRES	\$81.00
FRED PRYOR SEMINARS	Training - Registration	25KTHRES	\$297.00
NEW JERSEY LEAGUE OF MUNICIPALITIES	Training - Registration	25KTHRES	\$75.00
	Training - Registration	Total	\$678.00
XEROX STATE & LOCAL SOLUTIONS, INC.	Transaction Fees	04-031	\$161,315.74
XEROX STATE & LOCAL SOLUTIONS, INC.	Transaction Fees	04-031	\$35,893.11
	Transaction Fees	Total	\$197,208.85
LTK ENGINEERING SERVICES	Transit Car Overhaul	07-019	\$150,993.02 **
ALSTOM TRANSPORTATION INCORPORATED	Transit Car Overhaul	10-154	\$2,653,312.05 **
	Transit Car Overhaul	Total	\$2,804,305.07
WASTE MANAGEMENT OF NEW JERSEY	Trash Removal	11-060	\$2,591.35
	Trash Removal	Total	\$2,591.35
TD WEALTH	Trustee Fees	08-021	\$13,000.00
	Trustee Fees	Total	\$13,000.00
JESSICA GABE	Tuition Reimbursement	25KTHRES	\$804.00
SHAWN DOUGHERTY	Tuition Reimbursement	25KTHRES	\$297.00
	Tuition Reimbursement	Total	\$1,101.00
RED THE UNIFORM TAILOR	Uniforms	11-115	\$299.25
A&M INDUSTRIAL SUPPLY	Uniforms	25KTHRES	\$49.34
ACME UNIFORM RENTAL SER INC	Uniforms	25KTHRES	\$560.80
ATLANTIC TACTICAL OF NEW JERSEY	Uniforms	25KTHRES	\$5,416.20

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RED WING BRANDS OF AMERICA, INC.	Uniforms	25KTHRES	\$456.00
SAMZIE'S UNIFORMS	Uniforms	25KTHRES	\$1,164.80
	Uniforms	Total	\$7,946.39
EMPLOYEE PASS THROUGH PAYMENTS	Union Dues, Employee Contributions, Etc.		\$274,708.73
	Union Dues, Employee Contributions, Etc.	Total	\$274,708.73
NAPA AUTO PARTS	Vehicle Repairs - Inside	12-038	\$1,612.88
	Vehicle Repairs - Inside	Total	\$1,612.88
CERTIFIED SPEEDOMETER SERVICE	Vehicle Repairs - Outside	25KTHRES	\$768.00
	Vehicle Repairs - Outside	Total	\$768.00
AECOM TECHNICAL SERVICES, INC	Victor Lofts Remediation	09-081	\$8,942.86 **
	Victor Lofts Remediation	Total	\$8,942.86
NEW JERSEY AMERICAN WATER	Water and Sewer	UTILITY	\$304.06
PENNSAUKEN SEWERAGE AUTH	Water and Sewer	UTILITY	\$43.50
WATER REVENUE BUREAU	Water and Sewer	UTILITY	\$5,761.06
	Water and Sewer	Total	\$6,108.62
CITY OF WILMINGTON	Wilmington Employee W/H Taxes		\$175.10
	Wilmington Employee W/H Taxes	Total	\$175.10
QUAL-LYNX	Workmen's Compensation	12-105	\$93,298.19
AON RISK SERVICES CENTRAL, INC.	Workmen's Compensation	25KTHRES	\$154.50
	Workmen's Compensation	Total	\$93,452.69
AMERICAN BRIDGE CO	WWB Deck Replacement	10-020	\$1,383,601.99 **
	WWB Deck Replacement	Total	\$1,383,601.99
			\$28,404,710.85

DRPA MONTHLY LIST OF PURCHASE ORDER CONTRACTS - FEBRUARY 2013

VENDOR NAME	ITEM DESCRIPTION	PO NUMBER	AMOUNT	RESOLUTION
A&A GLOVE & SAFETY CO.	Stores Inventory Account	P13P0048	\$368.00	25KTHRES
BDF INDUSTRIAL FASTENERS	Stores Inventory Account	P13P0034	\$180.00	25KTHRES
BEST BUY FOR BUSINESS	Miscellaneous Equipment	P13P0024	\$3,594.95	25KTHRES
EPLUS TECHNOLOGY INC	Office Equipment	P13S0018	\$2,108.00	25KTHRES
FAIRLITE ELECTRIC SUPPLY CO INC	Miscellaneous Equipment	P13P0042	\$3,069.97	25KTHRES
FAIRLITE ELECTRIC SUPPLY CO INC	Stores Inventory Account	P13P0044	\$2,001.00	25KTHRES
G.A. BLANCO & SONS	Office Equipment	P13P0040	\$9,406.00	25KTHRES
GEEKS.COM	Repair/Replacement Toll Equip	P13P0023	\$152.92	25KTHRES
GENERAL REPRODUCTION PRODUCTS	Repairs - Office Equipment	P13M0005	\$1,058.00	25KTHRES
GLOBAL C/O: KERSHNER OFFICE FURNITURE	Miscellaneous Supplies	P13S0020	\$377.50	25KTHRES
HEADSETS DIRECT, INC	Office Equipment	P13P0035	\$415.90	25KTHRES
HENKE MANUFACTURING	Stores Inventory Account	P13P0050	\$4,200.00	25KTHRES
HYDRO-LOGIC, INC	Repairs - Heating/AC System	P13M0006	\$2,220.00	25KTHRES
KALWALL CORPORATION	BFB Security Wirewall	P13B0038	\$5,000.00	25KTHRES
KAPSCH TRAFFICOM IVHS INC.	Repair/Replacement Toll Equip	P13P0032	\$721.80	25KTHRES
KEYSTONE UNIFORM CAP	Uniforms	P13P0052	\$240.00	25KTHRES
LANDSMAN UNIFORM	Stores Inventory Account	P13P0030	\$400.00	25KTHRES
LAWMEN SUPPLY CO OF NJ	Uniforms	P13P0033	\$2,469.00	25KTHRES
LINDSAY TRANSPORTATION SOLUTIONS	Barrier Machine - Repair & Maint	P13E0004	\$4,759.66	25KTHRES
LINDSAY TRANSPORTATION SOLUTIONS	Stores Inventory Account	P13P0039	\$255.00	25KTHRES
MULTIFACET, INC.	Stores Inventory Account	P13P0029	\$929.00	25KTHRES
MULTIFACET, INC.	Stores Inventory Account	P13P0045	\$568.70	25KTHRES
MULTIFACET, INC.	Stores Inventory Account	P13P0047	\$1,404.24	25KTHRES
NATIONAL PAVING	FABC and Asphalt Patch	P13B0039	\$5,000.00	25KTHRES
OLD DOMINION BRUSH	Stores Inventory Account	P13P0038	\$1,944.80	25KTHRES
OLD DOMINION BRUSH	Stores Inventory Account	P13P0051	\$1,200.00	25KTHRES
ORPAK USA, INC.	Data Processing	P13L0009	\$19,000.00	25KTHRES
PABCO INDUSTRIES,INC	Stores Inventory Account	P13P0028	\$2,400.00	25KTHRES
PENDERGAST SAFETY EQUIP	Stores Inventory Account	P13P0036	\$2,028.80	25KTHRES
PENDERGAST SAFETY EQUIP	Stores Inventory Account	P13P0049	\$238.44	25KTHRES
POTTY QUEEN	Miscellaneous Supplies	P13P0025	\$2,260.00	25KTHRES
PRESSTEK INC	Repairs - Other Equipment	P13M0004	\$5,760.00	25KTHRES
R.E. LEDDEN SUPPLY	Stores Inventory Account	P13P0027	\$213.29	25KTHRES
RED WING BRANDS OF AMERICA, INC.	Uniforms	P13E0001	\$162.00	25KTHRES
RODGERS GROUP, LLC	Training Travel and Subsistence	P13L0010	\$21,536.00	25KTHRES
RUMSEY ELECTRIC CO	Repairs Bridge	P13P0043	\$9,835.00	25KTHRES
SALERNO TIRE CORPORATION	Stores Inventory Account	P13P0026	\$1,161.20	25KTHRES
SAMZIE'S UNIFORMS	Uniforms	P12E0037	\$1,164.80	25KTHRES
SHERWIN WILLIAMS	Stores Inventory Account	P13P0037	\$420.48	25KTHRES
SHERWIN WILLIAMS	Stores Inventory Account	P13P0041	\$309.24	25KTHRES
SLATE BELT SAFETY	Equipment & Tools	P13P0053	\$7,000.00	25KTHRES
SOFTWARE HOUSE INTERNATIONAL	Internal Training Expense	P13S0019	\$1,828.44	25KTHRES
SOFTWARE HOUSE INTERNATIONAL	Licensing Fees - Software	P13S0021	\$7,769.08	25KTHRES
SOFTWARE HOUSE INTERNATIONAL	Licensing Fees - Software	P13S0024	\$3,890.62	25KTHRES
SOFTWARE HOUSE INTERNATIONAL	Licensing Fees - Software	P13S0025	\$1,878.40	25KTHRES
SOUTH JERSEY WELDING	Welding/Gas Cylinders	P13B0040	\$5,000.00	25KTHRES
W.W. GRAINGER INC.	Repairs - Bridges	P13P0031	\$3,362.40	25KTHRES
W.B. MASON CO. INC.	Office Supplies	P13A0037	\$2,450.00	12-122
W.B. MASON CO. INC.	Office Supplies	P13A0038	\$1,050.00	12-122
W.B. MASON CO. INC.	Office Supplies	P13A0039	\$1,000.00	12-122
WINZINGER, INC.	Wood, Concrete & Asphalt Disposals	P13B0041	\$5,000.00	25KTHRES
Y-PERS	Stores Inventory Account	P13P0046	\$2,265.75	25KTHRES

COMPLETED - 26

- GD4 Completed **Address Master Plan Deficiencies**
- Clarify the needs of the audiences for the Master Plan, necessary content, and accountability for the producing and maintaining Master Plans.
- LG1 Completed **Formalize Project Deliverable Alternatives**
- Assure that no project is started without a commitment to implement justified recommendations.
- LG3 Completed **Manage Capacity for Delivering Project Results**
- Restrict the number of authorized projects to the Authority's capacity to implement them.
- IS1 Completed **Increase IS Department's Role**
- Assign IS to provide expert counsel and services related to information technology to each department and across all departments.
- GR2 Completed **Increase Grant Administration Staffing**
- Restore the appropriate Grant Administration resource level to fully capitalize on grant opportunities.
- ENG4 Completed **Continue to Recruit Technical Staff**
- Recruiting, already initiated, to replace retiring staff and fill open positions should be continued without waiting for the Engineering Department Strategic Plan.

- ENG5 Completed **Provide Technical Career Path for Engineers**
- The organization of the Department should be reviewed with an eye to providing a professional engineering career path to the highest grades, without the necessity for professional engineers to take a management position.
- PS15 Completed **Retain All of the Special Units**
- Retain All of the Special Units.
- PS16 Completed **Continue to loan officers to the two task forces**
- Loaned officers are assigned to work with the FBI Joint Terrorism Task Force and the High Intensity Drug Trafficking (HIDTA) task force.
- PS17 Completed **Ensure Loaned Officers Report Regularly**
- Ensure that the loaned officers report back to the department regularly.
- PS18 Completed **Retain the court liaison position.** Retain the court liaison position.
- PS19 Completed **Assign Emergency Response to Public Safety**
- Realign responsibilities to make the Public Safety Department responsible for the development of the Authority's emergency management plans in the event of a major natural disaster or act of terrorism.
- PS20 Completed **Assign Public Safety COP Incident Commander Role**
- Designate the Chief of Police, or his designee, as the "Incident Commander" in the event of a major unusual occurrence, and make Public Safety responsible for developing a comprehensive response plan, interacting with other law enforcement agencies, and directing the unified response of all involved Authority resources.

- PS21 Completed **Assign Homeland Security Department Roles**
- Assign to the Homeland Security Department the gathering of intelligence information from federal, state and local law enforcement agencies throughout the country, disseminating that information to the appropriate entity(s) within the Authority, pursuing various funding sources and grants to support the Authority's emergency preparedness efforts.
- PS22 Completed **Designate Public Safety Homeland Security Coordinator**
- Designate one of its two administrative Lieutenants as the department's "Homeland Security" coordinator.
- PS23 Completed **Establish Interdepartmental Reporting System**
- Establish a mandatory reporting system wherein the Chief of Police, as well as the Director, Homeland Security be required to interact routinely, either in person or by way of written report, with the Deputy CEO, or his designee. After the draft report was prepared, the Director, Homeland Security retired, resolving the issue.
- PS24 Completed **Continue Staffing to the Current Deployment Report**
- The current staffing strategy should be re-assessed to ensure that it incorporates all current information. The Deployment Report should be updated on a regular basis.
- IS6 Completed **Adopt a Change Control Process**
- Adopt a formal process for system change control and configuration management.
- IS7 Completed **Continue Desktop Computer Refresh**

Proceed with the planned desktop computer refresh on an annual basis to eliminate reported performance issues with older desktop computers.

IS8 Completed **Focus on Process Improvement**

Place focus on process improvement of current IT processes so that the processes are documented, consistent and repeatable.

IS9 Completed **Update IS Procedures**

Update the IS Standard Operating Procedures to make them current.

IS13 Completed **Permit IS Staff to Travel for Training**

Permit IS staff to undertake technical training that requires travel, if the training is necessary to provide adequate internal support for a specific technology.

OIG2 Completed **Continue OIG Procedure Documentation**

Continue to develop and document Standard Operating Procedures for the Office of the Inspector General, particularly the investigations function. Update Internal Audit Procedures Manual to reflect changes or include Internal Audit procedures in the new OIG SOPs.

GR3 Completed **Track Grant Funding**

Develop and implement government funding tracking to show the grants applied for, received and expended by project by quarter. Set annual targets for government funding of the DRPA and PATCO projects.

ENG1 Completed **Measure Engineering Staff Performance**

Immediate attention should be paid to measuring and analyzing staff utilization, productivity, and performance, even though the extent to which

this can be done may be limited by the current paper-based processes.

ENG2

Completed **Improve Engineering Project Controls**

Project scope, cost and schedule control should be initiated for internal Engineering management purposes, in addition to the annual budgeting and monthly reporting used to control project expenditure within annual budgets. Baselines for each project should be established at the conclusion of preliminary engineering and used for control throughout the project.

MUST DO – 8

COM2

Must Do **Develop Communications Plan**

Corporate Communications should develop a communications plan as part of or in concert with the Strategic Plan. The plan should have both internal and external components.

COM3

Must Do **Prepare Crisis Communications Plan**

Corporate Communications should lead a formal planning process for crisis management communications, develop standard procedures, and conduct drills on the resulting crisis management plan.

IS14

Must Do **Implement Document/Record Management System**

Implement a Document and Record Management System as a priority. A related recommendation is GC3 which calls for a document management system for the General Counsel.

GC3

Must Do **Acquire a Document Management System**

Study the feasibility of acquiring and implementing a document management system at least for the General Counsel's office and possibly all of the Authority.

IS12

Must Do **Develop Retention Policy for Electronic Files**

Develop a retention policy for electronic files.

SA3

Must Do **Utilize Progressive Employee Disciplinary Processes for Safety Violations**

Encourage managers and supervisors to follow the established progressive disciplinary process for employees who violate safety rules.

HRS3

Must Do **Review Pay Differentials**

Through Compensation Committee sponsorship, review the pay differential between first line supervisors and represented employees. Consider the findings from the compensation survey reported in this report and other data. Assess risks arising from compensation compression and create or adjust policies accordingly.

CA1

Must Do **Track Claims and Payments**

Develop summary claim and payment tracking information and report it at least quarterly.

IN PROGRESS - 16

- GD2 In Progress **Adjust Strategic Plan Timetables**
- Strategic Goals and Objectives need not be updated annually in the Strategic Plan. Strategic Approaches and Initial Tasks should be incorporated into formal project plans that are updated quarterly.
- GD3 In Progress **Incorporate Customer/User Requirements**
- Document customer/user requirements as integral to the planning process. Use surveys, Citizens Advisory Committee inputs, complaints/compliments, and public meeting inputs. Set priorities for the requirements.
- GD5 In Progress/Budgetary Impact **Expand Lean Government Approaches**
- Define and employ project management approaches when applicable to implement audit recommendations and Strategic Plan approaches.
- LG2 In Process **Use the Lean Government Process More Broadly**
- Candidates for further improvement include:
- To support appropriate audit recommendation implementation and strategic projects.
 - Processes that are candidates for automation or workflow solutions. Pursuit of new enterprise technologies will force process changes.
 - Other parts of DRPA and PATCO should review their operations for candidate projects.
- LG4 In Process **Provide Board Level Tracking of Projects**
- Report regularly – at least twice a year – to the Board on the progress and successes and challenges in implementing Lean Government projects.

- GR1 In Progress **Tie Government Relations Plan to Strategic Plan**
- Develop a government relations plan that is a component of or is consistent with the strategic plan.
- FIN1 In Progress **Continue Lean Government Initiatives**
- Continue to implement Lean Government process improvement recommendations.
- PS8 In Progress **Generate Project Plans for Public Safety Technologies**
- Use a proactive approach to the development of automated systems and participate in the recommended DRPA-wide Information Services Strategic Planning project and the recommended electronic document and records management system project. Written project plans should also be developed for each technology project undertaken by the Public Safety Department.
- IS4 In Progress **Develop IT Strategic Plan**
- Develop an IT Strategic Plan to proactively identify projects required over the next 3 to 5 years.
- IS10 In Progress **Fill Needed Business Analyst Positions**
- Fill the planned Business Analyst position as soon as possible, and recruit additional Business Analysts if Information Services adopts the necessary role of assisting all departments and the enterprise to improve business processes.
- OIG1 In Progress **Increase OIG staff**
- The OIG has many current responsibilities that will expand if the recommendations in this and other audits are implemented. The skills and

numbers added should be coordinated with the development of priorities and plans to address those priorities.

ENG7

In Progress **Continue Use of Construction Project Contractors**

Balanced with an appropriate increase in staff for essential staff roles, the increased use of outside GEC's and PMA's should be continued to deliver the projects planned for the next five years.

HRS8

In Progress **Increase Awareness of Training Programs**

Consider taking steps to increase employee awareness of Authority-sponsored education and training opportunities.

HRS7

In Progress **Approve Software Applications**

Pursue software applications for automating hiring processes.

FIN4

In Progress **Pursue Process Automation**

Pursue purchase-to-pay, inventory management, time recording, and accounting software and take any interim, cost-effective steps to improve access to information and eliminate duplicate data entry.

PS9

In Progress **Complete the Planned Radio System Upgrade**

Complete the planned improvements to standardize on 800 MHz radios.

IG3

In Progress **Start & Maintain an Annual Audit Program**

Develop and document a comprehensive annual Audit Program including a Risk Assessment. Implement the Audit Program once approved by the Audit Committee/ Board. The review of the v.0.1 draft indicates a plan has been developed. (Doc 508)

HRS2

In Progress **Continue to Implement Performance Metrics System**

Continue implementing the Workstream Performance System. Use metrics instead of DPRA's corporate values as measurements. Change the performance measurements to individual job specifications and duties instead of corporate values. Provide managers, supervisors and chiefs with a unified view of all their talent management information.

BUDGETARY IMPACT - 16

- GD1 Budgetary Impact **Use Project Management Practices**
- Use project management standard processes to execute audit Recommendations and strategic approaches in Strategic Plans.
- IS5 Budgetary Impact **Develop IT Project Management Structure**
- Develop a formal structure for project management.
- LCC1 Budgetary Impact **Establish Labor Relations Function**
- Consider designating a DRPA Labor Relations function with broad responsibility, authority and Accountability for labor relations. Development of the function should address the role of the Labor Contract Compliance department.
- ENG6 Budgetary Impact **Maintain Engineering Project Dashboard Internally**
- The processing of the monthly dashboard, currently done by an outside contractor, should be brought in-house.
- RM1 Budgetary Impact **Implement an ERM Function**
- Design and implement an Enterprise Risk Management (ERM) function. This would be an executive management level function with a Commission subcommittee counterpart that would extend beyond traditional insurance to the consideration of the risk of major issues and initiatives.
- PS6 Budgetary Impact **If Accreditation is Pursued, Acquire Outside Resource**

Appoint a full time civilian employee or outside contractor with a background in the CALEA accreditation process to assist with CALEA accreditation.

- GC2 Budgetary Impact **Establish a Labor Relations Function**
Establish a DRPA labor relations function.
- IS11 Budgetary Impact **Implement Drawing Management System**
Implement a Drawing Management System as a priority.
- OIG4 Budgetary Impact **Track Audit Recommendation Status**
Develop and implement formal tracking procedures for the implementation of audit recommendations.
- RM2 Budgetary Impact **Track Risk Management Total Cost**
Consolidate risk management related costs into a “total cost” report at least quarterly. This report should guide the DRPA in making adjustments over time to minimize the total cost of risk related costs.
- EEO1 Budgetary Impact **Shorten EEO Training Intervals**
Reduce the two year gap that exists for Equal Employment Opportunity training when someone is hired and after the training cycle is complete. This would require more frequent training sessions.
- BA1 Budgetary Impact **Focus on Key Position Turnover**
With HRS, formally assess the risk in turnover in key positions. Use a range of assumptions to better quantify the Authority’s exposure. Prepare

appropriate prevention and mitigation plans and include them in an overall succession plan.

HRS1

Budgetary Impact **Flowchart HRS Processes**

Develop a clear and comprehensive set of flowcharts for key personnel processes. This is a first step to assuring that these critical processes are well designed and have performance parameters that can be used for monitoring and controlling the process.

FIN2

Budgetary Impact **Address Finance Policies**

Clarify, revise, and document policies for DRPA and PATCO cost sharing, payroll policies regarding time entry, use of project codes, and employee benefits, as well as policies for Revenue Audit E-Z Pass and special request processing.

FIN3

Budgetary Impact **Update Standard Operating Procedures**

Update SOPs for General Ledger, Fixed Assets, Payroll, Revenue Audit, E-Z Pass, A/P, A/R, Bid Security, and the new Budgeting Process using a standard format.

PS10

Budgetary Impact **Minimize Fare Violators Escort Activity**

Investigate alternatives, such as making cash available through ATM machines, to the practice of escorting fare violators back to New Jersey.

FURTHER ANALYSIS NEEDED – 29

- IS2 Further Analysis Needed **Establish a Formal IT Governance Structure**
- Put in place a formal IT Governance structure in order to direct priorities across the organization for investments in Information Technology.
- COM1 Further Analysis Needed **Assign Communications Responsibility**
- The Corporate Communications Department should be given clear responsibility and authority for developing and defending the DRPA's brands and image. This should include brand management and the oversight of all external and internal communications.
- ENG3 Further Analysis Needed **Establish Engineering Program Office**
- A central function or Program Office should be set up under the auspices of the Office of the Chief Engineer within the Engineering Department to attend to common issues across all projects. As this is an essential prerequisite for significant improvements in the Department, outside consultants should be employed until suitable replacement employees are recruited or assigned. At least three suitable staff will be required in the Engineering Program Office.
- SA5 Further Analysis Needed **Include Safety in Risk Management Function**
- Consider DRPA Safety organizational reporting in the event an Enterprise Risk Management (ERM) function is established.
- CSCR1 Further Analysis Needed **Realign Customer Service/Community Relations**
- Realign Customer Service and Community Relations as part of the Corporate Communications function to enhance the Authority's ability to

communicate effectively with its publics, to build its brands, and to manage its image.

FIN7 Further Analysis Needed **Reduce the Cost of Producing Purchase Orders**

The cost of producing purchase orders appears to be higher than at comparable organizations. This finding needs to be confirmed by analysis of cost data on all the functions of the purchasing section and, if confirmed, staffing levels need to be adjusted.

PS1 Further Analysis Needed **Retain Current Public Safety Functions**

The DRPA should retain a police department and should not consider outsourcing the functions currently carried out by the Department of Public Safety to the New Jersey and Pennsylvania State police departments.

PS2 Further Analysis Needed **Retain Transit Patrol**

The Authority should retain the Transit Unit to patrol the PATCO High Speed line.

PS3 Further Analysis Needed **Undertake a Pilot Program for Non-Sworn Officers**

The Public Safety Department should undertake a pilot program to evaluate the feasibility of incorporating non-sworn officers into their transit unit policing strategy. If successful, the current number of Public Safety sworn officers impacted by civilianization should be either reassigned or reduced through attrition.

- PS4 Further Analysis Needed **Establish a Single Field Personnel Reporting Relationship**
- The current organization and reporting structure is not fully effective. The Public Safety Department should change its structure and assign all field personnel under the line supervision of a single commanding officer.
- PS5 Further Analysis Needed **Provide Additional IS Department Support**
- Use the DRPA Information Services Department to do the process analysis and technical development work needed to maintain current systems and provide new systems. Appoint a full time civilian employee with a background in computer technology to liaise with the DRPA Information Services group, manage the introduction of new technology within the Public Safety Department and act as front line support for the department's technology-based systems.
- PS7 Further Analysis Needed **Create a Senior Dispatcher Supervisory Role**
- Designate the senior dispatcher as the shift supervisor with responsibility for the dispatch center in the event of a major public safety incident.
- FIN5 Further Analysis Needed **Raise Approval Levels**
- Approval levels should be raised, in multiple steps if necessary, as the Board feels the Authority is becoming more transparent, efficient, and accountable.
- FIN6 Further Analysis Needed **Eliminate the Necessity to Bid All Contracts**
- Low value contracts should not always require a bid.
- FIN8 Further Analysis Needed **Reduce Unnecessary Requirements**

Eliminate contracting requirements for low value, high cost demands on contractors that are currently built into the Authority's requirements, for example, insurance requirements.

IS3

Further Analysis Needed **Review ITIL Practices**

Review the Information Technology Infrastructure Library as a blueprint for generally accepted good practices and plan to obtain training in the framework for IT staff.

SA1

Further Analysis Needed **Establish Annual Cascading Safety Targets**

Set annual DRPA-wide goal for safety performance with complementary appropriate cascading goals to individual divisions and work units. Work units with greater risk exposure would have higher targets than less dangerous work units.

SA2

Further Analysis Needed **Integrate Cascading Safety Targets into Employee Performance Plans**

Integrate the achievement of the relevant targeted safety improvement into employee performance plans for each executive, manager and supervisor. Base a significant portion of the employee's evaluation on whether or not targeted safety performance is achieved.

EEO2

Further Analysis needed **Test Employee Satisfaction Levels**

Include in the employee satisfaction survey, a question to female employees to gauge their satisfaction levels.

BA2

Further Analysis Needed **Selectively Restore Benefits**

Use cost benefit analysis to decide which benefits to reinstate and new ones that are required. Provide analysis to the Board for consideration.

- BA3 Further Analysis Needed **Track Employee Inquiry Handling Service**
- Establish quantitative goals for a response time level of service for e-mail responses to be provided to fellow employees. Measure and track actual response time and compare against what employees require the objective.
- HRS5 Further Analysis Needed **Implement Employee Quantitative Survey**
- Implement an internal HRS quantitative satisfaction survey.
- GC1 Further Analysis Needed **Implement Department Chargebacks**
- Implement (division or work center level) charge backs from the shared and support services including outside counsel fees and claims and Settlements paid.
- GC4 Further Analysis Needed **Purge Unnecessary Contract Requirements**
- Support Lean Government projects to remove overly complex and restrictive requirements from contracts and related documents. For Reform Resolutions consider assigning responsibility to designated senior managers who are overseeing the implementation of the resolutions.
- CA2 Further Analysis Needed **Assign Costs to Departments**
- Charge claim payments back to the unit that caused the cost.
- PS11 Further Analysis Needed **Develop an Alternative for Daily Delivery of Logs**

Investigate alternatives, such as electronic transmission or sealed pouches, to the practice of transporting and hand delivering daily logs.

PS12 Further Analysis Needed **Develop Alternatives for Construction-Related Traffic Control**

The Public Safety Department should work with the Engineering Department to identify alternatives for the policing of construction projects on the four bridges. One alternative which is used successfully in other municipalities is to make the contractor responsible for construction related traffic duties.

PS13 Further Analysis Needed **Abandon Current Accreditation Effort**

Abandon the current effort at accreditation and allow the three year period to lapse.

PS14 Further Analysis Needed **Reapply for Certification after New Commitment**

Reapply for CALEA certification when substantial progress is being made against the plan for CALEA accreditation and the progress against the plan indicates an estimate to complete that is substantially within the accreditation window.

DISAGREE - 7

- PM1 Disagree **Implement the Dual Operating System Approach**
- Use the Dual Operating System described along with project management standards to implement audit recommendations and other improvement projects.
- OIG5 Disagree **Provide OIG Support for Other Initiatives**
- Include the OIG staff in the planning and, as warranted, the execution of Strategic Plan and Lean Government projects. OIG contributions will also be necessary to support major systems efforts like ERP.
- CA3 Disagree **Change Claims Administration Reporting**
- Consider transferring Claims Administration to the Risk Management function, particularly if an Enterprise Risk Management unit is formed.
- SA4 Disagree **Charge Safety Related Cost to Departments**
- Charge the costs of employee injuries back to the work unit responsible for the employee injured.
- CSCR2 Disagree **Coordinate Master Plan Reporting**
- Consider the needs of the Customer Service/Community Relations department in addressing upgrades of Master Plan reporting.
- HRS4 Disagree **Document Salary Freeze Policies**
- Document policies regarding the salary freeze. CGR has not received a document that established the policy. Conditions for exceptions and ending the freeze should be established.

HRS6

Disagree

Charge Out Employee Service Expenses (ESE)

Charge out Employee Service Expenses assigned to HRS to the user cost centers.

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

SUMMARY OF RECOMMENDATIONS (104 TOTAL)

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
GOVERNING DOCUMENTS (See page 21 of Audit Report)								
GD1	Use Project Management Practices	Use project management standard processes to execute audit Recommendations and strategic approaches in Strategic Plans.			X			
GD2	Adjust Strategic Plan Timetables	Strategic Goals and Objectives need not be updated annually in the Strategic Plan. Strategic Approaches and Initial Tasks should be incorporated into formal project plans that are updated quarterly.		X				
GD3	Incorporate Customer/User Requirements	Document customer/user requirements as integral to the planning process. Use surveys, Citizens Advisory Committee inputs, complaints/compliments, and public meeting inputs. Set priorities for the requirements.		X				X
GD4	Address Master Plan Deficiencies	Clarify the needs of the audiences for the Master Plan, necessary content, and accountability for the producing and maintaining Master Plans.	X					
GD5	Expand Lean Government Approaches	Define and employ project management approaches when applicable to implement audit recommendations and Strategic Plan approaches.		X	X			

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
LEAN GOVERNMENT (See page 31 of Audit Report)								
LG1	Formalize Project Deliverable Alternatives	Assure that no project is started without a commitment to implement justified recommendations.	X					
LG2	Use the Lean Government Process More Broadly	Candidates for further improvement include: - To support appropriate audit recommendation implementation and strategic projects. - Processes that are candidates for automation or workflow solutions. Pursuit of new enterprise technologies will force process changes. - Other parts of DRPA and PATCO should review their operations for candidate projects.		X				
LG3	Manage Capacity for Delivering Project Results	Restrict the number of authorized projects to the Authority's capacity to implement them.	X					
LG4	Provide Board Level Tracking of Projects	Report regularly – at least twice a year – to the Board on the progress and successes and challenges in implementing Lean Government projects.		X				X
INFORMATION SYSTEMS (See page 36 of Audit Report)								
IS1	Increase IS Department's Role	Assign IS to provide expert counsel and services related to information technology to each department and across all departments.	X					

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
IS2	Establish a Formal IT Governance Structure	Put in place a formal IT Governance structure in order to direct priorities across the organization for investments in Information Technology.				X		
IS3	Review ITIL Practices	Review the Information Technology Infrastructure Library as a blueprint for generally accepted good practices and plan to obtain training in the framework for IT staff.				X		
IS4	Develop IT Strategic Plan	Develop an IT Strategic Plan to proactively identify projects required over the next 3 to 5 years.		X		X		
IS5	Develop IT Project Management Structure	Develop a formal structure for project management.			X			
IS6	Adopt a Change Control Process	Adopt a formal process for system change control and configuration management.	X					
IS7	Continue Desktop Computer Refresh	Proceed with the planned desktop computer refresh on an annual basis to eliminate reported performance issues with older desktop computers.	X					
IS8	Focus on Process Improvement	Place focus on process improvement of current IT processes so that the processes are documented, consistent and repeatable.	X					
IS9	Update IS Procedures	Update the IS Standard Operating Procedures to make them current.	X					

**YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013**

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
IS10	Fill Needed Business Analyst Positions	Fill the planned Business Analyst position as soon as possible, and recruit additional Business Analysts if Information Services adopts the necessary role of assisting all departments and the enterprise to improve business processes.		X		X		
IS11	Implement Drawing Management System	Implement a Drawing Management System as a priority.			X			
IS12	Develop Retention Policy for Electronic Files	Develop a retention policy for electronic files.						X
IS13	Permit IS Staff to Travel for Training	Permit IS staff to undertake technical training that requires travel, if the training is necessary to provide adequate internal support for a specific technology.	X					
IS14	Implement Document/Record Management System	Implement a Document and Record Management System as a priority. A related recommendation is GC3 which calls for a document management system for the General Counsel.						X

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
INSPECTOR GENERAL / INTERNAL AUDIT (See page 52 of Audit Report)								
OIG1	Increase OIG staff	The OIG has many current responsibilities that will expand if the recommendations in this and other audits are implemented. The skills and numbers added should be coordinated with the development of priorities and plans to address those priorities.		X				
OIG2	Continue OIG Procedure Documentation	Continue to develop and document Standard Operating Procedures for the Office of the Inspector General, particularly the investigations function. Update Internal Audit Procedures Manual to reflect changes or include Internal Audit procedures in the new OIG SOPs.	X					
OIG3	Start & Maintain an Annual Audit Program	Develop and document a comprehensive annual Audit Program including a Risk Assessment. Implement the Audit Program once approved by the Audit Committee/ Board. The review of the v.0.1 draft indicates a plan has been developed. (Doc 508)		X				
OIG4	Track Audit Recommendation Status	Develop and implement formal tracking procedures for the implementation of audit recommendations.			X			

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
OIG5	Provide OIG Support for Other Initiatives	Include the OIG staff in the planning and, as warranted, the execution of Strategic Plan and Lean Government projects. OIG contributions will also be necessary to support major systems efforts like ERP.					X	
GOVERNMENT RELATIONS (See page 58 of Audit Report)								
GR1	Tie Government Relations Plan to Strategic Plan	Develop a government relations plan that is a component of or is consistent with the strategic plan.		X				
GR2	Increase Grant Administration Staffing	Restore the appropriate Grant Administration resource level to fully capitalize on grant opportunities.	X					
GR3	Track Grant Funding	Develop and implement government funding tracking to show the grants applied for, received and expended by project by quarter. Set annual targets for government funding of the DRPA and PATCO projects.	X					
LABOR CONTRACT COMPLIANCE (See page 62 of Audit Report)								
LCC1	Establish Labor Relations Function	Consider designating a DRPA Labor Relations function with broad responsibility, authority and Accountability for labor relations. Development of the function should address the role of the Labor Contract Compliance department.	X					

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
CORPORATE COMMUNICATIONS (See page 65 of Audit Report)								
COM1	Assign Communications Responsibility	The Corporate Communications Department should be given clear responsibility and authority for developing and defending the DRPA's brands and image. This should include brand management and the oversight of all external and internal communications				X		X
COM2	Develop Communications Plan	Corporate Communications should develop a communications plan as part of or in concert with the Strategic Plan. The plan should have both internal and external components.						X
COM3	Prepare Crisis Communications Plan	Corporate Communications should lead a formal planning process for crisis management communications, develop standard procedures, and conduct drills on the resulting crisis management plan.	X					
ENGINEERING (See page 69 of Audit Report)								
ENG1	Measure Engineering Staff Performance	Immediate attention should be paid to measuring and analyzing staff utilization, productivity, and Performance, even though the extent to which this can be done may be limited by the current paper-based processes.	X		X			

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
ENG2	Improve Engineering Project Controls	Project scope, cost and schedule control should be initiated for internal Engineering management purposes, in addition to the annual budgeting and monthly reporting used to control project expenditure within annual budgets. Baselines for each project should be established at the conclusion of preliminary engineering and used for control throughout the project.	X					
ENG3	Establish Engineering Program Office	A central function or Program Office should be set up under the auspices of the Office of the Chief Engineer within the Engineering Department to attend to common issues across all projects. As this is an essential prerequisite for significant improvements in the Department, outside consultants should be employed until suitable replacement employees are recruited or assigned. At least three suitable staff will be required in the Engineering Program Office.				X		
ENG4	Continue to Recruit Technical Staff	Recruiting, already initiated, to replace retiring staff and fill open positions should be continued without waiting for the Engineering Department Strategic Plan.	X					

**YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013**

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
ENG5	Provide Technical Career Path for Engineers	The organization of the Department should be reviewed with an eye to providing a professional engineering career path to the highest grades, without the necessity for professional engineers to take a management position	X					
ENG6	Maintain Engineering Project Dashboard Internally	The processing of the monthly dashboard, currently done by an outside contractor, should be brought in-house.			X			
ENG7	Continue Use of Construction Project Contractors	Balanced with an appropriate increase in staff for essential staff roles, the increased use of outside GEC's and PMA's should be continued to deliver the projects planned for the next five years.		X				
SAFETY (See Page 94 of Audit Report)								
SA1	Establish Annual Cascading Safety Targets	Set annual DRPA-wide goal for safety performance with complementary appropriate cascading goals to individual divisions and work units. Work units with greater risk exposure would have higher targets than less dangerous work units.				X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
SA2	Integrate Cascading Safety Targets into Employee Performance Plans	Integrate the achievement of the relevant targeted safety improvement into employee performance plans for each executive, manager and supervisor. Base a significant portion of the employee's evaluation on whether or not targeted safety performance is achieved.				X		
SA3	Utilize Progressive Employee Disciplinary Processes for Safety Violations	Encourage managers and supervisors to follow the established progressive disciplinary process for employees who violate safety rules.						X
SA4	Charge Safety Related Cost to Departments	Charge the costs of employee injuries back to the work unit responsible for the employee injured.					X	
SA5	Include Safety in Risk Management Function	Consider DRPA Safety organizational reporting in the event an Enterprise Risk Management (ERM) function is established.				X		
RISK MANAGEMENT (See page 101 of Audit Report)								
RM1	Implement an ERM Function	Design and implement an Enterprise Risk Management (ERM) function. This would be an executive management level function with a Commission subcommittee counterpart that would extend beyond traditional insurance to the consideration of the risk of major issues and initiatives.			X			

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
RM2	Track Risk Management Total Cost	Consolidate risk management related costs into a "total cost" report at least quarterly. This report should guide the DRPA in making adjustments over time to minimize the total cost of risk related costs.			X			
OFFICE OF BUSINESS DEVELOPMENT AND EQUAL OPPORTUNITY (See page 107 of Audit Report)								
EEO1	Shorten EEO Training Intervals	Reduce the two year gap that exists for Equal Employment Opportunity training when someone is hired and after the training cycle is complete. This would require more frequent training sessions.			X			
EEO2	Test Employee Satisfaction Levels	Include in the employee satisfaction survey, a question to female employees to gauge their satisfaction levels.				X		
BENEFITS ADMINISTRATION (See page 111 of Audit Report)								
BA1	Focus on Key Position Turnover	With HRS, formally assess the risk in turnover in key positions. Use a range of assumptions to better quantify the Authority's exposure. Prepare appropriate prevention and mitigation plans and include them in an overall succession plan.			X			
BA2	Selectively Restore Benefits	Use cost benefit analysis to decide which benefits to reinstate and new ones that are required. Provide analysis to the Board for consideration.				X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
BA3	Track Employee Inquiry Handling Service	Establish quantitative goals for a response time level of service for e-mail responses to be provided to fellow employees. Measure and track actual response time and compare against what employees require the objective.				X		
CUSTOMER SERVICE / COMMUNITY RELATIONS (See page 118 of Audit Report)								
CSCR 1	Realign Customer Service/Community Relations	Realign Customer Service and Community Relations as part of the Corporate Communications function to enhance the Authority's ability to communicate effectively with its publics, to build its brands, and to manage its image.				X		
CSCR 2	Coordinate Master Plan Reporting	Consider the needs of the Customer Service/Community Relations department in addressing upgrades of Master Plan reporting.					X	
HUMAN RESOURCE SERVICES (See page 123 of Audit Report)								
HRS1	Flowchart HRS Processes	Develop a clear and comprehensive set of flowcharts for key personnel processes. This is a first step to assuring that these critical processes are well designed and have performance parameters that can be used for monitoring and controlling the process.				X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
HRS2	Continue to Implement Performance Metrics System	Continue implementing the Workstream Performance System. Use metrics instead of DPRA's corporate values as measurements. Change the performance measurements to individual job specifications and duties instead of corporate values. Provide managers, supervisors and chiefs with a unified view of all their talent management information		X				
HRS3	Review Pay Differentials	Through Compensation Committee sponsorship, review the pay differential between first line supervisors and represented employees. Consider the findings from the compensation survey reported in this report and other data. Assess risks arising from compensation compression and create or adjust policies accordingly.						X
HRS4	Document Salary Freeze Policies	Document policies regarding the salary freeze. CGR has not received a document that established the policy. Conditions for exceptions and ending the freeze should be established.					X	
HRS5	Implement Employee Quantitative Survey	Implement an internal HRS quantitative satisfaction survey.				X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
HRS6	Charge Out Employee Service Expenses (ESE)	Charge out Employee Service Expenses assigned to HRS to the user cost centers.					X	
HRS7	Approve Software Applications	Pursue software applications for automating hiring processes.		X				
HRS8	Increase Awareness of Training Programs	Consider taking steps to increase employee awareness of Authority-sponsored education and training opportunities.		X				
Office of General Counsel/Corporate Secretary (See page 131 of Audit Report)								
GC1	Implement Department Chargebacks	Implement (division or work center level) charge backs from the shared and support services including outside counsel fees and claims and Settlements paid.				X		
GC2	Establish a Labor Relations Function	Establish a DRPA labor relations function.			X			
GC3	Acquire a Document Management System	Study the feasibility of acquiring and implementing a document management system at least for the General Counsel's office and possibly all of the Authority.						X

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
GC4	Purge Unnecessary Contract Requirements	Support Lean Government projects to remove overly complex and restrictive requirements from contracts and related documents. For Reform Resolutions consider assigning responsibility to designated senior managers who are overseeing the implementation of the resolutions.				X		
CLAIMS ADMINISTRATION (See page 134 of Audit Report)								
CA1	Track Claims and Payments	Develop summary claim and payment tracking information and report it at least quarterly.						X
CA2	Assign Costs to Departments	Charge claim payments back to the unit that caused the cost.				X		
CA3	Change Claims Administration Reporting	Consider transferring Claims Administration to the Risk Management function, particularly if an Enterprise Risk Management unit is formed.					X	
FINANCE DIVISION (See page 138 of Audit Report)								
FIN1	Continue Lean Government Initiatives	Continue to implement Lean Government process improvement recommendations		X				

**YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013**

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
FIN2	Address Finance Policies	Clarify, revise, and document policies for DRPA and PATCO cost sharing, payroll policies regarding time entry, use of project codes, and employee benefits, as well as policies for Revenue Audit E-Z Pass and special request processing.		X	X	X		
FIN3	Update Standard Operating Procedures	Update SOPs for General Ledger, Fixed Assets, Payroll, Revenue Audit, E-Z Pass, A/P, A/R, Bid Security, and the new Budgeting Process using a standard format.		X	X	X		
FIN4	Pursue Process Automation	Pursue purchase-to-pay, inventory management, time recording, and accounting software and take any interim, cost-effective steps to improve access to information and eliminate duplicate data entry.		X				
FIN5	Raise Approval Levels	Approval levels should be raised, in multiple steps if necessary, as the Board feels the Authority is becoming more transparent, efficient, and accountable.				X		
FIN6	Eliminate the Necessity to Bid All Contracts	Low value contracts should not always require a bid.				X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
FIN7	Reduce the Cost of Producing Purchase Orders	The cost of producing purchase orders appears to be higher than at comparable organizations. This finding needs to be confirmed by analysis of cost data on all the functions of the purchasing section and, if confirmed, staffing levels need to be adjusted.				X		
FIN8	Reduce Unnecessary Requirements	Eliminate contracting requirements for low value, high cost demands on contractors that are currently built into the Authority's requirements, for example, insurance requirements.				X		
PUBLIC SAFETY (See page 163 of Audit Report)								
PS1	Retain Current Public Safety Functions	The DRPA should retain a police department and should not consider outsourcing the functions currently carried out by the Department of Public Safety to the New Jersey and Pennsylvania State police departments.				X		
PS2	Retain Transit Patrol	The Authority should retain the Transit Unit to patrol the PATCO High Speed line.				X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
PS3	Undertake a Pilot Program for Non-Sworn Officers	The Public Safety Department should undertake a pilot program to evaluate the feasibility of incorporating non-sworn officers into their transit unit policing strategy. If successful, the current number of Public Safety sworn officers impacted by civilianization should be either reassigned or reduced through attrition.				X		
PS4	Establish a Single Field Personnel Reporting Relationship	The current organization and reporting structure is not fully effective. The Public Safety Department should change its structure and assign all field personnel under the line supervision of a single commanding officer.				X		
PS5	Provide Additional IS Department Support	Use the DRPA Information Services Department to do the process analysis and technical development work needed to maintain current systems and provide new systems. Appoint a full time civilian employee with a background in computer technology to liaise with the DRPA Information Services group, manage the introduction of new technology within the Public Safety Department and act as front line support for the department's technology-based systems.			X	X		

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
PS6	If Accreditation is Pursued, Acquire Outside Resource	Appoint a full time civilian employee or outside contractor with a background in the CALEA accreditation process to assist with CALEA accreditation.			X			
PS7	Create a Senior Dispatcher Supervisory Role	Designate the senior dispatcher as the shift supervisor with responsibility for the dispatch center in the event of a major public safety incident.				X		
PS8	Generate Project Plans for Public Safety Technologies	Use a proactive approach to the development of automated systems and participate in the recommended DRPA-wide Information Services Strategic Planning project and the recommended electronic document and records management system project. Written project plans should also be developed for each technology project undertaken by the Public Safety Department.		X				
PS9	Complete the Planned Radio System Upgrade	Complete the planned improvements to standardize on 800 MHz radios.		X				
PS10	Minimize Fare Violators Escort Activity	Investigate alternatives, such as making cash available through ATM machines, to the practice of escorting fare violators back to New Jersey.			X			

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
PS11	Develop an Alternative for Daily Delivery of Logs	Investigate alternatives, such as electronic transmission or sealed pouches, to the practice of transporting and hand delivering daily logs.				X		
PS12	Develop Alternatives for Construction-Related Traffic Control	The Public Safety Department should work with the Engineering Department to identify alternatives for the policing of construction projects on the four bridges. One alternative which is used successfully in other municipalities is to make the contractor responsible for construction related traffic duties.				X		
PS13	Abandon Current Accreditation Effort	Abandon the current effort at accreditation and allow the three year period to lapse.				X		
PS14	Reapply for Certification after New Commitment	Reapply for CALEA certification when substantial progress is being made against the plan for CALEA accreditation and the progress against the plan indicates an estimate to complete that is substantially within the accreditation window.				X		
PS15	Retain All of the Special Units	Retain All of the Special Units.	X					
PS16	Continue to loan officers to the two task forces	Loaned officer are assigned to work with the FBI Joint Terrorism Task Force and the High Intensity Drug Trafficking (HIDTA) task force.	X					

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
PS17	Ensure Loaned Officers Report Regularly	Ensure that the loaned officers report back to the department regularly.	X					
PS18	Retain the court liaison position.	Retain the court liaison position.	X					
PS19	Assign Emergency Response to Public Safety	Realign responsibilities to make the Public Safety Department responsible for the development of the Authority's emergency management plans in the event of a major natural disaster or act of terrorism.	X					
PS20	Assign Public Safety COP Incident Commander Role	Designate the Chief of Police, or his designee, as the "Incident Commander" in the event of a major unusual occurrence, and make Public Safety responsible for developing a comprehensive response plan, interacting with other law enforcement agencies, and directing the unified response of all involved Authority resources.	X					

YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
PS21	Assign Homeland Security Department Roles	Assign to the Homeland Security Department the gathering of intelligence information from federal, state and local law enforcement agencies throughout the country, disseminating that information to the appropriate entity(s) within the Authority, pursuing various funding sources and grants to support the Authority's emergency preparedness efforts.	X					
PS22	Designate Public Safety Homeland Security Coordinator	Designate one of its two administrative Lieutenants as the department's "Homeland Security" coordinator.	X					
PS23	Establish Interdepartmental Reporting System	Establish a mandatory reporting system wherein the Chief of Police, as well as the Director, Homeland Security be required to interact routinely, either in person or by way of written report, with the Deputy CEO, or his designee. After the draft report was prepared, the Director, Homeland Security retired, resolving the issue.	X					
PS24	Continue Staffing to the Current Deployment Report	The current staffing strategy should be re-assessed to ensure that it incorporates all current information. The Deployment Report should be updated on a regular basis.	X					

**YELLOWBOOK MANAGEMENT AUDIT RECOMMENDATIONS
STRATEGIC PLANNING COMMITTEE - FEBRUARY 2013**

Rec #	Recommendation	Brief Explanation	Completed	In Progress	Budgetary Impact	Further Analysis Needed	Disagree	Must Do
IMPLEMENTATION OF AUDIT RECOMMENDATIONS – PROJECT MANAGEMENT STANDARDS (See page 209 of Audit Report)								
PM1	Implement the Dual Operating System Approach	Use the Dual Operating System described along with project management standards to implement audit recommendations and other improvement projects.					X	

Delaware River Port Authority
Operations & Maintenance Committee Meeting Minutes
March 6, 2013 – 8:00 a.m.

Attendance:

Committee Members:

William Sasso, Chairman
Andrew Reilly (via telephone)
Joanna Cruz (via telephone)
Joann Bell (via telephone)
Richard Sweeney
Charles Fentress
E. Frank DiAntonio

Others Present:

Kerstin Sundstrom (designee), NJ Governor's Authority Unit (via telephone)
John Matheussen, Chief Executive Officer
Michael Conallen, Deputy Chief Executive Officer
Danielle McNichol, General Counsel and Corporate Secretary
Michael Venuto, Chief Engineer
John Rink, PATCO, General Manager
Elizabeth McGee, Administrative Secretary
Tom Raftery, Inspector General
Tim Ireland, Director, Corporate Communications
Kevin Schmidt, Deputy General Counsel, Pennsylvania

Chairman Sasso called the meeting to order and asked for the roll to be called. The Corporate Secretary called the roll and stated that there was a quorum. Chairman Sasso presided and stated that there were five items relating to the March 6, 2013 meeting.

Contract No. CB-24-2012, Commodore Barry Bridge, Roof Replacements

Mr. Venuto stated the project was publically advertised and bid documents were offered to the public beginning on December 8, 2012 with a bid opening date of January 23, 2013. Eight (8) sets of documents were sold. A total of one (1) bid was received.

Mr. Venuto stated the Authority received only one bid. Other roofing companies said they could not make the bid requirements with the bond requirement.

Chairman Sasso inquired if the Authority is in a position to change the requirements for bids?

Mrs. McNichol stated affirmative. The Authority could change the requirements and then rebid the project.

Chairman Sasso inquired if the issues with the roof were serious that the repairs could not wait to rebid.

Mr. Venuto stated negative. Maintenance has been repairing the roof as needed.

Chairman Sasso stated if there are no objections we will move forward with rebidding the project. No vote was taken and item referred for rebid to have competition.

Contract No. PATCO-50-2012, Construction Monitoring Services, Phase I Repairs of PATCO Ventilation Vaults

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

Contract No. PATCO-50-2012, Construction Monitoring Services, Phase I of PATCO Ventilation Vaults

Contract No. G-26-2013, Pavement Markings Replacement at the Betsy Ross, Benjamin Franklin and Walt Whitman Bridges

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

Contract No. G-26-2013, Pavement Markings Replacement at the Betsy Ross, Benjamin Franklin and Walt Whitman Bridges

PATCO Automated Fare Collection System-EVI Upgrade

Chairman Sasso inquired is this the type of card SEPTA uses?

Mr. Rink replied he wasn't sure what SEPTA uses. This is an update to the PATCO Freedom Card to have industry standard protection for card protection.

Chairman Sasso indicated that SEPTA has been negotiating with Xerox and it could be a positive initiative to integrate with them.

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

PATCO Automated Fare Collection System-EVI Upgrade

Capital Project Contract Modifications

The Authority is presently undertaking several capital projects previously approved by the Board. During the course of the project(s) Engineering has determined that conditions affecting each project require contract modification adjusting the scope of work/contract items, compensation, and/or the time to perform the contract work as set forth in the attachment.

This is to be discussed further in Executive Session.

Chairman Sasso called for a motion to go into Executive Session. He said that the decisions made in Executive Session will be made public when the issues are resolved. Upon motion duly made and seconded, the Committee moved into Executive Session.

After discussions in Executive Session, on motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

Capital Project Contract Modifications

General Discussion – Non-Voting Items

Change Order/Supplement Update

Contract No. PPC-22-2012 Camden Ferry Terminal Pile Cluster Repair

Mr. Venuto stated Camden Ferry Terminal Piles replaced six (6) piles and could reuse three (3). The other three (3) piles had extensive damage and could not be reused. Mr. Venuto continued that the project is finished. The project finished in the negative (\$13K).

Spending Tracking

Mr. Venuto stated at this time they do not have the figures in for the current spending and will have finished projections for the April meeting.

Quarterly Board Update – Benjamin Franklin Bridge Bike Ramp Concepts

Mr. Venuto stated that there are three different types of ramps. Charts displaying the different types were presented. A meeting with stake holders and then a public hearing to weigh in on different alternatives will be held at a later date. Mr. Venuto continued by introducing Senior Engineer, Dan Cosgrove who will give an update on the progress of the Ben Franklin Bridge South Causeway.

Mr. Cosgrove stated Engineering has been moving forward with the design consultant and seven sub-consultants. We have completed the survey and concept plans. Mr. Cosgrove continued that all the structures are independent of the bridge. Design 1 and 2 are switch back ramps and design 3 is an extension of the existing walkway. Mr. Cosgrove continued that design 1 is the longest structure but has the least substructure elements. Design 2 is the lowest cost. Design 3 is a lesser grade and ends at the 5th street area. Mr. Cosgrove continued that all ramps are about 500 to 600

feet long. The cost is around \$3.1 to \$3.7 million dollars. Mr. Cosgrove continued that all facets are being considered and that we are moving forward with the design phase and want to complete the project by the end of the year.

Discussions included assurances of modern standards and safety with the Commissioners and staff.

It was determined that additional renderings would be done to evaluate other conditions discussed prior to moving to the public comment phase.

There being no further business, on motion duly made and seconded, the meeting was adjourned.

SUMMARY STATEMENT

ITEM NO.: DRPA-13-035

SUBJECT: Construction Monitoring Services for Contract No. PATCO-50-2012, Phase I Repairs of PATCO Ventilation Vaults

COMMITTEE:

Operations and Maintenance

COMMITTEE MEETING DATE:

March 6, 2013

BOARD ACTION DATE:

March 20, 2013

PROPOSAL:

That the Board authorizes staff to negotiate an agreement with STV Incorporated to provide Construction Monitoring Services for Contract No. PATCO-50-2012, Phase I Repairs of PATCO Ventilation Vaults.

Amount:

\$176,601.00

Consultant:

STV Incorporated
1818 Market Street, 14th Floor
Philadelphia, PA 19103

Other Consultants:

Burns Group
HAKS
SYSTRA Consulting
URS Corporation

Engineers Estimate:

\$275,000.00

PURPOSE:

To provide full-time, on-site construction inspection and monitoring services for Contract No. PATCO-50-2012, Phase I Repairs of PATCO Ventilation Vaults. The services will include a full-time Resident Engineer and support inspection staff for inspecting all contract field activities and monitoring the contractor's compliance with the plans and specifications.

BACKGROUND:

The work to be completed under Contract No. PATCO-50-2012 consists of replacement of the existing ventilation vault sidewalk grates and frames at the PATCO station in Philadelphia and Camden.

The Authority publicly advertised its intent to retain a consultant and invited interested firms to submit Statements of Qualifications. Nine (9) firms responded with Statements of Qualifications on March 16, 2012. Seven (7) firms were deemed qualified and were sent a formal

Request for Proposal. A review committee of four (4) staff engineers evaluated the Proposals on the basis of Technical merit.

STV Incorporated was one of the highest technically ranked firms. The proposed Project Manager has previous experience with rehabilitation projects and has been very responsive on past DRPA projects. STV Incorporated's Inspection Team has experience in inspecting sidewalk repairs similar to those required for this contract. Overall, the team assembled by STV Incorporated was found to possess the necessary experience and qualifications to successfully complete the project.

In accordance with the Delaware River Port Authority's qualification based selection procedure, the Price Proposal was evaluated against the Engineer's Estimate and that of other recommended firms. Based on this evaluation and subsequent negotiation, STV Incorporated's price was determined to be fair and reasonable.

It is recommended that an engineering services agreement be negotiated with STV Incorporated for the costs and associated fees not to exceed \$176,601.00 to provide engineering services in accordance with the Request for Proposal.

SUMMARY:

Amount:	\$176,601.00
Source of Funds:	General Fund Subject to Future Bond Proceeds
Capital Project #:	PD0909
Operating Budget:	N/A
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	365 days
Other Parties Involved:	N/A
Estimated Number of Jobs Supported:	1

DRPA-13-035
Operations & Maintenance Committee: March 6, 2013
Board Date: March 20, 2013
Construction Monitoring Services for
Contract No. PATCO-50-2012, Phase I Repairs
of PATCO Ventilation Vaults

RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the Proposal of STV Incorporated to provide Construction Monitoring Services for Contract No. PATCO-50-2012, Phase I Repairs of PATCO Ventilation Vaults and that the proper officers of the Authority be and hereby are authorized to negotiate an Agreement with STV Incorporated for an amount not to exceed \$176,601.00, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:	Amount:	\$176,601.00
	Source of Funds:	General Fund Subject to Future Bond Proceeds
	Capital Project #:	PD0909
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	365 days
	Other Parties Involved:	N/A
	Estimated Number of	
	Jobs Supported:	1



MEMORANDUM

DELAWARE RIVER PORT AUTHORITY
of Pennsylvania & New Jersey

TO: O&M Committee Members

FROM: Michael P. Venuto, Director of Engineering/Chief Engineer, Engineering

SUBJECT: Professional Service Selection for
Construction Monitoring Services for DRPA Contract No. PATCO-50-2012
Phase I Repairs of PATCO Ventilation Vaults
Technical Proposal Evaluation, Findings and Recommendation Report

DATE: March 6, 2013

The Request for Qualifications (RFQs), which was posted on the Authority's web-site, invited consultants to submit Statements of Qualifications (SOQs). Nine (9) firms submitted SOQs on March 16, 2012.

Policy 303a outlines the procedure for Request for Proposal selection of consultants by the Engineering Department. The SOQ evaluation serves as a method for developing a "short list" of firms to receive a Request for Proposal (RFP). The Review Committee evaluated the SOQ's and recommended soliciting Technical and sealed Price Proposals from the top ranked firms: Birdsall Services Group; Burns Group; HAKS; STV Incorporated; SYSTRA Consulting, Inc.; Urban Engineers; and URS.

The short listed firms were sent a RFP on June 5, 2012. The Technical Proposals and separate sealed Price Proposals were received on July 5, 2012 from Burns Group; HAKS; STV Incorporated; SYSTRA Consulting, Inc. and URS. The Review Committee, consisting of four (4) staff engineers, reviewed and evaluated the Technical Proposals.

STV Incorporated was one of the highest technically ranked firms. The proposed Project Manager has previous experience with rehabilitation projects and has been very responsive on past DRPA projects. STV Incorporated's Inspection Team has experience in inspecting sidewalk repairs similar to those required for this contract. Overall, the team assembled by STV Incorporated was found to possess the necessary experience and qualifications to successfully complete the project.

The Review Committee recommended that the Price Proposal be opened and negotiations commence using other recommended firm's Price Proposals and the Engineer's Estimate in the amount of \$275,000.00, as a guide. Price Proposals were opened on July 20, 2012.

Below are the Technical Proposal rankings, proposed hours and fees of these firms, along with the Engineer's estimate of hours.

Rank	Firm	Hours	Original Price Proposal
	Engineer's Estimate	2,400	\$275,000.00
1	Burns Group	3,068	\$464,724.00
2	STV Incorporated	1,660	\$176,601.00

The Price Proposal from the second highest technically ranked firm, STV, dated July 5, 2012 was reviewed by Engineering Department staff. It was observed to be 36% lower than the Engineer's Estimate. The number of hours for the Resident Engineer in STV's Price Proposal was underestimated, and therefore was adjusted and increased to 1,820 hours. Negotiations commenced which resulted in a final Price Proposal in an amount of \$176,601.00. Based on the Review Committee's findings the Price Proposal of \$176,601.00 has been determined to be fair and reasonable and therefore the committee recommends that an Engineering Services Agreement be issued to the second highest technically ranked firm, STV.

Based on a review of the Review Committee's evaluation and supporting documentation, I concur with the recommendation to engage STV Incorporated of Philadelphia, PA, in the amount of \$176,601.00 for this Agreement.

:ala

DRPA-13-036
Operations & Maintenance Committee: March 6, 2013
Board Date: March 20, 2013
Capital Project Contract Modifications

RESOLUTION

RESOLVED: That the Board authorizes the execution of contract modifications to the contracts identified in the Attachment in such amounts and/or times set forth therein; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of the DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of the DRPA.

RESOLVED: That the 2013 Capital Budget be and hereby is amended to increase the line item amounts allocated for DRPA Project Number as indicated in the attached chart.

SUMMARY:	Amount:	See Attachment
	Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
	Capital Project #:	See Attachment
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	See Attachment
	Other Parties Involved:	N/A

ATTACHMENT

March 20, 2013

Summary of Supplemental Agreement and Change Orders

<u>Capital Project Number</u>	<u>Contract Number</u>	<u>Title</u>	<u>Consultant/ Contractor</u>	<u>Current Contract/ Agreement Amount</u>	<u>Chg Order Supplemental Amount</u>	<u>Adjusted Contract Agreement Amount</u>	<u>Duration</u>
PF0909	35-C	PATCO Lindenwold Yard Diamond Rehabilitation	HNTB	\$329,224.76	\$47,500.00	\$376,724.76	N/A
PD0910	12-H	PATCO Accessibility Improvements	Burns-Group	\$496,870.00	\$98,536.00	\$595,406.00	N/A
PD0905	10-G	PATCO Power Cable and Pole Line Replacement	Burns-Group	\$2,509,539.81	\$159,003.58	\$2,668,543.39	N/A

SUMMARY STATEMENT

ITEM NO.: DRPA-13-037

SUBJECT: Contract No. G-26-2013,
Pavement Markings Replacement at the
Betsy Ross, Benjamin Franklin and Walt
Whitman Bridges

COMMITTEE:

Operations & Maintenance

COMMITTEE MEETING DATE:

March 6, 2013

BOARD ACTION DATE:

March 20, 2013

PROPOSAL: That the Board authorizes staff to negotiate a construction contract with the firm of Zone Striping, Inc. to perform the removal and replacement of pavement markings at the Betsy Ross, Benjamin Franklin, and Walt Whitman Bridges.

Amount: \$287,333.77

Contractor: Zone Striping, Inc.
501 New Jersey Avenue
Glassboro, NJ 08028

Other Bidders: Interstate Road
Management Corp.
(Non-Responsive) \$234,845.28

Engineers Estimate: \$229,000.00

PURPOSE: To perform all work required to remove and replace the existing pavement markings on the roadway surface of the Betsy Ross, Benjamin Franklin, and Walt Whitman Bridges.

BACKGROUND: The pavement markings on the roadway surfaces at the bridges become deteriorated over time. As a result they need to be periodically removed and replaced to provide a safe environment for the travelling public. The existing pavement markings on the roadway surfaces at the Betsy Ross, Benjamin Franklin, and Walt Whitman Bridge are in need of replacement.

The project was publicly advertised and bid documents were offered to the public beginning on December 26, 2012 with a bid opening date of January 31, 2013. Three (3) sets of documents were sold. A total of two (2) bids were received. The low responsive and responsible bid was submitted by Zone Striping, Inc. in the amount of \$287,333.77.

**SUMMARY STATEMENT
O&M 3/6/2013**

**Contract No. G-26-2013,
Pavement Markings Replacement
at the Betsy Ross, Benjamin Franklin
and Walt Whitman Bridges**

Staff has completed the evaluation of bids and recommends that the contract be awarded to Zone Striping, Inc., in the amount of \$287,333.77 as the low responsive and responsible bidder.

SUMMARY:	Amount:	\$287,333.77
	Source of Funds:	Revenue Funds
	Capital Project #:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	45 Calendar Days
	Other Parties Involved:	N/A
	Estimated Number of Jobs Supported:	4

DRPA-13-037
Operations & Maintenance Committee: March 6, 2013
Board Date: March 20, 2013

Contract No. G-26-2013, Payment Markings Replacement at the Betsy Ross,
Benjamin Franklin and Walt Whitman Bridges

RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the bid of \$287,333.77 to remove and replace the existing pavement markings on the roadway surface of the Betsy Ross, Benjamin Franklin, and Walt Whitman Bridges, and that the proper officers of the Authority be and hereby are authorized to negotiate a contract with Zone Striping, Inc. for the required work in an amount not to exceed \$287,333.77, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:	Amount:	\$287,333.77
	Source of Funds:	Revenue Funds
	Capital Project #:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	45 Calendar Days
	Other Parties Involved:	N/A
	Estimated Number of Jobs Supported:	4

SUMMARY STATEMENT

ITEM NO.: DRPA-13-040

SUBJECT: Professional Services for 2013
Inspection of the Benjamin Franklin
Bridge

COMMITTEE:

Operations and Maintenance

COMMITTEE MEETING DATE:

March 6, 2013

BOARD ACTION DATE:

March 20, 2013

PROPOSAL: That the Board authorizes staff to negotiate an agreement with WSP Sells, Inc. to provide engineering services required to perform ongoing inspection of the Benjamin Franklin Bridge.

Amount: \$100,000.00

Consultant: WSP Sells, Inc.
2445 Kuser Road
Suite 100
Hamilton, NJ 08690

PURPOSE: To provide consulting engineering services for ongoing inspection of the Benjamin Franklin Bridge.

BACKGROUND: Under the Delaware River Port Authority's (DRPA) Bond Indentures dated 1995, 1998 and 1999, the DRPA is obligated to inspect all DRPA facilities every second calendar year; the Indenture further states that an inspection report be submitted on or before October 1 of every second calendar year. As approved by the Board of Commissioners, the most recent biennial inspection of the Benjamin Franklin Bridge facility occurred in the Summer of 2012 by WSP Sells, Inc.

Based on ongoing deterioration, increased future track demand and delays in planned capital improvements, ongoing inspection is necessary to monitor conditions on the facility. Since WSP Sells, Inc. performed the 2012 Biennial, they are most familiar with the current conditions and critical areas.

Engineering staff has evaluated the proposal submitted by WSP Sells, Inc. for supplemental inspection efforts. Based on this evaluation, WSP Sells Inc.'s price was determined to be fair and reasonable.

**SUMMARY STATEMENT
O&M 3/6/2013**

**Professional Services for
2013 Inspection of the Benjamin Franklin Bridge**

SUMMARY:	Amount:	\$100,000.00
	Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
	Capital Project #:	N/A
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	12 Months
	Other Parties Involved:	N/A
	Estimated Number of Jobs Supported:	2

DRPA-13-040
Operations & Maintenance Committee: March 6, 2013
Board Date: March 20, 2013
Professional Services for 2013 Inspection of the
Benjamin Franklin Bridge

RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the Proposal of WSP Sells, Inc. to provide Professional Services for 2013 Inspection of the Benjamin Franklin Bridge and that the proper officers of the Authority be and hereby are authorized to negotiate an Agreement with WSP Sells, Inc. for an amount not to exceed \$100,000.00, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:	Amount:	\$100,000.00
	Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
	Capital Project #:	N/A
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	12 Months
	Other Parties Involved:	N/A
	Estimated Number of Jobs Supported:	2



MEMORANDUM

DELAWARE RIVER PORT AUTHORITY
of Pennsylvania & New Jersey

TO: John J. Matheussen, Chief Executive Officer
John T. Hanson, Chief Financial Officer

FROM: Michael P. Venuto, Director of Engineering/Chief Engineer^{mm}

SUBJECT: Sole Source Approval - Professional Services for 2013 Inspection of the Benjamin Franklin Bridge

DATE: March 13, 2013

In conformance with DRPA Procurement Procedures, this sole source approval will be for on-going inspection of the Benjamin Franklin Bridge structure related to the PATCO Tracks. WSP Sells, Inc. performed the 2012 Ben Franklin Bridge Biennial Inspection. They have critical knowledge based upon their involvement with the Biennial Inspection and the findings thereof. They are most familiar with the current conditions and critical areas.

Engineering staff has evaluated their proposal and found it to be fair and reasonable.

On March 6th, the O&M Committee approved the additional scope and fees for WSP Sells, Inc for on-going inspection of the Benjamin Franklin Bridge structure related to the PATCO Tracks in an amount of \$100,000.00

John T. Hanson, Chief Financial Officer:

John J. Matheussen, Chief Executive Officer:

SUMMARY STATEMENT

ITEM NO.: DRPA-13-041

SUBJECT: Professional Services for 2013
Inspection of PATCO

COMMITTEE:

Operations and Maintenance

COMMITTEE MEETING DATE:

March 6, 2013

BOARD ACTION DATE:

March 20, 2013

PROPOSAL: That the Board authorizes staff to negotiate an agreement with TranSystems Corporation to provide engineering services required to perform ongoing inspection of the PATCO facilities.

Amount: \$126,805.29

Consultant: TranSystems Corporation
One Oxford Valley
Suite 818
Langhorne, PA 19047

PURPOSE: To provide consulting engineering services for ongoing inspection of the PATCO facilities.

BACKGROUND: Under the Delaware River Port Authority's (DRPA) Bond Indentures dated 1995, 1998 and 1999, the DRPA is obligated to inspect all DRPA facilities every second calendar year; the Indenture further states that an inspection report be submitted on or before October 1 of every second calendar year. As approved by the Board of Commissioners, the most recent biennial inspection of the PATCO facilities occurred in the Summer of 2012 by TranSystems Corporation.

Based on ongoing deterioration, increased future track demand and delays in planned capital improvements, ongoing inspection is necessary to monitor conditions on the facilities. Since TranSystems Corporation performed the 2012 Biennial, they are most familiar with the current conditions and critical areas.

Engineering staff has evaluated the proposal submitted by TranSystems Corporation for supplemental inspection efforts. Based on this evaluation, TranSystems Corporation's price was determined to be fair and reasonable.

**SUMMARY STATEMENT
O&M 3/6/13**

**Professional Services for 2013
Inspection of PATCO**

SUMMARY:	Amount:	\$126,805.29
	Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
	Capital Project #:	N/A
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	12 Months
	Other Parties Involved:	N/A
	Estimated Number of Jobs Supported:	2

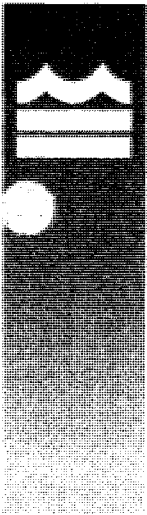
DRPA-13-041
Operations & Maintenance Committee: March 6, 2013
Board Date: March 20, 2013
Professional Services for 2013 Biennial
Inspection of PATCO

RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority accepts the Proposal of TranSystems Corporation to provide Professional Services for 2013 Inspection of PATCO and that the proper officers of the Authority be and hereby are authorized to negotiate an Agreement with TranSystems Corporation for an amount not to exceed \$126,805.29, as per the attached Summary Statement; and be it further

RESOLVED: The Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:	Amount:	\$126,805.29
	Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
	Capital Project #:	N/A
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	12 Months
	Other Parties Involved:	N/A
	Estimated Number of Jobs Supported:	2



MEMORANDUM

DELAWARE RIVER PORT AUTHORITY

of Pennsylvania & New Jersey

TO: John J. Matheussen, Chief Executive Officer
John T. Hanson, Chief Financial Officer

FROM: Michael P. Venuto, Director of Engineering/Chief Engineer ^{MW}

SUBJECT: Sole Source Approval - Professional Services for 2013 Inspection of PATCO

DATE: March 13, 2013

In conformance with DRPA Procurement Procedures, this sole source approval will be for on-going inspection of PATCO track system related to the Ben Franklin Bridge. TranSystems Corporation performed the 2012 PATCO Biennial Inspection. They have critical knowledge based upon their involvement with the Biennial Inspection and the findings thereof. They are most familiar with the current conditions and critical areas.

Engineering staff has evaluated their proposal and found it to be fair and reasonable.

On March 6th, the O&M Committee approved additional scope and fees for the TranSystems for on-going inspection PATCO track system related to the Ben Franklin Bridge in an amount of \$126,805.29.

John T. Hanson, Chief Financial Officer:

John J. Matheussen, Chief Executive Officer:

Delaware River Port Authority
Finance Committee Meeting Minutes
March 6, 2013 – 9:30 A.M.

Committee Members:

Jeffrey Nash (Committee Chair)
David Simon, Esquire (Committee Vice Chair)
E. Frank DiAntonio
Denise Mason
Rick Taylor
Christopher Craig (McCord) (via telephone)
Charles Fentress
Walter D'Alessio (via telephone)
Joann Bell (via telephone)
Charles Fentress

Others Present:

John Matheussen, Chief Executive Officer
Michael Conallen, Deputy Chief Executive Officer
John Hanson, Chief Financial Officer
Danielle McNichol, General Counsel and Corporate Secretary
Toni Brown, Chief Administrative Officer
John Rink, PATCO General Manager
Tom Raftery, Inspector General
Tim Ireland, Director of Communications
James White, Director of Finance
Val Bradford, Bridge Director BFB
William Shanahan, Director of Government Relations
Elizabeth McGee, Administrative Secretary

Chairman Nash called the meeting to order. He asked the Corporate Secretary to call the roll. It was announced by the Corporate Secretary that there was a quorum. Chairman Nash presided.

Financial Update

Mr. Hanson stated that the year to year traffic was 1.18% below 2012 traffic; revenues were up 0.56% from 2012 revenues. He stated that actuals were just under \$3.7 million in traffic for January. Mr. Hanson stated that revenues are up by 1.6% and average toll is up by 1.7%. He continued that PATCO ridership is up almost 22,000 riders and revenue is up almost \$18,000 for the month. He stated that budget vs. actual tolls are over budget and PATCO ridership is up 4.8%. Mr. Hanson continued that Operating Expenses were \$2 million under for January reflective of a slow start, but that he expects we will catch up. We have \$7 million in the budget vs. \$5 million actual expenses. PATCO has \$3.8 million in budget expenses. Authority wide \$10.8 million in budget and \$2.7 million spent.

Mr. Hanson stated with respect to the Capital Expenditures for 2012, the Expenditures were \$102 million and balance in this account is at zero, with us now borrowing from the General Fund. The current cash balance in the General Fund is \$271 million which is about \$2 million less than last month. The Authority spent \$4 million on capital expenses. In total \$44.5 million is owed to the General Fund from the Capital Fund. Mr. Hanson continued that the Bond Debt has not changed from the last report. Mr. Hanson stated that the Letter of Credit (LOC) process is underway. Briefly, we have provided the termination letter language to our working group and are working on the replacement documentation now. It is expected that this will save us \$4 million annually.

PATCO Scheduling Software – Purchase from Trapeze under State Contract

Mr. Rink stated that currently PATCO utilizes Excel spreadsheets to perform scheduling tasks. While Excel is a good tool, it is not an efficient means for performing scheduling and is very limited in its ability. The Trapeze Scheduling Software offers PATCO the flexibility needed to effectively plan for future modifications to service, more efficient utilization of personnel, equipment, and resources, and eventual app development for the Authority's customers. Mr. Rink continued that the scheduling software provides the first step in being able to provide apps for the Authority's customers in that it generates the required data for developers. Apps would provide real-time or static schedule and service data, service alert, etc., to the Authority's customers via smartphones or websites. Both NJ Transit and SEPTA utilize Trapeze Scheduling Software which could allow a developer to create one app that could integrate three systems. Once the first step of procuring and implementing the scheduling software is completed, we can move forward with the second step of app development.

Chairman Simon stated he has been backing this initiative. It would be a benefit to the Authority to get these apps in place to get real time information on the I-Phone or Android of the Authority's customers for delays and schedules.

Chairman Simon inquired if the references have been researched for SHI.

Mr. Rink responded affirmative. Mr. Rink continued that Trapeze has modules we can purchase to create the apps internally.

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

PATCO Scheduling Software – Purchase from Trapeze under State Contract

DRPA Excess Workers' Compensation & Employers' Liability Policy – Increase in Limits

Ms. Brown stated the Authority's self-insured employers purchase Excess Worker's Compensation insurance as stop-loss to protect them against catastrophic or long-term claims

that eventually exceed their retentions. All Worker's Compensation claims at the Authority are self-insured up to the first \$1 million. Claims that exceed \$1 million are payable under the Authority's Excess Worker's Compensation and Employers' Liability insurance policy. The policy provides a specific loss limit of \$5 million per occurrence above a \$1 million self-insured retention. Mr. Brown continued that the Authority does have some outstanding claims and that our current excess limits are not where they need to be for current needs. One concern is that medical claims can be reopened and could lead to extensive claims. Aon suggested to the Authority to add an additional coverage layer for excess requirements. The policy would be prorated to the end of the term of 12/31/2013.

Ms. McNichol advised that excess coverage limits of \$25 million are industry standard and she would recommend the additional coverage protection for the limited premium cost.

On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption:

***DRPA Excess Workers' Compensation & Employers' Liability Policy –
Increase in Limits***

Chairman Nash called for a motion to go into Executive Session. He said that the decisions made in Executive Session will be made public when the issues are resolved. Upon motion duly made and seconded, the Committee moved into Executive Session.

There being no further business, on motion duly made and seconded, the meeting was adjourned.

SUMMARY STATEMENT

ITEM NO.: DRPA-13-038 **SUBJECT:** DRPA Excess Workers'
Compensation & Employers'
Liability Policy – Increase in Limits

COMMITTEE: Finance

COMMITTEE MEETING DATE: March 6, 2013

BOARD ACTION DATE: March 20, 2013

PROPOSAL: That the Board authorizes staff to accept the recommendation from Aon Risk Solutions to increase the current limits of the DRPA Excess Workers' Compensation insurance policy from \$5,000,000 per occurrence to \$20,000,000, bringing the total per occurrence limit to \$25,000,000. The estimated annual additional premium for the increased limits would be \$12,801 (to be pro-rated until the expiration date of 12/31/2013). The DRPA's existing Excess Workers' Compensation policy expires on 12/31/2013.

PURPOSE: Major accidents or illnesses during the scope of employment can result in substantial medical bills and this policy provides statutory benefits for DRPA employees who work in Pennsylvania and New Jersey. The Excess Workers' Compensation policy is designed to reduce DRPA's exposure for catastrophic incidents excess of the \$1 million Self-Insured Retention each accident.

BACKGROUND: Self-insured employers purchase Excess Workers' Compensation insurance as stop-loss to protect them against catastrophic or long-term claims that eventually exceed their retentions. On November 21, 2012, the Board authorized staff to renew the DRPA Excess Workers' Compensation insurance policy with Safety National Casualty Corporation. The policy term is December 31, 2012-December 31, 2013.

All Workers' Compensation claims at DRPA are self-insured up to the first \$1 million. Claims that exceed \$1 million are payable under DRPA's Excess Workers' Compensation & Employers' Liability insurance policy. The policy provides a specific loss limit of \$5 million per occurrence above a \$1 million self-insured retention.

At the time the renewal recommendation was presented to the Board, staff was authorized to seek additional limit proposals from Aon. The alternative quote secured by Aon provides an additional \$20 million in limits for a total limit of \$25 million per occurrence. The annual premium for the additional limits is estimated to be \$12,801 (to be pro-rated until the expiration date of 12/31/2013). Our broker recommends that we accept the additional limits quote offered by incumbent, Safety National.

To date there have been no claims that have exceeded the existing \$5 million per occurrence limit. In a January 2013 edition of the *Business Insurance* periodical, Safety National Casualty Corporation was quoted in an article entitled, Stand-alone Excess Comp. In that article, employers were advised that issues such as prescribing pain medications for pain management, federal Medicare set-aside demands, medical cost inflation, an aging workforce, obesity and increased comorbidities among injured workers are driving increases in claim severities. In the event of a catastrophic loss exceeding \$5 million Aon suggests that the DRPA consider the “worst case scenario” with no additional limits in place and to ask the following question retrospectively: *“In the wake of a catastrophic loss exceeding \$5,000,000 would the DRPA want \$20,000,000 excess of \$5,000,000 for (an estimated) \$12,801 (additional) annual premium?”*

Staff recommends that we accept the additional limit quote of \$20,000,000 recommended by Aon for the estimated annual premium of \$12,801 (to be pro-rated until the expiration date of 12/31/2013) for the existing Excess Workers' Compensation & Employers' Liability policy term.

SUMMARY:	Amount:	Approximately \$12,801
	Source of Funds:	Revenue
	Capital Project #:	N/A
	Operating Budget:	DRPA Risk Mgt. C/E #8
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	December 31, 2012 – December 31, 2013
	Other Parties Involved:	Aon Risk Services and Safety National Casualty Corporation

DRPA Excess Workers' Compensation & Employers' Liability Policy – Increase in Limits

RESOLUTION

RESOLVED: That the Board authorizes staff to accept the recommendation from Aon Risk Solutions to increase the current limits of the DRPA Excess Workers' Compensation insurance policy from \$5,000,000 per occurrence to \$20,000,000, bringing the total per occurrence limit to \$25,000,000; and be it further

RESOLVED: That the estimated annual premium for the increased limits would be \$12,801 (to be pro-rated until the expiration date of 12/31/2013); and be it further

RESOLVED: That the Chairman, Vice Chairman and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chairman and Vice Chairman are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:

Amount:	Approximately \$12,801
Source of Funds:	Revenue
Capital Project #:	N/A
Operating Budget:	DRPA Risk Mgt. C/E #8
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	December 31, 2012 – December 31, 2013
Other Parties Involved:	Aon Risk Services and Safety National Casualty Corporation

Delaware River Port Authority
Audit Committee Meeting Minutes
March 6, 2013 – 9:30 A.M.

Attendance:

Committee Members:

Eugene DePasquale, Chairman
Rick Taylor, Vice Chair
David Simon, Esquire
Denise Mason
Joanna Cruz
Richard Sweeney

Others Present:

John Matheussen, Chief Executive Officer
Michael Conallen, Deputy Chief Executive Officer
Danielle McNichol, General Counsel and Corporate Secretary
Tom Raftery, Inspector General
Timothy Ireland, Director, Corp. Comm.
Elizabeth McGee, Administrative Secretary

Chairman DePasquale called the meeting to order and asked the Corporate Secretary to call the roll. The Corporate Secretary called the roll and announced that there was a quorum. Chairman DePasquale presided.

Citizens Advisory Committee (CAC) Expense Policy

Mr. Raftery stated this was added as a request of the CEO. Mr. Raftery continued that a policy was formulated per the request of the CAC. Recently one of the CAC members requested reimbursement for attending a board meeting.

Mr. Matheussen stated that it is the policy that CAC members will not be reimbursed for bridge tolls, PATCO fare, etc. However, in fairness we should reconsider this because it is an extra expense for these members to attend the Authority meetings. Mr. Matheussen continued that a CAC member recently has requested reimbursement of expenses. The Authority is asking that we reimburse them for a very limited amount for attending PATCO/DRPA meetings.

Chairman DePasquale inquired the amount of the reimbursement. Ms. McNichol stated 10 to 15 dollars.

Mr. Matheussen stated he thinks it is reasonable request and that this individual does participate.

Commissioner Taylor stated it shows we are working with the CAC to attend our meetings.

There was also a discussion on the issue of parking being excluded. Mrs. McNichol stated that we will have several meetings off site and in some instances parking will have to be paid to attend these meetings. While we will try to have parking included in the venues, this may not always happen. On motion duly made and seconded, the following Resolution was approved and is recommended to the Board for adoption

Proposed Ethics Policy

Mr. Raftery stated this is a holdover from the reform initiative in 2012. The policy, as drafted, needs input from the Audit committee. Mr. Raftery continued that the group he is working with pushed for the establishment of an ethics committee Mr. Raftery continued that he is looking for in-sight from the Commissioners on which direction to go. This is the last of the reforms to be resolved.

Chairman DePasquale stated that it will be discussed further in the Executive Session and then presented publically after the issue had been finalize, with a draft ready for Board passage.

Chairman DePasquale called for a motion to go into Executive Session to discuss personnel issues relating to the vacancies and other audit related issues. He said the decisions made in Executive Session will be made public when the issues are resolved. Upon motion duly made and seconded, the Audit Committee moved into Executive Session.

There being no further business, on motion duly made and seconded, the meeting was adjourned.

DRPA-13-039
New Business: March 20, 2013
Board Date: March 20, 2013
Consideration of Pending DRPA Contracts
(Between \$25,000 and \$100,000)

RESOLUTION

RESOLVED: That the Board authorizes and directs that subject to approval by counsel and the Chief Executive Officer, staff proceed to negotiate and enter into the contracts listed on the Attachment hereto.

SUMMARY:

Amount:	N/A
Source of Funds:	See Attached List
Capital Project #:	N/A
Operating Budget:	N/A
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	N/A
Other Parties Involved:	N/A

CONSIDERATION OF PENDING DRPA CONTRACTS (BETWEEN \$25,000 - \$100,000) MARCH 20, 2013

Item #	Vendor/Contractor	Description	Amount	Procurement Method	Bids Received	Bid Amounts	Source of Funds
1	Verizon Wireless/ Cellco Partnership Basking Ridge, NJ	1-Year Cell Phone Service Contract for DRPA/PATCO.	\$45,000.00	In accordance with New Jersey State Contract T-216A.	1. Verizon Wireless/ Cellco Partnership Basking Ridge, NJ	\$45,000.00	Revenue Fund (DRPA) General Fund (PATCO)
2	SHI International Somerset, NJ	Purchase represents annual renewal and upgrade of the Authority's Web and Email Filtering Systems.	\$59,723.99	In accordance with New Jersey State Contract #M-0003.	1. SHI International Somerset, NJ	\$59,723.99	Revenue Fund
3	Whitmoyer Ford Mount Joy, PA	Purchase 2013 Fleet Operation Vehicles, as outlined below: 1. One (1) 2013 Ford F-150 Crew Cab Truck Cost: \$27,033.02 2. One (1) 2013 Ford F-150 Regular Cab Truck Cost: \$23,387.47 3. One (1) 2013 Ford E-150 Econoline Cargo Van Cost: \$19,059.96 4. One (1) 2013 Ford E-350 Regular Cargo Van Cost: \$23,321.19	\$92,801.64	In accordance with Commonwealth of Pennsylvania Co-Stars Contract #025- 162.	1. Whitmoyer Ford Mount Joy, PA	\$92,801.64	General Fund
4	DFFLM Flemington, NJ	Purchase two (2) 2013 Ford F350 Pick-Up Trucks, 4-WD for Fleet Operations.	\$68,502.00	In accordance with New Jersey State Contract #T-2101.	1. DFFLM Flemington, NJ	\$68,502.00	General Fund
5	DFFLM Flemington, NJ	Purchase one (1) 2013 Ford F550 Super Duty Bucket Truck for Fleet Operations.	\$46,593.00	In accordance with New Jersey State Contract #T-2789.	1. DFFLM Flemington, NJ	\$46,593.00	General Fund

SUMMARY STATEMENT

ITEM NO.: DRPA-13-042

SUBJECT: Capital Project Contract
Modifications 2

COMMITTEE:

New Business

COMMITTEE MEETING DATE:

March 20, 2013

BOARD ACTION DATE:

March 20, 2013

PROPOSAL: That the Board authorize the execution of contract modifications to certain contracts for Authority capital project and that the Board amend the 2013 Capital Budget to include the increase in contract amount being requested in this Resolution.

PURPOSE: To approve contract modifications in the amounts and times set forth herein for the identified Authority capital projects and to assure that the 2013 Capital Budget reflects the actual Board approved project costs.

BACKGROUND: The Authority is presently undertaking several capital projects previously approved by the Board. During the course of the project(s) identified in the Attachment (attached hereto and made a part hereof), Engineering has determined that conditions affecting each project require contract modification adjusting the scope of work/contract items, compensation, and/or the time to perform the contract work as set forth in the attachment.

Engineering staff has evaluated the contract modifications identified in the Attachment and any supporting documentation and has determined the contract adjustments as proposed are fair and reasonable and meets the needs of the Authority.

SUMMARY:

Amount:	See Attachment
Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
Capital Project #:	See Attachment
Operating Budget:	N/A
Master Plan Status:	N/A
Other Fund Sources:	N/A
Duration of Contract:	See Attachment
Other Parties Involved:	N/A

RESOLUTION

RESOLVED: That the Board authorizes the execution of contract modifications to the contracts identified in the Attachment in such amounts and/or times set forth therein; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of the DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of the DRPA.

RESOLVED: That the 2013 Capital Budget be and hereby is amended to increase the line item amounts allocated for DRPA Project Number as indicated in the attached chart.

SUMMARY:	Amount:	See Attachment
	Source of Funds:	General Fund/Subject to Reimbursement from Future Bond Proceeds
	Capital Project #:	See Attachment
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	See Attachment
	Other Parties Involved:	N/A

ATTACHMENT

March 20, 2013

Summary of Supplemental Agreement and Change Orders

<u>Capital Project Number</u>	<u>Contract Number</u>	<u>Title</u>	<u>Consultant/ Contractor</u>	<u>Current Contract/ Agreement Amount</u>	<u>Chg Order Supplemental Amount</u>	<u>Adjusted Contract Agreement Amount</u>	<u>Duration</u>
PF0909	35-C	PATCO Lindenwold Yard Diamond Rehabilitation	Railroad Construction Co, of South Jersey, Inc.	\$1,641,067.50	\$500,000.00	\$2,141,067.50	18 Months
BF1004	BF-31-2010	BFB Structural Improvements	Cornell & Co.	\$10,631,333.56	\$500,000.00	\$11,131,333.56	18 Months