



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
December 15, 2011
Mr. Don Betz, Chair, Presiding**

MEMBERS PRESENT

Mr. Don Betz, Chairman
Mr. Andrew Koepfel, Secretary
Mr. David Scheu, Vice Chairman
Mr. Henry Adams
Mr. Jonathan Barfield
Mr. George Dolan
Mr. Chris Hawkins
Mr. Kevin O'Grady
Mr. Jeff Petroff

MEMBERS NOT PRESENT

Mr. Euran Daniels
Ms. Linda Pearce

STAFF PRESENT

Mr. Albert Eby, Executive Director
Mr. Matthew Kunic, Director of Planning & Development
Mr. Joe Mininni, Director of Finance & Administration
Ms. Kathy Williams, Board & Customer Service Clerk

CONTRACT MANAGEMENT STAFF PRESENT

Mr. Andrew Olsen, Attorney
Mr. Chris Greenman, Fixed Route Operations Manager
Mr. Jeremy Miller, Vehicle Maintenance Manager

GUESTS PRESENT

Ms. Suraiya Rashid, WMPO

CALL TO ORDER

- Chairman Betz, called the meeting to order at 12:03 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

CONSENT AGENDA

- Mr. Betz presented the December 2011 consent agenda
- Mr. Barfield made a motion to accept the December 2011 consent agenda
- Mr. Dolan seconded and the motion carried unanimously

PUBLIC COMMENT

- Mr. Betz opened the public comment period
- Hearing no comments, Mr. Betz closed the public comment period

PUBLIC HEARING, COMMUNITY TRANSPORTATION PROGRAM

- Mr. Betz opened the public hearing for the Community Transportation Program (CTP)

- Mr. Betz recognized Mr. Eby to present the Community Transportation Program
- Mr. Eby recognized Mr. Kunic to briefly describe the Community Transportation Program
- Mr. Kunic stated that the amount of the CTP grant is \$360,244.00
- The board requested a summary of the CTP Grant
- Mr. Kunic summarized the grant application
- The Chairman asked if there were comments from the public regarding the CTP grant
- Hearing no comments, Mr. Betz closed the public hearing
- Mr. Dolan made a motion to proceed with submitting the CTP Grant application to NCDOT
- Mr. Barfield seconded and the motion carried unanimously

PUBLIC HEARING, FTA §5317 GRANT APPLICATION

- Mr. Betz opened the public hearing for the FTA §5317 grant application
- Mr. Eby recognized Mr. Kunic to briefly describe the §5317 grant program
- Mr. Kunic stated that the amount of the CTP grant is \$360,244.00
- The New Freedom grant provides a 50-50 match for FY-13 & FY-14 for the operation of route 205
- The grant is federally funded and administered by NCDOT
- The Chairman asked if there were comments from the public regarding the §5317 grant
- Hearing no comments, Mr. Betz closed the public comment period
- Mr. O'Grady made a motion to accept the submission of the FTA §5317 grant application and the 50% match from the authority for FY 13 & FY 14
- Mr. Adams seconded and the motion carried unanimously

EXECUTIVE COMMITTEE

- Mr. Betz stated that the committee did not meet

PLANNING COMMITTEE

- Mr. Betz recognized Mr. Adams to give the committee report
- Mr. Adams stated that ridership continues to rise although at a somewhat slower pace
- Mr. Adams stated that the amenities installments are still moving forward and the required paperwork has been submitted to NCDOT
- Staff is coordinating efforts to have the current pads removed by the City of Wilmington since they do not meet NCDOT standards
- The project will continue after funding for the amenities is identified
- Mr. Adams reported that advertising on four buses has been sold for a little over \$1000 per month
- Mr. Kunic stated that there are different advertising packets and the advertising details are on the Wave Transit website

FINANCE COMMITTEE

- Mr. Betz recognized Mr. Dolan to present the finance committee report
- Mr. Dolan stated Mr. Mininni is getting up to speed and working well with staff
- Staff continues to work with Exact for the implementation of the Macola payroll module
- The accounting function of the software is being refined to more closely meet the needs of the Authority
- Mr. Dolan stated that a draft of the audit for FY 2011 was deficient with the state preaudit requirements
- Staff has been advised by the auditors concerning corrective measures which have been implemented
- Mr. Dolan stated that SMAP funding for the year will be \$151,000 less than budgeted

- The shortfall is from a reduction in funding for the program by the legislature as well as a decline in ridership for the formula year 2010
- Mr. Dolan stated that copies of the audit report were available to members following the meeting
- A representative from the audit firm will be at the January meeting to discuss the report in detail
- The audit report will also be posted to the Authority website

FACILITIES COMMITTEE

- Mr. Betz recognized Mr. Petroff to give the committee report
- Mr. Petroff stated that the committee is seeking approval to enter into a contract with Becker Morgan for design and engineering of the operations and maintenance facility
- Mr. Petroff stated that the basic services, which included facility design and engineering, would not exceed \$280,000.00
- A contract amendment was being prepared by staff and Becker Morgan that would specify the basic services and additional services
- Additional services would include a not to exceed amount and utilization of any additional services would be at the discretion of the Authority
- The amendment was expected to be presented at the January 2012 meeting of the board
- Mr. Eby stated that TranSystems was notified by mail that the Authority was terminating the contract because it was “no longer in the best interest of the Authority”
- The final payment of \$5,500 was paid upon receipt of all documents prepared by TranSystems for the project
- Mr. Barfield made a motion to enter into a contract with Becker Morgan for an amount not to exceed two-hundred eighty thousand dollars (\$280,000.00)
- Mr. Dolan seconded and the motion carried unanimously
- Mr. Petroff presented a resolution to purchase real property located at 123 & 127 Division Drive in the amount of \$310,000.00
- The property is adjacent to the current operations center property located at 124 Division Drive
- Mr. Eby stated that the parcels were divided by a dead end road (Division Drive)
- The Authority will petition NCDOT to abandon the road and transfer ownership to the Authority
- Preliminary discussions with NCDOT were in favor of the abandonment
- Following abandonment, the operations center parcel would total over 13 acres, which would allow for expansion
- Environmental review of the additional parcels has been approved by FTA
- Funding for 90% of the project is from NCDOT and the \$31,000 local match would be provided by the Authority
- Use of the real property as an in-kind match for construction of the operations facility has been received by FTA
- Mr. Betz made a motion adopting the resolution to purchase real property located at 123 and 127 Division Drive from Morehead Marketplace LLC at a cost of three-hundred ten thousand dollars (\$310,000.00)
- Mr. Barfield seconded and the motion carried unanimously

STAFF REPORT

- Mr. Betz recognized Mr. Eby to present the staff report
- Mr. Eby stated that he would like to table the WMPO park and ride initiative to a later meeting
- Mr. Eby stated that there are still bus cleanliness issues
- The first phase to address the issue would be a full detailing of the vehicles during the UNCW Christmas break
- Cleanliness standards would be documented and maintained through a liquidated damages clause in the contract with First Transit

- Mr. Eby stated that staff has set a meeting with First Transit Regional Manager Bill Williamson to discuss the liquidated damages clause and bus cleanliness
- Mr. Eby stated that a six month report detailing the contract management would be presented at the January board meeting

OLD BUSINESS

- Mr. Koepfel suggested that pictures of previous board members be removed from Castle Street and hung in Forden Station
- Mr. Adams requested a Greyhound update
- Mr. Eby stated that Greyhound has gotten better and recognized Ms. Williams and Ms. Toster for their efforts in establishing and maintaining Greyhound operations
- Mr. Olsen presented an invoice for \$13,500 from Patterson Harkavy for legal services in the Davis arbitration case
- The invoice was for the union's attorney which was ordered by the court to be paid by the Authority
- Mr. Betz made a motion to pay the settlement to Patterson Harkavy in the amount of \$13,500
- Mr. Dolan seconded and carried unanimously

NEW BUSINESS

- Mr. Hawkins inquired if the surveys are a part of the short range plan
- Mr. Kunic stated that the consultant had surveyed over 400 passengers as part of the plan

ADJOURN

- Mr. Barfield made a motion to adjourn the December 15, 2011 board meeting
- Mr. Dolan seconded and the motion carried unanimously

SCHEDULING OF NEXT MEETING

- The Authority's next meeting is scheduled for January 26, 2012 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
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