



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
March 25, 2010
Mr. Don Betz, Chair, Presiding**

MEMBERS PRESENT

Mr. Don Betz, Chairman
Mr. George Dolan, Vice Chairman
Mr. Andrew Koepfel, Secretary
Mr. Henry Adams
Mr. Jonathan Barfield
Mr. Euran Daniels
Mr. Chris Hawkins
Ms. Laura Padgett
Ms. Linda Pearce
Mr. Jeff Petroff
Mr. David Scheu

MEMBERS ABSENT

None

STAFF PRESENT

Mr. Albert Eby, Executive Director
Mr. Mike Kincaid, Interim Finance Director
Mr. Arthur Cottrill, Director of Finance & Administration
Ms. Kathy Williams, Board & Customer Relations Clerk

CONTRACT MANAGEMENT STAFF PRESENT

Mr. Andrew Olsen, Attorney
Mr. Irving Cure, Operations Manager, PTM/Veolia Transportation

GUESTS PRESENT

Mr. Joshua Mello, Wilmington Metropolitan Area, MPO
Mr. Nick Joseph, Hunters Trail Property
Mr. Howard Loving, Cape Fear Commutes
Mr. Howard Capps, Cape Fear Commutes
Mr. Don Sellers, Cape Fear Commutes
Mr. Al Friemark, Cape Fear Commutes
Mr. Will Breeden, URS Corp.
Mr. Ricky Meeks, Citizen

CALL TO ORDER

- Chairman Betz called the meeting to order at 12:05 pm
- Mr. Betz opened the meeting with a moment of silence
- Mr. Betz recognized new board member Ms. Linda Pearce

CONSENT AGENDA

- Mr. Betz presented the March 2010 Consent Agenda
- Mr. Koepfel stated that on page five of the minutes Senator Hagan's name was misspelled

- Mr. Barfield made a motion to accept the consent agenda and minutes as amended
- Ms. Padgett seconded and the motion carried unanimously

PUBLIC COMMENT

- Mr. Betz opened the public comment period
- Mr. Joseph requested that the budget for Wave Station be added to the Wave Transit website
- Mr. Joseph also requested information regarding the construction manager due to concerns regarding the future noise of the buses and additional traffic
- Mr. Joseph also discussed adding noise barriers on Lennon Drive
- Mr. Meeks requested transit service to the local beaches
- Mr. Meeks also inquired about Saturday service on the Brunswick Connector and the Castle Hayne Shuttle

CAPE FEAR COMMUTES LONG RANGE TRANSPORTATION PLAN

- Mr. Betz recognized Mr. Loving to present the Cape Fear Commutes Long Range Transportation Plan
- Mr. Loving described plan and the future of transportation in the region over the next 25 years
- Mr. Loving stated that the plan will be presented to other municipalities and agencies in the area
- Mr. Loving stated the plan is federally mandated program that must be updated every five years
- Mr. Loving stated that the majority of community feedback was from a survey by Cape Fear Commutes

EXECUTIVE COMMITTEE

- Mr. Betz stated the committee did not meet

PLANNING COMMITTEE

- Mr. Betz recognized Mr. Adams to present the planning committee report
- Mr. Adams stated that there was a concern regarding profanity and noise levels on the buses
- Mr. Adams stated that ridership is increasing slightly as the weather and the economy improve
- Mr. Adams stated that Brunswick County Commissioner Charles Warren addressed the committee seeking additional service in Brunswick County
- The committee referred him to Brunswick Transit Services
- Mr. Warren was assured by the committee that the authority currently works and will continue to work with neighboring counties to integrate public transportation services when feasible
- Mr. Adams stated that route 205 had been approved and will be starting on April 19, 2010
- Mr. Adams stated that staff will pass out maps on the buses and bus stops informing passengers of the new route
- Mr. Adams stated that the committee is planning for the 2010-2011 budget
- Mr. Adams said the committee was investigating potential revenue generated from advertisement on the backs and sides of the buses
- Mr. Koeppel made a motion to request Mr. John Peck of Peck Advertising to make a presentation to the board about potential revenue derived from advertisement
- Ms. Padgett seconded and carried unanimously
- Mr. Padgett stated that the bus stop at Halyburton Park was not accessible
- Mr. Mello stated that area is in phase one of construction of the Cross City Trail and at the end of construction the stop will be accessible
- Ms. Padgett also directed staff to look into the solar light at the shelter at Independence Mall

FINANCE COMMITTEE

- Mr. Betz recognized Mr. Dolan to present the financial committee report

- Mr. Dolan stated that the committee did not meet
- Mr. Dolan stated that he had met with Mr. Cottrill who has been trying to get caught up and acquainted with the authority finances
- Mr. Dolan stated that cash flow problems should be eased in early April with the expected SMAP funds

FACILITIES COMMITTEE

- Mr. Betz recognized Ms. Padgett to give the facilities committee report
- Ms. Padgett stated that Cando Street is complete with the exception of one punch list item
- Mr. Eby stated that the authority had submitted paperwork to have the street conveyed to the city for maintenance
- Ms. Padgett recognized Mr. Eby to present the Wave Station update
- Mr. Eby stated that at the January meeting the authority entered into a contract with JM Thompson Construction
- Mr. Eby stated that pay application meetings with the architect, contractor and sub-contractor regarding the Wave Station are scheduled for the first Tuesday of each month of the project
- Mr. Betz recommended that Mr. Eby share all information and meeting schedules with committee members
- Mr. Eby presented contracts for approval from the facilities committee
- The first is a contract between the authority and HDR Engineering for environmental services over a period of two years
- No second was needed and the motion carried unanimously
- The second is Task Order 1 to HDR Engineering for NEPA analysis in an amount not to exceed \$12,505.00 for base service not to exceed \$2,000.00 for a Phase I Environmental report
- Although the Phase I report is not mandatory, Mr. Petroff recommended the additional \$2,000 for the environmental site assessment would be a worthwhile investment
- Mr. Eby stated that the total with the ESA is \$14,505.00 paid for 100% from stimulus funds
- No second was required and the motion carried unanimously

STAFF REPORT

- Mr. Betz recognized Mr. Eby to present the staff report
- Mr. Eby stated that he met with Rep. McIntyre seeking a \$6,000,000 appropriation in the 2011 budget for the Wave Transit Maintenance facility
- Mr. Eby stated that he also met with Senator Hagan who agreed to support the request
- Mr. Eby asked for approval for the Azalea Festival Park and Ride Shuttles from Independence Mall to downtown from 7 am-1 pm at \$1.50 per passenger on Saturday April 10, 2010
- Mr. Dolan made a motion to approve the Azalea Festival Shuttles on Saturday April 10, 2010
- Mr. Barfield seconded and the motion carried unanimously
- Mr. Eby stated that fuel prices have increased and staff was hoping to lock in at the lowest rates
- Mr. Dolan made a motion to authorize the Executive Director to contract for diesel fuel for the period of July 01, 2010 through June 30, 2011 when he felt the price of diesel was most favorable to the authority for the contract period
- Ms. Pearce seconded and the motion carried unanimously
- Mr. Eby presented the materials testing bid offers for Wave Station
- Ms. Padgett made a motion to accept the contract with the lowest responsive bidder, ECS LLP in the amount of \$24,093.50
- Mr. Adams seconded and the motion carried unanimously
- Mr. Eby gave an update on the organizational analysis
- Mr. Eby stated that Mr. Kunic was promoted to the position of the Director of Planning and Development and Mr. Cottrill had been hired as the Director of Finance and Administration

- Staff is in the process of hiring a Director of Operations
- Mr. Eby stated that the Safety and Training Manager will be hired by PTM/Veolia
- Mr. Eby stated that Veolia Area Manager Mr. Chris Langmayer will be at the April 22nd meeting and make a presentation

NEW/OLD BUSINESS

- Mr. Dolan suggested the authority partner with the Wilmington Railroad Museum in regard to seeking funding from the community for the feasibility study for the downtown streetcar initiative
- Mr. Koeppel stated that Mr. Bryden's committee had not met suggested that the request be deferred until the committee could meet

CLOSED SESSION

- Mr. Koeppel made a motion for the board to enter into closed session pursuant NCGS 143-318.11(a)(5)
- Mr. Dolan seconded and the motion carried unanimously
- The board went into closed session at 1:35 pm
- Following a 15 minute closed session, Mr. Pearce made a motion reconvene the regular meeting
- Mr. Koeppel seconded and the motion carried unanimously
- Ms. Padgett made a motion to authorize the Executive Director the authority to begin negotiations for real property acquisition
- Mr. Koeppel seconded and the motion carried unanimously

SCHEDULING OF NEXT MEETING

- Mr. Betz made a motion to adjourn
- Mr. Barfield seconded and carried unanimously
- The Authority's next meeting is scheduled for April 22, 2010 at 12:00 pm in the Castle Street Board Room

Respectfully Submitted,



Albert Eby
Director
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