



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
April 22, 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. Johnathan Barfield
Mr. Chris Hawkins
Mr. Jeff Petroff

MEMBERS NOT PRESENT

Mr. Euran Daniels
Ms. Laura Padgett
Ms. Linda Pearce
Mr. David Scheu

STAFF PRESENT

Mr. Albert Eby, Executive Director
Mr. Matthew Kunic, Director of Planning & Development
Mr. Arthur Cottrill, Director of Finance & Administration
Ms. Lillie Carroll, Purchasing Clerk
Ms. Machell Huene, Payroll & HR Clerk
Ms. Kathy Williams, Board & Customer Relations Clerk

CONTRACT MANAGEMENT STAFF PRESENT

Mr. Andrew Olsen, Attorney
Mr. Irvin Cure, Operations Manager, PTM
Mr. Chris Langmayer, Area Vice President, Veolia Transportation

GUESTS PRESENT

Mr. Joshua Mello, Wilmington Metropolitan Area, MPO
Mr. Morris Thorpe, Citizen
Mr. John Peck, Peck Advertising

CALL TO ORDER

- Chairman Betz called the meeting to order at 12:04 pm
- Mr. Betz opened the meeting with a moment of silence
- Mr. Betz recognized Mr. Eby who introduced new authority employees, Ms. Carroll, Purchasing Clerk & Ms. Huene, Payroll & HR Clerk

CONSENT AGENDA

- Mr. Betz presented the April 2010 Consent Agenda
- Mr. Koepfel asked that item #2 of the consent agenda be pulled for discussion
- Mr. Barfield made a motion to accept the consent agenda with the exception of item # 2
- Mr. Dolan seconded and the motion carried unanimously

- Mr. Koeppel inquired about what constitutes rural and urban areas
- Mr. Eby explained that by FTA rules, rural is anywhere outside of the MPO area and urban is everything else
- Mr. Koeppel made a motion to accept the FY 2011 Community Transportation Program (CPT) Resolution
- Mr. Dolan seconded and the motion carried unanimously

PUBLIC COMMENT

- Mr. Betz opened the public comment period
- Mr. Thorpe at 1614 Gander Dr, inquired on how the buses transport passengers in the more developed areas
- Mr. Thorpe is seeking more service in the Quail Woods area
- Mr. Eby stated that transit planning usually follows the premise of having service on collector streets where passengers would walk from neighborhoods to the bus stops
- Mr. Betz closed the public comment period after hearing no other comments

PUBLIC HEARING

- Mr. Betz recognized staff to present
- Mr. Eby recognized Mr. Kunic to present the FY 2011 Community Transportation Program (CTP)
- Mr. Kunic stated that the §5311 funds for the program are 90% NCDOT and 10% local
- Mr. Kunic stated that this capital portion funding will replace four paratransit vehicles
- Mr. Kunic said the operating assistance for paratransit administration is also funded from the CTP
- The Chair opened the public hearing to receive comments regarding the Community Transportation Program Grant Application FY2011 for Cape Fear Public Transportation Authority
- Hearing no comment from the public, Mr. Betz closed the public hearing
- Mr. Koeppel made a motion to enter into a contract with NCDOT for the 2011 Community Transportation Program and to authorize the Chairman to sign the contract on behalf of the authority
- Mr. Dolan seconded the motion which carried unanimously

MANAGEMENT CONTRACTOR UPDATE

- Mr. Betz recognized Mr. Langmayer to give a brief update from PTM/Veolia
- Mr. Langmayer stated that the Collective Bargaining Agreement between the union and PTM/Veolia expires on June 30, 2010
- PTM/Veolia representatives are scheduled to meet with staff and legal counsel for the authority on May 3, 2010 to discuss a new contract
- Mr. Langmayer stated that a Safety and Training manager should be hired within the next sixty days
- Mr. Koeppel inquired about where Mr. Langmayer is located and how often does he visit and check in with what is happening at Wave Transit
- Mr. Langmayer stated that he is scheduled to come once a quarter but, has come more often during the current fiscal year
- Mr. Hawkins was concerned about the constant complaint about the cleanliness of the buses and the lack of passenger sensitivity
- Mr. Langmayer asked Mr. Hawkins for feedback regarding the cleanliness at next month's meeting
- Mr. Langmayer said concerning the sensitivity training will be addressed by the new Safety and Training Manager
- Mr. Langmayer stated that the company will be using a new Customer Program "Going for Green" for customer service retraining

- Mr. Eby stated that he has received good training materials from Mr. Langmayer and Veolia
- Mr. Eby recognized Mr. Molina to briefly describe his experience the Veolia's training software
- Mr. Molina stated that the software is very comprehensive

PLANNING COMMITTEE

- Mr. Betz recognized Mr. Adams to present the planning committee report
- Mr. Adams stated that the committee did not meet
- Ridership is showing modest increases
- Route 205 began on April 19, 2010 and the feedback has been positive
- A new bench and shelter has been installed at NHRMC, Women's and Children's Hospital
- The committee is working with NCDOT on encroachments for shelters on 17th Street
- Mr. Adams recognized Mr. Peck to present potential advertising initiatives
- Mr. Peck currently has ads running on the paratransit vehicles
- Mr. Peck stated he has been working closely with Mr. Kunic on advertising on the buses and on the back of the current bus passes
- Mr. Barfield suggested looking into advertising on the windows
- Mr. Petroff inquired about how other transit systems currently advertise on their buses
- Mr. Koeppel suggested advertising on the inside of the buses
- The committee is investigating ideas in regards to advertising on the buses as a source of revenue

FINANCE & BUDGET COMMITTEE

- Mr. Betz recognized Mr. Dolan to present the financial committee report
- Mr. Dolan stated that the committee did not meet
- Mr. Dolan referred the board to the financial report and stated that through March the authority was well within the adopted budget
- He stated that the FY 2011 budget would be presented to the board at the May 27, 2010 meeting

FACILITIES COMMITTEE

- Mr. Betz recognized Mr. Eby to give the committee report in the absence of Ms. Padgett
- Mr. Eby stated that the committee has not met
- Mr. Eby stated that Wave Station was in the early stages of construction and that the project was on schedule and within budget
- Mr. Dolan inquired about Mr. Joseph's request regarding the noise barrier
- Mr. Eby stated that the request would need to be addressed to the City of Wilmington to determine appropriateness before it could be considered by the authority
- Mr. Eby stated that there is a 25 ft landscape buffer that is required to absorb some of the noise
- Mr. Koeppel inquired about the maintenance facility update and when will Congress be contacted for help with the facility
- Mr. Eby stated that he had met with Rep. McIntyre and Sen. Hagan to discuss appropriating funding for the maintenance facility in the upcoming federal budget
- Mr. Eby was confident that at least partial funding for the facility would be included in the request

STAFF REPORT

- Mr. Betz recognized Mr. Eby to present the staff report
- Mr. Eby presented the Small Transit Intensive Cities Performance Data and Apportionments (STIC)
- Mr. Eby stated that Wave's vehicle revenue mile per capita and vehicle revenue hour per capita exceed the average for systems that are 200,000 or larger

- Because the level of service exceeds this threshold, the authority is eligible for an additional \$126,554 in operating assistance for FY 2011
- Mr. Eby thanked the authority for its efforts in providing service levels that were well above the standard for a system the size of Wave Transit
- Mr. Eby stated that staff is still in the process of filling the position of Director of Operations

NEW/OLD BUSINESS

- Mr. Dolan inquired about businesses donating benches and shelters
- Mr. Kunic stated that he has been working with the City and NCDOT on the right of way first, but have had some business inquiring about the request
- Mr. Mello stated that the Long Range Planning Public Comment Period will begin in May

EXECUTIVE COMMITTEE

- Mr. Betz presented the evaluation of the Executive Director for the Authority
- Mr. Olsen made a motion to seek a closed session to discuss personnel manner under NCGS 143-318.11
- Mr. Koeppel made a motion to go into closed session
- Mr. Dolan seconded and carried unanimously
- Following a 18 minute closed session, Mr. Barfield made a motion to reconvene the regular meeting
- Mr. Koeppel seconded and the Board resumed the regular meeting at 1:41pm
- Mr. Betz stated that the Executive committee conducted an evaluation of the Executive Director
- The committee stated that the Executive Director has guided the organization through a complete route change, he has secured additional funds through the American Reinvestment Act, he has reorganized employee structuring to strengthen the authority, and has taken leadership in the transfer & maintenance facilities
- Based on the evaluation , the committee recommends the Executive Director be compensated an additional 5% increase beginning July 1, 2010
- Mr. Adams seconded and the motion carried by a vote of six (6) in favor and one (1) opposed
- Mr. Betz made a motion to adjourn
- Mr. Dolan seconded and carried unanimously

SCHEDULING OF NEXT MEETING

- The Authority's next meeting is scheduled for May 27, 2010 at 12:00 pm in the Castle Street Board Room

Respectfully Submitted,



Albert Eby
Director
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