



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
March 23, 2017  
Mr. Bill Bryden, Chairman, Presiding**

## **MEMBERS PRESENT**

Mr. Bill Bryden, Chairman  
Mr. Beck Smith, Vice Chairman  
Mr. Don Betz, Secretary  
Mr. Jonathan Barfield  
Mr. Fred Gainey  
Mr. Steven Kelly  
Mr. Andy Koepfel  
Mr. Kevin O'Grady  
Mr. Jeff Petroff  
Ms. Anne K. Ryan

## **MEMBERS ABSENT**

Ms. Michelle Winstead

## **STAFF PRESENT**

Mr. Albert Eby, Executive Director  
Ms. Megan Matheny, Deputy Director  
Mr. Joe Mininni, Director of Finance & Administration  
Ms. Anita McKoy-Hand, Human Resources Coordinator  
Ms. Vanessa Lacer, Mobility Manager  
Mr. Cliff Rode, Paratransit Manager  
Ms. Kathy Williams, Customer Relations Supervisor

## **CONTRACT MANAGEMENT STAFF PRESENT**

Ms. Noel Fox, Craig and Fox PLLC, Attorney  
Mr. Curtis Garner, Contractor General Manager, First Transit  
Ms. Dianne Hall, Contractor Assistant General Manager, First Transit

## **GUESTS PRESENT,**

Mr. Chris Dodson, New Hanover County Senior Resource Center  
Ms. Suraiya Motsinger, WMPO

## **CALL TO ORDER**

- Mr. Bryden called the meeting to order at 12:03 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

## **PUBLIC COMMENT**

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

## **CONSENT AGENDA**

- Mr. Bryden presented the March 2017 consent agenda for approval
- Mr. Betz made a motion to accept the March 2017 consent agenda as presented

- Mr. Barfield seconded the motion and the motion carried

### **EXECUTIVE COMMITTEE**

- Mr. Bryden stated the committee did not meet

### **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Bryden recognized Mr. Koepfel to give the committee report
- Mr. Koepfel stated that the decrease in year to date fixed-route ridership is approximately 3%
- Mr. O'Grady asked about the increase in operator overtime as indicated on the report
- Mr. Eby stated the issue will be addressed by Mr. Garner during the Contractor's Report
- Mr. Koepfel stated the Authority has collected roughly \$65,000 in ad revenue for this fiscal year
- Mr. Koepfel said that Phase II of the Passenger Amenities will consist of construction of passenger amenities at eight bus stop locations
- He stated bids for construction will be secured in May with construction to begin in early June
- Mr. Koepfel said the committee is seeking approval to enter into a contract with Nelson/Nygaard and Associates as the consultant for development of the Authority's *Short Range Transit Plan* at a cost not to exceed \$150,000
- One half of the funding for the study was included in the FY 2017 budget and the second half would be included in the FY 2018 budget
- He said the study is expected to be delivered in the first quarter of 2018
- No second was required and the motion carried

### **FINANCE & BUDGET COMMITTEE**

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff stated that expenses and revenues are compliant with the adopted budget and expected to remain so through the remainder of the fiscal year
- Mr. Petroff noted a budget variance in contracted service for Paratransit
- He said Paratransit has fewer funding options and contracted services make up approximately 50% of the operating budget for Paratransit
- Mr. Petroff stated Medicaid transportation is sensitive to legislative policy
- Mr. Eby stated that Medicaid budget tightening has occurred over a period of years due to policy shifts in Washington DC and Raleigh and the effects of the changes are being manifested in decreased Medicaid transportation
- Mr. O'Grady inquired as to why revenue was down but Paratransit wage expenses are up
- Mr. Eby said the Authority is waiting for the new Medicaid billing policy at the state to be fully implemented to determine if passenger decreases are permanent or temporary
- He stated that workforce decreases are difficult to reverse if demand increases significantly
- He stated that funding for the remainder of the fiscal year for Paratransit operations was sufficient and a long term workforce modification would be implemented in FY 2018 if necessary
- Mr. O'Grady suggested that staff communicate with DSS the challenges in maintaining a consistent labor pool with significant fluctuations in trip scheduling
- Mr. Petroff said non-operating revenues are at expected levels
- He attributed the variance in federal grant variance to a lag in the approval of one federal grant which supports the Authority's ADA complementary Paratransit service
- Mr. Petroff stated the other variance is related to New Hanover County funding which will be received toward the end of March
- Mr. Betz stated that at a previous meeting the subject was brought up to look into using Greyhound and advertising funds to start the capital fund
- Mr. Petroff stated that a Finance Committee meeting was being scheduled in April to discuss the FY 2018 budget and that the items brought forward by the board would be discussed

## **FACILITIES COMMITTEE**

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated that quotes for hazardous materials abatement of the Neuwirth and Thomas Grocery buildings were being sought
- He said the contract for demolition, abatement, and stabilization would remain separate
- Mr. Kelly said this was done to save resources and properly manage the project
- Mr. Kelly said quotes are due April 18, 2017 and the committee would present a recommendation at the April 27, 2017 meeting
- Mr. Kelly said a community stakeholder meeting with BADCO was held and the most noted concern during the meeting centered around securement of the facility, particularly after hours
- He said stakeholders suggested that an appropriate fence be installed around the property
- Mr. Kelly said other concerns noted were: wear and tear on the surrounding streets, community involvement during the design process, parking, and lighting
- Mr. Betz inquired about a way to fund and link the camera system from all locations to one central area
- Mr. Eby said that most FTA grants require a set aside for security that could be used to cover the cost
- Mr. O'Grady suggested meeting with the police regarding their STING camera program
- Ms. Motsinger stated WMPO and Wave Transit staff are currently in conversations with the WPD about the STING camera program
- Mr. Kelly reported the project remains within the adopted budget and is on schedule for completion in the Spring of 2018

## **WAVE CONNECT**

- Mr. Bryden recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee did not meet
- He requested the Veteran's Transportation Program be tabled until the April 2017 meeting

## **PERSONNEL COMMITTEE**

- Mr. Bryden recognized Ms. Ryan to present the committee report
- Ms. Ryan stated the committee did not meet
- Ms. Ryan recognized Mr. Eby to provide an update regarding implementation of the recommendations of the *Organizational Analysis*
- Mr. Eby said employees were receptive to the changes resulting from the *Organizational Analysis* and staff was working with the committee and attorney on updates to the *Personnel Manual*
- Mr. Eby thanked the committee and Ms. Ryan for their efforts and guidance
- Mr. Eby stated the Grants and Compliance Coordinator position has been advertised

## **STAFF REPORT**

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby gave an update on the Wells Fargo Golf Tournament
- He said the Authority is partnering with the City to provide trolley service in Downtown Wilmington to minimize parking and traffic congestion
- Mr. Eby recognized Ms. Lacer to provide an update on travel training
- Ms. Lacer presented a training initiative and partnership with Paws for People
- Ms. Lacer said the partnership with Paws for People consists of training service dogs on the bus and providing service animal training for drivers and customer service reps
- Mr. Petroff asked for an update on the new website and mobile app

- Mr. Eby stated the website is still in a soft launch and will be ready for a formal launch in the upcoming months
- Mr. Eby thanked Ms. Lacer and staff for their hard work with the revised website

### **CONTRACT REPORT**

- Mr. Bryden recognized Mr. Garner to give the contractor's report
- Mr. Garner presented the March 2017 contractor's report
- Mr. Garner addressed the operator overtime as inquired by Mr. O'Grady
- He said a significant amount of drivers have been calling out sick or are on FMLA; therefore, overtime must be offered to other drivers to cover the runs
- Mr. Garner said First Transit is struggling to attract potential operators that poses a CDL
- He said First Transit has been discussing the idea of hiring and training potential operators that do not have a CDL
- Mr. Garner addressed Mr. Betz's question pertaining to the maintenance budget
- Mr. Garner said they try their best to repair vehicles as economically as possible while maintaining service
- He said that as new buses come on line, the cost of maintenance should decrease
- Mr. Betz asked about insurance payments from the two major bus accidents
- Mr. Garner said the first claim was paid directly from the insurance company to Coach Crafters for repairs to the vehicle
- He said that the second check has been mailed directly to the Authority
- Mr. Petroff asked if the Authority is still tracking the incentive program for First Transit
- Mr. Mininni said incentives outpace disincentives by about \$3,000 for the fiscal year out of a possible \$16,666 eligible for the year to date
- Mr. O'Grady asked about the funding source for the three new shuttles and two replacement buses
- Mr. Eby said that funding for the three shuttles came from the annual 5339 Bus and Bus Facilities Grant
- He stated a Purchase Order for the three shuttles will be presented to the board for consideration at the April 2017 meeting
- He said the two replacement buses have been approved by the WMPO utilizing FHWA funding
- Mr. O'Grady asked the local funding source for the two buses
- Mr. Eby stated that funding in the amount of approximately \$93,000 would be requested from the City of Wilmington and an additional \$93,000 would be requested from NCDOT
- Mr. Eby said that UNCW will provide local match for the three shuttles
- He said that UNCW has increased their local matching allocation to cover capital replacement of vehicles
- Additional local funding from NCDOT would be sought after a call for projects was released

### **NEW BUSINESS**

- Mr. Eby noted a date correction in the agenda packet
- He said the next meeting of the Authority is scheduled for April 27, 2017

### **OLD BUSINESS**

- No old business

### **ADJOURN**

- Mr. Betz made a motion to adjourn the March meeting
- Mr. Gainey seconded the motion and the motion carried

**SCHEDULING OF NEXT MEETING**

- The board meeting is scheduled for April 27, 2017 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm