



Cape Fear Public Transportation Authority

MINUTES OF THE CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY October 26, 2017

Mr. Beck Smith, Vice-Chairman, Presiding

MEMBERS PRESENT

Mr. Beck Smith, Vice Chairman
Mr. Don Betz, Secretary
Mr. Jonathan Barfield
Mr. Fred Gainey
Mr. Steven Kelly
Mr. Kevin O'Grady
Ms. Laura Padgett
Mr. Jeff Petroff
Ms. Anne K. Ryan
Ms. Michelle Winstead

MEMBERS ABSENT

Mr. Bill Bryden, Chairman

STAFF PRESENT

Mr. Albert Eby, Executive Director
Ms. Megan Matheny, Deputy Director
Mr. Joe Mininni, Director of Finance & Administration
Mr. Cliff Rode, Paratransit Manager
Ms. Kathy Williams, Customer Relations Supervisor

CONTRACT MANAGEMENT STAFF PRESENT

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

GUESTS PRESENT

Ms. Abby Lorenzo, Associate Planner, WMPO
Mr. Ricky Meeks, Citizen, Passenger
Mr. Sam Norris, NHC Senior Resource Center

CALL TO ORDER

- Mr. Smith called the meeting to order at 12:01 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

PUBLIC COMMENT

- Mr. Smith opened the public comment period
- Mr. Meeks thanked the Board for the Paratransit transportation services he has utilized for the past several months
- He stated the Paratransit operators are wonderful
- Mr. Meeks requested the hours of operations and service area for Paratransit service be extended

- Mr. Meeks reported two incidents of insufficient air condition units on two of the Paratransit vehicles he rode over the summer
- He asked if maintenance could bring an alternate vehicle to the driver in instances such as these
- Hearing no further comments, Mr. Smith closed the public comment period

CONSENT AGENDA

- Mr. Smith presented the October 2017 consent agenda for approval
- Mr. Betz made a motion to accept the October 2017 consent agenda as presented
- Mr. Barfield seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Smith stated the committee did not meet

PLANNING AND OPERATIONS COMMITTEE

- Mr. Smith recognized Ms. Padgett to give the committee report
- Ms. Padgett recognized Ms. Matheny to give the committee report
- Ms. Matheny noted a 3.8% decrease in fixed-route ridership for September 2017 as compared to September 2016
- Ms. Matheny said ridership for UNCW has trended positively, with the exception of September, for the fiscal year
- She stated Hurricane Irma resulted in two days of campus closures for the University and two days of lost service for the Seahawk Shuttle
- Ms. Matheny provided an update on the activity of the Authority's Advertising Program
- She stated the Authority has generated roughly \$28,500 in advertising revenue for this fiscal year; a 9% increase as compared to year to date figures for FY17
- Ms. Matheny stated staff met with the Short Range Transit Plan consulting team on October 25, 2017
- She stated that due to the holidays, the meetings in which route modifications will be presented to stakeholder groups and the public have been moved from December 2017 to January 2018
- Ms. Matheny stated the change will ensure that proposed plans are vetted thoroughly by stakeholders and the community and adequate time for feedback will be allowed
- She stated the revised timeline relets a one month extension and new project completion date of March 2017
- Mr. Barfield asked for a revised timeline of the SRTP effort
- Ms. Matheny stated survey efforts will conclude at the end of October and outreach efforts to date have yielded excellent response

FINANCE & BUDGET COMMITTEE

- Mr. Smith recognized Mr. Petroff to give the committee report
- Mr. Petroff stated the negative variance in operating revenue has decreased due to the operation of full service for UNCW
- He noted Paratransit trips to both the Brunswick Resource Center and New Hanover County Senior Center under the \$5310 Elderly and Disabled Transportation Assistance Grant are slightly below projected levels
- Mr. Petroff said the Authority is waiting on the state to release State Maintenance Assistance Program (SMAP) operating funding
- He said the Authority received the FY 2018 appropriation from New Hanover County
- The committee thanked Mr. Barfield for his efforts in securing funding from the County
- Mr. Petroff said operating expenditures remain below the adopted budget
- Mr. Petroff stated the auditors are preparing the final report which is expected to be presented to the full Board at the December meeting

FACILITIES COMMITTEE

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly presented a change order from Monteith Construction Corp. totaling \$6,118.31 for changes to the stabilization construction contract, from the committee, for approval
- He described the details regarding the proposed changes
- He said funding for the change orders is within the NCDOT appropriation
- No second was needed and the motion carried
- Mr. Kelly noted issues with stormwater engineering, historic preservation, and traffic engineering related to final approval of the renovation design documents
- Ms. Padgett said that the State Historic Preservation Commission (SHPO) will review the renovated designs and is confident they will be agreeable with the most recent submittal
- Mr. Eby stated that traffic engineering approval was related to minor design updates
- Ms. Fox stated that she was preparing a hardship variance to present to the Wilmington Board of Adjustment in an effort to resolve the stormwater issue
- The hearing will be scheduled for December 22, 2017
- Mr. Eby stated that the issue will delay the project timeline by eight to ten weeks

WAVE CONNECT

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated a Veteran ID Sign Up will be held on October 27th, between the hours of 11:00 am and 5:00 pm, at American Legion Post 10
- He said the video "Valerie shares her experience Riding the Wave" is available for viewing on the homepage of the Authority's website

PERSONNEL COMMITTEE

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan said that the committee did not meet
- Ms. Ryan stated that the committee is working on an agreement with CAI Consulting, to revise the Authority's employee handbook

STAFF REPORT

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby gave a brief legislative update
- Mr. Eby said the Authority will submit a request for bus replacement to NCDOT
- Mr. Eby recognized Ms. Matheny to provide an update on the Authority's passenger amenities project
- Ms. Matheny highlighted the locations of the amenities included in the program
- Ms. Matheny stated the project remains on schedule and construction is expected to be complete by the Thanksgiving holiday
- Mr. Barfield inquired as to the replacement of the shelter amenity in front of the Cape Fear Memorial Hospital
- He asked if it was the best use of resources since the NHC Health Department is scheduled to relocate
- Ms. Padgett stated that even though the Health Department is relocating, the stop serves NHRMC and the Oaks
- She stated the stop is also a benefit to passengers in the surrounding residential neighborhoods
- Mr. Eby stated that staff was working with the Health Department/DSS architect to ensure the new facility has passenger amenities
- Ms. Matheny provided an update on the Authority's revised Title VI Program

- She said in order to ensure agencies receiving federal funding assistance remain compliant with Title VI requirements under the Civil Act, the Federal Transportation Administration (FTA) requires that each agency have an adopted Title VI Program; which must be revised every three years
- She stated all elements of the program are compliant with FTA requirements
- Ms. Matheny said approval of the Authority's revised Title VI Program is recommended
- Mr. Betz made a motion to accept the revised Title VI Program
- Ms. Padgett seconded the motion and the motion carried

CONTRACT REPORT

- Mr. Smith recognized Mr. Garner to give the contractor's report
- Mr. Garner said interviews for the vacant mechanic position are ongoing
- He said another new hire class for operators will be starting soon
- Mr. Petroff inquired about the success of hiring individuals who were not CDL holders
- Mr. Garner said that the revised training program has proven very successful as the new drivers are doing very well
- Mr. Petroff stated a few concerns were shared with him by ATU
- He said the first concern was that mechanics are now required to handwrite all of their work orders instead of inputting the data directly into Assetworks
- Mr. Garner said First Transit was utilizing maintenance clerks approved in the 2018 budget to enter work order data
- He stated that mechanic time is best utilized maintaining vehicles
- He said the revised system is more efficient and provides an increased level of quality control
- Mr. Petroff stated the other area of concern was the bus wash
- Mr. Garner stated that the bus wash has been down for three weeks and staff was working on obtaining repairs to the wash
- He stated that buses were being washed by hand in the interim
- Mr. Eby stated staff would assist in resolving this issue

NEW BUSINESS

- Mr. O'Grady asked if the new Wave Transit smartphone app was operational
- Mr. Eby stated it is up and functioning and being monitored for reliability

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the October meeting
- Ms. Padgett seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The next board meeting is scheduled for November 16, 2017 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
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