



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
November 16, 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. Kevin O'Grady  
Ms. Laura Padgett  
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. 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**

None

## **CALL TO ORDER**

- Mr. Bryden called the meeting to order at 12:02 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 November 2017 consent agenda for approval
- Mr. Eby asked that item 2, *Purchase order for seven (7) paratransit vehicles*, be pulled from the agenda

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Secretary - Wave Transit

- He stated the Authority received notification that the vendor, Interstate Transportation, will not accept purchase orders from the NC contract and were seeking an increase in the awarded price
- He stated the Authority is considering alternatives for moving forward
- Mr. Betz made a motion to accept items 1, 3 and 4 of the November 2017 consent agenda
- Mr. Gainey seconded the motion and the motion carried

### **PUBLIC HEARING NCDOT COMMUNITY TRANSPORTATION PROGRAM**

- Mr. Betz made a motion to open the Public Hearing on the NCDOT Community Transportation Program
- Ms. Padgett seconded the motion and the motion carried
- Mr. Bryden recognized Mr. Eby to provide further insight on the NCDOT Community Transportation Program
- Mr. Eby stated the grant opportunity is offered by NCDOT for administrative costs related to the Authority's paratransit program
- Federal funding from the grant is \$173,985, state funding is \$10,874, and local funding of \$32,622 is required
- Local funding has been allocated in the adopted FY 2018 budget
- Hearing no comment from the public, Mr. Betz made a motion to close the Public Hearing on the NCDOT Community Transportation Program
- Mr. Smith seconded the motion and the motion carried
- Mr. Betz moved the resolution for the NCDOT Community Transportation Program as presented authorizing the Chairman to enter into an agreement with NCDOT for the grant
- Mr. Gainey seconded the motion and the motion carried

### **EXECUTIVE COMMITTEE**

- Mr. Bryden stated the committee did not meet

### **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Bryden recognized Ms. Padgett to give the committee report
- Ms. Padgett stated the committee is scheduled to meet on November 17<sup>th</sup>
- A full report will be provided at the December 2017 meeting

### **FINANCE & BUDGET COMMITTEE**

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff stated the committee did not meet
- Mr. Petroff said the negative variance in operating revenue is attributed to the delay in the release of State Maintenance Assistance Program (SMAP) funding by the state
- He stated FY18 appropriations from all local entities have been received and have had a positive impact on cash flow
- He said the Authority has experienced escalated fuel prices for the fiscal year and fuel costs are slightly over the adopted budget for the line item
- Mr. Petroff said the slight negative variance in the maintenance budget is a result of two engine rebuilds
- Mr. Petroff stated the auditors are in the final stages of the 2017 financial audit
- The full report will be presented at the December meeting

### **FACILITIES COMMITTEE**

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated Phase I of the project is complete

- He said Phase II, stabilization of the Neuwirth building and the Thomas Grocery building is complete with the exception of warranty inspections
- Mr. Kelly said the Authority has a hearing with the City of Wilmington Board of Adjustment regarding the storm water compliance hardship
- He recognized Ms. Fox to provide details regarding the hearing and respond to questions
- Ms. Fox stated the hearing is scheduled for December 21<sup>st</sup> at 1:00 pm, provided the City of Wilmington Board of Adjustment has a quorum
- Ms. Fox stated if they do not have a quorum, the City of Wilmington Board of Adjustment will identify alternates to attend the meeting as this matter is time sensitive
- Mr. Kelly stated the committee approved stabilization change order #5, additional masonry work, in the amount of \$750.00

#### **WAVE CONNECT**

- Mr. Betz recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the Veteran ID Sign Up Day at Legion Post 10 was a success as 42 veterans signed up for the NHC Veterans ID card
- Ms. Matheny noted a total of 674 fixed-route trips performed under the Wave Transit Honors Veterans Program since implementation on July 1, 2017
- Mr. Gainey stated there will be a *Stuff the Bus* food drive and visit from Santa at Forden Station on December 19<sup>th</sup>
- He said Santa and Mrs. Clause will be at Forden Station from 1:00-4:00 pm and the food drive is from 6:00 am -7:00 pm
- Mr. Gainey stated the food drive is for a local non-profit organization, Nourish NC

#### **PERSONNEL COMMITTEE**

- Mr. Bryden recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the committee did not meet
- She reported that a consultant has been contracted to update the personnel manual and completion is expected in early 2018

#### **STAFF REPORT**

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby recognized Ms. Matheny to provide an update on the Short Range Transit Plan (SRTP)
- Ms. Matheny stated the SRTP Steering Committee is scheduled to meet on Friday, November 17<sup>th</sup>
- She stated staff will have an opportunity to review draft route scenarios during a workshop with the consultants scheduled for December 5<sup>th</sup>
- She stated that most of the data had been collected and was being analyzed

#### **CONTRACT REPORT**

- Mr. Betz recognized Mr. Garner to give the contractor's report
- Mr. Garner said five new drivers are currently in training
- Mr. Garner said that the bus wash is operational with the exception of one minor component which will be addressed on Friday
- He said a new mechanic was hired and the shop is fully staffed
- Mr. Garner thanked the board for providing the opportunity for First Transit to continue its partnership with the Authority
- Mr. Garner stated that at the end of November he will be transferring to Colorado as he has accepted a position at another property
- Mr. Garner stated Ms. Dianne Hall, Contractor Assistant General Manager, will act as the interim Contractor General Manager

- First Transit is working with Ms. Hall to assume the position permanently
- Mr. Eby thanked Mr. Garner for his efforts to transition the Authority during difficult times and wished him luck on his new endeavor
- Mr. Eby presented Mr. Garner with a small token of appreciation from the Authority

#### **NEW BUSINESS**

- Mr. Eby stated the NCDOT Public Transportation Division will sponsor a summit in Raleigh on March 21, 2018 to present its Strategic Plan
- Time and location were pending and the Authority will provide transportation for interested board members and staff

#### **OLD BUSINESS**

- No old business

#### **ADJOURN**

- Mr. Betz made a motion to adjourn the November 2017 meeting
- Mr. Gainey seconded the motion and the motion carried

#### **SCHEDULING OF NEXT MEETING**

- The board meeting is scheduled for December 21, 2017 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm