



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
December 21, 2017
Mr. Bill Bryden, Chairman, Presiding**

MEMBERS PRESENT

Mr. Bill Bryden, Chairman
Mr. Beck Smith, Vice Chairman
Mr. Jonathan Barfield
Mr. Fred Gainey
Mr. Kevin O'Grady
Ms. Laura Padgett
Mr. Jeff Petroff
Ms. Anne K. Ryan
Ms. Michelle Winstead

MEMBERS ABSENT

Mr. Steven Kelly
Mr. Don Betz, Secretary

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. Mary Crawford, Accounting Coordinator

CONTRACT MANAGEMENT STAFF PRESENT

Ms. Noel Fox, Craige and Fox PLLC, Attorney
Ms. Dianne Hall, Contractor General Manager, First Transit

GUESTS PRESENT

None

CALL TO ORDER

- Mr. Bryden called the meeting to order at 11:01 am
- 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 December 2017 consent agenda for approval
- Mr. Gainey made a motion to accept the December 2017 consent agenda as presented
- Mr. Barfield seconded the motion and the motion carried

FISCAL YEAR 2016-2017 AUDIT REPORT

- Mr. Eby reported that Mr. Cannon has been delayed due to traffic

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Secretary - Wave Transit

- Mr. Bryden made a motion to amend the agenda to move the audit report to after committee reports
- 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 Ms. Padgett to give the committee report
- Ms. Padgett noted a 5.3% decrease in fixed-route ridership for November 2017 compared to November 2016
- Ms. Padgett stated the fiscal year to date ridership figures for the UNCW Seahawk Shuttle continue to trend in a positive direction
- She stated the Authority has received roughly \$47,250 in advertising revenue for this fiscal year; a 28% increase as compared to year to date figures for FY17
- Ms. Padgett stated the SRTP consultants will present draft recommendations to the Short Range Transit Plan Steering Committee and identified stakeholder groups in early 2018
- She stated feedback regarding the draft recommendations will be solicited from the public and the full Board in late winter/early Spring
- Ms. Padgett stated the plan is scheduled to conclude in April 2018
- A final report to the board will be presented upon plan completion

FINANCE & BUDGET COMMITTEE

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff stated that despite the decline in ridership, operating revenues remain within 1% of the adopted budget
- Mr. Petroff highlighted the negative variance in expenses under the fuel and lubricants line item
- He stated the variance is a result of increases in the cost of diesel fuel
- Mr. Petroff stated operating expenditures remain below the adopted budget taking into account insurance premium invoicing

FACILITIES COMMITTEE

- Mr. Bryden recognized Mr. Eby to give the committee report in the absence of Mr. Kelly
- Mr. Eby stated that the Phases 1 and 2 of the project are complete
- Phase 3 design is complete and waiting approval of a stormwater variance
- Mr. Eby stated that the City of Wilmington Board of Adjustment hearing to consider the Authority's request for a hardship variance to the stormwater requirements is scheduled for 1:00 pm this afternoon
- Board members are welcome to attend
- The hearing will be in the Lord Spencer Conference Room in Thalian Hall

WAVE CONNECT COMMITTEE

- Mr. Bryden recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the *Stuff the Bus* food drive to benefit Nourish NC and visit from Santa and Ms. Clause event was held at Forden Station on December 19th
- Mr. Gainey thanked Ms. Ryan for her participation and Ms. Lacer, Transit Management of Wilmington staff and ATU for their efforts in coordinating the event
- Mr. Gainey stated he was pleased with the participation and the amount of food collected for Nourish NC
- Images from the event were displayed during the update

PERSONNEL COMMITTEE

- Mr. Bryden recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the committee did not meet
- She stated a revised *Employee Personnel Policy Manual* will be reviewed by committee and presented to the full Board for consideration during the February 2018 meeting

STAFF REPORT

- Mr. Bryden recognized Mr. Eby to present the staff report
- A presentation regarding the VW Settlement was provided by Mr. Eby
- Mr. Eby presented an overview of the NC Department of Environmental Quality Request for Information regarding the settlement fund distribution
- He highlighted the Authority's response to the RFI and provided talking points for board members
- Mr. Eby recognized Ms. Matheny to provide an update on the Wave Transit mobile application
- Ms. Matheny stated the Wave Transit app became available for download on the both the Google Play and iTunes store on July 10, 2017
- She stated the current number of downloads on active devices since implementation is 1,042
- Ms. Matheny indicated that 69% of the interactions on the app occur at the route level, 29% occur at the stop level and 2% occur at the system level
- She stated a hard launch of the smartphone app, with a marketing and advertising campaign, will occur early next calendar year
- Ms. Matheny provided an update on the ILM/NHC Detention Facility ridership
- She stated a long term solution for service to both locations is being vetted through the Short Range Transit Plan currently underway
- Ms. Matheny gave an brief update on the short range transportation planning efforts to date
- She stated draft recommendations and route scenarios will be presented to stakeholders for review early next calendar year
- She said the plan is slated to conclude at the close of April 2018

CONTRACT REPORT

- Mr. Bryden recognized Ms. Hall to give the contractor's report
- Mr. Eby stated that First Transit has officially promoted Ms. Hall to the position of Contractor General Manager formerly held by Mr. Garner
- He stated that the transition has been seamless
- Ms. Hall provided an update regarding the status of the two vehicles, bus 502 and shuttle 1801, with major issues
- She provided an update to the staffing levels for operators and maintenance
- Mr. Petroff inquired as to the success of the revised training program for operators who do not currently hold a CDL
- Ms. Hall stated the revised training program has proven successful as the five (5) drivers currently in training have received a CDL
- She noted a 100% retention rate for the current class of operator trainees
- Mr. Harned provided an update to the hiring process for an Assistant Contractor General Manager

FISCAL YEAR 2016-2017 AUDIT REPORT

- Mr. Lou Cannon, partner with RSM, provided a formal presentation of the Independent Auditor's Report for Fiscal Year 2017 from July 01, 2016 through June 30, 2017
- The opinion of the auditor was unmodified and in accordance with the accounting principles generally accepted in the US

- Mr. Cannon provided further insight as to the audit process and provided feedback as to the review of the financial statements for the Authority, and its Foundation, from July 1, 2016 thru June 30, 2017
- Mr. Cannon reported no material weaknesses or significant deficiencies were identified
- The Authority continues to be classified as a low risk auditee
- Mr. Cannon stated that questions or comments regarding the audit should be addressed to him
- He thanked the board for their continued support and partnership

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Gainey made a motion to adjourn the December 2017 meeting

SCHEDULING OF NEXT MEETING

- The next board meeting is scheduled for January 25, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm