



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
January 25, 2018
Mr. Bill Bryden, Chairman, Presiding**

MEMBERS PRESENT

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

MEMBERS ABSENT

Mr. Fred Gainey
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 Service Supervisor
Ms. Sylvia Armstrong, Human Resources Coordinator

CONTRACT MANAGEMENT STAFF PRESENT

Ms. Noel Fox, Craig and Fox PLLC, Attorney
Ms. Dianne Hall, Contractor General Manager, First Transit
Mr. Jeramy Smith, Contractor Assistant General Manager, First Transit
Mr. Matthew Daniels, Contractor Maintenance Manager, First Transit

GUESTS PRESENT

Mr. Chris Dodson, New Hanover County Senior Center
Ms. Abby Lorenzo, Wilmington Metropolitan Planning Organization
Ms. Julie Santure, New Hanover County Planning Department

CALL TO ORDER

- Mr. Bryden called the meeting to order at 12:01 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance
- Mr. Bryden recognized Mr. Mininni to introduce Ms. Sylvia Armstrong, the Authority's new Human Resources Coordinator
- Following a brief introduction, Ms. Armstrong thanked the Board for the opportunity

PUBLIC COMMENT

- Mr. Bryden opened the public comment period

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Secretary - Wave Transit

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

CONSENT AGENDA

- Mr. Bryden presented the January 2018 consent agenda for approval
- Mr. Petroff made a motion to accept the January 2018 consent agenda as presented
- Mr. O'Grady 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 recognized Ms. Matheny to give the report
- Ms. Matheny noted a 2.8% decrease in overall fixed-route ridership for FY18
- She stated ridership for the UNCW Seahawk Shuttle has trended positively this fiscal year
- The 8% increase in the fiscal year to date ridership for the Seahawk Shuttle is attributable to increased enrollment at the University
- Ms. Matheny stated revised routing options and a marketing plan for the trolley are being addressed as part of the Short Range Transit Plan
- Ms. Matheny stated the Authority's Advertising Program remains strong with fiscal year to date revenues exceeding \$56,500
- She said a hard launch of the Wave Transit mobile application is scheduled to launch in February 2018
- Ms. Matheny stated the lighting for the nine (9) shelter amenities recently installed is anticipated to be connected and fully functioning by the close of February
- Ms. Matheny said engineered site design for ADA improvements at Monkey Junction, Independence Mall and Hanover Center transfer stations are currently underway

FINANCE & BUDGET COMMITTEE

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff said the committee did not meet
- Mr. Petroff highlighted a negative variance in year to date operating revenues
- He attributed the negative variance to the decline in both fixed-route and paratransit ridership
- He said non-operating revenue is at 60% of the year to date budget
- Mr. Petroff said operating expenses are 1% below the adopted budget
- He said the negative variance under the fuel line item is projected to continue until the end of the year due to escalated fuel prices
- Mr. Petroff stated the negative variance under the maintenance line has been reduced by 50%
- He said the committee will meet in February to discuss a budget amendment

FACILITIES COMMITTEE

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the stormwater hardship variance for the WMMTC was granted by the City of Wilmington Board of Adjustment
- He said the updated stormwater engineering plans were submitted the City for reconsideration
- Mr. Kelly acknowledged Ms. Fox for her efforts in the variance approval
- Mr. Kelly said bids for construction renovation of the Neuwirth building due on January 15th
- He said that per the State's procurement policy, a response from three qualified bidders must be received
- If three bids are not secured, the Authority would be required to reissue the IFB

- It is uncertain as to whether or not the Authority will receive three bids
- Mr. Kelly said the project remains within budget
- Mr. Kelly referenced the preliminary building renderings and encouraged the Board to view the provide feedback

WAVE CONNECT

- Mr. Betz recognized Ms. Lacer, in the absence of Mr. Gainey, to give the committee report
- Ms. Lacer stated the committee is currently reviewing applications for the 2018 §5310 Elderly and Disabled Community Grant Program
- She stated applications were received from NHC Senior Resource Center (SRC) and Brunswick Senior Resource Center, Inc. (BSRI)
- Ms. Lacer stated 2017 funding for community grants totaled \$79,747, \$63,798 was provided by the Federal Transportation Administration (FTA) with \$15,949 in matching funds provided the grant recipients, SRC and BSRI
- Ms. Lacer said funding levels for the community grant program are projected to similar to 2017
- She said the committee will complete review of the applications and bring forth recommendations for award at the February meeting

PERSONNEL COMMITTEE

- Mr. Bryden recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the committee did not
- She said the *Employee Policy Manual* review by CAI has been received and staff is preparing a final draft for the committee
- Ms. Ryan said the draft policy will be reviewed by committee and presented to the Board for consideration at the February 22nd meeting

MAKING WAVES

- Mr. Bryden stated the Making Waves Foundation received six grant requests from community organizations; five of which were approved
- He said grant awards totaled approximately \$2,500 in transportation assistance
- Mr. Bryden said the fund balance for the Foundation is steadily growing and the foundation is seeking recommendations for Wave Transit projects the foundation can assist with

STAFF REPORT

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby detailed the impact an impending government shutdown would have on the Authority and its operations
- He said an extended government shutdown could put the organization in a cash flow situation
- Mr. Eby stated the Authority would not be able to access federal funds during a shutdown
- Mr. Eby provided an overview of the recent winter storm
- He said as a result of unsafe roadway conditions due to the storm, the Authority ended service early on 01/03/2018 and provided Sunday hours when service resumed on Saturday 01/16/2018
- Mr. Eby stated 525 hours of revenue service were lost as a result
- Mr. Eby acknowledged management and employees for both fixed-route and paratransit as staff was on site ready to operate if conditions permitted
- He thanked all operators for their safe driving as no incidents were reported
- Mr. Bryden inquired as to the capability of paratransit vehicles to provide transportation to and from dialysis in the snow
- Ms. Padgett asked if it would be worth buying snow chains to go on vehicles
- Mr. Rode said increased coordination with the dialysis centers and other agencies occurs during times of adverse weather

- Mr. Eby stated staff would review the suggestion for snow chains
- Mr. Eby provided a detailed presentation on emerging trends in transit
- Mr. Eby recognized Ms. Matheny to provide an update on the *Short Range Transit Plan*
- Ms. Matheny stated the Steering Committee and secondary stakeholders were presented with draft recommendations and route scenarios
- She stated the consultants and staff were scheduled to meet with UNCW officials to discuss service recommendations for the Seahawk Shuttle
- Ms. Matheny said draft recommendations and route scenarios, inclusive of comments provided by the Steering Committee and secondary stakeholders, will be released to the public on February 6th
- She stated the public comment period will kick off with a town hall style public meeting scheduled for February 13th
- She stated the public will have an opportunity to provide input regarding draft recommendations through March 9th

CONTRACTOR REPORT

- Mr. Bryden recognized Ms. Hall to give the contractor report
- Ms. Hall introduced and provided a brief bio of Assistant General Manager Mr. Jeramy Smith
- Ms. Hall reported full staffing for operators which should reduce operator overtime
- She reported near full staffing in the maintenance department with one technician position vacant
- Ms. Hall said several technicians are scheduled for specialized CNG training during the spring
- Ms. Hall recognized and thanked the operators and mechanics for reporting to work during the winter storm and for providing service without incidents in light of the conditions
- Mr. Petroff asked about spare buses available for service
- Ms. Hall said the spare ratio is very low due to several buses being down at outside locations
- Mr. Eby stated two buses, three shuttles and seven paratransit vehicles are on order and will improve the spare ratio

NEW BUSINESS

- Mr. Barfield inquired about the WMMTC facility name stating he would like to offer a suggestion
- Mr. Bryden asked the recommendation be forwarded to the Facilities Committee

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the January 24th meeting
- Ms. Ryan seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The board meeting is scheduled for February 22, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
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