



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
February 22, 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
Ms. Michelle Winstead

MEMBERS ABSENT

Mr. Fred Gainey

STAFF PRESENT

Mr. Albert Eby, Executive Director
Ms. Megan Matheny, Deputy Director
Mr. Joe Mininni, Director of Finance & Administration
Ms. Vanessa Lacer, Mobility Manager
Ms. Heather Mercer, Grants and Compliance Coordinator
Mr. Cliff Rode, Paratransit Manager
Ms. Kathy Williams, Customer Service Supervisor

CONTRACT MANAGEMENT STAFF PRESENT

Ms. Noel Fox, Craige and Fox, PLLC, Attorney
Mr. Bill Harned, Area Vice President, First Transit
Mr. Jeramy Smith, Contractor Asst. General Manager, First Transit
Mr. Matthew Daniels, Contractor Vehicle Maintenance Manager, First Transit

GUESTS PRESENT

Mr. Chris Dodson, New Hanover County Senior Resource Center
Ms. Abby Lorenzo, Wilmington Metropolitan Planning Organization
Mr. Jim Fish, Brunswick Senior Resources Inc.
Ms. Amber Smith, New Hanover County Senior Resource Center

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

PUBLIC COMMENT

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

CONSENT AGENDA

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

- Mr. Bryden presented the February 2018 consent agenda for approval
- Mr. Betz made a motion to accept the February 2018 consent agenda as presented
- Mr. Petroff 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. Matheny to give the committee report
- Ms. Matheny stated the ridership for January 2018 is slightly inflated as the Authority did not provide service for two and a half days due to the winter storm
- She noted a net loss of 525 revenue service hours for the two and half days in which the Authority was unable to provide service
- Ms. Matheny provided an update on advertising revenue and activity for January 2018
- The fiscal year to date ad revenues total just over \$66,000, which is a 15% increase over 2017

FINANCE & BUDGET COMMITTEE

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff said that committee met on February 14, 2018
- Mr. Petroff said January revenues and expenditures remain within the adopted budget
- He stated January revenues from bus pass sales averaged approximately \$33,000 and year to date operating expenditures remain within the adopted budget at 58% of the total budget
- Mr. Petroff presented an FY 2018 Budget Amendment from committee
- Mr. Petroff stated the amendment reflects the increase in fuel and maintenance costs
- Mr. Petroff said funding for the budget amendment has been identified
- Mr. Petroff stated staff has been instructed to remain conservative in their spending
- No second was required and the motion carried

FACILITIES COMMITTEE

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the first two phases of the Downtown Transit Station/WMMTC are complete
- Mr. Kelly said egress onto N. 4th St. is undergoing reengineering to eliminate the possibility of buses crossing the center line
- He said reengineering is projected to have an impact on budget and schedule
- Mr. Kelly said only one bid for Phase 3 Construction was received
- NC General Statutes require three competitive bids so the project has been readvertised
- He said bids are due March 13, 2018
- Mr. Kelly said the new facility is projected to open by the end of the calendar year
- Mr. Kelly recognized Commissioner Barfield to make a motion on behalf of the committee
- Mr. Barfield made a heart-felt motion to dedicate and name the facility after Board Member and former City Councilwoman, Ms. Laura Padgett
- No second was required and the motion carried unanimously
- Ms. Padgett stated she was honored and thanked Mr. Barfield and the Board for the recognition

WAVE CONNECT

- Mr. Bryden recognized Ms. Lacer who stated a comprehensive update on the WaveConnect Program will be provided during the staff report

PERSONNEL COMMITTEE

- Mr. Bryden recognized Ms. Ryan to give the committee report

- Ms. Ryan stated a final draft of the Employee Policy Manual was included in the agenda packet for review and consideration
- Mr. Betz stated it was requested that a red-line draft, outlining the changes from current policy, be provided to the Board
- Ms. Fox stated a red-line draft of the Employee Policy Manual will be provided to the full Board
- Mr. Betz made a motion to table approval of the Employee Policy Manual until a red-lined draft, illustrating changes to the current policy, is presented for review
- Ms. Padgett seconded the motion and the motion carried
- Ms. Padgett asked if an outside consultant was overseeing the revisions to the manual
- Mr. Eby replied that CAI, the consulting firm that conducted the Authority's organizational analysis, is advising as to the revisions to the Employee Policy Manual

STAFF REPORT

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby recognized Ms. Lacer to provide an update on the WaveConnect Community Grant Program
- Ms. Lacer gave a presentation highlighting the activity and impact of the WaveConnect Program and provided insight on the grant submittals received for the 2018 Community Grant Program
- Ms. Lacer said grants for the 2018 program were submitted by the New Hanover County Senior Resource Center and Brunswick Senior Resources, INC (BSRI)
- Ms. Lacer stated both grant requests are for accessible van service to and/or from the centers for purchased transportation from the Authority
- Ms. Winstead stated this is a wonderful program for the senior centers
- Ms. O'Grady made a motion to award FTA \$5310 funding to BSRI and NHC Sr. Resource Center totaling \$79,748 with grantees providing the required local match
- Mr. Barfield seconded the motion and the motion carried
- Mr. Eby thanked Ms. Lacer, Mr. Gainey and the WaveConnect Committee for establishing and maintaining the successful WaveConnect program
- Mr. Eby recognized Ms. Matheny to provide an update on the Short Range Transit Plan
- Ms. Matheny stated approximately 30 individuals were in attendance at the town hall public meeting on February 13th
- Mr. Barfield asked for an overview of the forum and public comment received
- She stated the biggest challenge has been unifying the downtown interest groups and coming to a consensus on the trolley initiative
- Ms. Matheny stated reinstating service to the Creekwood neighborhood and future site of the Salvation Army was a common theme at the forum
- The public comment period is scheduled to close on March 9th
- Mr. Eby said draft recommendations and route scenarios, inclusive of input from the Steering Committee and the public, will be presented to the full Board in March
- Mr. O'Grady inquired about the process of implementing the proposed route changes once a final draft has been approved
- Mr. Eby said input from the public will be included in a final draft and presented to the full Board for consideration and comment during the March meeting and the plan will conclude with a final plan in April 2018
- He stated the revenue neutral changes from the adopted plan should be ready to be implemented in conjunction with the opening of the downtown facility
- Mr. Eby stated the recommendations would undergo a thorough vetting process by staff prior to consideration by the board
- Mr. O'Grady stated he was pleased that the Authority is taking time implementing the route changes because the changes will be in place for at least the next five years
- Mr. Betz asked how the Authority plans to recapture lost ridership due to the any route changes

- Mr. Eby said the hope is that the enhancements proposed in the study will make routes better for customers which should minimize losses in ridership
- Mr. Betz suggested increased marketing efforts to minimize ridership losses
- Mr. Barfield asked if restoring transportation to Creekwood was an option
- Mr. Eby highlighted the Authority's commitment to restoration of service to Creekwood and the plan will identify the most effective way to restore service to Creekwood with minimal impact on current riders and scheduled adherence for Route 101
- Ms. Matheny stated prior to implementation staff will work with the Steering Committee, community partners, employees and volunteers to implement a marketing campaign educating customers and the public of the route changes
- Mr. Bryden asked if any clients will lose DART service due as a result of the fixed route enhancements
- Ms. Matheny stated current DART customers are not expected to be adversely effected by the route revisions

CONTRACT REPORT

- Mr. Bryden recognized Mr. Smith to provide the contractor's report
- Mr. Smith reported full staffing for operators and stated the last class of driver trainees graduated to revenue service
- He said that staffing is still down one technician but anticipates filling the vacancy soon
- Mr. Smith said fixed route vehicle availability has increased over the past few weeks leading to a higher spare ratio
- Mr. Smith said a mirror check station was installed after the most recent safety meeting
- Mr. Petroff asked if First Transit is utilizing the bus wash unit
- Mr. Daniels said that all vehicles in revenue service each day go through the bus wash
- Mr. Betz commented on the lack of cleanliness of the rear of the buses
- Mr. Daniels stated the rear of the diesel vehicles, especially older units, is inherently the dirtiest part of the vehicle
- He sated methods for additional cleaning on the rear of the vehicles are being researched

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the February 22, 2018 meeting
- Ms. Winstead seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

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

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm