



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
March 22, 2018  
Mr. Bill Bryden, Chairman, Presiding**

## **MEMBERS PRESENT**

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

## **MEMBERS ABSENT**

Mr. Beck Smith, Vice Chairman  
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  
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, Craig and Fox PLLC, Attorney  
Ms. Dianne Hall, Contractor General Manager, First Transit  
Mr. Jeremy Smith, Contractor Asst. General Manager, First Transit  
Mr. Matthew Daniels, Contractor Maintenance Manager, First Transit

## **GUESTS PRESENT**

Mr. Chris Dodson, New Hanover County Senior Center  
Mr. Paul Lawler, Councilman, Wilmington City Council  
Ms. Abby Lorenzo, Sr. Transportation Planner, Wilmington Metropolitan Planning Organization  
Mr. Greg Strangeways, Senior Associate Project Manager, Nelson Nygaard

## **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

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Secretary - Wave Transit

## **CONSENT AGENDA**

- Mr. Bryden presented the March 2018 consent agenda for approval
- Mr. Petroff had a question regarding item #4 Contract for Landscaping Services #18-05
- Mr. Petroff asked if facility maintenance staff could maintain one of the two locations
- Mr. Eby stated contracting landscaping for both facilities would allow the Facilities Maintenance Manager and support staff the opportunity to focus on facility maintenance which is increasing as the buildings age
- Mr. Betz made a motion to accept the March 2018 consent agenda as presented
- Mr. O'Grady seconded the motion and the motion carried

## **SHORT RANGE TRANSIT PLAN PRESENTATION**

- Mr. Bryden recognized Mr. Eby to introduce Mr. Greg Strangeways, Senior Associate Project Manager with Nelson Nygaard
- Mr. Eby recognized Mr. Strangeways to present the CFPTA Short Range Transit Plan
- Mr. Strangeways stated the Authority is operating very efficiently
- He stated resources should not be taken from existing service and reallocated to other initiatives
- Mr. Strangeways stated an increase in service frequency or coverage would require additional resources
- Mr. Strangeways presented cost neutral recommendations as well as future recommendations
- Mr. Bryden asked for further explanation of the proposed on-demand service
- Mr. Strangeways stated that the on-demand or microtransit service model works well in low density areas where public transportation services are needed
- He stated under this model, customers are picked-up from a specified location within an established zone and taken to an identified drop-off point along the fixed route system
- He stated this model would work well for an area or neighborhood such as Creekwood
- Mr. Barfield stated he was pleased to hear they are thinking about service delivery models that are outside of the box
- Ms. Padgett inquired as to whether or not ridership figures warrant hourly service to the NHC Detention Center
- Mr. Eby stated the need for service at this location was underestimated when service to ILM was implemented and frequency to the NHC jail shifted from hourly to every other hour
- Mr. Eby stated ridership supports hourly service to the location
- Ms. Padgett requested the consultant to make a presentation to the City and County Boards, highlighting the cost neutral recommendations and the identified growth nodes
- Mr. Betz stated he has received complaints regarding the buses not stopping at the designated bus stop at the VA Clinic
- Mr. Eby stated the issue will be investigated and resolved
- Ms. Padgett said that there is a good deal of interest in Wave Transit from Brunswick County
- She said she would encourage consideration of extending an invitation to a Brunswick Consortium representative to join the Board
- She stated participation from a representative of the Brunswick Consortium could present additional funding opportunities
- Mr. Strangeways concluded his presentation and thanked the Board for the opportunity to oversee this project
- Mr. Eby stated it has been a pleasure working with Mr. Strangeways and staff was pleased with the study recommendations and Nelson Nygaard and their subconsultants
- The final report is expected in May

## **EXECUTIVE COMMITTEE**

- Mr. Bryden stated the committee did not meet

- Mr. Bryden stated he joined Mr. Eby at the annual meeting with Senior Vice President of First Transit, Mr. Rick Dunning
- Mr. Bryden was very impressed that First Transit was keenly focused on safety
- He stated he attended the NCDOT Public Transportation Strategic Planning Summit
- He said four Board members spent the day in Raleigh attending the summit
- Mr. Bryden stated primary discussion was centered around funding opportunities
- Mr. Bryden stated he was relieved to know that funding is not just a local concern but shared statewide

#### **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Bryden recognized Ms. Matheny to give the committee report
- Ms. Matheny noted a 3.4% decline in the fiscal year to date fixed route ridership
- She said Seahawk Shuttle ridership continues to trend in a positive direction
- Ms. Matheny stated the Authority's advertising program continues to grow with revenues exceeding budget projections

#### **FINANCE & BUDGET COMMITTEE**

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff said February reporting numbers are reflective of the amended budget that was adopted in January 2018
- Mr. Petroff said the fiscal year to date operating expenses remain under the adopted budget
- Mr. Petroff stated revenues remain on target for the year
- Mr. Petroff said that the goal of adding \$36,000 to the fund balance is attainable
- Mr. Petroff noted that the majority of the negative variances under operating expenditures from the previous month have been eliminated
- Mr. Petroff said budget preparations for FY 2019 have begun
- He said that a modest budget increase for FY19 is anticipated as wages, fuel costs and health and liability insurance are projected to increase
- Mr. Petroff said that a proposed increase from local funding partners to help offset service costs will be part of the draft budget
- Mr. Petroff said the 2019 budget will be presented to the full Board for consideration at the May meeting

#### **FACILITIES COMMITTEE**

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated there was one responsive bidder to the WMMTC site and renovation construction IFB
- Mr. Kelly said that the bid exceeded available revenues for the project by over \$1.5 million
- He stated that preliminary review of the bids attributed the overage to a highly competitive commercial construction market and the limited number of prequalified bidders
- He said that the committee has met with the project architect and determined that the best way to keep the project on track was to split the construction project into two phases
- The project would be divided into site construction and Neuwirth Building renovation construction
- The project architect would be contracted to determine the separate phases and modify the current design documents to meet the goal
- Value engineering to identify opportunities for cost reduction would also be tasked to the design team
- Additional funding would be pursued by the Authority
- The proposed plan would require rejection of current bids which was presented by the committee for recommendation by the board

- Mr. Bryden opened discussion for the proposed resolution to reject WMMTC Renovation Construction Bids
- Mr. Petroff asked if negotiation with the low bidder was allowed under the general statutes
- Ms. Fox stated that significant change to the scope of the project would require rebidding
- Mr. Eby said that design documents could be modified and the project could be rebid
- Construction time would be extended under the proposed plan
- Ms. Padgett said that the committee brought the resolution to the board for approval to keep the project moving forward
- She said that the committee has discussed several ways to move forward and the proposal was unanimously agreed as the best way forward
- Mr. Petroff asked if there were portions of the site work piece that could be modified
- He expressed concern that the project could be jeopardized without additional revenues
- Mr. Eby said that staff is optimistic that additional funding to complete the project could be identified
- He stated that the process of securing additional funding will take time
- He said dividing the projects could create more competition and could attract additional contractors which could help to bring costs down
- Mr. Petroff expressed concern about the proposed plan regarding construction management and the possibility of having to accept bids from a less than competent contractor
- Mr. Kelly stated that the committee shared his concerns and was working to implement safeguards to prevent this type of occurrence
- Mr. Bryden called the question regarding the committee's motion to move the Resolution to Reject WMMTC Renovation Construction Bids
- No second was required and the motion carried
- Mr. Barfield and Mr. Kelly thanked Mr. Petroff for his thoughtful comments based on significant experience with similar projects
- Mr. Kelly assured Mr. Petroff that the committee would work closely with him throughout the process to address possible complications from the chosen strategy

#### **WAVE CONNECT**

- Mr. Betz recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee did not meet

#### **PERSONNEL COMMITTEE**

- Mr. Bryden recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the committee provided the Board with the revised Employee Policy Manual for review
- Mr. Betz thanked the committee for providing the Board with a redline copy of the draft manual
- The committee moved approval of the Employee Policy Manual as presented
- No second was required and the motion carried without discussion

#### **STAFF REPORT**

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby stated that staff has been working with a group of downtown stakeholders to improve service of the downtown trolley
- Mr. Eby recognized Ms. Matheny to discuss a pilot initiative for the trolley during Azalea Festival
- Ms. Matheny thanked Councilman Lawler and Mr. Wolverton of WDI for bringing downtown stakeholders to the table to develop a strategy for improving the trolley
- Ms. Matheny said that since the trolley has to detour significantly during the Azalea Festival it was determined to be a good time to try alternative routing

- Ms. Matheny said that the Azalea Festival pilot program will go from 20 minute routes to 45 minutes routes
- The proposed route would extend service to the Castle St. district and South Front Street
- Ms. Matheny presented a map of the proposed trolley route
- Mr. Bryden inquired about the trolley pilot program marketing effort
- Mr. Lawler gave a brief description of the Azalea Festival trolley pilot program, route and marketing efforts
- Mr. Bryden wanted to ensure that the public understands that the pilot program is temporary
- The cost of the pilot is estimated at approximately \$1,600 and would provide two vehicles Thursday through Sunday was offset by a \$1,000 pledge from the consortium
- Mr. Eby stated that if the pilot was well received, it could lead to permanent changes in the route
- Additional pilots are being discussed over the summer to determine the highest and best use
- Hearing no objection from the board, the pilot program will be undertaken as presented
- Mr. Eby stated that the NC Department of Environmental Quality has released a draft plan for the VW mitigation funds
- He said there will be a regional meeting on Friday, April 20<sup>th</sup> from 9:00 am - 11:00 am at CFCC Union Station room 512 to discuss the program
- Mr. Eby said that he would report the meeting details
- Mr. Eby said that the US Congress has adopted the FY 2018 budget and it was signed by the President
- He said that the public transportation funding was increased by approximately \$400 million dollars which should result in increases to formula funding for the Authority

#### **CONTRACT REPORT**

- Mr. Bryden stated that the contractor report was in the agenda packet

#### **NEW BUSINESS**

- No new business

#### **OLD BUSINESS**

- No old business

#### **ADJOURN**

- Mr. Betz made a motion to adjourn the March 22<sup>nd</sup> meeting
- Mr. Barfield seconded the motion and the motion carried

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

- The next board meeting is scheduled for April 26, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm