



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
April 26, 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
Mr. Jeff Petroff
Ms. Anne K. Ryan

MEMBERS ABSENT

Mr. Fred Gaaney
Ms. Laura Padgett
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. Jeramy 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

CALL TO ORDER

- Mr. Bryden called the meeting to order at 12:03 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 April 2018 consent agenda for approval
- Mr. Betz made a motion to accept the April 2018 consent agenda as presented

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

- Mr. O'Grady seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Bryden asked Mr. Petroff to serve as Chairman for the nominating committee
- Mr. Bryden stated a slate of officers for FY19 will be presented to the Board for consideration at the May 2018 meeting

PLANNING AND OPERATIONS COMMITTEE

- Mr. Bryden recognized Ms. Matheny to give the committee report
- Ms. Matheny noted a decrease in UNCW ridership for March 2018
- She stated Seahawk Shuttle service operated only 15 days during the month of March as campus was closed due to the Easter holiday and spring break
- Ms. Matheny highlighted the decrease in fixed route ridership and the downtown trolley for FY18
- She stated recommendations resulting from the Short Range Transit Plan, in conjunction with partnership with downtown business stakeholder groups, will offer viable options for the trolley
- Ms. Matheny stated fiscal year to date advertising revenues total over \$85,000, which is a 12.6% increase in revenues as compared to FY17
- She stated the fixed route bus advertising is at full capacity with 89% of the ad space occupied
- Ms. Matheny stated advertising activity on the Paratransit vehicles rose 20%
- Mr. Bryden asked what course of action is taken when an a bus containing an ad is down for maintenance
- Ms. Matheny stated an advertisement can be reprinted and installed on another vehicle or the contract is extended to cover the time period in which exposure did not occur

FINANCE & BUDGET COMMITTEE

- Mr. Bryden recognized Mr. Petroff to give the committee report
- Mr. Petroff said the committee met to review the first draft of the FY2019 budget
- Mr. Petroff said the draft budget reflects a 1.5% - 2% increase over the current budget
- He said that the proposed budget includes six (6) months of operating expenses for the WMMTC and reflects a modest increase in health and liability insurance, fuel costs and wages
- Mr. Petroff said the proposed FY19 budget will be released on May 24th for a thirty day public comment period
- He said the budget will be presented for consideration at the June 28, 2018 meeting
- Mr. Petroff said March revenues and expenditures to date are compliant with the amended budget adopted in February 2018
- Mr. Petroff said that the goal of adding \$36,000 to the fund balance is attainable

FACILITIES COMMITTEE

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the Authority received two (2) bids in response to the WMMTC site and renovation and construction IFB
- One bid was non-responsive and the other exceeded available revenues
- Mr. Kelly said the project was split into two phases and the site construction portion of the project released for bid on April 13th
- He said bids are due May 15th
- Mr. Kelly said the committee will reconvene on May 23rd to review the bids and select a contractor for recommendation to the Board
- Mr. Kelly said estimates for site construction are unknown
- Mr. Barfield asked what happens if all funds are expended to complete the site work and additional funding is needed renovate the facility

- Mr. Eby expressed confidence that additional revenue can be identified to complete the facility renovation portion of the project
- Mr. Bryden asked if, upon completion of the site work, the site will operate as a transfer station in the event the facility renovation is not complete
- Mr. Eby said the proposal has been discussed and will be evaluated by the committee
- Mr. Kelly presented a proposal to modify the prequalification policy
- Ms. Fox said a revision to the policy would allow, but not require, the Authority to prequalify contractors for construction projects
- No second was needed and the policy change carried
- Mr. Kelly reported that a dehumidifier and fans to preserve stabilization of the Neuwirth building have been installed

WAVE CONNECT

- Mr. Betz recognized Ms. Lacer to give the committee report in the absence of Mr. Gainey
- Ms. Lacer said the committee is recruiting new members
- Ms. Lacer gave an update on ridership for the Wave Transit Honors Veterans Program
- She said 1501 rides were performed since the program was implemented in July 2018
- She stated a marketing plan for the Veteran ID program is currently underway
- Ms. Lacer gave an update on the 2017 community grant appointees
- She reported that Brunswick Senior Resources, Inc. has utilized 50% of their grant funds and New Hanover County Senior Center has utilized 55% of the funding allocated
- Mr. Lacer stated that any unused funds will be rolled over to the next fiscal year

STAFF REPORT

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby said FTA apportionment tables will be released early May
- Mr. Eby stated the Authority pursued a funding opportunity under the §5339(b) Bus and Bus Facilities Discretionary Program (Bus Program) to replace eleven fixed route buses
- Mr. Eby stated the Authority was awarded \$3.6 million in FTA funding which will allow the Authority to replace nine fixed-route vehicles
- Mr. Eby said local match funding sources are being identified and a procurement schedule for the new buses will be developed and presented to the full Board for consideration
- Mr. Barfield stated the County has allocated a local match of \$100,000 for two buses for the upcoming fiscal year in their draft FY 2019 budget
- Mr. Eby thanked Mr. Barfield and Mr. O'Grady for the continued support of NHC and the City
- Mr. Eby reported UNCW funds have also been set aside for local match
- He stated the two Gillig buses on order will go into production in May with a June delivery
- Mr. Eby recognized First Transit for maintaining an older fleet within budget
- Mr. Eby recognized Ms. Matheny to provide an update on the services provided during the 2018 Azalea Festival
- Ms. Matheny stated April saw several special events, all of which required additional administrative and operational resources
- Ms. Matheny thanked staff and First Transit for assistance with meeting these needs
- Ms. Matheny stated the park and ride shuttle service from Independence Mall operated from 7:00 am to 2:00 pm for those attending the Azalea Festival Parade
- She said over 1,130 riders utilized the service, which is a 50% increase in ridership as compared to the 2017 shuttle service
- Ms. Matheny stated staff was approached by representatives from downtown stakeholders and business development groups with a request on a revised trolley schedule during the 2018 Azalea Festival

- She stated staff was pleased that the varying groups came to a consensus on revised routing for the Downtown Trolley pilot program during Azalea Festival
- She stated the ridership for the Downtown Trolley was positive with 1,079 trips provided during a one week time span
- Ms. Matheny provided the Board with ridership data for the Downtown Trolley for reference and communicated that 524 trips were provided during the week of the 2017 Azalea Festival
- Ms. Matheny's stated roughly 400 individuals attended the North Carolina Public Transportation Association's annual conference held at the Wilmington Convention Center
- Ms. Matheny said that the NCPTA conference will be held in Wilmington in 2019
- She thanked Mr. Lacer for her assistance in co-chairing the Conference Planning Committee
- Ms. Matheny stated she was appointed to the NCPTA Board of Directors and recognizes the value in the Authority's involvement with our statewide association
- Mr. Eby recognized Ms. Matheny and Ms. Lacer for their efforts toward a successful conference
- Mr. Eby recognized Mr. Mininni for an update to the IRS CNG motor vehicles fuel credit
- Mr. Mininni said tax credits for CNG fuel were reauthorized in the FY 2019 omnibus bill
- The Authority expects about \$50,000 in retroactive credits

CONTRACT REPORT

- Mr. Bryden recognized Ms. Hall to give the contractor's report
- Ms. Hall thanked her staff for all their hard work in meeting the additional operational demands for April 2018
- Ms. Hall also thanked the Board for voting to extend the contract with first Transit
- Mr. Eby stated the work of Ms. Hall and her staff is the contributing factor to recommending extension of the First Transit contract
- Mr. Eby thanked Ms. Hall and her staff for all their hard work in maintaining the fleet and addressing the special service needs during the month of April

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the April 2018 meeting
- Mr. Smith seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The next board meeting will occur on May 24, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
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