



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
May 24, 2018
Mr. Don Betz, Secretary, Presiding**

MEMBERS PRESENT

Mr. Don Betz, Secretary
Mr. Jonathan Barfield
Mr. Fred Gainey
Mr. Steven Kelly
Ms. Laura Padgett
Ms. Anne K. Ryan

MEMBERS ABSENT

Mr. Bill Bryden, Chairman
Mr. Beck Smith, Vice Chairman
Mr. Kevin O'Grady
Mr. Jeff Petroff
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, Grant Coordinator
Mr. Cliff Rode, Paratransit Manager
Ms. Kathy Williams, Customer Service Supervisor

CONTRACT MANAGEMENT STAFF PRESENT

Ms. Noel Fox, Attorney, Craige and Fox PLLC
Ms. Dianne Hall, Contractor General Manager, First Transit
Mr. Bill Harned, Area Vice President, First Transit
Mr. Jeremy 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, Sr. Transportation Planner, WMPO

CALL TO ORDER

- Mr. Betz called the meeting to order at 12:06 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

PUBLIC COMMENT

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

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Secretary - Wave Transit

CAPE FEAR MOVING FORWARD 2045 TRANSPORTATION PLAN PRESENTATION

- Mr. Betz recognized Ms. Lorenzo with the WMPO to present on the *Cape Fear Moving Forward 2045 Transportation Plan*
- Ms. Lorenzo gave an overview of the long range surface transportation planning effort and its importance to the region

CONSENT AGENDA

- Mr. Betz presented the May 2018 consent agenda for approval
- Mr. Betz notated an amendment to the purchase order amount on item 2
- Mr. Betz stated the revised purchase order amount for the new vehicle decals is \$16,392.91
- Mr. Padgett made a motion to approve the amended May 2018 consent agenda as presented
- Mr. Barfield seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- The committee did not have a report

PLANNING AND OPERATIONS COMMITTEE

- Mr. Betz recognized Ms. Matheny to give the committee report
- Ms. Matheny stated that the committee did not meet
- Ms. Matheny said it is anticipated that the committee will reconvene in a formal capacity during the summer
- Ms. Matheny presented the April 2018 *Operational Statistics Report*
- She said fixed route ridership, with the exception of the UNCW Seahawk Shuttle service, continues to trend in a negative direction
- Ms. Matheny highlighted the 10% increase in ridership for Route 203 Free Downtown Trolley for April 2018 as compared to April 2017
- She stated the increase in ridership is attributed to the revised schedule offered the week of the 2018 Azalea Festival event
- Ms. Matheny said staff will meet with the members of the downtown stakeholder group regarding the implementation of pilot routes for Route 203 Downtown Trolley
- She stated the group was pleased with the ridership during the revised trolley schedule
- She said the group viewed the revised schedule as a success and expressed interest in the long term implementation of a similar route
- Additional modification would be presented for testing during the summer
- Ms. Matheny stated the Authority's advertising program remains strong with revenues exceeding \$95,000 for the fiscal year
- She confirmed this is a 12% increase in advertising revenue as compared to FY17

NOMINATING COMMITTEE

- Mr. Betz stated in the absence of committee chair, Mr. Petroff, the presentation of nominations on behalf of the committee will be tabled until the June meeting

FINANCE & BUDGET COMMITTEE

- Mr. Betz recognized Mr. Mininni to present the committee report in the absence of Mr. Petroff
- Mr. Mininni stated the Authority's revenues, at 85%, and expenditures, at 83%, remain within the adopted budget for the fiscal year
- He said passenger fares for both fixed route and Paratransit remain under budget
- Mr. Mininni said local funding partners, the City of Wilmington, New Hanover County, UNCW and the Brunswick Consortium have agreed to a 3% increase in local contribution for next fiscal year
- Mr. Mininni presented the FY 2018 - 2019 Budget Ordinance and stated that public comment regarding the draft budget would be accepted for thirty days

- Public notice was advertised on wavetransit.com and in the Star News
- A public hearing on the budget is scheduled for June 28, 2018 at noon
- A detailed budget packet would be mailed to members of the Board in early June
- Mr. Betz requested that questions regarding the FY19 budget be directed to Mr. Mininni

FACILITIES COMMITTEE

- Mr. Betz recognized Mr. Kelly to give the committee report
- Mr. Kelly stated that the site construction bid failed to receive the required three bids
- The committee recommended the construction portion of the project be rebid to reflect both site work and renovation of the Neuwirth Building
- Mr. Kelly presented a resolution requesting \$2,200,000 in additional funding from the WMPO to complete construction of the Wilmington Multimodal Transportation Center
- He said timing is essential as certain permits and approvals have expiration dates
- Mr. Betz stated no second was required and opened the item for discussion
- Mr. Betz asked Mr. Eby to work with the WMPO staff and board to ensure the request is implicit
- Mr. Barfield stated that as the Authority member on the WMPO Board he would work to secure support
- Ms. Padgett stated she would speak to members of the WMPO Board to request support
- Hearing no further discussion Mr. Betz asked for approval of the Resolution requesting additional funding from the WMPO for the WMMTC
- The motion carried
- Mr. Kelly presented Task Order 4 with HR Associates
- He stated that the amount in the draft Task Order included with the agenda packet had been modified by the committee to deduct \$30,000 in Construction Management costs
- He stated that the committee was concerned that design and engineering costs were nearing cost estimates and additional costs could exceed fair and reasonable costs if left unchecked
- Mr. Kelly stated that the committee asked staff to share these concerns with the design team in an effort to control design and engineering costs throughout the remainder of the project
- Mr. Kelly presented Task Order # 4 for redesign of the egress on Campbell Street and design services associated with phasing construction
- He presented Task Order # 5 with costs related to the Board of Adjustment hearing for the stormwater permit variance
- He requested approval in the amount of \$69,400 to HR Associates for Task Order # 4 and \$21,500 for Task Order # 5
- No second was required and the motion carried

WAVE CONNECT

- Mr. Betz recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee received positive feedback in response to their solicitation for committee member nominations
- Mr. Gainey stated committee member nominations will be presented on behalf of the committee at the July meeting

STAFF REPORT

- Mr. Betz recognized Ms. Matheny to give the staff report
- Ms. Matheny provided an update on the ADA improvements and construction of passenger amenities currently underway at five bus stop locations
- She stated the project will conclude with new passenger amenities installed at the five noted locations by the close of the month

CONTRACT REPORT

- Mr. Betz recognized Ms. Hall to give the contractor's report
- Ms. Hall thanked the Board for their continued support of First Transit
- Ms. Hall stated two mechanics were hired, leaving one personnel vacancy in the vehicle maintenance department
- Ms. Hall stated the break in UNCW Seahawk Shuttle Service allows operations to catch up on vehicle maintenance
- Ms. Hall recognized Mr. Daniels to give an update on the two new buses
- Mr. Daniels provided an update on his trip to the Gillig manufacturing plant in California to observe the construction of new buses on the production line
- Ms. Padgett requested that the contractor's report provided in the Board packet be revised to include comparative data from the previous year
- Ms. Hall confirmed that the requested data will be provided on the report moving forward

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Gainey made a motion to adjourn the May 2018 meeting
- Ms. Padgett seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The next board meeting is scheduled for Thursday, June 28, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
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