



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
June 28, 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. Fred Gainey
Mr. Steven Kelly
Mr. Kevin O'Grady
Ms. Laura Padgett
Mr. Jeff Petroff
Ms. Anne K. Ryan

MEMBERS ABSENT

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. Mary Crawford, Accounts Payable Clerk

CONTRACT MANAGEMENT STAFF PRESENT

Ms. Noel Fox, Craige and Fox PLLC, Attorney
Ms. Dianne Hall, Contractor General Manager, First Transit
Mr. Larry Morris, Regional Vice President, 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 Resource Center
Ms. Abby Lorenzo, WMPO

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

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Secretary - Wave Transit

CONSENT AGENDA

- Mr. Bryden presented the June 2018 consent agenda for approval
- Mr. Betz made a motion to approve the June 2018 consent agenda as presented
- Ms. Ryan seconded the motion and the motion carried

PUBLIC HEARING FY2018 - FY2019 BUDGET

- Mr. Bryden opened the public hearing for the FY2018 - FY2019 budget
- Mr. Eby confirmed that no comments pertaining to the proposed budget were received through the Authority's website, wavetransit.com, by telephone or by any other means during the thirty (30) day public comment period
- Hearing no comments, Mr. Bryden closed the public hearing for the FY2018 - FY2019 budget
- On behalf of the Finance & Budget Committee, Mr. Petroff moved Budget Ordinance for approval
- No second was required and the motion carried
- Mr. Betz thanked Mr. Mininni and the Committee for their efforts in preparing the budget

EXECUTIVE COMMITTEE

- Mr. Bryden stated the committee did not meet

NOMINATING COMMITTEE

- Mr. Bryden recognized Mr. Petroff to present the committee report
- On behalf of the Nominating Committee, Mr. Petroff presented the Board with recommendation of officers for the 2019 fiscal year
- The nominees were Mr. Beck Smith, Chairman, Mr. Steve Kelly, Vice Chairman and Mr. Don Betz, Secretary
- Mr. Bryden opened nominations from the Board
- Hearing no additional nominations Mr. Bryden closed nominations from the board
- Mr. Bryden called the question regarding the nominating committee recommendation of Mr. Smith, Chairman, Mr. Kelly Vice Chairman, and Mr. Betz, Secretary
- No second was required and the motion carried

PLANNING AND OPERATIONS COMMITTEE

- Mr. Bryden recognized Ms. Matheny to give the committee report
- Ms. Matheny noted a 4.28% decrease in fixed route ridership for May 2018
- Ms. Matheny highlighted the 32% decrease in UNCW Seahawk Shuttle ridership for May 2018 as compared to May 2017
- She stated the decrease was attributed to fewer days of scheduled service based on the UNCW academic calendar
- Ms. Matheny reported \$107,844 in advertising revenue for FY18 to date; a 13% increase from the year to date revenue generated in FY17
- Mr. Smith inquired about the accuracy of UNCW ridership since UNCW students and faculty do not pay a fare
- Ms. Matheny stated the operator manually records passengers on the farebox for all boardings Mr. Eby stated the Authority conducts mandatory random ridership sampling as required by the Federal Transportation Administration
- This redundancy ensures accuracy for ridership data collected
- Mr. Petroff expressed concern about the 7% decrease in fixed route ridership for the month of May as compared to May of 2017
- He stated this trend is compounded by the annual decrease in ridership experienced over the past few years
- Mr. Eby briefly recapped the presentation regarding national and state ridership trends he provided to the Board earlier in the year

- He stated reduced ridership is a national trend that the industry is dealing with
- Some factors contributing to decreased ridership include transportation network companies, low fuel prices and strong employment from a growing national and local economy

FINANCE & BUDGET COMMITTEE

- Mr. Bryden recognized Mr. Petroff to present the committee report
- Mr. Petroff stated the committee did not meet
- Mr. Petroff stated the Authority's revenues, at 92%, and expenditures, at 89%, remain within the adopted budget for the fiscal year
- Mr. Petroff said the committee is confident the Authority will end the year within the adopted budget
- Mr. Petroff notated the challenges experienced in remaining within budget under the farebox revenue and Paratransit contract services line items
- He said fixed route pass sales are stronger than anticipated which offsets farebox revenue
- Mr. Petroff highlighted a significant positive variance under fixed route contracted services; however, the variance will be reduced as transportation services for the University are not provided during the UNCW summer session
- Mr. Petroff said the Authority is expected to end the year within budget despite the despite a 2% decrease in operating revenue and an increase in liability insurance

FACILITIES COMMITTEE

- Mr. Bryden recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the committee received approval from the City of Wilmington's Technical Review Committee allowing the WMMTC project to move to permitting
- He stated value engineering is complete
- Mr. Kelly said the renovation construction project was advertised for bids due on June 03, 2018
- Bids are due by 5:00 pm on July 3, 2018
- He said the committee is hoping the Authority will receive three bids so the project will not need to be rebid
- Mr. Kelly said the Authority currently has \$2 million in available FTA funds to be used for construction once a contract has been executed
- He stated that construction estimates and bids from the unsuccessful first round of bidding have given the committee a rough approximation of the project cost
- Mr. Kelly stated that the WMPO board has approved up to an additional \$1,700,000 in STBGP-DA funding for the WMMTC project
- Mr. Kelly thanked Mr. Kozlosky, Commissioner Barfield and Ms. Padgett for their assistance in getting the additional funding authorized
- Mr. Petroff expressed his gratitude and stressed the importance of Mr. Kozlosky and the WMPO Board for their support and commitment to the WMMTC
- Mr. Kelly recommended a letter of appreciation be drafted and sent to the WMPO

WAVE CONNECT

- Mr. Bryden recognized Mr. Gainey to give the staff report
- Mr. Gainey stated the committee did not meet; however, a full report will be presented at the July meeting

MAKING WAVES FOUNDATION

- Mr. Bryden stated two Foundation Board members, Ms. Padgett and Mr. Bryden were up for reappointment as their terms ended in April 2018
- He stated both individuals are eligible and willing to serve a final, two-year term

- Mr. Bryden stated the Foundation is seeking approval from the full Board for reappointment of Ms. Padgett and Mr. Bryden to the Making Waves Foundation Board
- No second is needed and the motion carried
- Ms. Padgett recognized Ms. Matheny for her efforts in managing the Making Waves Foundation
- Mr. Bryden thanked the full Board for their support of the Making Waves Foundation
- Ms. Padgett stated the Foundation is in need of contributions in order to continue helping community organizations serve those with transportation needs

STAFF REPORT

- Mr. Bryden recognized Mr. Eby to give the staff report
- Mr. Eby presented a purchase order to Gillig, LLC in the amount of \$3,479,686 for seven (7) CNG buses
- Mr. Eby stated that the vehicles will be purchased with funding from the FTA discretionary §5339(b) grant awarded earlier in 2018
- Local funding for two (2) buses is included in the adopted NHC FY 2019 budget
- Local funding for three (3) buses has been identified in the UNCW capital account
- Local funding for two (2) buses is included in the adopted City of Wilmington FY 2019 budget
- Mr. Eby stated a vehicle delivery schedule is being negotiated with Gillig representatives
- He said the objective is to stagger the delivery of the buses
- Ms. Padgett made a motion to approve the purchase order with Gillig, in the amount of \$3,479,686, for seven (7) CNG buses
- Mr. Barfield seconded the motion and the motion carried
- Mr. Eby stated two CNG buses, funded by the WMPO, were delivered earlier this month
- He said a letter of appreciation for the funding and continued support has been drafted
- Mr. Eby encouraged the Board to board the new CNG bus following the meeting
- Mr. Eby said funding has been set aside from the FTA discretionary §5339(b) to replace two trolley vehicles
- He stated staff is working with downtown stakeholder group to identify a vehicle type and route
- Mr. Eby stated additional funding for CNG buses will be pursued from the VW settlement
- He participated in a conference call with the Department of Environmental Quality (DEQ) and an application for funding will be submitted following the call for projects expected in the summer
- Ms. Padgett stated that she would prefer another trolley but would be agreeable to a smaller vehicle so long as it can easily be distinguished from the buses
- Mr. Eby recognized Ms. Matheny to provide an update on passenger amenities
- Ms. Matheny confirmed completion of Phase IV of the Bus Stop Enhancement Plan which was funded by the FTA §5310 Elderly and Disabled Transportation program
- Ms. Matheny stated under this phase, the Authority installed two new (2) shelters, replaced and upgraded two (2) shelters replaced multiple benches
- Ms. Matheny provided an update on next steps for the Downtown Trolley pilot program
- She stated staff continues to work with the downtown stakeholder group, under the leadership of Councilman Lawler, on a revised route and schedule for the downtown trolley
- Ms. Matheny stated cost neutral routing options for the downtown trolley were presented in the *Short Range Transit Plan*
- She said the objective is to implement a pilot trolley program to test some of the options identified in the plan and with input from the stakeholder group
- Ms. Matheny presented the Board with the final *Short Range Transit Plan*
- She stated staff is establishing a calendar for implementation of the cost neutral recommendations that coincides with the opening of the WMMTC
- Ms. Matheny stated the Authority is sponsoring a Wilmington Sharks game night on July 11th

- She said that Wave Transit employees and Board members and guests will be admitted free with their Wave Transit badge

CONTRACT REPORT

- Mr. Bryden recognized Ms. Hall to give the contractor's report
- Mr. Eby recognized Mr. Morris for his attendance at the Board meeting
- Mr. Eby also recognized Ms. Hall and her staff for vast improvements in the Operations and Maintenance Department over the past couple of years
- Ms. Hall congratulated the newly appointed officers
- She stated management continues to work on developing a safety culture within the department
- Ms. Hall thanked Mr. Smith for spearheading the safety efforts
- She also thanked Mr. Daniels for his efforts regarding maintenance needs of an aging fleet and understaffing
- She said he has also done an excellent job keeping the maintenance staff trained
- Mr. Petroff asked how First Transit is doing with staffing the operations and maintenance departments
- Ms. Hall replied they are fully staffed in both departments
- Mr. Bryden asked how the air conditioners are doing in the summer heat
- Ms. Hall stated that they are experiencing some challenges with the Paratransit vehicles but no issues with the buses this season
- Ms. Hall recognized Mr. Morris
- Mr. Morris stated he is pleased with the performance of the Wilmington First Transit team
- Mr. Morris stated ridership challenges faced by the Authority are being experienced nationwide evidenced by several of the systems he oversees

NEW BUSINESS

- Ms. Padgett recognized and thanked the Executive Committee for their efforts in securing the letter of support for the rail relocation project

OLD BUSINESS

- No old business

ADJOURN

- Mr. Smith made a motion to adjourn the June 28, 2018 meeting
- Ms. Padgett seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

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

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm