



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
July 26, 2018
Mr. Beck Smith, Chairman, Presiding**

MEMBERS PRESENT

Mr. Beck Smith, Chairman
Mr. Steven Kelly, Vice Chairman
Mr. Jonathan Barfield
Mr. Bill Bryden
Mr. Fred Gainey
Ms. Laura Padgett
Mr. Jeff Petroff
Ms. Anne K. Ryan
Ms. Michelle Winstead

MEMBERS ABSENT

Mr. Don Betz, Secretary
Mr. Kevin O'Grady

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, Accounting Coordinator

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

Ms. Tracie Barnhill, Citizen
Ms. Abby Lorenzo, Sr. Transportation Planner, WMPO

CALL TO ORDER

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

CONSENT AGENDA

- Mr. Smith presented the July 2018 consent agenda for approval

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Secretary - Wave Transit

- Mr. Smith had a question regarding item 2, Agreement with UNCW for Seahawk Shuttle Services FY2019-2021
- He asked staff to explain the differences between the contract presented in the agenda packet and the current agreement
- Mr. Eby recognized Ms. Matheny to address the inquiry
- Ms. Matheny stated the hourly base rate reflects a 3% increase for each fiscal year in the new contract which is for three years as opposed to one year
- The hourly capital rate of \$4.50 reflects no increase from the current contract and through the term of the three year agreement presented
- She stated the level of service provided, 16,200 hours, is projected to remain consistent through the term of the agreement
- Mr. Barfield made a motion to approve the July 2018 consent agenda as presented
- Ms. Ryan seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Smith stated the new committee met on July 11, 2018
- The committee discussed committee appointments, upcoming projects and goals for FY 2019
- Staff briefed the committee regarding planning efforts and the WMMTC project

PLANNING AND OPERATIONS COMMITTEE

- Mr. Bryden recognized Ms. Matheny to give the committee report
- Ms. Matheny stated the Authority closed out the fiscal year with a 4.18% decrease in fixed route ridership
- She stated the Authority received just over \$118,000 in advertising revenue for FY18
- This represented a 13% increase in ad revenue as compared to FY17
- Ms. Matheny stated staff is preparing a timeline for the implementation of route modifications in accordance to the *Short Range Transit Plan*
- She stated new developments in the construction of the Downtown Transfer Station/Wilmington Multimodal Transportation Center will influence the timeline
- Ms. Matheny indicated that in addition to the minor route modifications noted in the plan, all routes that service downtown will need to be routed into the new Downtown Transfer Station/Wilmington Multimodal Transportation Center once fully operational

FINANCE & BUDGET COMMITTEE

- Mr. Smith recognized Mr. Petroff to present the committee report
- Mr. Petroff stated that the committee did not meet
- Mr. Petroff noted that the June financial statement will be presented as part of the annual audit report
- He reported that the Authority completed the FY 18 fiscal year within the adopted budget

FACILITIES COMMITTEE

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly stated that bids for the renovation construction phase of the Downtown Transfer Station/Wilmington Multimodal Transportation Center were opened on July 24th
- He stated bids were received from two qualified contractors
- Mr. Kelly reported that the low bid was \$3,906,000 from Monteith Construction
- A meeting with the general contractor, project architect, staff and the committee was being scheduled
- He stated that the committee was working with counsel to draft a compliant construction contract
- He stated that he was confident that sufficient funding was available to undertake the project

- He stated that a construction contract was expected to be presented to the board in August or September

WAVE CONNECT

- Mr. Smith recognized Mr. Gainey to give the staff report
- Mr. Gainey stated the committee did not meet and reported no update at this time

STAFF REPORT

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby provided an update on the pilot program for the Free Downtown Trolley slated for September
- He stated a revised route, similar to the route operated during the week of Azalea Festival, will be tested during the month of September
- He stated ridership and survey data collected during the pilot will be analyzed by staff and presented to the downtown trolley stakeholder group
- Mr. Eby stated this data will help determine the future of the downtown trolley
- He stated that any modification to the route and its fare will be presented to the board prior to implementation
- Mr. Eby recognized Ms. Matheny to provide an update on the Authority's three year Disadvantaged Business Enterprise (DBE) Goal
- Ms. Matheny provided insight as to the Federal Transportation Administration (FTA) requirements and process for goal establishment
- Mr. Eby stated staff is seeking approval from the full Board to submit the revised goal to FTA
- Mr. Gainey made a motion to approve the Disadvantaged Business Enterprise Goal as presented
- Mr. Bryden seconded the motion and the motion carried
- Mr. Barfield requested a report on the ILM and NHC Detention Center ridership at the September meeting

CONTRACT REPORT

- Mr. Smith recognized Ms. Hall to give the contractor report
- Ms. Hall reported full staffing of the Maintenance Department
- She stated the revised new hire training program for operators implemented last year was a success
- Ms. Hall reported a retention rate of 100% under the new training program
- Ms. Hall stated First Transit is seeking to hire five part time operators and will be hosting a job fair on August 7th
- Mr. Kelly and Mr. Barfield expressed concern over furloughs and layoffs of bus operators during the UNCW summer session
- Ms. Hall stated that the furloughs are collectively bargained with the union and are manageable due to some operators wanting an extended break
- Mr. Barfield spoke to the County's minimum living wage
- Mr. Eby explained that Ms. Hall and First Transit were bound by financial appropriations from the Authority and the issue was primarily due to funding constraints
- Mr. Eby stated that a new collective bargaining agreement was due to be negotiated for FY 2020

NEW BUSINESS

- Mr. Bryden provided an update as to the activity of the Making Waves Foundation
- Mr. Bryden stated the Board met on July 19th to review the requests submitted from eight nonprofit and community organizations

- He stated 2,600 passes were granted to a total of eight nonprofit and community organizations
- Mr. Bryden thanked the Board for their continued support of the Foundation

OLD BUSINESS

- No old business

ADJOURN

- Mr. Barfield made a motion to adjourn the July 26, 2018 meeting
- Mr. Kelly seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The board meeting is scheduled for August 23, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm