



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
August 23, 2018
Mr. Beck Smith, Chairman, Presiding**

MEMBERS PRESENT

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

MEMBERS ABSENT

Mr. Jonathan Barfield
Ms. Michelle Winstead

STAFF PRESENT

Mr. Albert Eby, Executive Director
Ms. Megan Matheny, Deputy Director
Mr. Joe Mininni, Director of Finance & Administration
Mr. Cliff Rode, Paratransit Manager
Ms. Kathy Williams, Customer Service Supervisor

CONTRACT MANAGEMENT STAFF PRESENT

Ms. Noel Fox, Craige and Fox PLLC, Attorney
Ms. Dianne Hall, Contractor General Manager, First Transit
Mr. Bill Harned, Area Vice President, First Transit
Mr. Jeramy Smith, Contractor Asst. General Manager, First Transit
Mr. Matthew Daniels, Contractor Maintenance Manager, First Transit

GUESTS PRESENT

Ms. Tracie Barnhill, Citizen
Ms. Abby Lorenzo, 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 August 2018 consent agenda for approval

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

- Mr. O'Grady requested clarification on item #2 *State matching funds resolution* and item #3 *Purchase order for five (5) Paratransit vehicles*
- Mr. Mininni stated that under item #2, a 10% local funding commitment to NCDOT is required for future bus procurements to the Federal Transportation Administration made on behalf of the Authority
- Mr. Eby stated funds referenced in the resolution for item #3 will be used for the procurement of Paratransit vehicles
- Mr. Betz made a motion to approve the August 2018 consent agenda as presented
- Ms. Ryan seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Smith stated the committee did not meet
- Mr. Smith encouraged the full Board review of the governance study conducted by TransPro Logistics consulting firm, under contract to the City of Wilmington and New Hanover County
- Mr. Smith stated Ms. Ryan has agreed to Chair the Planning & Operations Committee
- Mr. Petroff agreed to continue to Chair of Finance & Budget Committee until his term expires
- Mr. Smith thanked the Committee Chairs for their service

PLANNING AND OPERATIONS COMMITTEE

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan recognized Ms. Matheny to give the report
- Ms. Matheny stated the Authority experienced a 2.5% decrease in fixed-route ridership for fiscal year 2018 as compared to fiscal year 2017
- She said staff is working with Downtown Focus Group to finalize a revised trolley route
- Ms. Matheny stated UNCW Seahawk Shuttle services are scheduled to resume for the fall semester on Wednesday, August 22nd
- Ms. Matheny stated that the Authority has received over \$13,000 in advertising revenue for July 2018, which is a 12% increase over revenues received in July 2017
- She stated FY 2018 ended with a 28% increase in advertising revenue as compared to FY 2017
- Ms. Matheny gave a brief update on transportation services for the upcoming UNCW Beach Blast event scheduled for August 21st
- Ms. Matheny said transportation services for the annual event are outlined in the agreement between the Authority and the University
- She stated eight fixed route vehicles were used to transport students between campus and the Oceanic on Wrightsville Beach
- Ms. Matheny recognized Ms. Hall and her staff for their efforts to make the event a success
- Ms. Matheny stated the University reported 3,900 participants for this year's Beach Blast event
- She stated 1,297 students were transported during the event
- Mr. O'Grady stated the Beach Blast event might be used as an opportunity to revisit potential public transportation service to Wrightsville Beach
- Mr. Petroff agreed with Mr. O'Grady and recommended staff partner with UNCW to approach Wrightsville Beach for potential public transportation services
- Mr. Eby stated staff will work with UNCW to reach out to Wrightsville Beach
- Ms. Matheny presented an update on ridership for New Hanover County Detention Center and Wilmington International Airport via Route 207 North
- Ms. Padgett inquired about the advertising efforts for public awareness of bus service to the airport
- Ms. Matheny stated staff is working with the Authority's advertising company on a "*Did you know*" campaign to highlight available programs

FINANCE & BUDGET COMMITTEE

- Mr. Smith recognized Mr. Petroff to present the committee report
- Mr. Petroff stated the committee did not meet
- Mr. Petroff noted a variance in the budget with the start of the new fiscal year
- He said the negative variance is the result of the lack of operating revenues received
- Mr. Petroff said the negative variance in Paratransit expenditures is a result of a 10% increase in trips provided will continue to be monitored as the fiscal year progresses
- Mr. Petroff stated non-operating revenues from federal and state sources are below the adopted budget and will moderate as the fiscal year progresses
- Mr. Petroff said the City of Wilmington, the Brunswick Consortium and the Town of Carolina Beach have fully funded their obligations for the fiscal year
- Mr. Petroff stated that the auditors will be on site conducting field work next week
- He said the audit report will be presented to the full Board in November or December 2018

FACILITIES COMMITTEE

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly stated contract negotiations with Monteith Construction are currently underway
- He stated the committee is working through the project budget and phasing items
- Mr. Kelly said the committee recommends commencing with construction of the building first followed by the site once FHWA funding is allocated to a federal grant
- Mr. Kelly stated the committee is hoping to present a contract for construction services to the Board for approval at the September meeting

WAVE CONNECT

- Mr. Smith recognized Mr. Gainey to give the staff report
- Mr. Gainey stated the committee did not meet and a formal report will be provided during the October meeting

STAFF REPORT

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby provided a proposed map of the revised Downtown Trolley route to be implemented during the month of September
- He said staff and the downtown trolley focus group will closely monitor the route and if proven successful, the change would be presented to the Board with a recommendation
- Mr. Eby said the committee will continue to discuss a rebranding effort which may include a revised name, logo, signage and route
- Ms. Padgett asked about timing and safety implications as a result of the ability for the trolley to be hailed at any point along its route
- Mr. Eby stated negative impacts on schedule adherence by the trolley are minimal as majority of boarding activity occurs at designated stops
- Ms. Padgett inquired if stakeholders be willing to contribute towards funding the new service
- Mr. Eby stated offers for financial support have not been received but are being discussed
- Mr. Eby presented the FY 2016 *Service Efficiency Analysis*
- Mr. Eby said that the goal is to provide comparison between the Authority and state and national transit systems
- Ms. Padgett asked if the report could be put on card stock and given to the Elected Officials
- Mr. Eby responded that it could

CONTRACT REPORT

- Mr. Smith recognized Ms. Hall and Mr. Harned to give the contractor's report

- Ms. Hall stated the heat during the summer months has an impact on operations and the number of road calls reported
- Ms. Hall thanked Mr. Daniels for keeping the fleet running and the Authority for allowing them the opportunity to make it happen
- Ms. Hall stated fixed-route operations has gone 120 days without a preventable accident
- She stated as a result, an employee appreciation event was provided to contract employees
- Mr. Harned stated Mr. Dunning, Senior Vice President for First Transit, will be retiring at the end of the year and noted Mr. Promponas as his replacement
- He said that Mr. Promponas will be meeting with the Board in the near future

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the August 22nd meeting
- Mr. Gainey seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The board meeting is scheduled for September 27, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm