



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
October 25, 2018
Mr. Beck Smith, Chairman, Presiding**

MEMBERS PRESENT

Mr. Beck Smith, Chairman
Mr. Steven Kelly, Vice Chairman
Mr. Don Betz, Secretary
Mr. Jonathan Barfield
Mr. Fred Gainey
Mr. Andrew Koepfel
Mr. Kevin O'Grady
Ms. Laura Padgett
Mr. Jeff Petroff
Ms. Anne K. Ryan
Ms. Michelle Winstead

MEMBERS ABSENT

None

STAFF PRESENT

Mr. Albert Eby, Executive Director
Ms. Megan Matheny, Deputy Director
Mr. Joe Mininni, Director of Finance & Administration
Ms. Heather Mercer, Grants & Compliance Coordinator
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. Matthew Daniels, Contractor Maintenance Manager, First Transit

GUESTS PRESENT

Ms. Tracie Barnhill, Citizen
Mr. Chris Dodson, New Hanover County Senior Resource Center
Mr. John Flolo, 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
- Mr. Smith introduced and welcomed returning Board member, Mr. Koepfel
- Mr. Koepfel thanked Mr. Smith and stated he is looking forward to serving the community

PUBLIC COMMENT

- Mr. Smith opened the public comment period

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Secretary - Wave Transit

- Mr. Flolo inquired as to whether or not the first trolley stop, located on 4th St. and Brunswick St., could be moved closer to the Downtown Transfer Station
- He stated he has to catch the trolley further down the road at the MedNorth stop
- Mr. Flolo requested that consideration be given to weekend service to ILM
- He suggested consideration be given to service to the Porter's Neck area
- Mr. Smith stated the public comment period is a time for citizens to bring forth their comments
- He asked Ms. Matheny to follow up with Mr. Flolo after the meeting
- Hearing no further comments, Mr. Smith closed the public comment period

CONSENT AGENDA

- Mr. Smith presented the October 2018 consent agenda for approval
- Mr. Betz made a motion to approve the October 2018 consent agenda as presented
- Mr. Koeppel seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Smith stated the committee did not meet
- Mr. Smith stated committee reassignments are in order due to the recent changes in Board members
- Mr. Eby stated committee assignments could be revisited in January after the County Commissioners make additional appointments

PLANNING AND OPERATIONS COMMITTEE

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan stated that there was an .84% increase in fixed route ridership in August 2018 as compared to the previous year
- She noted the decrease in UNCW ridership is due to the start date of the 2018-19 academic year
- Ms. Ryan stated the discrepancy in dates resulted in five less days of service provided during the month of August as compared to the previous year
- Ms. Ryan stated Hurricane Florence resulted in a total loss of 11.5 days of service and 2,212 hours of regular fixed-route service
- She said UNCW Seahawk Shuttle service was suspended for 14.5 days which resulted in a loss of 1,517 hours of revenue service
- Ms. Ryan stated the Authority has collected \$35,250 in ad revenue for the current fiscal year; a 20% increase in comparison to the first quarter of last fiscal year
- Ms. Ryan stated the ***Did you know*** advertising campaign, intended to highlight Wave Transit services and programs, will kick off in November 2018
- Ms. Ryan stated the pilot program for the Downtown Trolley scheduled for September 2018 was extended through October 14th due to Hurricane Florence
- She stated data gathered from both pilot programs, the first operating during the week of Azalea Festival 2018 and the second operating from September 1st thru October 14th, was reviewed with the Downtown Trolley Focus Group
- The route piloted in April received overwhelming support
- She stated a soft launch of the permanent trolley route, the route piloted during the 2018 Azalea Festival, occurred on October 15th
- Ms. Ryan confirmed that rebranding efforts are being discussed

FINANCE & BUDGET COMMITTEE

- Mr. Smith recognized Mr. Petroff to present the committee report
- Mr. Petroff stated the committee did not meet

- Mr. Petroff stated the Authority incurred no property damage but did suffer lost revenue as a result of Hurricane Florence
- Mr. Petroff said the storm resulted in a loss of 11.5 days of service and lost revenue of approximately \$275,000
- Mr. Petroff detailed lost revenue of \$140,000 for the month of September; \$27,000 from the fare box, \$73,000 from UNCW contracted services and roughly \$40,000 from Paratransit services
- He stated an offset of \$40,000 is anticipated with \$15,000 allocated from FEMA and \$25,000 from business interruption insurance coverage
- Mr. Petroff stated costs for evacuation services and transportation assistance for residents displaced by the storm will be billed back to NCDOT and the County
- Mr. Petroff stated the Authority will have a better understanding of the financial impact in early 2019 at which time a report will be delivered
- Mr. Koeppel suggested Mr. Eby consult other transit agencies to see how Hurricane Florence impacted them financially
- Mr. Barfield asked how the employees were compensated due to loss of work from Hurricane Florence
- Mr. Eby stated every Authority and contract employee was fully compensated for their scheduled hours and wages during the days in which the service was suspended
- Employees who provided special transit services during service suspension were compensated an additional ½ rate of pay
- Compensation was consistent with what was offered to City of Wilmington employees
- He stated the objective was to minimize financial hardship for employees
- Ms. Ryan thanked staff for their efforts in assisting passengers and employees

FACILITIES COMMITTEE

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the construction of the WMMTC is Scheduled to begin in early December pending approval of the contract with Monteith Construction
- He stated the Authority has secured funding to begin the Neuwirth Building renovation portion of the project
- Mr. Kelly stated funding in the amount of \$1.7 million to complete the site work has been obligated; however, the funds have not yet been released to the Authority
- Once the funds have been released by Federal Highway Administration (FHWA) to the Federal Transportation Administration (FTA), they will be available to the Authority to allocate to a grant
- Mr. Kelly presented a contract for construction with Monteith Construction for renovation of the Neuwirth Building in the amount of \$1,979,255.00 on behalf of the facilities committee
- No second was required
- Mr. Smith called the question
- Approval of the contract passed unanimously
- Mr. Kelly presented a date for a facility ground breaking ceremony of November 15, 2018 at 1:30pm following the regular November Board meeting
- Hearing no objection, Mr. Smith asked staff to prepare for the WMMTC groundbreaking at 1:30 on November 15th
- Mr. Kelly stated that transportation to the site will be provided to and from Forden Station

WAVE CONNECT

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey gave a brief update of the WaveConnect Program
- Mr. Gainey thanked Mr. Betz and the committee for their efforts to recognize local veterans

- Mr. Gainey stated the committee is recommending offering free fare to Veterans plus two family members or friends during the Veteran's day weekend, Friday, November 9, 2018 thru Sunday, November 11, 2018
- No second was needed and the motion carried
- The Board thanked Mr. Gainey and Ms. Lacer for the efforts to assist local veterans

MAKING WAVES FOUNDATION

- Mr. Smith recognized Ms. Matheny to give the Foundation report
- Ms. Matheny stated that the Foundation was awarded \$3,250 from the Landfall Foundation
- The Foundation was also awarded an additional grant from the Landfall Foundation in the amount of \$3,000 to assist with Hurricane Florence transportation efforts
- Ms. Padgett stated the Foundation is working to improve marketing of the foundation
- Ms. Padgett asked the Board to spread the word about the foundation

STAFF REPORT

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby provided a report of the Authority's efforts during Hurricane Florence
- He said the Authority transported residents and pets to and from shelters in Wake County, Chapel Hill and Winston Salem as well as to in County shelter locations
- Mr. Eby stated staff is in the process of seeking reimbursement from NHC and NCDOT
- He said he met with the FTA Region 4 Disaster Recovery Coordinator to discuss the Authority's efforts
- Mr. Eby said service is being temporarily provided to displaced UNCW students staying in Carolina Beach and at the Fairfield Inn on Eastwood Rd.
- Service is also being provided to the two active NHC shelters
- He stated UNCW special services are being scaled back due to their strain on available resources
- Ms. Padgett stated that storm related transportation assistance provided by the Authority should be shared with the community to demonstrate the value of a strong transit system
- Ms. Ryan and Mr. Koeppel stated that the press be asked to share the storm related efforts of Wave Transit
- Mr. Betz also asked that the report be shared with FTA and NCDOT officials as well as elected officials at all levels to make them aware of the response by the Authority
- Mr. Eby introduced the Exception to Payroll Policy Resolution
- He stated that employees must use accrued leave time during emergencies when service was suspended
- Mr. Eby stated that due to the length of the service suspension, newer employees or employees who may have exhausted leave for the year were in jeopardy of not being compensated
- Additionally, many employees who evacuated were willing to work but unable to get into Wilmington
- He explained that staff worked with the Executive Committee to ensure that employees would not be financially impacted during the service suspension immediately after Florence
- He asked for support of the Resolution stating that the success of the Authority's response was due to dedicated employees who put aside their personal needs to serve the community by providing critical transportation services to those significantly impacted by Hurricane Florence
- Mr. Barfield made a motion to accept the Exception to Payroll Policy Resolution as presented
- Ms. Ryan seconded the motion and the motion carried
- Mr. Eby recognized employees in attendance as well as those who were absent from the meeting for their dedication and generous service to the community
- Mr. Eby recognized Ms. Matheny to give the trolley update

- Ms. Matheny provided an update regarding the revised routing implemented on October 15th
- She spoke about the overall vision of the Downtown Trolley Program and the effort to launch a new service that would be an asset to the densely populated area along the Cape Fear River
- Mr. Eby provided an update regarding the state's move to a managed care Medicaid program
- He stated few details have been released from the State and asked Ms. Winstead to share her concerns regarding the change
- Ms. Winstead stated that DSS has also been provided little information about the change and has great concerns about the quality of care from the change
- She stated that she and her staff would continue to work with the Authority to share information and work to ensure that Medicaid clients would continue to the highest quality of care

CONTRACT REPORT

- Mr. Smith recognized Ms. Hall to give the contractor's report
- Ms. Hall stated that a class of operator trainees had begun and will conclude by the end of the calendar year
- She thanked her staff for their efforts to provide transportation during the disaster
- Ms. Hall stated a post-hurricane employee appreciation lunch was provided by the Authority to as a recognition for their outstanding service

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the October 25, 2018 meeting
- Mr. Gainey seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The board meeting is scheduled for Thursday, November 15, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm