



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
November 15, 2018  
Mr. Beck Smith, Chairman, Presiding**

## **MEMBERS PRESENT**

Mr. Beck Smith, Chairman  
Mr. Steven Kelly, Vice Chairman  
Mr. Don Betz, Secretary  
Mr. Jonathan Barfield, Jr.  
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. Vanessa Lacer, Mobility Manager  
Ms. Heather Mercer, Grants & Compliance Coordinator  
Mr. Cliff Rode, Paratransit Manager  
Ms. Kathy Williams, Customer Service Supervisor

## **CONTRACT MANAGEMENT STAFF PRESENT**

Ms. Noel Fox, Craig and Fox PLLC, Attorney  
Mr. Jeremy Smith, Contractor Assistant 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  
Mr. Zach Manfred, WMPO

## **CALL TO ORDER**

- Mr. Smith called the meeting to order at 12:02 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance
- Mr. Smith presented outgoing Board member, Mr. William Bryden, with a plaque and thanked him for his service on the Board
- Mr. Bryden thanked the Board for the opportunity to serve and shared some memories from his time with the Authority
- Mr. Eby thanked Mr. Bryden for his support of staff and commitment to the community

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

## **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 November 2018 consent agenda for approval
- Mr. Betz made a motion to approve the November 2018 consent agenda as presented
- Mr. Gainey seconded the motion and the motion carried

## **EXECUTIVE COMMITTEE**

- Mr. Smith stated the committee did not meet
- Mr. Smith stated committee assignments would be revisited in January after the County Commissioners make appointments for expiring terms

## **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan stated that prior to Hurricane Florence, the Authority witnessed a .84% increase in ridership for the fiscal year
- She noted a decrease in fixed route ridership, post Florence
- Ms. Ryan noted that the decrease in UNCW ridership for October 2018 as compared to the previous fiscal year can be attributed to service losses as a result of Hurricanes Florence and Michael
- She stated the storms resulted in a loss of 4.5 days in October, or 369 hours, of revenue service for the Seahawk Shuttle
- Fixed-route storm related losses for the month of October totaled 1.5 days, or 99 revenue hours
- Ms. Ryan stated the revised, pilot trolley route was implemented on October 15<sup>th</sup>
- She stated the Authority has collected just over \$48,000 in advertising revenue for this fiscal year; a 20% increase in advertising revenue as compared to FY18
- Ms. Ryan stated the first advertisements under the Authority's ***Did you know*** campaign will be installed in December 2018
- Mr. Ryan stated the trolley will be participating in the 2018 City of Wilmington Holiday Parade scheduled for 6:00 pm on Sunday, December 2<sup>nd</sup>
- She stated Board members are welcome to participate in this year's event

## **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. Petroff to present the committee report
- Mr. Petroff stated that the committee did not meet
- Mr. Petroff said Hurricanes Florence and Michael resulted in \$121,000 in lost revenues
- He said a portion of the losses were recouped by reimbursements for storm related evacuation services, special services provided to UNCW, and business interruption insurance
- Mr. Petroff stated that majority of lost revenue from the storm is anticipated to be recouped
- He reported that half, or \$352,000, in State Maintenance Assistance Program (SMAP) funding has been received to date
- Mr. Petroff stated that annual contributions from all local funding partners, with the exception of New Hanover County, have been received
- He stated New Hanover County is expected to release funding this month
- Mr. Petroff said operating expenses are compliant with the adopted budget for the fiscal year

## **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly presented the project budget for the WMMTC
- He stated staff has identified funding for a 6.2% contingency in the WMMTC project budget
- He stated the need for a project contingency was a high priority as discussed by the committee
- Mr. Kelly reported that the project as bid is budget compliant
- Mr. Kelly stated the ground breaking ceremony for the new facility will take place immediately following the Board meeting

## **WAVE CONNECT COMMITTEE**

- Mr. Smith recognized Mr. Gaaney to give the committee report
- Mr. Gaaney provided an update regarding the free fare weekend offered to Veterans and their family members and/or friends offered over the Veteran's Day holiday weekend
- He reported that 11 rides were performed free of charge for Veterans from Friday, November 9<sup>th</sup> thru Sunday, November 11<sup>th</sup>
- Mr. Gaaney stated ridership may have been impacted by the federal Veterans Day Holiday
- He stated improvements to the initiative will be discussed and a proposal will be presented to the board in advance of the 2019 Veterans Day Holiday
- Mr. Gaaney reported the Wave Transit Honor's Veterans, reduced fare program experienced record usage with 314 rides performed during the month of October

## **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby provided an update on the Local Governance Study conducted by TransPro at the request of the City of Wilmington and New Hanover County
- He said the report was commissioned by the City and County to study the efficiencies and governing structure of Wave Transit
- Mr. Eby stated staff will meet with the consultant after their presentation to the City of Wilmington on Monday, November 19, 2018, during which the findings and recommendations from the report will be discussed with City Council
- Mr. Koeppel suggested Wave look to the County for guidance to adding a small percentage to existing taxes for additional funding
- Mr. Petroff suggested staff prepare a response document to accompany the study
- Ms. Padgett suggested adding another County body join the Board to create a different form of Authority
- She said it could possibly increase the Authority's ability to raise funds in the future
- Mr. Eby agreed that the suggestions would be considered
- He wished the board a happy and safe Thanksgiving holiday

## **CONTRACT REPORT**

- Mr. Smith recognized Mr. Jeramy Smith to give the contractor's report in Ms. Hall's absence
- Mr. Smith provided an update regarding the current vehicle status
- He reported that two buses will be released for service by the end of the week and one bus went back into service
- Mr. Smith stated four drivers are undergoing training
- He said two will be released without conditions in the immediate future and the other two are anticipated to be released at the beginning of December
- Mr. Eby stated an issue with the bus wash was identified and is being addressed
- He stated that as a result, the bus wash has been down for two days

- Mr. Eby stated that due to equipment failure that resulted in an extremely high water bill, service of the bus wash will be performed by an outside contracting source to guarantee dependability and meet the FTA State of Good Repair requirement
- He stated the bus wash is anticipated to be operational by the close of the week at the latest

#### **NEW BUSINESS**

- No new business

#### **OLD BUSINESS**

- Mr. Eby stated that transportation to the WMMTC groundbreaking would be leaving from the front of Forden Station five minutes after adjournment and return transportation to Forden Station after the groundbreaking
- Transportation was available to anyone interested, space permitting

#### **ADJOURN**

- Mr. Betz made a motion to adjourn the November 15, 2018 meeting
- Mr. Gainey seconded the motion and the motion carried

#### **SCHEDULING OF NEXT MEETING**

- The final Board meeting of 2018 is scheduled for December 20, 2018 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm