



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
December 20, 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. 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  
Ms. Dianne Hall, Contractor General Manager, First Transit  
Mr. Jeremy Smith, Contractor Assistant General Manager, First Transit  
Mr. Matthew Daniels, Contractor Maintenance Manager, First Transit

## **GUESTS PRESENT**

Mr. Robbie Bittner, Senior Manager, RSM  
Mr. Lars Isaacson, Manager, RSM  
Mr. Mike Kozlosky, Executive Director, Wilmington Metropolitan Planning Organization (WMPO)

## **CALL TO ORDER**

- Mr. Smith called the meeting to order at 12:00 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

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Secretary - Wave Transit

## **CONSENT AGENDA**

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

## **PRESENTATION OF FISCAL YEAR 2018 AUDIT REPORT**

- Mr. Smith recognized Mr. Bittner and Mr. Isaacson to present the FY2018 Financial Audit Report
- Mr. Bittner recognized staff and thanked them for their cooperation and accommodation throughout the audit
- Mr. Bittner stated the Authority was issued, by the auditor, an *unmodified opinion* on the scheduled expenditures of state and federal grant awards
- He stated the Authority was found to be in compliance with all federal and state program requirements
- Mr. Bittner stated the auditor found no material weaknesses or deficiencies, and all material reviewed was found to be in compliance
- Mr. Petroff inquired as to what items are not being covered that should be reviewed during the audit
- Mr. Betz suggested Board one item that should be reviewed as part of the annual audit was approval of Authority deposits to insure assets are insured
- Mr. Eby agreed that while not required, it would be a good idea for the full Board to weigh in on any changes to the Authority's banking partners and fiduciaries

## **EXECUTIVE COMMITTEE**

- Mr. Smith stated the committee did not meet

## **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan noted a 6% decrease in overall fixed route ridership as compared to November 2017
- While the cause of the decline cannot be confirmed, the full and partial closure of six housing complexes, four of which are considered as affordable housing, as a result of hurricane Florence is believed to have had a negative impact on ridership
- Ms. Ryan stated ridership will continue to be closely monitored over the upcoming months
- Ms. Ryan stated the Authority has received approximately \$61,000 in advertising revenue for fiscal year 2019
- Ms. Ryan stated the "*Did you know campaign*" marketing campaign kicked off in November with the installation of large format bus ads highlighting the Making Waves Foundation and service to ILM airport
- She reiterated that the objective of the marketing campaign is to highlight services and programs offered by Wave Transit
- Mr. O'Grady asked if there is a way to create a temporary bus route that provides service to displaced residents until they can return home
- Mr. Eby stated identifying the locations in which displaced residents have relocated to remains a challenge
- Ms. Winstead echoed Mr. Eby's statement saying the NHC DSS was experiencing similar issues

## **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. Petroff to present the committee report
- Mr. Petroff stated that the committee did not meet
- He stated the negative variance of \$121,000 in operating revenues reported during the month of October is projected to remain until the end of the fiscal year due to Hurricane Florence

- Mr. Petroff stated non-operating revenues remain within the adopted budget
- He reported that the Authority has received local match contributions, as budgeted, from all local entities
- Mr. Petroff stated year to date operating expenses remain within the adopted budget
- He highlighted a significant increase utilities which was caused by a malfunction in the bus wash leading to a sizeable water leak
- He stated staff is working with the Cape Fear Public Utility Authority for relief

#### **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the construction of the WMMTC began on December 03, 2018 as scheduled
- Mr. Kelly said the committee would like to recognize and thank everyone that has been a part of bringing this project to fruition
- Mr. Kelly said that the Authority is waiting for funds from the Federal Highway Department to be flexed to the Federal Transportation Administration for the site work portion of the project
- He stated once FTA is in possession of the funding, the Authority will have access to the revenue necessary to complete the site work portion of the project
- Mr. Kelly projects a facility dedication and certificate of occupancy in 2019

#### **WAVE CONNECT**

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee did not meet
- He stated a report will be provided on behalf of the committee during the January meeting

#### **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby stated that due to technical difficulties staff will send the “*Did you know*” campaign” and trolley presentations to the board
- Mr. Eby wanted to thank Santa (Mr. Gainey) and Mrs. Clause (Ms. Ryan) and the elves for their yearly appearance at Forden Station, downtown and on the buses
- Mr. Gainey and Ms. Ryan stated that they enjoy the event and interacting with bus operators and passengers
- Ms. Matheny gave the Downtown Trolley program update
- Ms. Matheny stated that the revised Downtown Trolley program kicked off a soft launch in mid-October
- She said the revised trolley program is inclusive of the revised route, revised permanent signage, two new vehicles, and community rebranding contest
- Ms. Matheny said that staff is moving forward with a marketing campaign in 2019 aided in part by the downtown trolley working group
- Mr. Eby gave a brief update regarding the possible Government Shutdown
- Mr. Eby said that during a Government Shutdown the Authority does not have access to FTA funding under active and appropriated grants
- He said that a short shutdown is not significantly impactful, but a shutdown longer than thirty days could cause funding issues
- Construction of the WMMTC would add additional financial pressure should a shutdown occur

#### **CONTRACT REPORT**

- Mr. Smith recognized Ms. Hall to give the contractor’s report
- Ms. Hall referred the board to the *Contractor Report* in the agenda packet

- Mr. Petroff inquired as to the reason for the increase in the number of road calls during the month of November
- Ms. Hall said the increase was contributed to identification of warranty issues with the two newest CNG buses requiring them to be sent to South Carolina for engine repair
- She added that faulty brake switches on both vehicles resulted in an excessive amount of road calls and the issue has been addressed
- Ms. Hall said one of the operators donated a live Christmas tree for the breakroom and a holiday potluck was held for staff
- Mr. Eby recognized Ms. Hall and her staff for their throughout the year

#### **NEW BUSINESS**

- Mr. Smith recognized and thanked Mr. Mininni for an outstanding audit report
- He wished the board staff a Merry Christmas and Happy New Year

#### **OLD BUSINESS**

- No old business

#### **ADJOURN**

- Mr. Betz made a motion to adjourn the December 20, 2018 meeting
- Mr. Gainey seconded the motion and the motion carried

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

- The next regular meeting is scheduled for January 24, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm