



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
January 24, 2019  
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. Caylan McKay  
Mr. Kevin O'Grady  
Ms. Laura Padgett  
Ms. Anne K. Ryan

## **MEMBERS ABSENT**

Ms. Michelle Winstead

## **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 Supervisor, First Transit

## **GUESTS PRESENT**

Mr. Chris Dodson, New Hanover County Senior Resource Center  
Ms. Abby Lorenzo, WMPO  
Mr. Jeff Petroff, Outgoing Board Member

## **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 recognized outgoing Board member, Mr. Petroff, for nine years of service on the Board and thanked him for his leadership
- Mr. Petroff was presented an honorary clock on behalf of the Authority for his service
- Mr. Eby thanked Mr. Petroff for sharing and expertise and his commitment to the community
- Mr. Petroff thanked the Board for the opportunity to serve and wished them success
- He stated he will continue to serve on the Facilities Committee until the completion of the Wilmington Multimodal Transportation/Downtown Transfer Station

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

- Mr. Barfield thanked Mr. Petroff for his service on the Authority Board and stated he is an asset to the New Hanover County Planning Board
- Mr. Smith introduced new Board member Mr. Caylan McKay
- Mr. McKay provided a brief introduction and stated he is excited and eager to work for the community as a member of the Authority Board

#### **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 January 2019 consent agenda for approval
- Mr. Betz made a motion to approve the January 2019 consent agenda as presented
- Mr. O'Grady seconded the motion and the motion carried

#### **EXECUTIVE COMMITTEE**

- Mr. Smith stated the committee met with staff and legal counsel on January 21, 2019 to discuss the federal government shutdown
- Mr. Smith stated that although grant funding has been allocated to the Authority, processing claims for reimbursement was not able to occur since FTA employees have been furloughed
- He distributed a proposed resolution authorizing the Executive Director to develop a contingency plan for suspending service
- The resolution would also allow the Executive Director to begin shutdown preparation on February 16, 2019 if the government was still shut down
- He stated the resolution directs staff to develop a plan to suspend service in case of lack of available funding or an emergency
- Mr. Smith said that the Authority's fund balance is being used to provide service in the absence of FTA reimbursement
- Staff anticipates that fund balance will be exhausted on or about March 02, 2019 without reimbursement from FTA
- Mr. Smith stated that should the government shutdown continue through February the board would be presented a shutdown resolution at the February 28<sup>th</sup> meeting
- Mr. Smith stated pursuant to current agreements, First Transit and the union are required two weeks' notice in the event of a suspension of service
- He stated all routes and services are deemed essential and will not be prioritized, and all routes and services are subject to suspension
- Mr. Smith said employee compensation during a service suspension will be addressed upon reopening the government and receiving FTA reimbursement
- Mr. Smith stated the Executive Director would continue to report without compensation to monitor the situation and manage public relations
- Ms. Fox stated the resolution detailed proper notification of personnel and funding partners in the event of a shutdown
- She stated the need to suspend services and bring them back on line in a systematic manner was identified as priority by the Executive Committee requiring a detailed plan
- Ms. Fox stated the resolution presented provides specific direction to the Executive Director should the federal government shutdown continue through the end of February 2019
- Mr. Betz made a motion to approve the resolution as presented
- Mr. O'Grady seconded the motion and the motion carried

#### **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report

- Ms. Ryan stated that beginning in March the committee will be analyzing each of the seven cost revenue recommendations outlined in the Short Range Transit Plan (SRTTP)
- She stated staff will be testing each recommendation to determine feasibility
- A route recommendation analysis will then presented to the committee for review
- A formal recommendation for implementation of cost neutral route realignments will be brought to the Board for adoption prior to the opening of the WMMTC
- Ms. Ryan noted a 7.5% decrease in fixed route ridership during the month of December as compared to December 2017
- She said the increase in UNCW ridership was due to an increase of four additional days of service during December 2018 as compared to December 2017
- Ms. Ryan stated that the Authority has received over \$72,000 in advertising revenue for the fiscal year; a 22% increase as compared to fiscal year 2018
- Ms. Ryan stated a committee summary report will be included in the Board packet beginning in February 2019 and encouraged the board to provide feedback

#### **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. Mininni to present the committee report
- Mr. Mininni noted an increase in the negative variance with respect to the operating budget
- He said majority of the negative variance was from lost services due to Hurricane Florence
- Mr. Mininni stated Paratransit revenues continue to remain below the adopted budget
- He noted the negative variance from federal grants under non-operating revenue is attributed to the delay in reimbursement of federal grants as a result of the shutdown
- Mr. Mininni noted a \$75,000 positive variance under the other income line item
- An additional \$25,000 was from a business interruption insurance claim from Hurricane Florence
- Advertising revenue is \$12,000 above the adopted budget
- He said the Authority sold roughly \$26,000 worth of surplus equipment which will be used to purchase new equipment
- Mr. Mininni stated operating expenses remain within the adopted budget
- Mr. Mininni stated a refund from CFPUA in the amount of \$30,000 due to a higher than normal water bill as a result of equipment failure in the vehicle wash is pending
- Mr. Mininni presented a fiscal impact report from Hurricane Florence and noted a net cash loss of approximately \$100,000

#### **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly noted a project delay as a result of longer than projected lead times for windows
- The contractor noted a revised facility completion date of September 2019
- Mr. Kelly stated the committee approved expenditures in the amount of \$1,500 for routing power to the facility under Red Cross St.

#### **WAVE CONNECT**

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated that the committee held its quarterly meeting on January 19, 2019
- Mr. Gainey outlined the programs under the Authority's WaveConnect Program: travel training; accessible van; fixed route access; and community engagement
- Mr. Gainey reported that 93 individuals have received travel training and there have been 844 uses of the Veterans half fare id card for this fiscal year
- Mr. Gainey stated committee recommendations for the 2019 Community Grant awards will be brought to the Board during the February meeting

#### **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report

- Mr. Eby stated the annual report included in the agenda packet is scheduled to go out to all elected officials and partners at the local, federal and state level
- Mr. Eby recognized Ms. Matheny to give a brief update regarding the revised Downtown Trolley
- Ms. Matheny stated that the previous trolley route was underperforming as illustrated by the decline in ridership
- Ms. Matheny stated the Downtown Trolley Program was included as a point of study during the Short Range Transit Plan
- She stated two route revisions, supported by both the community and the Downtown Trolley Focus Group, were piloted during the 2018 calendar year
- Ms. Matheny stated the route as supported by quantitative and qualitative data was implemented on October 15, 2018
- She stated the negative variance in ridership data as compared to the previous route is decreasing as marketing efforts increase and the revised program gains momentum
- Ms. Padgett inquired as to whether or not conversations regarding fares for the trolley were underway
- Mr. Eby stated that the question regarding fares would be brought to the board at a later date
- Mr. Eby stated advertising efforts on the trolley are being investigated
- Mr. O'Grady expressed concern regarding the trolley usage and ridership figures
- Ms. Matheny stated staff will continue to monitor and provide data from the revised program

#### **CONTRACT REPORT**

- Mr. Smith recognized Ms. Hall to provide the contractor's report
- Ms. Hall stated that bus 304 was involved in a non-preventable accident and projected to be out of commission for an extended period of time
- She confirmed that repairs exceed the value of the vehicle
- Ms. Hall highlighted the increase in operator overtime
- She stated the elevated overtime is a result of the resignation of two drivers and two on family and medical leave; both have since returned to work
- Ms. Hall said First Transit is in the process of hiring eight part-time drivers to help reduce operator overtime

#### **NEW BUSINESS**

- No new business

#### **OLD BUSINESS**

- No old business

#### **ADJOURN**

- Mr. Betz made a motion to adjourn the January 24, 2019 meeting
- Mr. Gainey seconded the motion and the motion carried

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

- The board meeting is scheduled for February 28, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm