



**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
February 28, 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. Caylan McKay
Mr. Kevin O'Grady
Ms. Laura Padgett
Ms. Anne K. Ryan
Ms. Michelle Winstead

MEMBERS ABSENT

Mr. Andrew Koeppel

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. Matthew Daniels, Contractor Maintenance Manager, First Transit

GUESTS PRESENT

Mr. Ricky Meeks, Citizen
Mr. Tom Pacelli, New Hanover County Senior Resource Center

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

PUBLIC COMMENT

- Mr. Smith opened the public comment period
- Mr. Meeks stated he utilizes Wave Transit's Paratransit van service for medical appointments through DSS
- He requested a change in policy allowing DSS customers to change destinations while in route
- Mr. Meeks stated this request is in response to a recent pharmacy request, made while in route that was denied

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Secretary - Wave Transit

- Mr. Meeks thanked Wave Transit for their participation in emergency response efforts associated with Hurricane Florence
- Hearing no further comments, Mr. Smith closed the public comment period

CONSENT AGENDA

- Mr. Smith presented the February 2019 consent agenda for approval
- Mr. Barfield made a motion to approve the February consent agenda as presented
- Mr. Betz seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Smith provided an update regarding committee assignments
- Mr. Smith stated Mr. McKay was best suited to serve as Chair of the Finance Committee
- Mr. McKay responded with a tentative yes, contingent upon his workload

PLANNING AND OPERATIONS COMMITTEE

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the *Operational Statistics* for January 2019 reflects a 9% increase in fixed route ridership as compared to January 2018
- She stated a percentage of the increase can be attributed to the Authority providing two less days, or 530 revenue hours, of service in January 2018 due to Winter Storm Grayson
- Additionally, Ms. Ryan stated the Authority provided four more days of UNCW Seahawk Shuttle service, or 445 more revenue hours in January 2018 due to the UNCW schedule
- Ms. Ryan stated the Authority's advertising program has generated over \$90,000 in revenue for the fiscal year; a 19% increase as compared to the year to the previous fiscal year
- Ms. Ryan recognized Mr. Eby to give the trolley update
- Mr. Eby stated Ms. Matheny was accepting the 2019 Cape Fear CREW Award of Excellence under the creative marketing category for the Downtown Trolley route expansion
- Mr. Eby stated the order for two CNG fueled trolley vehicles was awarded to Hometown Trolley
- Mr. Eby stated staff will be discussing adding onboard infotainment display monitors with the vehicle manufacturer
- Mr. Eby highlighted the 15% increase in ridership on the Downtown Trolley in January 2019
- Ms. Ryan noted a positive trend in ridership for the Downtown Trolley since the implementation of the expanded route on October 15, 2018
- Mr. Ryan stated the community naming contest for the revised trolley program will kick off on March 1st and conclude on March 31st
- She encouraged the board members to submit suggestions to staff or the Wave Transit website

FINANCE & BUDGET COMMITTEE

- Mr. Smith recognized Mr. Mininni to present the committee report
- Mr. Mininni noted a negative variance with regard to operating revenues
- He attributed the variance to the loss of eleven days of service during Hurricane Florence
- Mr. Mininni stated the deficit will continue to be addressed through reduction of expenditures
- He stated Paratransit revenues continue to remain below the adopted budget; however, non-operating revenues remain within the adopted budget
- Mr. Mininni said the Cape Fear Public Utility Authority agreed to reimburse the Authority \$6,000 of the \$35,000 in utility charges resulting from a recent equipment failure in the bus wash
- He said a request for the credit calculation has been submitted to CFPUA
- Mr. Mininni presented on the budget challenges for the 2020 fiscal year
- He stated the Authority will no longer be eligible for approximately \$427,000 in state funding

- Mr. Mininni provided a breakdown of the reduction in State funds as \$187,000 in Community Transportation (CT) funds to support of Paratransit operations, \$70,000 in Job Access Reverse Commute (JARC) funds used to support Route 108 Market St. and a reduction of \$170,000 in State Maintenance Assistance Program (SMAP) funds used for local match and general support for fixed route operations
- CT and JARC funds are only eligible for rural areas and the UZA is deemed 100% urban
- Mr. Eby stated a letter emphasizing the importance of SMAP funds in support of public transportation was sent to the local NCGA delegation
- Mr. Barfield asked if the Authority was reimbursed by the County for expenses incurred from providing emergency transportation services pre and post storm
- Mr. Mininni confirmed 100% of reimbursement requested from the County for emergency services provided was received
- Ms. Fox recommended an update of the *Mutual Aid Agreement* between New Hanover County and Wave Transit detailing reimbursement
- Mr. Mininni concluded his presentation with a recommendation from two independent consultant firms that oversaw the Authority's Short Range Transit Plan, 2018 and the City's Short-Term Efficiencies and Long Term Governing Model for Wave Transit, 2018
- He stated both studies stated the Authority's lack of a dedicated funding source was its biggest impediment to growth and could jeopardize its ability to maintain the current level of service
- Mr. Barfield asked if the WMPO is aware of the financial challenges faced by the Authority
- Mr. Eby stated a presentation was made to the WMPO Board in January, during which the deficits facing the Authority were presented
- Ms. Padgett stated it is imperative that the Authority identify a dedicated funding source in order to provide service to current customers as well as additional services to meet the transit needs of the growing region

FACILITIES COMMITTEE

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly stated the committee met February 28, 2019
- He stated Mr. Eby confirmed the transfer of funds for the project from FHWA to the FTA, in the amount of 1.7 million dollars, has been delayed as a result of the recent government shutdown
- The extent of the delay is unknown
- He stated the funding will be used to complete site work at the WMATC
- Mr. Kelly said the delay could have an adverse impact on the project timeline, budget and dedication of the new facility
- Mr. Kelly reported that the committee approved Change Order #1 in the amount of \$8,673 for additional window blocking
- He stated that the project timeline for renovation of the Neuwirth Building is on schedule

WAVE CONNECT

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee is seeking approval for award of two community grants, in the amount of \$70,608, under the FTA §5310 grant program
- He stated the community grant recipients would be Brunswick Senior Resource Center, Inc. (BSRI) and New Hanover County Resource Center
- No second was needed and the motion carried

STAFF REPORT

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby stated the Authority's access to federal funding was reinstated with the reopening of the federal government on January 25, 2019

- Mr. Eby said the FAST (Fixing Americans Surface Transportation) Act is up for reauthorization in 2020 and the Authority should soon know how transit will be funded at the federal level
- Mr. Eby stated it that staff was directed to draft a *Service Suspension Plan*
- He stated a plan has been drafted and sent to legal counsel for review
- Mr. Eby recognized Ms. Fox for her comments regarding the draft plan
- Ms. Fox stated a plan providing guidance and authorizing the Authority to suspend services in the event of a government shutdown or emergency situation is critical
- She stated the plan should clearly convey service interruptions and communication
- She said the policy was difficult due to service provision by a third party contractor
- Ms. Fox stated she and Mr. Eby were scheduled to meet January 11, 2019 to discuss the plan
- Mr. Eby stated that some of the plan requirements could be assigned to the contractor
- Once the logistics of the policy were complete a draft plan would be presented to the Board
- Mr. Eby presented a letter that was sent to NCDOT Secretary Trogon from the Executive Committee regarding the recent merger of the Public Transportation Division and the Bicycle Pedestrian Division into a single unit
- Mr. Eby stated that merging the two divisions could result in transit funds being reallocated
- Mr. Eby extended an invitation to the GWBJ Power Breakfast event scheduled for 7:30am on March 12, 2019
- Mr. Eby stated he will be one of five panelists selected to speak on transportation in the region
- He confirmed the Authority reserved a table for the event and asked anyone interested in attending to contact Mr. Mininni

CONTRACT REPORT

- Mr. Smith recognized Ms. Hall to give the contractor's report
- Ms. Hall highlighted the increase in operator overtime as illustrated on the report
- She stated First Transit has proposed moving part time operators to full time status creating a workforce of fifty three full time operators and three (3) part time operators
- She stated the shift in workforce will have a positive impact on employee retention and safety while reducing the number of overtime hours for the drivers

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the February 28, 2019 meeting
- Mr. Gainey seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

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

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm