



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
March 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. Andrew Koepfel  
Mr. Caylan McKay  
Mr. Kevin O'Grady  
Ms. Laura Padgett  
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. Sylvia Armstrong, Human Resources Coordinator  
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, Craige and Fox PLLC, Attorney  
Ms. Dianne Hall, Contractor General Manager, First Transit  
Mr. Matthew Daniels, Contractor Maintenance Manager, First Transit

**GUESTS PRESENT**

Mr. Mike Kozlosky, 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

**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 March 2019 consent agenda for approval

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Secretary - Wave Transit

- Mr. Betz made a motion to approve the March 2019 consent agenda as presented
- Mr. Gainey seconded the motion and the motion carried

### **EXECUTIVE COMMITTEE**

- Mr. Smith presented a resolution from the Executive Committee seeking support from New Hanover County for a vehicle registration fee
- Mr. Smith recognized Mr. Eby to provide further insight as to the request for support
- Mr. Eby stated that an independent study conducted by the City of Wilmington and the Authority's most recent Short Range Transit Plan (SRTP) highlighted the need for the Authority to secure a dedicated source of funding
- He stated a vehicle registration fee implemented by New Hanover County would provide the Authority with a dedicated funding source as recommended by the independent studies
- Mr. Barfield stated the time for conversation with County officials regarding support for a vehicle registration fee is now
- Mr. Kelly asked if the vehicle registration fee needed to be presented as a referendum or could the fee be implemented by the County Commissioners
- Mr. Barfield stated a vehicle registration fee could be made by resolution of the NHC Commissioners without going to the voters
- Mr. Betz made a motion to approve the resolution requesting support for a vehicle registration fee
- Ms. Ryan seconded the motion and the motion carried
- Mr. Koepfel requested a timeline as to when the vehicle registration fee is anticipated to appear on the County Commission's agenda
- Mr. Eby stated a letter from Chairman Smith to the County Manager has been drafted and will be presented with the resolution
- Mr. Betz suggested staff draft a Memorandum of Understanding (MOU) to include with the resolution
- He stated the MOU should outline the purpose and need of the request
- Mr. Betz stated the County can revise the resolution as they wish
- Mr. Barfield suggested a meeting with the County Commissioners to solicit feedback and gauge support

### **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the Authority experienced a 2% decrease in fixed route and UNCW Seahawk Shuttle ridership for February 2019 as compared to February 2018
- She revealed that ridership for the expanded downtown trolley route is trending in a positive direction for a second consecutive month
- Mr. Ryan said the Authority has received over \$90,000 in advertising revenue for the fiscal year; a 19% increase as compared to the year to date revenue for 2018
- Ms. Ryan stated that over 200 submissions for the trolley naming contest have been submitted to date
- Ms. Ryan said the community naming contest will conclude on March 31<sup>st</sup>
- She said the vetting committee will narrow the submissions to three finalists which will then be released to the community for final vote in May
- Ms. Ryan said that the revised branding for the Downtown Trolley Program will be unveiled with the arrival of the new trolley vehicles in Spring 2019

### **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. McKay to present the committee report

- Mr. McKay stated the negative variance under operating revenues is shrinking as efforts to keep expenses below adopted budget levels continue
- He said the negative variance of \$162,000 in operating revenue is offset by operating expenses which are below the adopted budget
- Mr. McKay offered a reminder that the shortfall in operating revenues can be attributed, in part, to Hurricane Florence which had a negative impact on farebox revenues and contract services
- He said other contributing factors to the shortfall include a decline in fixed route ridership and not recuperating the fully allocated cost of service for Paratransit contracted service
- Mr. McKay stated efforts to balance the budget and ensure service needs are met are the highest priorities
- Mr. McKay stated the negative variance of \$172,000 under the non-operating federal revenue line item is expected but reduced expenses will allow the Authority to finish FY 2019 within the adopted budget
- Mr. McKay stated the majority of state and local funds have been received to date
- He said the positive variance of \$92,000 under the line item of other income is attributed to insurance proceeds associated with Hurricane Florence, Making Waves Foundation, the sale of retired vehicles and revenue received from advertising

### **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly presented a change order in the amount of \$117,983.25 for rough grading of the site
- Mr. Kelly stated the cost of the site work in the amount noted on the change order are budgeted under the second phase and the site work change order would be reduced by the same amount
- The change was revenue neutral to the adopted project budget
- He stated the purchase order would allow the contractor to proceed with the rough grading of the site under the building phase instead of the site phase of the project
- No second is needed as the request for approval was made by the committee
- Mr. Kelly stated the transfer of funds from the Federal Highway Administration to the Federal Transportation Administration in order to proceed with the second phase of the project was still pending
- Mr. Eby stated that FTA has allowed the Authority to prepare the grant application without receipt of the funding and the grant was ready to submit for approval once funds were received by FTA

### **WAVE CONNECT**

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee did not meet but is scheduled to meet in April

### **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby gave a brief history of route realignment proposals identified in the Short Range Transit Plan
- Mr. Eby stated staff will present select cost neutral recommendations outlined in the most recent Short Range Transit Plan (SRTP) to the Planning and Operations Committee and full Board for consideration each month prior to implementation
- Mr. Eby stated cost neutral route alignments proposed by the consultant have been shared with staff, including operators, and internal data collection and vetting efforts are underway
- Mr. Eby recognized Ms. Matheny to present the findings and route profiles for the first two cost neutral recommendations outlined in the SRTP
- Ms. Matheny presented a comprehensive route profile for a new Route 210 17<sup>th</sup> St., which will replace the existing Route 209 Independence
- She provided an overview of the changes and the resulting improvements

- She stated at the end of the fiscal year, guidance as to the cost neutral recommendations selected for implementation will be solicited from the Planning and Operations Committee and the full Board
- She stated the proposed recommendations will be minimal as compared to previous short range plans
- Mr. Koeppel inquired about printed maps reflective of the new facility and route changes
- Ms. Matheny stated the objective is to have printed material and signage in place for a seamless transition to the new facility and revised routes
- Ms. Padgett asked if Wave will have a vehicle accessible to assist with aiding passengers for the first few days of the route changes
- Ms. Matheny confirmed that the necessary resources will be available to aid customers and staff through the transition

#### **CONTRACT REPORT**

- Mr. Smith recognized Ms. Hall to give the contractor's report
- Ms. Hall referenced the report and asked for questions
- Mr. Smith inquired about the increased number of road calls that occurred during the month
- Ms. Hall stated the increase is attributed to the aging of the six (6) 2003 Gillig buses in service
- Ms. Hall said all vacancies under operations and maintenance have been filled
- She stated the Operations Department is fully staffed

#### **NEW BUSINESS**

- No new business

#### **OLD BUSINESS**

- No old business

#### **ADJOURN**

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

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

- The next board meeting is scheduled for April 25, 2019 at 12:00 pm in the Forden Station board room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm