



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
April 25, 2019
Mr. Steve Kelly, Vice-Chairman, Presiding**

MEMBERS PRESENT

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

Mr. Beck Smith, Chairman

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 STAFF PRESENT

Ms. Noel Fox, Craige and Fox PLLC, Attorney
Ms. Dianne Hall, Contractor General Manager, First Transit
Mr. Jeramy Smith, Contractor Assistant General Manager, First Transit

GUESTS PRESENT

Ms. Tracie Barnhill, Citizen
Mr. Donald A. Jones, Citizen
Ms. Katie Moore, WMPO
Mr. Tom Pacelli, New Hanover County Senior Resource Center
Mr. Adam Wagner, Star News

CALL TO ORDER

- Mr. Kelly called the meeting to order at 12:03 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

PUBLIC COMMENT

- Mr. Kelly opened the public comment period

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Secretary - Wave Transit

- Ms. Barnhill requested board meetings be held in the evenings to better accommodate those who work during the day
- She stated she believes more individuals would attend if the meetings were held at a later time
- Mr. Jones stated he would like to learn more about the operations and funding of the transit system
- He said he would like to see more transparency when it comes to the process of deciding how the system is run, how the routes are determined and how the needs of the public are addressed
- Mr. Jones stated he feels the bus system is setup to address the needs of a certain type of people who are not represented in the political process
- Hearing no further comments, Mr. Kelly closed the public comment period

CONSENT AGENDA

- Mr. Kelly presented the April 2019 consent agenda for approval
- Ms. Ryan noted a correction to the March 28, 2019 minutes under the Planning and Operations Committee update located on page 4 of the agenda packet
- She stated the change in fixed route ridership should be revised to read “a slightly less than 2% decrease” instead of “increase”
- Mr. Kelly stated the minutes will be revised accordingly
- Mr. Betz made a motion to approve the 2019 April consent agenda as amended
- Mr. Barfield seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Kelly stated election of officers is required prior to the end of the fiscal year
- Mr. Kelly said a nominating committee will need to be appointed
- Mr. Koeppel volunteered to chair the committee and asked for volunteers to assist
- Mr. Betz stated he would prefer to step aside as secretary
- Mr. Kelly confirmed his interest in serving another term as Vice Chairman

PLANNING AND OPERATIONS COMMITTEE

- Mr. Kelly recognized Ms. Ryan to present the committee report
- Ms. Ryan stated the operational statistics report for March 2019 reflects a five plus percentage increase in fixed route and Seahawk Shuttle ridership as compared to March 2018
- Ms. Ryan stated that the ridership for the expanded trolley route has been trending in a positive direction, with the exception of March, since implementation in October 2018
- Ms. Ryan stated the Authority’s advertising program has received just over \$100,000 in revenue for FY19; a 17% increase from FY18
- Ms. Ryan presented an update on the revisions to the Downtown Trolley Program
- Ms. Ryan stated that during the month of March, the naming contest for the Downtown Trolley was opened to the public
- She stated 321 submittals were received and the top five selections will be released for public vote effective May 1st
- Ms. Ryan read the five selected finalists: Port City Streetcar, Wave Runner, District Trolley, Port City Trolley and Sea(See)More the Streetcar
- She stated brand development efforts will begin in May after voting closes on May 15th
- The revised branding will be unveiled with the arrival of the new trolley vehicles and opening of the WMMTC toward the end of the calendar year

FINANCE & BUDGET COMMITTEE

- Mr. Kelly 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
- Mr. McKay stated farebox and Paratransit revenues remain below adopted budget
- He stated that operating revenues are projected to remain below adopted budget levels for the fiscal year
- Mr. McKay stated the sunset of State funding poses a challenge in drafting a budget for 2020
- He noted the Authority is facing a \$500,000 deficit in revenues for the upcoming fiscal year
- Mr. McKay said the committee is researching options to address the deficit
- He said advocacy efforts are underway for State Maintenance Assistant Program (SMAP) funds to be reinstated to 2018 levels
- Mr. McKay said communications with the City and County regarding the prospect of a dedicated funding source are underway
- Mr. McKay stated further clarification as to the position of the 2020 budget will continue as revenues and expenses come into focus
- Ms. Padgett inquired as to the cause of the loss in Paratransit revenues
- Mr. Eby stated community transportation grant funds in the amount of \$189,000 from NCDOT will be lost as the region is no longer eligible for rural transit funding

FACILITIES COMMITTEE

- Mr. Kelly provided the committee report
- Mr. Kelly moved a change order in the amount of \$1,853,780.75 for site construction, with the exception of fencing, from committee
- He stated that the change order was anticipated once STBGP-DA funding had been apportioned to an approved grant
- He communicated the importance of proceeding with construction of the sitework and stressed the financial implications any delay to this phase would have
- Mr. Eby stated the change order should include that the change adds an additional one-hundred fourteen (114) days to the contract with a scheduled completion date of September 26, 2019
- Mr. Kelly stated that with the change order the project remains within budget
- No second is needed and the motion carried

WAVE CONNECT

- Mr. Kelly recognized Mr. Gainey to give the committee report
- Mr. Gainey stated 95 responses to the Customer Satisfaction Survey have been received to date
- He said the surveys were conducted by UNCW students to DART customers in person and by phone
- Mr. Gainey said the committee should have the results available for the June meeting
- Mr. Gainey said that the Disabled Veteran's ID program had 287 passengers in February and 292 passengers in March and continues to grow
- He said Ms. Lacer performed travel training for 16 individuals during the month

MAKING WAVES

- Mr. Kelly recognized Mr. Matheny to provide an update on the Foundation
- Ms. Matheny nominations are being solicited to fill two vacancies on the Foundation Board
- She stated the application can be found on the Wave Transit website and will be disseminated to community partners including the City and the County

STAFF REPORT

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

- Mr. Eby recognized Ms. Matheny to present the findings and route profiles for the second two cost neutral recommendations outlined in the SRTP
- Ms. Matheny presented a comprehensive route profile for a new Route 201 Carolina Beach Rd. and Route 205 Long Leaf Park
- She provided an overview of the changes and the resulting improvements
- Mr. Barfield asked Ms. Matheny for a clarification of the term cost neutral
- He asked if the term includes a projected drop in farebox revenue
- Mr. Eby stated that while an initial decline in ridership typically accompanies route changes, the proposal would have little overall effect on the route and farebox revenue should remain steady
- Mr. Barfield asked what message does the Authority plan to use to communicate support for a vehicle registration fee in light of declining ridership
- Ms. Padgett stated that if the transit system is going to have a positive impact on the community there must be a dedicated source of funding in order to reach potential riders
- Mr. Eby stated that staff was tasked with developing talking points regarding the proposed vehicle registration fee by the Finance & Budget Committee
- He stated that he would distribute the talking points to the full board
- Mr. McKay stated that visualizing the positive impacts of the fee be shared with the community
- Mr. McKay also stated he would like to give up his car and use public transportation but the system is not designed for potential choice riders
- Mr. Gainey stated that a 30 second marketing campaign is needed to get the attention of the community and public officials regarding the need for the fee
- Ms. Matheny concluded that that change is necessary and the cost neutral route alignments proposed will increase efficiencies while accommodating current and future growth in the region
- Mr. Eby stated staff will continue to update the board on route modifications
- Mr. Eby stated that that the VRF resolution was presented to NHC Manager Mr. Coudriet
- Mr. Eby recognized Ms. Fox to give an update regarding the fee legalities
- Ms. Fox stated that she is in the process of scheduling a meeting with the City and County attorneys
- Mr. Eby stated shuttle service for the Azalea Festival parade was heavily utilized with 1,228 trips
- He recognized staff for their efforts regarding the Azalea Shuttle
- Mr. Eby stated the 2019 North Carolina Public Transportation Association (NCPTA) conference will be held in Wilmington at the Wilmington Convention Center at the close of the month
- He stated board members are welcome and encouraged to attend

CONTRACT REPORT

- Mr. Smith recognized Ms. Hall to present the March 2019 contractor's report
- Ms. Hall highlighted the increase in major road calls
- She stated the cause of the increase is attributed to the high mileage fleet
- Ms. Hall stated that the increase in overtime was due to operator absenteeism but is slowly declining as the issue is addressed
- Mr. McKay requested incentives be considered in upcoming contract negotiations with the union

NEW BUSINESS

- No new business

OLD BUSINESS

- No old business

ADJOURN

- Mr. Barfield made a motion to adjourn the April 25, 2019 meeting

- Mr. Betz seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The next meeting of the Authority is scheduled for May 23, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm