



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
May 23, 2019  
Mr. Beck Smith, Chairman, Presiding**

## **MEMBERS PRESENT**

Mr. Beck Smith, Chairman  
Mr. Steven Kelly, Vice Chairman  
Mr. Don Betz, Secretary  
Mr. Jonathan Barfield, Jr.  
Mr. Fred Gainey  
Mr. Andrew Koepfel  
Mr. Caylan McKay  
Mr. Kevin O'Grady  
Ms. Anne K. Ryan  
Ms. Michelle Winstead

## **MEMBERS ABSENT**

Ms. Laura Padgett

## **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  
Mr. Cliff Rode, Paratransit Manager  
Ms. Kathy Williams, Customer Service Supervisor  
Ms. Heather Mercer, Grants & Compliance Coordinator

## **CONTRACT MANAGEMENT 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  
Mr. Matthew Daniels, Maintenance Manager, First Transit

## **GUESTS PRESENT**

Ms. Tracie Barnhill, Citizen  
Mr. Mike Kozlosky, Wilmington Metropolitan Planning Organization (WMPO)  
Mr. Tom Pacelli, New Hanover County Senior Resource Center

## **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

## **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 May 2019 consent agenda for approval
- Mr. Betz made a motion to approve the consent agenda as presented
- Mr. Kelly seconded the motion and the motion carried

## **EXECUTIVE COMMITTEE**

- Mr. Smith provided an update regarding the vehicle registration fee request
- Mr. Smith stated a meeting request to discuss this matter was extended to the New Hanover County Board of Commissioners on behalf of the Authority
- He stated the three of the five Commissioners declined the Authority's request for a meeting
- Mr. Smith stated Mr. Kelly will be in attendance at the Board of Commissioners meeting scheduled for Monday, June 3<sup>rd</sup> to ask for guidance regarding the vision for regional public transportation
- His comments are intended to seek direction from NHC regarding how the Authority should address budgetary challenges for the 2020 fiscal year
- Mr. Kelly stated he will elaborate on the realities faced by the Authority if a dedicated funding source is unattainable
- Mr. O'Grady suggested a graphic of route eliminations and reduction in service levels be presented should funding in the form of a registration fee not be supported

## **NOMINATING COMMITTEE**

- Mr. Smith recognized Mr. Koepfel to give the committee report
- Mr. Koepfel stated Mr. Gainey and Ms. Ryan volunteered to join the nominating committee
- Mr. Koepfel said Mr. Smith agreed to serve another term as Chairman and Mr. Kelly agreed to maintain his position as Vice Chairman for another term
- He stated he has agreed to serve as Secretary as Mr. Betz has asked to step aside from the role
- Mr. Smith opened the floor for additional nominations for the Executive Committee
- Hearing no additional nominations, Mr. Smith asked for approval of the Nominating Committee recommendation from committee of Mr. Smith, Chairman, Mr. Kelly, Vice Chair and Mr. Koepfel as Secretary for the period from July 01, 2019 through June 30, 2020
- No second was required and the motion carried

## **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the operational statistics report for April 2019 reflects a four plus percentage increase in overall ridership as compared to April 2018
- Much of the increase was attributable to additional operating days for the Seahawk Shuttle
- Ms. Ryan stated the Authority received a total of 321 responses to the community naming contest for the Downtown Trolley
- After vetting from staff and the naming contest committee, three names were selected and released to the public for final vote
- Ms. Ryan revealed that Port City Trolley won the naming contest with 37% of the votes
- She confirmed branding efforts surrounding revised name will kick off in June and the revised branding will be unveiled with the arrival of the new vehicles in fall 2019

## **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. McKay to present the committee report
- Mr. McKay stated operating revenues remain below adopted budget levels for the fiscal year
- He said the negative variance is attributed to a decrease in farebox and Paratransit revenues largely due to Hurricane Florence

- Mr. McKay notated the challenges in remaining within budget under the farebox revenue and Paratransit services line items
- He confirmed that operating expenditures remain below adopted budget levels budget
- Mr. McKay presented the FY 2019 - 2020 Budget Ordinance and stated that public comment regarding the draft budget would be accepted for the next thirty (30) days
- Public notice was advertised on wavetransit.com and in the Star News
- A public hearing on the budget is scheduled for June 27, 2019 at noon
- A detailed budget packet would be mailed to members of the Board in June

#### **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly presented a summary of change orders including a May change order for \$1,652 for brick replacement
- He stated the project remains within budget; however, the timeline has been revised to reflect final project completion date of September 25, 2019
- He confirmed that 115 days was added to the timeline for completion of site work as part of Change Order #7

#### **WAVE CONNECT**

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the committee did not meet
- A report will be presented at the June meeting

#### **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby recognized Ms. Matheny to present the route profiles for the third cost neutral recommendations outlined in the SRTP
- Ms. Matheny presented a comprehensive revised route profiles for Route 207 North and Route 104 Northeast
- She provided an overview of the changes and the resulting improvements
- Ms. Matheny gave a brief update on the Downtown Trolley Program
- She said the Downtown Trolley provides an opportunity for the Authority to engage and attract choice riders

#### **CONTRACT REPORT**

- Mr. Smith recognized Ms. Hall to provide the contractor's report
- Ms. Hall stated an internal educational campaign to ensure staff is educated and prepared for the changes associated with the opening of the Downtown Transfer Station is underway
- She stated management, supervisors and operators will receive extensive training to ensure a seamless transition to the new location
- Mr. Hall highlighted the increase in road calls last month as compared to the previous month
- She stated research shows an upward trend in road calls for the months of March and April
- She said this could be attributed to increasing temperature levels and roadway traffic causing additional stress of the vehicles and resulting in engines overheating from long idle periods
- Ms. Ryan confirmed that during this time, the vehicles tended to overheat
- She stated that as an observant rider, she notices an increase in vehicle overheating because of the constant opening and closing of both the back and front doors
- Ms. Hall stated she will continue to monitor the road calls and report back as to trends in her findings

**NEW BUSINESS**

- Ms. Ryan thanked Ms. Matheny and Ms. Lacer for hosting the 2019 NCPTA Conference
- She also thanked the Authority for allowing her to attend the conference representing the Board
- She stated she learned of a perforated alternative to the tempered safety glass siding currently used for passenger amenities
- She state the current material can get hot during the summer months when temperatures rise and requested staff research the perforated screens for sun protection
- Mr. Mininni presented the board with a purchase order for shelters at UNCW in the amount of \$19,516
- Mr. Betz made a motion to approve the PO for in the amount of \$19,516
- Mr. Kelly seconded the motion and the motion carried

**OLD BUSINESS**

- No old business

**ADJOURN**

- Mr. Betz made a motion to adjourn the May 23<sup>rd</sup> meeting
- Mr. Barfield seconded the motion and the motion carried

**SCHEDULING OF NEXT MEETING**

- The next board meeting is scheduled for June 27, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm