



Cape Fear Public Transportation Authority

**MINUTES OF THE
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
June 27, 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. Anne K. Ryan
Ms. Michelle Winstead

MEMBERS ABSENT

Ms. Laura Padgett

STAFF PRESENT

Ms. Megan Matheny, Deputy Director
Mr. Joe Mininni, Director of Finance & Administration
Ms. Vanessa Lacer, Mobility Manager
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. Nick Promponas, Senior Vice President, First Transit
Mr. Bill Harned, Area Vice President, First Transit
Mr. Jeremy Smith, Contractor Assistant General Manager, First Transit
Mr. Matthew Daniels, Maintenance Manager, First Transit

GUESTS PRESENT

Ms. Tracie Barnhill, Citizen
Ms. Alexis Bell, Spectrum News
Mr. Mike Kozlosky, WMPO
Ms. Abby Lorenzo, WMPO
Mr. Tom Pacelli, Senior Resource Center
Mr. Michael Pocats, Citizen

CALL TO ORDER

- Mr. Smith called the meeting to order at 12:04 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

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Secretary - Wave Transit

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 June 2019 consent agenda for approval
- Mr. Koeppel requested clarification on items 2 & 3
- Mr. Betz made a motion to approve items 1, 4, 5 & 6 of the consent agenda as presented
- Mr. Barfield seconded the motion and the motion carried
- Mr. Koeppel requested clarification on the warranty period for the revised seating on the new buses as referenced in item 3
- He asked if the warranty is twelve year, the life of a Gillig bus
- Mr. Matheny stated the warranty period from USSC Group, the seating vendor, is five years
- Mr. Koeppel asked if a Greyhound representative could be present to provide information regarding the recent expansion of service
- Ms. Matheny stated she was unable to speak to the recent expansions within the Greyhound network; however, the contract amendment reflects an increase in bus slips allocated to Greyhound from three to five
- She stated the bus slip usage at Forden Station is per day
- Mr. Koeppel made a motion to move consent agenda items 2 & 3 as presented
- Mr. Betz seconded the motion and the motion carried

PUBLIC HEARING FY 2019-2020 BUDGET

- Mr. Smith opened the public hearing for the FY2019 - FY2020 budget
- Ms. Matheny confirmed that no public comments pertaining to the proposed budget were received through the Authority's website, by telephone or by any other means during the thirty day public comment period
- Hearing no public comments, Mr. Betz made a motion to close the public hearing for the FY2019 - FY2020 budget
- Mr. Gainey seconded the motion to close the public hearing and the motion carried
- Mr. Barfield made a motion to approve the FY 2019 - FY2020 Budget Ordinance as presented
- Mr. Betz seconded the motion and the motion carried

EXECUTIVE COMMITTEE

- Mr. Smith stated the committee did not meet; however, some members did speak with representatives and officials from New Hanover County
- Mr. Smith stated efforts to achieve consensus between the County and City for additional support of the Authority to prevent depletion of the fund balance will continue
- He said that through this process, the Authority will receive confirmation as to the financial commitment from each entity
- He stated these decisions will provide direction to the Authority regarding what actions need to be taken to address the deficit and balance the budget for the upcoming fiscal year
- Mr. Kelly stated that he took exception to the term "bailout" as it carries the implication that the financial situation arose as a result of mismanagement of funds
- Mr. Kelly stated the Authority has not had a dedicated funding source since its creation
- Mr. Koeppel requested that a press release outlining the exact cause of the financial challenges be drafted and released
- Mr. Betz said the financial challenges are attributed to the lack of support of public transportation as reflected through a reduction in funding both at the federal and state levels

- Mr. Betz stated that losing any federal or state funds has an impact on the budget that could result in having to reduce services
- Ms. Ryan spoke in favor of a public education campaign highlighting the impact of Wave Transit's services in the community
- Mr. Barfield stated his Board of Commissioners values relationships and timing
- He stated conversations and timing for these conversations is imperative when working with the county
- Mr. Smith stated the Authority's funding partners are valued and need to speak on how Wave can best serve that value
- Mr. Barfield stated a meeting with the County, City, WMPO and Wave Transit is scheduled for Monday, July 8th
- Mr. Barfield said this meeting would be a good time to have a conversation on financial assistance for the Authority

PLANNING AND OPERATIONS COMMITTEE

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan noted a nearly 5% increase in fixed route bus and Seahawk Shuttle ridership during the month of May 2019 as compared to May 2018
- Ms. Ryan stated the Authority has received \$122,066 in advertising revenue to date; a 13% increase as compared to the fiscal year to date revenues for 2018
- Ms. Ryan stated staff has partnered with UNCW's Graphic Design Department to develop a logo and identify brand development for the revised Downtown Trolley Program
- She stated this will be a class project for design students
- Ms. Ryan stated the two new trolley vehicles, branded with the revised logo, are scheduled to arrive at the end of September
- The newly branded Downtown Trolley Program will be unveiled in coordination with the opening of the new Downtown Transfer Station in early October

FINANCE & BUDGET COMMITTEE

- Mr. Smith recognized Mr. McKay to present the committee report
- Mr. McKay stated operating revenues remain compliant with adopted budget levels
- He said the negative variance is attributed, in part, from the loss of ten full days of service sustained during Hurricane Florence
- Mr. McKay stated non-operating revenues remain within adopted budget levels and will remain as such at year end
- Mr. McKay said operating expenses remain on target and overall expenditures remain under budget, and the Authority is anticipated to close out the fiscal year under the adopted budget
- He stated expenditures have been limited only to those categorized as absolutely necessary, which will help to offset the shortfall in operating revenues

FACILITIES COMMITTEE

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly moved approval of Task Order #6 for construction management services provided by HR Associates for the remainder of the WMMTC project, on behalf of the committee
- He stated that the monthly fee for construction management services is \$10,000 resulting in a total cost of \$40,000
- The fee is consistent with the current construction management fee
- Mr. Kelly stated the project completion date has been extended four months with a substantial completion date of September 25, 2019
- No second was needed and the motion carried
- He confirmed that the project remains on target with respect to budget

- Mr. Betz recognized staff for the artistic sidewalk ads at Forden Station providing customers notification about the upcoming route changes

WAVE CONNECT

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey stated the 2019 Dial a Ride Transportation (DART) survey efforts have concluded and recognized Ms. Lacer for a presentation on the results
- Ms. Lacer stated that onboard and phone surveys were administered by UNCW students
- She stated data was collected in real time and results compiled by a UNCW instructor who was contracted to oversee this process
- Ms. Lacer provided an update on the results and stated the data from this initiative is useful in reinforcing strengths and identifying improvements for DART services
- Mr. Gainey thanked Ms. Lacer, Mr. Rode and staff for all of their hard work

STAFF REPORT

- Mr. Smith recognized Mr. Matheny to give the staff report
- Ms. Matheny gave a brief update on the status of the final two route profiles for the cost neutral changes identified in the Short Range Transit Plan
- Ms. Matheny stated additional research is being conducted on Route 101 Princess Place Dr. and presentation of the final two route profiles will be provided at the July meeting
- She said service to Creekwood, as proposed in the SRTP, is not a feasible option and other alternatives identified are being vetted by staff
- Ms. Matheny stated notification efforts regarding the upcoming changes and the opening of the new facility have kicked-off
- She confirmed that a PR campaign for the grand opening of the Downtown Transfer Station and revised Downtown Trolley program is under development
- Ms. Matheny stated the Authority will be hosting a game night with the Wilmington Sharks on Wednesday, July 17th
- She said board members and staff will show their badge at the gate for free admittance to the game for them and their guests, with no limit as to the number of guests

CONTRACT REPORT

- Mr. Smith recognized Ms. Hall to give the contractor's report
- Ms. Hall presented the June 2019 contractor's report
- She noted a 53% decrease in road calls for fixed-route vehicles
- Ms. Hall noted a 14.5% increase in operator overtime
- She stated plans to increase in number of full time operators over the next month will help reduce overtime to acceptable levels
- Ms. Hall stated four new CNG buses have arrived on site and efforts to prepare the buses for service and train staff on the new equipment are underway
- Ms. Hall recognized First Transit, Sr. Vice President, Nick Promponas
- Mr. Promponas provided an introduction and stated he is impressed with the community, operations and the assets, including facility and vehicle, secured by the Authority
- He said the leadership is excellent and thanked the board for the providing First Transit the opportunity to be a part of these successes

NEW BUSINESS

- Mr. Smith recognized outgoing member, Mr. O'Grady, and thanked him for his service
- Mr. O'Grady thanked the members for the opportunity to serve
- He said he has gained a great understanding and appreciation for the Authority through his service

- He stated there is a lack of understanding on behalf of the public as to what Wave Transit does
- Mr. O'Grady said education for the public is certainly needed and expressed his commitment for continued support of the Authority

OLD BUSINESS

- No old business

ADJOURN

- Mr. Betz made a motion to adjourn the June 27, 2019 meeting
- Mr. Kelly seconded the motion and the motion carried

SCHEDULING OF NEXT MEETING

- The board meeting is scheduled for July 25, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby
Executive Director
/kw/mm