



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
July 25, 2019  
Mr. Beck Smith, Chairman, Presiding**

## **MEMBERS PRESENT**

Mr. Beck Smith, Chairman  
Mr. Steven Kelly, Vice Chairman  
Mr. Don Betz  
Mr. Jonathan Barfield  
Mr. Fred Gainey  
Mr. Andrew Koepfel, Secretary  
Mr. Caylan McKay  
Ms. Laura Padgett  
Ms. Anne K. Ryan  
Ms. Michelle Winstead

## **MEMBERS ABSENT**

Mr. Paul Lawler

## **STAFF PRESENT**

Mr. Albert Eby, Executive Director  
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, Craig and Fox PLLC, Attorney  
Ms. Dianne Hall, Contractor General Manager, First Transit  
Mr. Jeramy Smith, Contractor Assistant General Manager, First Transit  
Mr. Matthew Daniels, Contractor Maintenance Manager, First Transit

## **GUESTS PRESENT**

Ms. Tracie Barnhill, Citizen  
Ms. Abby Lorenzo, WMPO  
Mr. Kevin O'Grady, Councilman, City of Wilmington  
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
- Mr. Smith recognized outgoing board member, Mr. O'Grady and thanked him for his service
- Mr. O'Grady was presented an honorary clock on behalf of the Authority for his service
- Mr. Smith stated he has always been impressed with Mr. O'Grady's ability to ask the tough questions and noted that he will be missed
- Mr. Barfield stated it has been a pleasure working with Mr. O'Grady, and he has always admired his ability to lead

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

- Mr. O'Grady stated he will depart with one last thought
- He stated the Authority is in need of additional funds in order to survive; and the Authority should be prepared to answer the question "What is the product going to be should that money come"
- Mr. O'Grady stated that when the product is identified then it will gain the support of the public if it is what the public wants
- Mr. Eby thanked him for his eight years of service and expressed appreciation for his current and continued support

#### **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 July 2019 consent agenda for approval
- Mr. Betz made a motion to accept the consent agenda as presented
- Ms. Ryan seconded the motion and the motion carried

#### **EXECUTIVE COMMITTEE**

- Mr. Smith stated the committee did not meet but provided an update on local funding support as requested
- He stated the resolution supporting a vehicle registration fee brought forth by the Authority was not well received by the County Commissioners
- Mr. Smith stated the Authority will continue conversations with the City and County to discuss the financial stability of the Authority
- He stated the Authority will continue to face a deficit should a dedicated funding source or additional funding not be secured
- Mr. Smith stated Mr. Eby was able to meet with both City and County representatives
- He said additional data was requested on behalf of both parties
- Mr. Eby said the requested data was provided to the City and County and a subsequent meeting is scheduled for August 13, 2019
- He stated the sense of urgency surrounding the matter has been expressed to the City and County as adequate notification must be provided to the public in the event of a service reduction
- Mr. Barfield recommended that a dedicated line item in the County's budget be requested on behalf of the Authority
- Ms. Padgett stated there must be a statement saying what will be done with the funds should a dedicated funding source be granted
- Mr. Eby stated the message from the board to the City and County is that Wave Transit worked very hard to obtain a fund balance and most of which is appropriated to the FY 20 budget
- Mr. Eby said the goal is to add additional funding to the FY20 budget so the Authority does not have to expend its fund balance to cover the deficit

#### **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the Authority closed out FY19 with just over a 5% decrease in fixed route bus ridership
- She said the Downtown Trolley experienced a 12% decrease in ridership for June 2019 as compared to June 2018
- Ms. Ryan stated that the reduction in trolley ridership can be contributed to the usage of a shuttle instead of the regular trolley vehicle for several days in June
- Ms. Ryan stated the Authority received \$132,484.00 in advertising revenue in FY 2019

- Ms. Ryan stated the branding and logo development for the revised Downtown Trolley Program is underway
- She stated that UNCW's graphic design program students are being tasked with developing a logo design for the new Port City Trolley
- Ms. Ryan stated a unveiling of the new branding is slated for fall with delivery of new trolleys
- She confirmed that further details will be provided in the upcoming months

#### **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. McKay to present the committee report
- He stated the auditor will soon begin FY 2019 financial statement preparation
- Mr. Smith stated the fund balance, at year end, was approximately \$345,000
- He reported the Authority lost approximately \$100,000 in revenue as a result of Hurricane Florence resultant from a shortfall in fixed route farebox revenues and an increase in overtime

#### **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly to give the committee report
- Mr. Kelly moved a purchase order in the amount of \$19,826.00 for access control system upgrades at Forden Station, the Maintenance and Operations Center and the new Downtown Transfer Station
- No second was needed and the motion carried
- Mr. Kelly moved a change order, with a not to exceed amount of \$100,000, for fencing around the new Downtown Transfer Station
- No second was needed and the motion carried
- Mr. Kelly stated that with the change order the project remains within budget
- He stated a delay in the storefront windows recently reported by the contractor has delayed the substantial date of completion from September 25<sup>th</sup> to mid-November
- Mr. Eby recognized Mr. Kelly and Mr. Petroff for their help in solving a stormwater issue

#### **WAVE CONNECT**

- Mr. Smith recognized Mr. Gainey to give the committee report
- Mr. Gainey touched on some highlights from the past quarter
- He stated a joint application with a local nonprofit, A Safe Place, for security enhancements and training was submitted to Federal Transit Administration
- Mr. Gainey stated that if awarded in the fall of 2019, the grant will fund an anti-human trafficking initiative in partnership with A Safe Space
- Mr. Gainey stated the results from the Dial A Ride Transportation (DART) customer satisfaction survey were presented at the June meeting
- He stated the committee will focus on improvements to the DART service as revealed through the survey efforts in the upcoming fiscal year
- Mr. Gainey reported that 35 individuals took part in the travel training program and 489 trips were provided to the New Hanover County Senior Resources Center through the Community Grant during the final quarter of FY19
- Mr. Gainey said that to date, 864 Veterans rode for half fare under the Wave Transit Honors Veterans Program and a free fare day for Veterans will be on Veteran's Day on November 11, 2019

#### **MAKING WAVES FOUNDATION**

- Mr. Smith recognized Mr. Matheny to give the report
- Ms. Matheny stated the Foundation's Board of Directors approved over \$4,000 in transportation assistance to four (4) community organizations for the first quarter of FY20

- Ms. Matheny said that since inception in late 2011, the Foundation has provided over \$100,000 in transportation assistance to just over 100 local nonprofits within the community
- She said a grant award in the amount of \$5,000 from the Corning Foundation was received earlier in the month
- Ms. Matheny stated notification as to the status of a grant request in the amount of \$6,500 to the Landfall Foundation will be provided in October of this year

#### **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby recognized Ms. Matheny to present the final Short Range Transportation Plan (SRTP) route profile reports
- Ms. Matheny presented the final two of seven route profiles containing cost neutral route alignments as recommended in the SRTP
- Ms. Matheny stated the service implications for Route 101 Princess Place Dr. contained in the route profile include reinstatement of service to the Creekwood neighborhood at a frequency of 30 minutes during peak hours and the transition of the Sigmon Rd. Walmart bus stop location to Route 108 Market St.
- She stated customers on Route 101 Princess Place Dr. would have access to the Walmart through the addition of a bus stop on Market St. between New Center Dr. and Walton Rd.
- Mr. Eby stated four (4) new buses were delivered June and one is on display
- He confirmed three more buses are in production and will be delivered in August; two trolley vehicles are in production and four CNG shuttles are slated to arrive in November

#### **CONTRACT REPORT**

- Mr. Smith recognized Ms. Hall to provide the contractor's report
- Ms. Hall stated the placement of the new buses into service will provide much relief in the Operations Department
- Ms. Hall stated operator overtime has decreased roughly 7%; however, efforts to reduce further are ongoing

#### **NEW BUSINESS**

- None

#### **OLD BUSINESS**

- None

#### **ADJOURN**

- Mr. Betz made a motion to adjourn the July 25, 2019 meeting
- Mr. Gainey seconded the motion and the motion carried

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

- The next meeting of the Authority is scheduled for August 22, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm