



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
August 22, 2019  
Mr. Steven Kelly, Vice Chairman, Presiding**

## **MEMBERS PRESENT**

Mr. Steven Kelly, Vice Chairman  
Mr. Andrew Koepfel, Secretary  
Mr. Don Betz  
Mr. Fred Gainey  
Mr. Paul Lawler  
Mr. Caylan McKay  
Ms. Anne K. Ryan

## **MEMBERS ABSENT**

Mr. Beck Smith, Chairman  
Mr. Jonathan Barfield  
Ms. Laura Padgett  
Ms. Michelle Winstead

## **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

## **CONTRACT MANAGEMENT STAFF PRESENT**

Ms. Noel Fox, Craig and Fox PLLC, Attorney  
Mr. Jeramy Smith, Contractor Assistant General Manager, First Transit  
Mr. Matthew Daniels, Maintenance Manager, First Transit

## **GUESTS PRESENT**

Ms. Tracie Barnhill, Citizen  
Ms. Tonye Gray, Colonial Marketing  
Mr. Zach Manfredi, WMPO

## **CALL TO ORDER**

- Mr. Kelly called the meeting to order at 12:02 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance
- Mr. Kelly recognized and welcomed incoming board member, Mr. Paul Lawler
- Mr. Lawler thanked Mr. Kelly for the welcome and stated he is looking forward to serving on the board

## **PUBLIC COMMENT**

- Mr. Kelly opened the public comment period
- Hearing no comments, Mr. Kelly closed the public comment period

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Secretary - Wave Transit

## **CONSENT AGENDA**

- Mr. Kelly presented the August 2019 consent agenda for approval
- Mr. Koeppel requested the first page of the July meeting minutes be revised to reflect the newly appointed Secretary
- Mr. Betz made a motion to accept the consent agenda with the revision to the meeting minutes as noted by Mr. Koeppel
- Mr. Gainey seconded the motion and the motion carried as amended

## **EXECUTIVE COMMITTEE**

- Mr. Kelly stated the committee did not meet but provided an update on meetings with the City and County regarding local funding support currently underway
- He said both the City and County appreciate the Authority's need for a dedicated source of funding and agree it is necessary for the sustainability of the organization
- Mr. Kelly stated that after reviewing information provided by staff, both entities are satisfied that the Authority is operating efficiently
- Mr. Kelly said that the City, County and WMPO expressed preference toward a convenience transit model versus the current, hybrid coverage/convenience model
- Mr. Eby stated that identification of a dedicated funding source has been a challenge
- Mr. Eby said converting to more of a convenience transit model would impact customers who utilize the impacted fixed bus routes and customers who use the complementary ADA, Dial a Ride Transportation (DART) service
- He stated that there may be civil rights compliance issues which will require additional study
- Mr. Eby said all parties understand the Authority's current needs will continue to work collaboratively toward a resolution

## **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Kelly recognized Ms. Ryan to give the committee report
- Ms. Ryan reported a 1.5% decrease in fixed route bus ridership in July 2019 as compared to July 2018
- UNCW ridership was not included in the Operational Statistics report as the Seahawk Shuttle routes are not scheduled to resume until August 21, 2019
- Ms. Ryan stated a decrease in advertising revenues experienced in July was due to lack of advertising space because of the retirement of four buses and two buses down for major repairs
- Ms. Ryan noted a 23% decrease in trolley ridership for July 2019 as compared to July 2018
- She said that the decrease in ridership is attributed, in part, to the use of a shuttle vehicle on the route for a period of time during the month
- She confirmed that logo and branding development for the Port City Trolley are being finalized

## **FINANCE & BUDGET COMMITTEE**

- Mr. Kelly recognized Mr. McKay to present the committee report
- Mr. McKay stated the negative variance in operating revenue is a result of the decrease in fixed route ridership
- He stated the variance should improve with the resumption of UNCW Seahawk Shuttle services in August
- Mr. McKay's noted a significant positive variance in local match due to the contribution provided by the City of Wilmington
- Mr. McKay highlighted the negative variance in employee health insurance benefits as insurance costs were not provided until the proposed budget was released
- Mr. McKay said the negative variances are expected to increase as the year progresses
- He confirmed that \$160,000 was used from fund balance at the close of FY19, leaving a balance of \$385,000

## **FACILITIES COMMITTEE**

- Mr. Kelly gave the committee report
- Mr. Kelly stated the contractor, Monteith, provided two options for installation of temporary windows
- He stated the committee did not agree to installation of temporary windows and opted to wait for the permanent installation option
- Mr. Kelly confirmed that this option resulted in a two week delay but a financial credit to the project of \$12,000
- Mr. Eby stated it was agreed that it is not in the best interest of the Authority to take possession of the facility until fully completed
- Mr. Kelly requested that the change order not to exceed \$100,000 for exterior fencing approved by the board at the July meeting be rescinded
- Mr. Betz made a motion to rescind the change order in an amount not to exceed \$100,000 for the exterior fencing
- Mr. Koeppel seconded the motion and the motion carried
- Mr. Kelly presented change order #9 Costs and Credits for Multiple Changes in the amount of \$88,002.88 for board approval
- Ms. Ryan made a motion to approve change order #9 as presented
- Mr. McKay seconded the motion and the motion carried

## **WAVE CONNECT**

- Mr. Kelly recognized Mr. Gainey to give the committee report
- Mr. Gainey stated there was no report from the committee at this time

## **STAFF REPORT**

- Mr. Kelly recognized Mr. Eby to give the staff report
- Mr. Eby recognized Ms. Matheny to present a resolution from staff requesting the Authority implement cost neutral service recommendations in accordance to the short range transit plan
- Ms. Matheny summarized the revisions to Routes 101, 104, 108, 201, 205, 207 and 209 as presented to the board beginning in March 2019
- Ms. Matheny said internal notification efforts to staff and external notification efforts to the public and stakeholders are ongoing
- Ms. Matheny stated that a series of informational forums for customers regarding the proposed changes have been scheduled
- She stated that open houses at the new facility, prior to opening, will be offered to neighbors and the community at large
- Mr. Kelly made a motion to approve the resolution from staff requesting the Authority implement cost neutral service recommendations in accordance to the short range transit plan
- Ms. Ryan seconded the motion and the motion carried

## **PUBLIC RELATIONS CAMPAIGN**

- Mr. Kelly recognized Mr. Eby to introduce Ms. Tonye Gray
- Mr. Eby provided an overview of the marketing plan for cost neutral route changes, introduction of Padgett Station, and unveiling of the Port City Trolley to the public
- Mr. Eby recognized Ms. Gray to present the marketing proposal
- Ms. Gray stated that Wave Transit has an amazing story that needs to be told
- Ms. Gray provided an overview of the established plan to garner media attention and bring public awareness to Wave Transit initiatives and projects currently underway

## **CONTRACTOR REPORT**

- Mr. Kelly recognized Mr. Smith to give the contractor's report in the absence of Ms. Hall

- Mr. Smith stated that of the five operators recently hired, one operator has been released from training, one is in the final stage of the training and three are in the initial stages
- He stated the addition of new operators and internal scheduling changes are part of the effort to reduce operator overtime

#### **NEW BUSINESS**

- None

#### **OLD BUSINESS**

- None

#### **ADJOURN**

- Mr. Gainey made a motion to adjourn the August 22, 2019 meeting
- The motion carried unanimously

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

- The next board meeting is scheduled for September 26, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm