



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
September 26, 2019  
Mr. Beck Smith, Chairman, Presiding**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**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, Craige and Fox PLLC, Attorney  
Mr. Bill Harned, Area Vice President, First Transit  
Ms. Dianne Hall, Contractor General Manager, First Transit  
Mr. Jeramy Smith, Contractor Assistant General Manager, First Transit  
Mr. Matthew Daniels, Vehicle Maintenance Manager, First Transit

**GUESTS PRESENT**

Ms. Tracie Barnhill, Citizen  
Ms. Abby Lorenzo, WMPO  
Ms. Rachel McIntyre, WMPO  
Mr. Tom Pacelli, New Hanover County Senior Resource Center  
Ms. Constance Rave, Citizen

**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

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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 September 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 stated the committee did not meet
- He stated that an update on the FY 2020 budget issues would be addressed as part of the Finance Committee report

## **PLANNING AND OPERATIONS COMMITTEE**

- Mr. Smith recognized Ms. Ryan to give the committee report
- Ms. Ryan reported a 9% decrease in fixed route bus ridership in August 2019 as compared to August 2018
- She stated UNCW Seahawk Shuttle services resumed Wednesday, August 21<sup>st</sup> following a four day campus evacuation for Hurricane Dorian
- She noted a 27% increase in UNCW ridership for the month of August as compared to the previous fiscal year
- Ms. Ryan stated the Authority experienced a 6% increase in advertising program revenues in August 2019 as compared to August 2018
- She stated the Port City Trolley Program experienced a decrease in ridership of roughly 18% in ridership
- Ms. Ryan stated the negative variance in ridership will hopefully decrease with the introduction of new trolley vehicles and the hard launch of the revised program in November 2019
- She stated a date for the unveiling ceremony of the revised program is being finalized

## **FINANCE & BUDGET COMMITTEE**

- Mr. Smith recognized Mr. McKay to present the committee report
- Mr. McKay stated the committee met to discuss the current financial challenges facing the Authority
- He noted a negative variance in operating revenues from fares and contracted services
- Mr. McKay stated the negative variance under contracted services correlates to the timing and delivery of service to UNCW
- He confirmed that these variances should decrease as the year progresses
- Mr. McKay stated Hurricane Dorian resulted in suspension of fixed route bus and paratransit services for one and a half days and four (4) days for UNCW Seahawk Shuttle services
- He confirmed a loss of \$30,000 in operating revenue as a result of storm related service suspensions
- Mr. McKay stated the contributions received by local funding partners has had a positive impact on cash flow
- He said federal grant funds remain with budget projections; however, State Maintenance Assistance Program (SMAP) funding levels for this year remain unknown until the State budget is adopted
- Mr. McKay confirmed expenditures remain below adopted budget levels and staff will continue to closely monitor all expenditures
- He stated the negative variance under liability insurance is normal due to policy prepayment

- He noted the negative variance under benefits is related to a 34% increase in health insurance premiums for fixed route staff which was not identified until renewal which was after the budget was released for public comment
- Mr. McKay said vehicle maintenance costs are projected to decrease with the addition of 30 replacement vehicles over the past 18 months
- He said the auditors have completed their field work and the Authority has not been advised of any issues
- Mr. McKay confirmed the report should be complete by the end of October and presented to the board during the November or December meeting
- Mr. Smith stated the Authority is facing a large budget deficit and is required to end the fiscal year within the adopted budget
- He stated the committee will be considering options to address the deficit and will bring an amended budget to the board in the coming months
- Mr. Smith stated Authority staff has met with officials from the City and County but a funding and/or service reduction plan has not been agreed upon
- He stated staff has been directed to establish a set of service reduction recommendations that would allow the Authority to end the year within the adopted budget
- Mr. Smith said a special meeting may be required in order to maintain compliance with the Authority's public notification policy
- The special meeting is dependent upon the specific service reduction recommendations
- On behalf of the Committee, Mr. McKay made a motion to direct staff to generate a plan detailing service reduction recommendations and/or increased revenues to end the fiscal year within
- No second was required and the motion carried

#### **FACILITIES COMMITTEE**

- Mr. Smith recognized Mr. Kelly gave the committee report
- Mr. Kelly stated the WMMTC project is slated for completion by November 18, 2019
- He stated the windows, including the large store front windows, have arrived and are in the process of being installed
- He revealed the site work is winding down and the contingency funding identified in the budget has been allocated
- He is working closely with the Authority's project manager to ensure that sufficient revenues are available to complete the project within the adopted budget and is confident budget compliance will be achieved
- He recognized Monteith Construction for their efforts to continue offering value engineering options and recommendations
- Mr. Kelly presented September purchase orders totaling \$41,310.37:
  - Institutional Interiors for interior furnishings in the employee area - \$11,724.50
  - Gray Security for access control - \$21,263.39
  - Hooks Systems for IT and low voltage cabling punch down - \$8,628.48
- The motion was made by the committee and no second was required
- The motion carried

#### **WAVE CONNECT COMMITTEE**

- Mr. Smith recognized Mr. Gaaney to give the committee report
- Mr. Gaaney recognized Mr. Rode and his staff with a plaque for their outstanding customer service as revealed through the Dial a Ride Transportation (DART) program survey administered in June 2019
- Mr. Gaaney stated the committee reviewed results from the recent DART passenger satisfaction survey
- He stated that 92% of the DART customers were either satisfied or very satisfied with the service

- He said that 92% said they always feel safe when using the service
- Mr. Rode thanked the board for the recognition and recognized his staff for their continued effort in providing a high level of customer service

#### **STAFF REPORT**

- Mr. Smith recognized Mr. Eby to give the staff report
- Mr. Eby presented the *Transitioning Service Models* report provided to representatives and officials from the City and County
- He stated the report was created at the request of the City of Wilmington and New Hanover County
- He detailed the challenges the Authority has experienced over its 15 years of providing service as a regional system, mostly in dealing with multiple governments
- Mr. Eby said getting Wave's story to the public and educating elected officials is difficult but he is hopeful that the latest public relations effort will be well received
- He stated he is travelling to Wisconsin next week to conduct an assembly line inspection on the trolley vehicles in production
- Mr. Eby thanked the Downtown Trolley Focus Group for their efforts in logo development and vehicle design for the Port City Trolley
- He said updates regarding the program and trolley vehicle unveiling are forthcoming
- Mr. Eby said three new buses were delivered in September making a total of seven new buses received this fiscal year
- He reported a total of 22 service hours lost between September 4th and 6<sup>th</sup> as a result of Hurricane Dorian

#### **CONTRACTOR REPORT**

- Mr. Smith recognized Ms. Hall to give the contractor's report
- Ms. Hall expressed gratitude for the seven new buses and noted events for the month of October including a breast cancer awareness campaign and chili cook off for staff

#### **NEW BUSINESS**

- None

#### **OLD BUSINESS**

- None

#### **ADJOURN**

- Mr. Lawler made a motion to adjourn the September 26, 2019 meeting
- Mr. Gainey seconded the motion and the motion carried

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

- The next board meeting is scheduled for October 24, 2019 at 12:00 pm in the Forden Station Board Room

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm