



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
January 23, 2020  
Mr. Steven Kelly, Chairman, Presiding**

**MEMBERS PRESENT**

Mr. Steven Kelly, Chairman  
Mr. Andrew Koeppel, Secretary  
Mr. Jonathan Barfield  
Mr. Don Betz  
Mr. Paul Lawler  
Mr. Caylan McKay  
Ms. Laura Padgett  
Ms. Brittany Patterson  
Ms. Anne K. Ryan  
Ms. Michelle Winstead

**MEMBERS ABSENT**

Mr. Fred Gainey

**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, Craige and Fox PLLC, Attorney  
Ms. Dianne Jensen, Contractor General Manager, 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. Abby Lorenzo, WMPO  
Mr. Tom Pacelli, New Hanover County Senior Resource Center

**CALL TO ORDER**

- Mr. Kelly called the meeting to order at 12:01 pm
- The meeting began with a moment of silence followed by reciting the Pledge of Allegiance

**RECOGNITION OF OUTGOING BOARD MEMBER**

- Prior to the item, Mr. Kelly recognized Ms. Padgett to provide comment on the dedication ceremony for Padgett Station, the new Downtown Transfer Station
- Ms. Padgett expressed gratitude and thanked board members past and present
- She stated it is truly humbling to have the new facility dedicated in her honor

**CERTIFIED TO BE A TRUE COPY**

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Secretary - Wave Transit

- Mr. Kelly recognized outgoing board member, Mr. Beck Smith, and thanked him for his service and dedication in his role as board member and Chairman
- Mr. Smith was presented an honorary clock on behalf of the Authority for his service
- Mr. Smith stated he leaves the board with greater knowledge and appreciation for the Authority and the challenges facing public transportation in our region
- He stated it will be a trying but exciting year for the Authority and encouraged members and staff to remain positive

#### **RECOGNITION OF NEW BOARD MEMBER**

- Mr. Kelly recognized and welcomed new board member, Ms. Brittany Patterson
- Ms. Patterson provided a brief introduction and stated she was eager and excited to serve on the board

#### **PUBLIC COMMENT**

- Mr. Kelly opened the public comment period
- Ms. Barnhill recognized the customer service department for their hard work and thanked the board for their time and dedication
- She commented on the recent route modifications implemented with the opening of the new station and provided written feedback to Ms. Matheny

#### **CONSENT AGENDA**

- Mr. Kelly presented the January 2020 consent agenda for approval
- Mr. Betz made a motion to approve the consent agenda as presented
- Mr. Koeppel seconded the motion and the motion carried

#### **EXECUTIVE COMMITTEE**

- Mr. Kelly stated the committee did not meet
- He reported a vacancy in the position of Vice Chairman
- Mr. Koeppel made a motion for a nominating committee to be organized and submittal of a recommendation for Vice Chairman provided to the board during the February meeting
- Ms. Padgett seconded the motion and the motion carried
- Mr. Kelly asked Ms. Ryan to serve as chair and recruit two additional board members to serve with her on the nominating committee
- Ms. Ryan concurred

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

- Mr. Kelly recognized Ms. Ryan to give the committee report
- Ms. Ryan stated the Authority experienced a 5% increase in both fixed route bus and UNCW Seahawk Shuttle ridership for December 2019 as compared to December 2018
- She stated ridership for Route 203 Port City Trolley increased 101% for the time period referenced
- Ms. Ryan stated advertising revenues totaling \$58,742 for the fiscal year are 5% below adopted budget levels; however, the authority is projected to end the year within budget
- She confirmed outreach efforts pertaining to the route modifications from the Short Range Transit Plan are ongoing
- Feedback provided by customers and operators will continue to be documented and evaluated
- Ms. Ryan stated that as a customer she expressed concern and stated she has a vested interest in the viability of Wave Transit and public transportation in the region
- She solicited feedback and guidance from the board on appropriate channels for sharing her story and advocating from the perspective of a public transportation customer

## **FINANCE & BUDGET COMMITTEE**

- Mr. Kelly recognized Mr. McKay to present the committee report
- Mr. McKay stated the January report reflects a consistent trend in which operating revenues remain below adopted budget levels
- He confirmed that a revised FY2020 budget will be presented to the board during the February meeting
- Mr. McKay stated a response on behalf of the City of Wilmington to the Authority's recent request for a supplemental appropriation is still pending
- He confirmed that a request for additional support was solicited to local funding jurisdictions including the Town of Leland, Brunswick County, the Town of Carolina Beach, the Town of Navassa, New Hanover County and the City of Wilmington
- He stated that only Carolina Beach had approved the supplemental appropriation
- Brunswick County tabled the request until it was considered by other funding partners
- New Hanover County and the Town of Leland denied the request
- The Town of Navassa and the City of Wilmington requests were pending
- He stated significant delays in NCDOT State Maintenance Assistance Program (SMAP) funding and federal funding from the Surface Transportation Block Grant Program Direct-Attributable (STBGP-DA) awarded by the WMPO will have a crippling effect on cash flow
- Mr. McKay confirmed these funds, approximately \$1.2 million, are delayed due to the FHWA flexing process and NCDOT cash flow issues
- He stated the Authority has requested a short term loan, totaling \$700,000, from City of Wilmington and New Hanover County
- Mr. McKay stated the Authority has received assurances from NCDOT that the allocation of \$697,000 in SMAP funding will be reimbursed in monthly increments beginning in late January
- He stated the process of flexing funds from the Federal Highway Administration (FHWA) to the Federal Transportation Administration (FTA) has caused delays in receipt of \$500,000 in STBGP-DA funds awarded by the WMPO
- Mr. McKay confirmed staff has no control over these delays but will continue to work at the State and Federal level to secure the funding as quickly as possible
- He stated a dedicated funding source, as recommended in the Authority's Short Range Transit Plan and the Transpro report commissioned by the City of Wilmington and New Hanover County, is needed to ensure financial viability of the Authority

## **FACILITIES COMMITTEE**

- Mr. Kelly provided the committee report
- He was proud to report that the new Wilmington Multimodal Transportation Center, Padgett Station, is complete with full use of the new facility beginning Saturday, January 18<sup>th</sup>
- Ms. Padgett thanked Mr. Kelly and the committee for their oversight, effort and commitment to bring the project to fruition

## **WAVECONNECT**

- Mr. Kelly recognized Ms. Lacer to provide the committee report in the absence of Mr. Gainey
- Ms. Lacer confirmed that Section 5310 is a federal grant program intended to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options
- She stated the community grant portion of the 5310 program, currently in its third year, has invested approximately \$75,000 in federal and local dollars annually since 2016
- Ms. Lacer stated roughly \$81,000 in community grant funds are available for FY21 and three applications have been received in response to the solicitation posted October 2019
- She said the WaveConnect Committee convened on January 14<sup>th</sup> to begin review of community grant applications received in response to the solicitation

- Ms. Lacer stated a formal recommendation for FY21 community grant awards will be presented to the board for consideration during the March meeting
- She provided a brief update on customer outreach efforts pertaining to the Short Range Transit Plan route modifications implemented with the opening of Padgett Station
- Ms. Lacer confirmed outreach efforts will continue until demand subsidies
- She stated 28 individuals were served through travel training efforts for the third quarter of FY20 and Veteran ID card usage for the quarter totaled 872 as compared to 779 from the previous quarter

#### **AD HOC LOCAL FUNDING COMMITTEE**

- Mr. Kelly stated the committee did not meet

#### **STAFF REPORT**

- Mr. Kelly recognized Mr. Eby to give the staff report
- Mr. Eby provided a summary of the joint resolution adopted by the City of Wilmington and New Hanover County on January 21, 2020
- Ms. Padgett requested the Authority be proactive in their efforts with recommendations for changes in service
- Mr. Kelly recommended the ad hoc committee undertake this initiative
- Mr. Lawler encouraged the board to view this change as an opportunity to improve services to better meet the needs of the rapidly growing community
- Mr. Kelly suggested a transformation of the ad hoc committee to a visionary committee with membership comprising of Ms. Padgett, Mr. Lawler and Mr. Barfield
- Mr. Eby thanked Authority staff members Ms. Matheny, Ms. Lacer, Ms. Jensen, Mr. Smith, Mr. Daniels and Mr. Patrick for their efforts in ensuring a seamless transition to Padgett Station
- Mr. Eby recognized Ms. Matheny to provide an update on the opening of Padgett Station and route modifications implemented in accordance with the Authority's Short Range Transit Plan
- Ms. Matheny confirmed Padgett Station became operational and seven, cost neutral route changes were implemented on Saturday, January 18<sup>th</sup>
- She stated the successful transition was the result of strategic planning and communication efforts implemented in advance of the move
- Ms. Matheny recognized staff for their hard work and contribution in the success of the significant operational change
- She confirmed feedback regarding the new facility and route changes has been overwhelmingly positive
- Ms. Matheny stated minor changes may be forthcoming if feedback warrants

#### **CONTRACTOR REPORT**

- Mr. Kelly recognized Ms. Jensen to give the contractor's report
- Ms. Jensen stated training for new operators is going well and will have a positive impact on overtime should all trainees in the current class be retained
- She stated she was pleased to hear many heartfelt and supportive words during the dedication ceremony and is thankful to be a part of the team
- Ms. Jensen stated her appreciation for the board and thanked them for their support of public transportation in the community

#### **NEW BUSINESS**

- None

#### **OLD BUSINESS**

- None

**ADJOURN**

- Mr. Koeppel made a motion to adjourn the January 23, 2020 meeting
- Mr. Betz seconded the motion
- The motion carried

**SCHEDULING OF NEXT MEETING**

- The next board meeting is scheduled for February 27, 2020 at 12:00 pm in the Forden Station Board Room.

Respectfully Submitted,



Albert Eby  
Executive Director  
/kw/mm