



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING  
July 23, 2020  
Mr. Chris Coudriet, Chairman, Presiding**

## **MEMBERS PRESENT**

- Mr. Chris Coudriet, Chairman, New Hanover County Manager
- Mr. Sterling Cheatham, Vice Chairman, City of Wilmington Manager
- Mr. Kemp Burpeau, New Hanover County, Attorney
- Ms. John Joye, City of Wilmington, Attorney
- Mr. Mike Kozlosky, WMPO, Executive Director
- Mr. Paul Lawler, City of Wilmington Appointee
- Ms. Laura Mortell, City of Wilmington, Budget and Research Director
- Ms. Lisa Wurtzbacher, New Hanover County, Chief Finance Officer

## **MEMBERS ABSENT**

- Mr. Woody White, New Hanover County Appointee

## **STAFF PRESENT**

- Ms. Megan Matheny, Interim Director
- Mr. Joe Mininni, Director of Finance & Administration
- Ms. Vanessa Lacer, Mobility Manager
- Mr. Cliff Rode, Paratransit Manager
- Ms. Mary Crawford, Accounting Coordinator
- Ms. Kathy Williams, Customer Service Supervisor

## **CONTRACT MANAGEMENT STAFF PRESENT**

- Mr. Matt Daniels, Contractor Maintenance Manager, First Transit
- Ms. Noel Fox, Craige and Fox PLLC, Attorney
- Mr. Bill Harned, Area Vice President, First Transit
- Ms. Dianne Jensen, Contractor General Manager, First Transit
- Mr. Jeremy Smith, Contractor Assistant General Manager, First Transit

## **GUESTS PRESENT**

- Mr. Ben Andrea, Director of Planning and Inspections, Town of Leland
- Ms. Tracie Barnhill, Citizen
- Mr. Ehren Bingaman, Principal, TransPro Consulting
- Mr. Harden Braye, Citizen
- Mr. Kristopher Browning, Project Leader, TransPro Consulting
- Mr. Bryon Dorey, Assistant Finance Director, City of Wilmington
- Ms. Emily Featherston, WECT
- Mr. Will Holmes, Citizen
- Mr. Bryan Jewell, Citizen
- Ms. Cordelia Jordan, Citizen
- Ms. Kathy King, Citizen
- Ms. Abby Lorenzo, WMPO
- Mr. Tom Pacelli, NHC Senior Resource Center
- Ms. Laura Padgett, Citizen

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Secretary - Wave Transit

Sen. Harper Peterson, North Carolina Senate  
Ms. Yozosne Riley, Citizen  
Mr. David Rhew, Executive Director, North Carolina Public Transportation Association  
Ms. Bridget Tarrant, Citizen  
Ms. Martha Wayne, Deputy Chief Finance Officer, New Hanover County

### **CALL TO ORDER**

- Chairman Coudriet called the meeting to order at 12:30 pm
- The meeting began with a moment of silence
- Mr. Coudriet recognized Mr. Lawler to lead the group in the Pledge of Allegiance

### **ROLL CALL**

- Mr. Coudriet conducted roll call with attendance confirmed by all members except for Mr. White
- He stated notification was provided by Commissioner White indicating had a court matter to tend to and may not be present for the meeting

### **APPROVAL OF MEETING AGENDA**

- Mr. Coudriet presented the July 23, 2020 meeting agenda
- Mr. Cheatham moved to approve the meeting agenda as presented
- There was a second by Mr. Lawler and the motion carried

### **APPOINTMENT OF SECRETARY**

- Mr. Coudriet recognized Ms. Matheny to provide further clarification on this item and inquired if historically this position was held by the Director
- Ms. Matheny confirmed the roles and responsibilities of Secretary and stated the position was held by the former Executive Director
- Mr. Lawler to made a motion to appoint Ms. Matheny as interim Secretary
- Ms. Mortell seconded the motion and the motion carried
- Mr. Coudriet introduced the proceeding agenda item *Update on Executive Director Search*
- Mr. Mortell stated a presentation on this agenda item will be provided by Mr. Al Ragland, HR Director for the City of Wilmington who is in transit to the meeting
- Mr. Coudriet stated if members are in consensus, this item will be held until the arrival of Mr. Ragland
- Hearing no further comments, Mr. Coudriet moved to public comment

### **PUBLIC COMMENT**

- Mr. Coudriet opened the public comment period
- Ms. Riley introduced herself as the Chief Shop Steward for the Amalgamated Transit Union (ATU) Local 1328
- She stated contract negotiations with the union are underway and will continue until an agreement is reached
- Mr. Riley confirmed three meetings have been held and they are scheduled to reconvene in September
- Ms. Riley reiterated that operators are on the front lines every day and are fearful of bringing home the virus to their loved ones
- She thanked the board and requested further consideration be granted to the union's request for front line hero appreciation pay brought forth during the May and June meetings
- Mr. Coudriet recognized Mr. Hayden Braye to provide comment
- Mr. Braye provided his name for the record and indicated he is not a regular customer of the Wave; however, he knows many people who consider this an essential route

- He stated many people like Mr. Nixon, the gentleman who attended yesterday evening's public meeting who commutes from Wilmington to Leland every day for work
- Mr. Braye stated yesterday he happened to be on the bus and saw a young woman who boarded at the hospital; she looked like she had been beaten up and was an amputee
- He stated these are the people who use this service as an essential service
- Mr. Braye stated if any of you have ever ridden the bus more than five times would understand we are talking about a community, a community of the poor
- He stated in these times it is exceptional that we have African American men who have depended on the Wave, people who have been extricated from prison, some of which he has housed, that will no longer have access to transportation
- Mr. Braye stated one of the best things to happen with the introduction of Route 204 to Brunswick County
- He stated the gentleman he hired yesterday as an electrician, formerly incarcerated, uses the bus to get to work as transportation is an essential service to many of those recently released from prison in securing and maintaining gainful employment
- He closed by stating he is unsure how negotiations went so wrong but they have
- Mr. Braye encouraged all parties to reconsider eliminating this route and tasked them with identifying route modifications so that services can continue
- Mr. Coudreit stated he believed Mr. Braye wished to speak under the next item but was provided to him for general public comment, and with Mr. Braye's permission he wished to apply those comments to the next agenda item
- Confirmation was received by Mr. Braye
- Hearing no further comments, Mr. Coudriet closed the public comment period and moved to the next item on the agenda

#### **PUBLIC HEARING ON ELIMINATION OF ROUTE 204 BRUNSWICK CONNECTOR**

- Mr. Coudriet opened the public hearing on the elimination of Route 204 Brunswick Connector
- He recognized Mr. Bryan Jewell to provide comment
- Mr. Jewel introduced himself and stated he was unsure as to why he came to the meeting today but wanted to follow in the courage of those who came before him that spoke on this issue
- Mr. Jewel spoke on behalf of the working class and stated he is a grad student at UNCW
- Mr. Jewell stated he is not a rider as he prefers to bike; however, he has utilized public transit in other cities and recognizes its importance to those who depend on it
- stated an alternative should be considered should the route be eliminated
- Ms. King stated she is not a routine rider but rode every single route a few months ago to get a sense of the system
- She stated her experience was pleasant and spoke to low ridership levels most likely due to the pandemic
- Ms. King stated she noticed the protective equipment for the drivers and signage regarding elimination of Route 204 and was compelled to ride
- She stated her recommendation would be to determine how to get Navassa, Leland and Brunswick County to contribute so services, perhaps on a revised scale as mentioned previously, can continue
- Ms. King stated there is value in continuing services in a modified capacity and requested that Brunswick County provide the financial support for services
- Hearing no further comments, Mr. Coudriet closed the public hearing
- Ms. Matheny stated three public comments were received electronically through the Authority's general e-mail account prior to the start of the meeting
- She requested they be read into the official record
- Mr. Coudriet reopened the public hearing for the elimination of Route 204 Brunswick Connector

- Ms. Matheny read comments provided by Ms. Jana Cervantes, Ms. Robyn Gantt and Ms. Bernice Fox for record
- Comments read by Authority staff are included as an attachment to the meeting minutes
- Hearing no further comments, Mr. Coudriet closed the public hearing for the elimination of Route 204 Brunswick Connector

### **CONSENT AGENDA**

- Mr. Coudriet entertained a motion to approve the consent agenda
- Mr. Cheatham made a motion to approve the July consent agenda as presented
- There was a second by Ms. Wurtzbacher and the motion carried

### **UPDATE ON THE EXECUTIVE DIRECTOR SEARCH**

- Mr. Coudriet recognized Mr. Al Ragland, City of Wilmington's HR Director to present on this item
- Mr. Ragland presented on the search process and proposed timeline for securement of Wave Transit's Executive Director
- He identified specific action items, associated timeline and party responsible
- Included in his presentation was an *ideal candidate profile*, a guide in developing the ideal candidate and a *candidate-position success profile*
- Mr. Ragland referenced a date of early November for identification and announcement of the selected candidate
- He recommended the creation of an Executive Director search committee
- Mr. Kozlosky expressed the need to fulfill the position sooner rather than later
- Mr. Joye made a motion for the creation of a search committee, comprised of three board members, for the purpose of Mr. Ragland through this process
- There was a second by Ms. Wurtzbacher and the motion carried
- Mr. Joye made a motion to appoint Mr. Lawler, Mr. Kozlosky and Ms. Wurtzbacher to the Executive Director search committee
- There was a second by Mr. Cheatham and the motion carried
- Hearing no further comments, Mr. Coudreit moved to the next item on the agenda

### **DRAFT NETWORK DESIGN REPORT**

- Mr. Cheatham recognized Mr. Kristopher Browning with TransPro to present the draft network redesign report
- Mr. Browning recognized Mr. Bingaman to present the report
- Mr. Bingaman presented an overview of the *Draft Network Design Report*
- The presentation and subsequent discussion is located at time stamp 1:01 through 2:08 of the recorded meeting found at the following link:  
<https://transcripts.gotomeeting.com/#/s/a3e5fc669fc7bc526818a6a20c5b43c66a1d61f50a58368cc8ba6205715b739b>.
- No action was taken on the recommendations continued within the draft network redesign proposal presented by TransPro Consulting
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

### **DRAFT JUNE 2020 FINANCIAL REPORT**

- Mr. Coudriet recognized Mr. Mininni to provide an update on this agenda item
- Mr. Mininni stated a draft of the fiscal year end numbers can be found on page 14 of the agenda packet
- He confirmed the Authority ended the fiscal year under budget with fund balance maintained
- Mr. Mininni noted a positive variance under operating revenues associated with fixed route contracted services for UNCW

- He stated when the 2020 budget was drafted were unsure as to whether or not UNCW would bridge the shortfall associated with concluding services in March 2020 due to COVID-19
- Mr. Mininni confirmed UNCW did cover all costs incurred as a result of concluding services earlier than anticipated
- He confirmed loans provided by the City of Wilmington and New Hanover County and reiterated that the Authority will end the year within budget and with fund balanced maintained
- Mr. Coudriet confirmed the financial report was provided for informational purposes and that no action was needed on behalf of the Board
- Mr. Fox confirmed the report as informational in purpose
- Hearing no comments, Mr. Coudriet moved to the next item on the agenda

### **OPERATIONS UPDATE**

- Mr. Coudriet recognized Ms. Matheny to provide an operational update
- Ms. Matheny confirmed ridership statistics for the month of June can be found on the *Operational Statistics Report* located on page 15 of the agenda packet
- The Authority closed the year with a 15% decrease in fixed route bus ridership a 22% increase in passenger trips for the revised Port City Trolley and a 9% increase in ridership under the UNCW Seahawk Shuttle Program
- She stated COVID 19 resulted in a loss of 32 days and 3417 service hours; however, despite this decrease, a 9% increase in ridership under the Seahawk Shuttle Program was realized
- Ms. Matheny stated prior to COVID-19, the Authority witnessed a 1% increase in fixed route bus ridership, a 47% increase in ridership under the Port City Trolley Program and a 51% increase in passenger trips under the Seahawk Shuttle Program
- She said comparative ridership statics for June, found on page 16 of the agenda packet, illustrate the impact of COVID-19 on ridership
- Ms. Matheny confirmed UNCW Seahawk Shuttle services are slated to begin on Wednesday, August 19<sup>th</sup>
- Operational and programmatic changes were made in an effort to return and transport students in the most responsible manner feasible
- Ms. Matheny noted a decline of 642 scheduled service hours for Fall 2020 as compared to Fall 2019
- Ms. Mortell inquired about finical implications associated with a decrease in service hours
- Ms. Matheny stated service hours are projected to fall below the 16,000 minimum threshold in service hours as outlined in the current contract
- She stated she will work with Ms. Fox on a contract addendum to address and recoup costs associated with the deficit as referenced
- Mr. Kozlosky inquired about the hourly cost to provide services
- Ms. Matheny deferred to Mr. Mininni on the financials
- Mr. Mininni referenced an hourly cost of roughly \$85 to operate the service
- Mr. Kozlosky inquired about the update on the Making Waves Foundation as referenced on the agenda
- Ms. Matheny provided a brief overview of the establishment and mission of the Foundation and confirmed a formal update would be provided at a future meeting
- Hearing no further comment, Mr. Coudriet moved to the next item on the agenda

### **FIRST TRANSIT & ATU 1328 COLLECTIVE BARGANING AGREEMENT UPDATE**

- Mr. Coudriet recognized Mr. Harned to provide the update
- Mr. Harned stated negotiations with the union are underway
- He stated increases were offered for year one of the contract; however, fiscal year 2020 has concluded and from an accounting perspective, the books are closed
- Mr. Harned stated offerings for year have been accounted for and applied to subsequent year

- Mr. Lawler inquired as to the percentage increase under the current budget
- Mr. Mininni stated a 3% increase is included in the FY21 budget
- Mr. Harned said negotiations are scheduled to resume virtually on September 8<sup>th</sup> and 9<sup>th</sup>
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

### **CONTRACTOR REPORT**

- Mr. Coudriet recognized Ms. Jensen to provide the report
- Ms. Jensen spoke to the safety and training initiatives implemented over the summer
- She stated a safety stand-down was held for employees in the Maintenance Department
- Ms. Jensen confirmed an OSHA certified trainer came on site to conduct the training and a forklift ROADEO proceeded the training
- She confirmed a mirror and clearance station was erected for all revenue vehicles including fixed route and paratransit
- Ms. Jensen stated the purpose of the station is to provide a visual reference for operators when departing the Maintenance and Operations Center at the start of service
- She spoke to the training initiatives underway and confirmed efforts are aimed at reducing the number of preventable and non-preventable accidents and incidents and workers comp claims for the purpose of reaching established goals
- Hearing no questions or comments, Mr. Coudriet moved to the next item on the agenda

### **NEW BUSINESS**

- None

### **OLD BUSINESS**

- None

### **ADJOURNMENT**

- Mr. Lawler made a motion to adjourn the July 23, 2020 meeting
- There was a second by Mr. Kozlosky and the motion carried

### **SCHEDULING OF NEXT MEETING**

- The next board meeting is scheduled for August 27, 2020 at 12:30 pm
- The meeting will be held remotely and in person at the Wave Transit Maintenance and Operations Center located at 1480 Castle Hayne Rd.

Respectfully Submitted,



Megan Matheny  
Interim Director  
/Kathy Williams

**ATTACHMENT A - WRITTEN COMMENTS READ ALOUD DURING THE PUBLIC HEARING ON  
ELIMINATION OF ROUTE 204 BRUNSWICK CONNECTOR**

**From: Bernice Fox**  
**Sent: Thursday, July 23, 2020 8:36 AM**  
**To: Wave Transit <[wavetransit@wavetransit.com](mailto:wavetransit@wavetransit.com)>**  
**Subject: Brunswick county connector**

I am fortunate to rarely need to use public transportation but there are many in Brunswick County not as fortunate. To remove any form of transport is wrong and most likely these people will not be heard because the meeting is in Castle Hayne or it is accessible by computer - which I am sure many do not have. I am writing to speak for some of these people. Please reconsider.

Bernice Fox  
Brunswick Forest

**From: 6024877837**  
**Sent: Thursday, July 23, 2020 11:58 AM**  
**To: Wave Transit <[wavetransit@wavetransit.com](mailto:wavetransit@wavetransit.com)>**  
**Subject:**

Wave Transit

To Who It May Concern:

I'd like to go on record as a person who uses Wave Transit services. I'm unable to drive due to disability. One of the reasons I moved to Wilmington and chose my home and location is for the access to public transportation. I'd like to see the services become more accessible allowing for locals and tourists to access more areas. I currently ride Route 204 regularly. I live in the Downtown Wilmington and take the 204 to several locations in Leland. I feel the shopping centers have more to offer in the Leland area. I have taken that route for doctor appointments, to eat at several restaurants, for hair cut and salon services, and to visit friends and family.

I'd hoped the service would expand to include evening and weekend service. I moved to North Carolina to be close to my parents. They're aging, and I am disabled, so I've appreciated the ability to use the 204 to get to their home. Often I'll take the bus to visit them and get my errands done. It's been a blessing to do so.

I am also concerned for all those I see who live in the Leland area count on this service to allow them to live independently. For those who travel between the two counties to work.

To end Rt. 204 will separate our areas and prevent us from growing together as the Cape Fear Region. Both areas are growing and need to embrace the opportunities to grow together, not separate. We need to encourage the use of the transit service, not make it less convenient and harder to use. Let the changes move us forward, not back.

I do not know if anyone cares or is listening. I feel that Brunswick County and the ending of the financial support for this system is short-sighted. Especially with the area's growth. I'm certain Brunswick has the tax base to afford their contribution.

I hope that we are heard and considered, especially in these trying times.

Thank you,  
Jana Cervantes

**From: Robyn Gantt**  
**Sent: Thursday, July 23, 2020 12:09 PM**  
**To: Wave Transit <[wavetransit@wavetransit.com](mailto:wavetransit@wavetransit.com)>**  
**Subject: Brunswick connect**

I am a disabled veteran, who relies solely on public transportation. I also work in Wilmington, which I have to catch the 204...rain sleet rain I depend on the transportation. I also have family members who also use the bus to go to work. This will be devastating to lose this service, especially during this pandemic. Please reconsider!!! Robyn Gantt