



Cape Fear Public Transportation Authority

MINUTES OF THE CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY SPECIAL MEETING October 16, 2020 Mr. Sterling Cheatham, Vice Chairman, Presiding

MEMBERS PRESENT

- 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. Chris Coudriet, Chairman, New Hanover County Manager
- Mr. Woody White, New Hanover County Board of Commissioners Appointee

STAFF PRESENT

- Ms. Megan Matheny, Interim Director
- Mr. Joe Mininni, Director of Finance & Administration
- Ms. Vanessa Lacer, Mobility Manager

CONTRACT MANAGEMENT STAFF PRESENT

- Ms. Noel Fox, Craige and Fox PLLC, Attorney

GUESTS PRESENT

None

CALL TO ORDER

- In the absence of Chairman Coudriet, Vice Chairman Cheatham called the meeting to order at 12:35 pm

DISCUSSION AND ACTION ON UNCW CONTRACT

- Mr. Chatham recognized Ms. Matheny to introduce the addendum to the contract with UNCW for transportation services
- Ms. Matheny stated per the report introducing this item, the Authority worked in consultation with partners at UNCW to scale transportation services to meet a revised demand for FY21, the third and final year under the current agreement
- She confirmed revisions to UNCW operations implemented in response to the COVID-19 health crisis resulted in a need to scale transportation services to meet a revised demand
- The revised operational schedule and contract addendum reflects a 32% decrease in service levels to 9,200 hours and the associated fee schedule
- She stated the rates outlined in the fee schedule captures the Authority's cost in providing service
- Ms. Matheny confirmed a zero net financial impact to the Authority for implementation of the revised operational schedule as presented

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Secretary - Wave Transit

- She stated concurrence from legal counsel for both parties was received and deferred to Ms. Fox for comment
- Ms. Fox stated she worked in close collaboration with UNCW's legal counsel; the language included in the finalized draft has been vetted and approved by both parties
- Hearing no further comments, Mr. Cheatham entertained a motion for approval of the addendum as presented
- Ms. Mortell moved to approve the contract addendum as presented
- There was a second by Mr. Lawler and the motion carried
- Hearing no further comments, Mr. Cheatham moved to the next item on the agenda

CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(6)

- Mr. Cheatham entertained a motion to move into closed session pursuant to NCGS 143-318.11(6)
- Mr. Kozlosky moved to enter into closed session pursuant to NCGS 143-318.11(6)
- There was a second by Ms. Mortell and the motion carried

ADJOURNMENT

- Absent objection from the Board, Vice Chairman Cheatham moved to recess the meeting to 11:00 am on Thursday, October 22, 2020

Respectfully Submitted,



Megan Matheny
Interim Director