



Cape Fear Public Transportation Authority

MINUTES OF THE CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING October 22, 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
- Mr. Woody White, New Hanover County Board of Commissioners Appointee
- Ms. Lisa Wurtzbacher, New Hanover County, Chief Finance Officer

MEMBERS ABSENT

None

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. Kristopher Browning, Project Leader, TransPro Consulting
- Mr. Bryon Dorey, Assistant Finance Director, City of Wilmington
- Ms. Abby Lorenzo, WMPO
- Mr. Tom Pacelli, NHC Senior Resource Center
- Ms. Laura Padgett, Citizen
- Ms. Yozosne Riley, Citizen
- Ms. Martha Wayne, Deputy Chief Finance Officer, New Hanover County

CALL TO ORDER

- Chairman Coudriet called the meeting to order at 1:41 pm
- The meeting began with a moment of silence followed by the reciting of the Pledge of Allegiance

ROLL CALL

- Mr. Coudriet conducted roll call with attendance confirmed by all members

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Secretary - Wave Transit

APPROVAL OF MEETING AGENDA

- Mr. Coudriet presented the October 22, 2020 meeting agenda for approval
- He made a motion to revise the agenda moving item #9 *Discussion on System Redesign Proposal* to after item # 6 *Public Comment Period* and removing the Executive Director search update from item #8 *Reports*
- There was a second by Mr. Cheatham and the motion carried
- Hearing no comments, Mr. Coudriet moved to the next item on the agenda

PUBLIC COMMENT

- Mr. Coudriet opened the public comment period and recognized Ms. Yozosne Riley
- Ms. Riley introduced herself as the Chief Shop Steward for the local ATU and stated her address for the record
- She thanked the board for working with the bargaining unit and for approval of hazard pay within contract negotiations
- Ms. Riley stated eliminating routes prematurely will hurt and elimination of the trolley should be reconsidered
- She said operators are concerned over the proposed reductions and the impact this will have on jobs, hers included
- Ms. Riley stated hopefully Wave Transit, in working with the county and other entities, will not experience any route reductions
- She asked the board to take a nice long look before making any decisions regarding route changes
- Ms. Riley stated contract negotiations went well and thanked the board for their time
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

DISCUSSION ON SYSTEM REDESIGN PROPOSAL

- Mr. Coudriet recognized Mr. Kristopher Browning with TransPro Consulting to provide an overview of the proposed network redesign and recommendations contained within
- Mr. Browning presented a finalized draft of the network redesign proposal
- The presentation, subsequent discussion and action can be found beginning at time stamp and ending at time stamp 4:10 and ending at time stamp 1:29 of the recorded meeting at the following link:
<https://transcripts.gotomeeting.com/#/s/5b6fc17379b5555e6778c5ff6f2edb6904ed7341a0de64f31acffa8ae8c4b0a7>.
- Mr. Kozlosky made a motion to accept Transpro's recommendation as a framework for a future public transportation system that includes on-demand service, and we instruct staff to then proceed with working toward the implantation and by that instruct staff to go out and ground truth the routes, perform public engagement, perform a Title VI analysis if required and any other necessary items
- Mr. Coudriet stated to be effective on July 1, 2021 referencing the revised framework
- Mr. Kozlosky confirmed
- Ms. Wurtzbacher stated as a point of clarification, we are talking about what we called the base model or the core set of routes
- Mr. Cheatham inquired as to the alternative route options and modifications referenced in the recommendation
- Mr. Coudriet stated if we accept TransPro's recommendation, and I think Mr. Browning was very clear as to what they are recommending, to include an alternative, and the only alternative we approved to accept at this point is an on-demand item, then we will look at bolting on other features if, in fact, there is the capacity to do the every other hour or three times per day Carolina Beach to Monkey Junction route
- The additional services, as referenced, are not included in the base recommendation

- Mr. Coudriet stated he did not want to misrepresent and deferred to Mr. Browning for clarification
- Mr. Browning stated TransPro's base recommendation was focused on the eight routes and a recommendation for some type of on-demand service for areas that are not slated for but currently served today
- The other options initially present are not included as part of the main recommendation but are still options
- Mr. Browning cited the trolley, an extension on one route and the triangle route serving the Mayfaire area as potential options
- Mr. Coudriet stated if there are things such as the trolley modifications we wish to include as part of the framework, then let us do that
- Mr. Lawler stated the recommendation is for the fixed routes as referenced in the proposal, plus the on-demand service as included in the motion
- Mr. White called the question stating the motion on the floor is the only recommendation he is able to support
- Mr. Coudriet confirmed there is a motion and a second
- Hearing no further discussion, Mr. Coudriet called to vote the motion as presented by Mr. Kozlosky and seconded by Commissioner White
- The motion carried five (5) to four (4) with Mr. Kozlosky, Mr. White, Mr. Coudriet, Ms. Wurtzbacher, Mr. Burpeau in favor and Vice Chairman Cheatham, Ms. Mortell, Mr. Lawler and Mr. Joye opposed
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

CONSENT AGENDA

- Mr. Coudriet entertained a motion to approve the consent agenda
- Mr. Lawler made a motion to approve the October 22, 2020 consent agenda as presented
- There was a second by Mr. Burpeau and the motion carried

REPORTS

- Mr. Coudriet recognized Mr. Joye for an update on governance structure
- Mr. Joye stated he meet with Mr. Kozlosky, Mr. Burpeau met to discuss the various options available
- He stated he will provide via e-mail a breakdown of these options
- Mr. Joye stated based on their view the only viable option is Article 125 of Chapter 16(a) which is a public transportation authority
- A regional public transportation authority which is Article 126, requires participation of at least three counties, so this option is statutorily unavailable
- He stated working under the Article 125 structure, the three of us intend to present to the board in November or December, a draft that will work under three different visions or goals
- Mr. Joye referenced the first guidepost as an option in which members can be added under a set procedure, meaning if a neighbor wishes to be added in, we have the option of dosing so without restructuring the authority
- He stated we also intend to work into the structure that if someone is to become a member that they have a set mechanism for financial support
- Mr. Joye stated finally, the structure is one in which representation on the board is not done by appointment but rather by identified position
- He confirmed the above referenced as the guideposts to a revised governance structure included in the rough draft which will be presented to the board as referenced
- Hearing no further comments, Mr. Coudriet recognized Ms. Mortell for a funding model update
- Ms. Mortell confirmed no changes or additions since the funding model as presented
- Mr. Coudriet stated included on the upcoming agenda will be a more detailed discussion on this item

- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

SEPTEMBER 2020 FINANCIAL REPORT

- Mr. Coudriet recognized Mr. Mininni to provide an update on the September financials
- Mr. Mininni stated the financial report is located on page 10 of the agenda packet
- He confirmed operating subsidies and expenses are within adopted budget levels
- Mr. Mininni stated a budget amendment for use of additional *Cares Act* funding is anticipated as we draw closer to the conclusion of the fiscal year
- Hearing no comments, Mr. Coudriet moved to the next item on the agenda

STAFF REPORT

- Mr. Coudriet recognized Ms. Matheny to provide an update on operations
- Ms. Matheny said the Authority has witnessed a 33% decrease in ridership as compared to September 2019
- She confirmed arrival of the permanent protective safety barriers for the Gillig buses
- Staff is mitigating a safety concern regarding glare brought forth by operators
- Ms. Matheny stated the protective equipment, with safety concern issue remediated, will be installed in short order
- She stated staff is making a formal recommendation for the Authority to return to revenue service and reopen facilities to the public effective Monday, November 16, 2020
- Mr. Coudriet stated absent objection from the board, staff may proceed with the recommendation as stated
- Ms. Matheny stated research efforts on an on-demand service delivery model are ongoing
- She entertained questions and noted that Ms. Lacer is scheduled to provide an update on the WaveConnect Program

WAVECONNECT PROGRAM UPDATE

- Mr. Coudriet recognized Ms. Lacer for an update on this item
- Ms. Lacer provided an update on the 2021 Locally Coordinated Transportation Plan (LCP) update and associated timeline
- She confirmed the planning document is required by the Federal Transportation Administration (FTA) for securement of *5310 Enhanced Mobility of Seniors and Individuals with Disabilities* formula funding
- Ms. Lacer confirmed that federal funds, as referenced, supports the WaveConnect Program which serves older adults, individuals with disabilities, Veterans, and the public
- She stated the LCP identifies transportation needs for older adults and individuals with disabilities in our region and must undergo updates every four years
- Ms. Lacer referenced milestone activities and associated timeframe for plan updates including public input process and plan creation, review, and adoption
- She confirmed adoption of the revised LCP by the WMPO's TAC and the Authority board is slated for April 2021
- Hearing no further comment, Mr. Coudriet moved to the next item on the agenda

FIRST TRANSIT & ATU 1328 COLLECTIVE BARGAINING AGREEMENT UPDATE

- Mr. Coudriet recognized Mr. Harned to provide the update
- Mr. Harned confirmed negotiations have concluded with execution of a three-year agreement
- He thanked the board for providing the resources necessary to secure an agreement and confirmed he one-time hazard payment for front line employees will be issued under the current pay cycle
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

CONTRACTOR REPORT

- Mr. Coudriet, in the absence of Ms. Jensen, recognized Mr. Jeramy Smith to provide the report
- Mr. Smith provided an amended September report
- Mr. Kozlosky asked how to track on time performance
- Ms. Matheny stated that the current equipment is outdated and would like to implement new equipment next year
- Hearing no questions or comments, Mr. Coudriet moved to the next item on the agenda

NEW BUSINESS

- Mr. Coudriet requested staff include an item on the November agenda for further discussion on governance, funding, and planning efforts regarding the revised system network
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

OLD BUSINESS

- None

ADJOURNMENT

- Chairman Coudriet made a motion to adjourn the October 22, 2020 meeting
- There was a second by Mr. Cheatham and the motion carried

SCHEDULING OF NEXT MEETING

- The next board meeting is scheduled for November 19, 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