



# Cape Fear Public Transportation Authority

**MINUTES OF THE  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING  
November 19, 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**

M. Kristopher Browning, Project Leader, Transpro Consulting  
Ms. Gronna Jones, Transit Manager, City of Wilson  
Ms. Katie Jurenka, Project Analyst, Transpro Consulting  
Mr. Rodger Lentz, Chief Planning and Development Officer, City of Wilson  
Ms. Jessica Loeper, Chief Communications Officer, New Hanover County  
Mr. Kevin Maurer, Citizen  
Mr. Tom Pacelli, NHC Senior Resource Center  
Ms. Laura Padgett, Citizen  
Mr. David Rhew, Executive Director, North Carolina Public Transportation Association  
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. Kozlosky to lead the group in the Pledge of Allegiance

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

## **ROLL CALL**

- Mr. Coudriet conducted roll call with attendance confirmed by all members except for Commissioner White who was not present

## **APPROVAL OF MEETING AGENDA**

- Mr. Coudriet presented the November 19, 2020 meeting agenda
- He requested item #9 *Discussion on funding model* and subsequently item #10 *Governance structure update* be placed before item #8 *Research efforts on system redesign framework* as Ms. Wurtzbacher has a county commitment and will need to leave the meeting early
- Mr. Cheatham made a motion accept the meeting agenda with the revision noted by the Chairman
- There was a second by Ms. Mortell and the motion carried

## **PUBLIC COMMENT**

- Mr. Coudriet opened the public comment period
- He stated the Authority received one written comment submitted by Ms. Sylvia Schwartz which will be read into the public record
- The public comment submitted by Ms. Schwartz and read into the public record is attached to the meeting minutes
- Mr. Coudriet recognized Mr. Rhew to provide comment
- Mr. Rhew introduced himself as the Executive Director for the North Carolina Public Transportation Association (NCPTA) and stated his address for the record
- He stated he elected to wait until the transition of the revised Board of Directors and new leadership was underway before announcing publicly, the Association's full support for a very strong Wave Transit
- Mr. Rhew confirmed Wave Transit as a longstanding member and partner of the NCPTA with Ms. Matheny currently serving on the Association's Board of Directors
- He confirmed continued partnership of Wave Transit and all 89 plus member agencies is of greatest importance
- Mr. Rhew stated advocacy efforts for the restoration of SMAP (State Maintenance Assistance Program) funding remains top priority for NCPTA's Legislative Committee
- He spoke highly of Ms. Parker, a former NCPTA Board member, and confirmed his excitement about the new leadership
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

## **CONSENT AGENDA**

- Mr. Coudriet entertained a motion for approval of the November 2020 consent agenda
- Mr. Kozlosky requested item #4 *Approval of Title VI Program Update* be pulled from the agenda for further clarification and discussion
- Ms. Mortell requested item #3 *Approval of contract with House of Raeford for vanpooling services* be pulled for discussion
- Ms. Wurtzbacher made a motion to approve items 1 and 2 of the November 2020 consent agenda
- There was a second by Mr. Kozlosky
- Mr. Cheatham offered a point of clarification on item #2 *Minutes from the October 22, 2020 regular meeting*
- Mr. Coudriet stated as a point of clarification, he wants to ensure the minutes reflect the intent when the board acted on the framework at the last meeting, it also included support of the seasonal aspect of the trolley
- He stated the intent appears to be reflective in the meeting minutes as referenced by Mr. Cheatham

- Hearing no further discussion, Mr. Coudriet called the vote and the motion carried with all in favor
- Mr. Coudriet requested further discussion surrounding items 3 and 4 be tabled until after the funding and governance structure updates
- Hearing no objections or further comments, Mr. Coudriet moved to the next item on the agenda

#### **DISCUSSION ON FUNDING MODEL**

- Mr. Coudriet stated Ms. Wurtzbacher and Ms. Mortell have been working on the funding model update and confirmed Ms. Wayne will be illustrating the accompanying financials referenced in the report
- He recognized Ms. Wurtzbacher to provide the update
- Ms. Wurtzbacher's presentation and subsequent discussion can be found beginning at time stamp 8:21 and concluding at 57:47 of the following link:  
<https://transcripts.gotomeeting.com/#/s/fe796977b340a5d164cf69ba35162836bde1f8cd4bb932635bfaa53f813f3a74>.
- Ms. Wurtzbacher stated that options presented will be available to the board following the meeting
- No action was taken on behalf of the board
- Hearing no comments, Mr. Coudriet moved to the next item on the

#### **GOVERNANCE STRUCTURE UPDATE**

- Mr. Coudriet recognized Mr. Joye to present the governance structure update
- Mr. Joye said he has been working diligently with Mr. Kozlosky and Mr. Burpeau and they identified only one viable option for operating a public transportation authority under Article 25 if the Authority is to remain an independent legal entity
- He stated the memo disseminated to the board in advance of the meeting illustrates some of the key aspects of what can be done to restructure the interlocal agreement so it will be easy to add additional local governments should they wish to join
- Mr. Joye requested the board review the memo for glaring errors or issues so a finalized draft can be presented for approval
- He stated Article 25 allows the agency to be an independent legal authority and is set up to have joint participation
- Mr. Joye said the board must come to some consensus on the revenue structure before a governance structure can be nailed down
- Mr. Coudriet asked on the next agenda, for the board to reach consensus on the forms of revenue they want to see and to continue the discussion until a consensus has been reached
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

#### **CONTINUED DISCUSSION ON CONSENT AGENDA ITEMS 3 & 4**

- Mr. Coudriet opened consent agenda item #3 *Approval of contract with House of Raeford for vanpooling services* for discussion
- Ms. Mortell asked how many vanpool contracts are currently open and requested confirmation on the cost per mile
- Ms. Matheny stated the active contracts under the WavePool Program concluded August 2020
- She confirmed the rate outlined in the agreement is \$0.42 per mile
- Ms. Mortell asked if the rate includes the fully allocated cost of providing service
- Ms. Matheny confirmed the rate reflects the fully allocated cost as referenced
- Mr. Kozlosky made a motion to approve item #3 of the consent agenda
- There was a second by Ms. Mortell and the motion carried
- Mr. Kozlosky asked about the 2005-2009 American Community Survey Data referenced as a source in the Title VI Program update
- Ms. Matheny confirmed this as a typo and should read 2019 as the date of reference

- Mr. Kozlosky asked if minority representation on the Making Waves Foundation Board of Directors should be referenced in *Section 6.6 Minority Representation on Governing Body and Committees* of the program
- Ms. Matheny referenced the Making Waves Foundation is an independent, 501(c)3; however, board members are appointed by the Authority
- She stated minority representation is of consideration when soliciting candidates to serve on the Foundation board
- Mr. Kozlosky inquired as to how on-time performance, referenced in *Section 9.4 Service Access/Availability*, is tracked
- Ms. Matheny stated the revised Automatic Vehicle Location (AVL) equipment and web-based software platform pursued by the Authority will increase the reliability and accuracy of on-time performance data
- Mr. Kozlosky made a recommendation to table this item until the December 2020 meeting
- Ms. Matheny stated the Authority's Title VI Program will sunset on November 30, 2020
- She recommended approval of the update with the revisions noted so staff may proceed with submittal to the Federal Transportation Administration (FTA)
- Mr. Kozlosky made a motion to approve item 4 of the consent agenda with the revisions referenced
- There was a second by Mr. Joye and the motion carried
- Hearing no further comments, Mr. Coudriet moved to the next item on the

#### **RESEARCH EFFORTS ON SYSTEM REDESIGN FRAMEWORK**

- Mr. Coudriet recognized Ms. Matheny to present the system redesign framework
- Ms. Matheny introduced Mr. Rodger Lentz, Chief Planning and Development Officer for the City of Wilson and Ms. Gronna Jones, Transit Administrator for the City of Wilson to present on the Microtransit project implemented by the City of Wilson
- Mr. Lentz provided an overview of *RIDE*, a new Microtransit service replacing the City of Wilson's fixed-route bus and on-demand transit system, launched September 2020
- Mr. Lentz's presentation and subsequent discussion can be found beginning at time stamp 1:30 and concluding at time stamp 2:00 at the following link:  
<https://transcripts.gotomeeting.com/#/s/fe796977b340a5d164cf69ba35162836bde1f8cd4bb932635bfaa53f813f3a74>
- Ms. Matheny stated that staff was charged with conducting a feasibility study on the route modifications included in the framework proposal approved by the board during the October 22, 2020 meeting
- She stated staff was also charged with establishing a timeline of action items for an implementation of the proposal effective July 1, 2020
- Ms. Matheny presented a draft timeline for implementation of the revised system network as approved
- A copy of the presentation and subsequent discussion can be found beginning at time stamp 2:00 at the following link:  
<https://transcripts.gotomeeting.com/#/s/fe796977b340a5d164cf69ba35162836bde1f8cd4bb932635bfaa53f813f3a74>
- Mr. Coudriet stated during the December meeting, the board must begin to come to consensus regarding what funding sources and what new routes will be included for implementation
- Mr. Joye stated that staff has a big job to do and he recommends that they not eliminate any routes, but are free to vary the routes if modifications are needed to ensure feasibility of a route and report back to the board as to these modifications
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

#### **OCTOBER 2020 FINANCIAL REPORT**

- Mr. Coudriet recognized Mr. Mininni to provide an update on this agenda item

- Mr. Mininni stated that the operating revenues remain below adopted levels due, in part, to the suspension of fare collection
- He stated federal subsidies are moving ahead of schedule and will help make up for shortfalls in operating revenues
- Mr. Mininni confirmed operating expenses remain within adopted budget levels
- He concluded his report before entertaining questions
- Hearing no questions or comments, Mr. Coudriet moved to the next item on the agenda

#### **STAFF REPORT**

- Mr. Coudriet recognized Ms. Matheny to provide an operational update
- Ms. Matheny confirmed the Authority returned to revenue service and reopened both transfer stations on Monday, November 16<sup>th</sup>
- She said the Authority has witnessed an 11% in fixed-route ridership and a positive impact on loitering since the implementation of the activities as referenced
- Ms. Matheny a one-year walkthrough of Padgett Station is scheduled with Monteith, the general contractor, as we approach our one-year occupancy of the facility
- She stated the site visit component of the FTA Triannual Review will occur remotely and is anticipated for January or February 2021
- Hearing no questions or comments, Mr. Coudriet moved to the next item on the agenda

#### **CONTRACTOR REPORT**

- Mr. Coudriet recognized Mr. Smith to present the report in Ms. Jensen's absence
- Mr. Smith confirmed operator overtime is trending in a positive direction
- He reported the two preventable accidents recorded for November as minor
- Hearing no questions or comments, Mr. Coudriet moved to the next item on the agenda

#### **NEW BUSINESS**

- Mr. Coudriet requested staff include a discussion on funding and governance and an update on planning efforts associated with the revised network on the December 2020 meeting agenda

#### **OLD BUSINESS**

- None

#### **ADJOURNMENT**

- Mr. Coudriet made a motion to adjourn the November 17, 2020 meeting
- There was a second by Mr. Joye and the motion carried

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

- The next board meeting is scheduled for December 17, 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  
Deputy Director  
/Kathy Williams