



# Cape Fear Public Transportation Authority

## MINUTES OF THE CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING

December 17, 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. Martha Wayne, Deputy Chief Finance Officer, New Hanover County

### MEMBERS ABSENT

- Ms. Lisa Wurtzbacher, New Hanover County, Chief Finance Officer
- Mr. Woody White, New Hanover County Appointee

### STAFF PRESENT

- Ms. Marie Parker, 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. 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

### GUESTS PRESENT

- Mr. Kristopher Browning, Transpro Consulting
- Mr. Eric Gallmam, Citizen
- Ms. Haley Lloyd, Citizen
- Ms. Abby Lorenzo, WMPO, Deputy Director
- Mr. Dorian Miller, Citizen
- Mr. Tom Pacelli, NHC Senior Resource Center
- Mr. David Rhew, North Carolina Public Transportation Association (NCPTA), Executive Director

### 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

CERTIFIED TO BE A TRUE COPY

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Secretary - Wave Transit

## **ROLL CALL**

- Mr. Coudriet conducted roll call with all members confirmed as present except Ms. Wurtzbacher and Mr. White
- He confirmed Ms. Martha Wayne as present on behalf of Ms. Wurtzbacher
- Mr. Coudriet stated Mr. White continues to serve until a reappointment is made by the Commission
- He stated the Commission is scheduled to meet on January 19, 2021

## **APPROVAL OF MEETING AGENDA**

- Mr. Coudriet presented the December 17, 2020 meeting agenda
- Mr. Kozlosky made a motion accept the meeting agenda as presented
- There was a second by Ms. Mortell and Mr. Lawler and the motion carried by roll call vote

## **EXECUTIVE DIRECTOR RECOGNITION AND WELCOME**

- Mr. Coudriet recognized and welcomed Ms. Marie Parker to her first board meeting as Executive Director
- He stated they have been eagerly awaiting her arrival; there are big plans, hopes and expectations for her
- Mr. Coudriet pledged support by confirming every Board member is available if/as needed
- Ms. Parker thanked the Board for the warm welcome and stated she is excited to be here
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

## **PUBLIC COMMENT**

- Mr. Coudriet opened the public comment period
- He deferred to staff to confirm comments received or members of the public who might be signed up to speak
- Ms. Matheny confirmed no members of the public signed up to provide comment
- Hearing no comments, Mr. Coudriet closed the public comment period and moved to the next item on the agenda

## **CONSENT AGENDA**

- Mr. Coudriet entertained a motion to approve the consent agenda
- Ms. Fox requested an amendment to item #1, *Approval of Minutes from the November 10, 2020 Special Meeting* as she was not present at the meeting
- Mr. Kozlosky made a motion to approve the consent agenda from the revised agenda packet, inclusive of substitute minutes addressing the discrepancy to item #1, disseminated to the Board on December 16<sup>th</sup>
- Ms. Fox stated she was not in receipt of the revised agenda packet
- Mr. Kozlosky confirmed this was corrected and other changes included in the revised minutes
- Mr. Joye requested to make a substitute motion to the approval of the meeting minutes due to a typo of the word "Chair" on page 5, bullet 4
- Mr. Joye made a substitute motion to approve the meeting minutes provided to the board on December 16<sup>th</sup> with correction of the error noted on page five, fourth bullet, the misspelling of the word "Chair"
- Mr. Lawler confirmed he was not in receipt of the revised minutes
- Ms. Matheny stated Ms. Lawler was included on the correspondence; however, Ms. Fox was not
- She stated a copy of the revised agenda packet would be provided to both parties
- Mr. Coudriet stated as a courtesy to Mr. Lawler, he would recommend this item be tabled until Mr. Lawler has an opportunity to review
- Mr. Coudriet confirmed Mr. Joye's substitute motion on the floor and stated he will look for a second and a vote when Mr. Lawler has had an opportunity to review the revised materials

## **GOVERNANCE STRUCTURE UPDATE**

- Mr. Coudriet recognized Mr. Joye to present an update on the governance structure
- Mr. Joye said discussions at the city regarding legislative initiative to expand its authority to access the vehicle registration taxes are underway
- He stated he is hopeful he will have an update for the Board during the January meeting
- Hearing no comments or questions, Mr. Coudriet moved to the next item on the agenda

## **FUNDING MODEL UPDATE**

- Mr. Coudriet recognized Ms. Mortell to present an update on the funding model
- Ms. Mortell recognized Ms. Wayne to provide the update
- Ms. Wayne stated additional funding models were incorporated into the spreadsheet in response to requests received from members of the Board
- She confirmed additional options include a sales tax and the application of various percentages to the property tax option
- Ms. Wayne stated a copy of the spreadsheet will be disseminated for review following the meeting.
- Ms. Wayne's update and subsequent discussion on this item can be found beginning at time stamp 19:11 thru 29:20 of the recorded meeting (<https://transcripts.gotomeeting.com/#/s/862aa43c5830edcca28a49b9b8d271dd81e9cad5446c04f30dce8f34a5804f8d>).
- No action was taken
- Mr. Coudriet moved to the next item on the agenda following discussion

## **STAFF REPORT**

- Mr. Coudriet recognized Ms. Matheny to provide the staff report
- Ms. Matheny presented on the findings from the feasibility testing conducted on the routes included in the system network redesign
- She confirmed six of the eight fixed routes are feasible as presented; however, further analysis is required for two routes
- Ms. Matheny expressed concerns with the length and frequency for newly established Route 212 Wrightsville/Oleander
- She confirmed the frequency at 40 minutes, posing a challenge for customers wishing to transfer at the at transfer stations
- Ms. Matheny stated a feasible turnaround point at the end of the line on Route 210 South 17<sup>th</sup> St. is needed
- Mr. Lawler asked Ms. Matheny if the new routes have been tested
- Ms. Matheny confirmed feasibility testing, utilizing a bus, has been conducted multiple times, on all routes included in the revised framework
- Mr. Lawler inquired about the timing on Route 108 Market St. as the route appeared to have some additional time
- Ms. Matheny confirmed the route to be too long to operate on a 30-minute frequency and will need to operate on a 60-minute frequency
- She confirmed layover points are built into the schedule to ensure adherence with a 60-minute frequency
- Mr. Lawler stated layover points along the route could negatively impact the quality of service and requested staff reconsider building in delays to maintain scheduling
- Mr. Joye sated this is common practice in transit and stated he is confident Ms. Parker and staff will identify ways to address inefficiencies in routing
- Mr. Kozlosky requested staff identify layover points that do not negatively impact the flow of traffic on major arterials

- Ms. Matheny stated this recommendation will be applied as schedules are built
- She confirmed research efforts into the Microtransit service delivery model are ongoing and stated meetings with service delivery providers are scheduled for the coming weeks
- Hearing no further comments, Mr. Coudriet moved to the next item on the agenda

#### **NOVEMBER 2020 FINANCIAL REPORT**

- Mr. Coudriet recognized Mr. Mininni to provide an update on this agenda item
- Mr. Mininni stated the FY20 financial audit remains in draft format as the auditors are awaiting guidance from the Office of Management Budget regarding audit of the Cares Act funding
- He confirmed the draft report reflects a clean opinion and projected presentation of the final audit to occur at the January meeting
- Mr. Mininni noted a variance of 19% in operating revenues
- He confirmed offsets on the expense side will be realized due to the reduction in UNCW Seahawk Shuttle and Paratransit services offered in response to a decrease in demand
- Mr. Mininni said the Authority returned to revenue service mid-month, so farebox activity and pass sales will be included in December's update
- Mr. Mininni confirmed local subsidies are within adopted budget levels as all partners have fully funded their commitment for the fiscal year
- Hearing no comments, Mr. Coudriet moved to the next item on the agenda

#### **CONTRACTOR REPORT**

- Mr. Coudriet recognized Mr. Harned to give the report
- Mr. Harned confirmed General Manager, Dianne Jensen, has accepted a position with a transit agency in Charleston and will be departing early next calendar year
- He confirmed recruitment efforts to fill the Assistant General Manager and General Manager positions are ongoing
- Mr. Coudriet recognized Ms. Jensen to present the report
- Ms. Jensen confirmed operator overtime has trended in a positive direction; however, she does not expect this trend to continue as we approach the holidays
- She confirmed November has been focused on driver and passenger safety and preparations for the resumption of UNCW Seahawk Shuttle service in January are currently underway
- Mr. Coudriet congratulated Ms. Jensen on her new journey
- Ms. Jensen thanked the Board and wished everyone a safe and happy holiday
- Hearing no questions or comments, Mr. Coudriet moved to the next item on the agenda

#### **EXECUTIVE DIRECTOR BRIEFING**

- Mr. Coudriet recognized Ms. Parker to provide the Executive Director update
- Ms. Parker provided a brief introduction and stated again she is pleased to be here
- She said she has learned a significant amount since her arrival and has relied heavily on staff during this transition
- Ms. Parker confirmed she has identified areas of opportunity for improvement that can be pursued as we move into the future
- She stated the management agreement with Frist Transit is slated to expire on June 30th, and the Authority will need to redraft and post the solicitation and award a contract to be implemented by July 1, 2021
- In addition to activities required in preparation for the sunset of the current management agreement, a proposal and award for the Microtransit service delivery model adopted must also be pursued
- Ms. Parker requested the Board entertain a revision to the implementation date for the system network redesign from July 1, 2021 to August 15, 2021 when UNCW Seahawk Shuttle services resume

- She has confirmed this extension is needed in order to properly vet the service providers and ensure the adopted service changes are implemented in the most responsible manner
- Mr. Coudriet said that personally, he finds Ms. Parker's proposal to be fair and in step with sound management
- Mr. Joye stated he applauds this ask from Ms. Parker
- Mr. Kozlosky made a motion to move the go live date for the route restructuring to August 15, 2021 per the request of the Executive Director
- There was a second by Ms. Mortell and the motion passed unanimously through roll call vote
- Mr. Coudriet thanked Ms. Parker for joining the team and helping to lead into a new frontier of public transportation across Wilmington and New Hanover County

### **OLD/NEW BUSINESS**

- Mr. Coudriet stated he was unsure if classified as old or new business but stated Mr. Joye was prepared to make a substitute motion to Mr. Kozlosky's motion to approve the consent agenda
- Mr. Coudriet confirmed Mr. Lawler has had an opportunity review and is comfortable with the meeting minutes included in the revised agenda packet issued December 16<sup>th</sup>
- Mr. Coudriet recognized Mr. Joye to restate his substitute motion to Mr. Kozlosky's motion
- Mr. Joye stated the substitute motion is that we approve the minutes provided in the revised agenda packet, with address of the type noted on page 5, fourth bullet, provided to the Board yesterday, December 16<sup>th</sup>
- There was a second by Ms. Mortell and the motion carried unanimously by roll call vote
- Ms. Mortell inquired about the FY21 meeting schedule
- Ms. Fox asked if there was going to be any change to the day and time
- Mr. Joye recommended the Board proceed with the January 28<sup>th</sup> meeting and requested staff provide a schedule for the entire year to be adopted at that meeting
- Mr. Kozlosky stated a meeting schedule was adopted by the Board in June or July
- Ms. Matheny confirmed the FY21 meeting schedule was adopted by the Board at the conclusion of last fiscal year
- Mr. Cheatham made a motion to reset the January 28<sup>th</sup> meeting to begin at 12:00 pm
- There was a second by Mr. Lawler and the motion carried unanimously by roll call vote
- Mr. Cheatham stated that they need to identify the actual transfer of the Chair and Vice-chair responsibilities
- Mr. Coudriet stated staff will arrange the transfers consistent with the resolution
- He confirmed during the January 2021 meeting, Mr. Cheatham will be identified as Chair
- Mr. Joye stated per the Interlocal Agreement, the desires of the County Commission and the City Council, and pursuant to state law, the Board will need to take a vote, affirming the Chair in electing the Vice-Chair
- He stated he will defer to Ms. Fox; however, he believes it is Article 25 that states this Board elects is Chair and Vice-Chair
- Ms. Fox stated we will take a look at it and put it on the agenda for the Board's consideration
- Hearing no further questions or comments, Mr. Coudriet entertained a motion to adjourn

### **ADJOURNMENT**

- Mr. Lawler made a motion to adjourn the December 17, 2020 meeting
- There was a second by Mr. Cheatham and the motion carried

### **SCHEDULING OF NEXT MEETING**

- The next board meeting is scheduled for January 28, 2021 at 12:00 pm
- The meeting will be held remotely

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'MM' with a flourish underneath.

Megan Matheny  
Interim Director  
/Kathy Williams