



Cape Fear Public Transportation Authority

MINUTES OF THE CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING April 22, 2021 Mr. Sterling Cheatham, Chairman, Presiding

MEMBERS PRESENT

- Mr. Sterling Cheatham, Chairman, City of Wilmington Manager
- Mr. Chris Coudriet, Vice Chairman, New Hanover County Manager
- Mr. Kemp Burpeau, New Hanover County, Attorney
- Ms. Deb Hays, New Hanover County Commissioner
- Mr. 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

None

STAFF PRESENT

- Ms. Marie Parker, Executive Director
- Ms. Megan Matheny, Interim Director
- Mr. Joe Mininni, Director of Finance & Administration
- Ms. Mary Crawford, Accounting Coordinator
- Ms. Vanessa Lacer, Mobility Manager
- Mr. Cliff Rode, Paratransit Manager

CONTRACT MANAGEMENT STAFF PRESENT

- Mr. Matthew McBride, General Manager, First Transit
- Ms. Noel Fox, Craige and Fox PLLC, Attorney
- Mr. Bill Harned, Area Vice President, First Transit

GUESTS PRESENT

- Mr. Ben Andrea, Planning and Inspections Director, Town of Leland
- Mr. Fredrick Demask, Citizen
- Mr. Tony Caudle, Deputy Director, City of Wilmington
- Mr. Terrence Dewberry, President, Amalgamated Transit Union (ATU) 1328
- Ms. Sharon Hankins Johnson, Citizen
- Ms. Abigail Lorenzo, Deputy Director, WMPO
- Mr. Tom Pacelli, Transportation Program Coordinator, NHC Senior Resource Center
- Ms. Yzosne Riley, Citizen
- Ms. Irma Tate, Citizen

CALL TO ORDER

- Chairman Cheatham called the meeting to order at 12:31 pm
- The meeting began with a moment of silence

ROLL CALL

- Mr. Cheatham conducted virtual roll call with all members confirmed as present

CERTIFIED TO BE A TRUE COPY

Secretary - Wave Transit

- Mr. Cheatham recognized Mr. Caudle and confirmed he will assuming the role of the city representative on the Authority Board effective June 2021

APPROVAL OF MEETING AGENDA

- Mr. Cheatham presented the April 22, 2021 meeting agenda for approval
- Mr. Joye made a motion to approve the meeting agenda as presented
- There was a second by Ms. Mortell and the motion carried through roll call vote

PUBLIC COMMENT

- Mr. Cheatham opened the public comment period
- Ms. Tate introduced herself and confirmed her address for the record
- She stated the emphasis on on-time performance on behalf of management is creating stress for operators
- Ms. Tate stated the system that measures on-time performance is not accurate and is in need of an update
- She stated management is commenting on their performance stating there are not efficient at leaving the stations on time
- Ms. Tate said operators are entitled to and are often criticized when taking small breaks at the transfer stations
- She said if operators are behind due to traffic and arrive at the station two minutes after the hour, they do not have an opportunity to walk around their bus
- Ms. Tate said they are being belittled about their performance on behalf of management which is causing a great deal of stress
- Ms. Tate said they are being belittled about their performance on behalf of management which is causing a great deal of stress
- She stated management provided good remarks across the radio today but communicated that operators were still at the station and instructed them to depart.
- It was communicated that operators were still at the station and were instructed to depart; however, her coworker confirmed that all operators had already departed the station
- She stated the discrepancy was a result of inaccurate information provided by the automatic vehicle location (AVL) system
- Ms. Tate confirmed the increased emphasis and discrepancy in the AVL system is creating issues and division between management and employees
- She stated operators encounter many stresses associated with the job; not having adequate time to go to the restroom or walk around the bus is creating greater stress
- Ms. Tate stated the additional stress and is having a negative impact on their ability to provide good customer service
- She stated on-time performance is the only customer service measure management is concerned with; however, the stress this is causing for the operators is felt firsthand by customers
- Ms. Tate thanked the board for their time
- Ms. Lacer recognized Ms. Riley for comment
- Ms. Riley stated her name and address for the record
- She stated when she comes before the board it is to inform them of an issue
- Ms. Riley stated on February 29, 2021, she had a meeting with Mr. McBride and their senior advisor, Ms. McCullough, regarding on-time performance
- At the meeting, Mr. McBride was provided notification that the company was not following the bargaining unit agreement and in violation of the contract
- She said Mr. McBride stated the increased emphasis and monitoring of on-time performance comes from the Authority

- He stated he was unsure as to how long he would be there with the management contract expiring at the end of the fiscal year
- Ms. Riley stated Mr. McBride communicated a customer service representative for the Authority was enlisted to assist with efforts to monitor operator on-time performance
- She stated this was not part of the contract as operators do not work for the Authority; they work and do business through the management company
- Ms. Riley said on-time performance efforts has gone too far
- Incentives are provided but do operators have to be bullied, threatened, and intimidated by the company to achieve this incentive
- Ms. Riley stated operators do not feel comfortable coming into the office when called in by management
- She said it took two years to secure the contract with the union and it is being shot out the window
- Ms. Riley reiterated operators feel intimidated in management's efforts to enforce on-time performance standards as management is present at the window upon check-in providing feedback and dispatchers are stationed at the transfer centers during designated times
- She said operators get back on their bus and try to do their job with these lives in their hands after hearing this type of feedback from management and supervisors
- Ms. Riley stated operators do not need to be micromanaged and asked when is enough, enough
- She stated the board needs to be made aware of what is happening; a picture is being presented that everything is good, and that is not the case
- Ms. Riley confirmed staff is receiving phone calls at their house and meetings are being requested without advising the union, the sole bargaining unit
- She continued stating operators have the right to tell the office or managers they do not feel comfortable and want their union representative there
- Ms. Riley stated buses have trouble connecting and reiterated that the AVL system is old and in need of an update
- She asked if the on-time performance is worth all of this and thanked the board for their time
- Ms. Lacer recognized Mr. Fredrick Demask for comment
- Mr. Fredrick Demask provided his name and address for the record and provided comment on the Dial a Ride Transportation (DART) Program
- He stated his son is a 45-year-old man with cerebral palsy, is mentally retarded, and will lose his DART service on August 15th
- Mr. Demask stated his son has been employed at UNCW's Hawks Nest for ten years
- If he loses this service, he will lose his job, the only activity he engages in daily
- Mr. Demask stated they are willing to pay more for the transportation he receives and asked the government not to cut services
- Mr. Demask said without work, his son will sit home watching television all day until he goes to bed
- He said it is not the monetary rewards of working, but it is the reward of doing a good job and having an activity every day
- Hearing no further comments, Mr. Cheatham opened the public hearing on the FY22 system network redesign
- Ms. Lacer recognized Ms. Sharon Hankins Johnson for comment
- Ms. Johnson introduced herself and stated her address for the record
- She said Route 207 North services a lot of valuable employment centers including, Cape Fear Community College, New Hanover County Jail, the VA Clinic, Laney High School, several grocery stores, and credit unions
- Ms. Johnson stated a lot of people will lose their jobs, education, and other things if this route is eliminated

- She confirmed individuals traveling to the VA Clinic will not be able to get to their appointments, people getting out of jail or going to visit people in jail will lose access, people going to dialysis or the North Chase Nursing Home will not have transportation nor will individuals travelling to church, or jobs located along Route 207 North
- Ms. Johnson spoke to Microtransit services stating people are unfamiliar with this type of transportation and are unsure as to when it will start or how much it will cost
- She said there are residents unable to attend church as Route 207 North does not operate on the weekends
- Ms. Johnson said ADA Paratransit services to this area will be suspended with the elimination of fixed route services, which is double whammy to people like her who utilize both fixed-route and Paratransit services
- She asked if the Microtransit will be ADA accessible and able to accommodate oversized wheelchairs; how far will she have to travel to get to her destination
- Ms. Johnson spoke to a health concern due to the number of individuals on a bus at a given time
- She stated some dispatchers are informed about the routes and stop locations and others are not, confirming she called to ask if the bus was running late, and staff was unable to provide an answer of confirm the location of bus stops when asked
- Ms. Johnson confirmed additional training is needed
- She stated her daughter will no longer be able to get to her work at Harris Teeter due to the removal of the bus stop at Hoggard High School under the network redesign
- Ms. Johnson said people traveling to and from the Senior Resource Center must cross a four-lane highway as the closest stop will now be located on College Rd. next to the McDonald's
- She stated some of the new routes under the proposed redesign do not make sense and bus stops are being removed from businesses and schools
- Ms. Johnson said you want to talk about building up Wilmington, the economy, and the having a positive impact on the environment, but you cannot do this without public transportation
- She stated what is the use of having transportation if you cannot use it
- Ms. Johnson thanked the board for their time
- Mr. Cheatham stated comments provided in relation to service changes will be considered as part of the formal public hearing on the Authority's system network redesign
- Hearing no further comments, Mr. Cheatham moved to the next item on the agenda

APPOINTMENT OF SECRETARY

- Mr. Cheatham recognized Ms. Parker to introduce this item
- Ms. Parker stated the request is to transfer the title of secretary from Ms. Matheny who was appointed to the position following the departure of the former Executive Director
- Mr. Coudriet made a motion to appoint Ms. Parker as secretary
- There was a second by Mr. Kozlosky and the motion carried by roll call vote

CONSENT AGENDA

- Mr. Cheatham presented the consent agenda
- Mr. Kozlosky made a motion to approve the consent agenda as presented
- Mr. Lawler noted a correction to the spelling of Commissioner Hays's name in the meeting minutes
- Ms. Hayes seconded the motion with correction to the meeting minutes as stated
- The motion carried through roll call vote
- Hearing no further comments, Mr. Cheatham moved to the next item on the agenda

GOVERNANCE STRUCTURE UPDATE

- Mr. Cheatham recognized Mr. Joye to provide an update on the governance structure

- Mr. Joye stated that there has been no movement since last meeting
- He confirmed they are waiting on a decision regarding the designated funding source before they can move forward on the governance structure
- Mr. Joye said he is confident the elected officials will provide direction on a dedicated funding source during the joint meeting scheduled for April 27, 2021
- Hearing no further comments, Mr. Cheatham moved to the next item on the agenda

FUNDING MODEL UPDATE

- Mr. Cheatham offered a brief update on the funding model before recognizing Mr. Coudriet
- Mr. Coudriet stated staff is preparing a presentation for both the Wilmington City Council and Board of Commissioners next week, demonstrating how revenues from the ¼ cent sales tax could be appropriated to Wave
- He stated the takeaway from the last joint meeting was to look at a range of transportation options including, bicycle, pedestrian paths, rail, etc. to bring back to the local elected officials to consider
- Mr. Coudriet said he did not have a sense the County Commission, in this fiscal year, is going to be receptive to a dedicated source of revenue found from a ¼ cent sales tax as this is not reflected in their budget
- He stated they will be able to talk about global use of those dollars as it will not be exclusively allocated to Wave
- Hearing no further comments, Mr. Cheatham thanked Mr. Coudriet for the update before moving to the next item on the agenda

STAFF REPORT

- Mr. Cheatham recognized Ms. Matheny to provide the staff report
- Ms. Matheny presented an update on public outreach activities completed to date and forthcoming under the communications plan for the *FY22 System Network Redesign*
- She stated informational sessions are scheduled for 5:00 pm to 7:00 pm on Tuesday and Thursday of next week and from 10:00 am to 12:00 pm on Saturday, May 8th and confirmed customers and members of the public will have an opportunity to attend these sessions in person or remotely
- Ms. Matheny stated as of April 15th, the Authority received 90 public comments all of which are recorded through our online platform; comments received in written format at informational tables located at each transfer station and by phone are entered into this electronic medium
- She confirmed the 90-day public comment period opened on March 8th and will conclude on June 6th
- Ms. Matheny confirmed the tailored survey created for community stakeholders, aimed at capturing impact to the clients and consumers in which they serve, will be released to partner agencies by the close of the week
- She confirmed the Request for Proposals for *On-demand/Microtransit Service Planning and Software* was published on Tuesday
- The solicitation seeks proposals from qualified firms for three projects with varying scopes; *Project #1* fulfills the Authority's primary objective of implementing a Microtransit Program as adopted under the revised system framework.
- Ms. Parker stated the local project that is to replace Route 207 North and Route 301 Carolina Beach is going to be a software as a service (SaaS) solution in which Authority operators and small vehicles are utilized to deliver services
- Ms. Matheny stated the regional Microtransit service effort, *Project #2*, is separate from the primary scope of work and is contingent upon funding through the NCDOT ConCPT Program

- She stated the scope of work for *Project #2* references a software as a service (SaaS) and/or a transportation as a service (TaaS) solution and confirmed services would operate in the greater Wilmington region and integrate with existing transportation services
- Ms. Matheny stated *Project #3* references a mobility as a service (MaaS) option which is broader in scope and offers a variety of mobility solutions to address the objectives outlined in the solicitation
- Ms. Parker elaborated further on the MaaS option stating it is a white label product, or mobile application, which interprets all existing technology products into one customer facing product under your branding
- Ms. Matheny stated a non-mandatory pre-proposal conference is scheduled for early May with proposals due May 21st
- She said vendor selection will follow interviews and product demonstrations scheduled for June with a recommendation presented to the board at the close of the fiscal year
- Ms. Parker provided an overview of the collaboration with NCDOT to provide regional transportation services under the ConCPT Program
- She confirmed the Authority is partnering with Brunswick County on this regional initiative to re-establish connectivity between New Hanover County and Brunswick County under a Microtransit model
- Ms. Parker stated each partnering agency is provided \$200,000 in grant funding with no local match requirement
- She said the regional effort is funded for one year; however, research efforts into funding sources to support the program long term are underway
- Ms. Matheny said an update on efforts associated with bus stop enhancements was requested and provided a high-level overview of projects completed under the Authority's most recent *Five-Year Bus Stop Enhancement Plan* and projects planned
- She said bus stop enhancement projects programmed under the current *Section 5339 Bus and Bus Facilities* grant include installation of benches at six (6) bus stop locations and procurement and installation of five (5) shelter amenities
- Mr. Lawler suggested that concrete pads, a small platform for customers to stand on, out of the mud while waiting on a bus, be considered
- He referenced recent efforts of a concerned citizen who placed a bench at bus stops on Nixon St. and asked why placement of seating at bus stop locations on behalf of citizens is not allowed
- Ms. Matheny stated that while the Authority appreciates the efforts of kind citizens such as this gentleman, the Authority is responsible for ADA compliance and adherence with NCDOT and City of Wilmington requirements for amenities installed at bus stops
- This requires equipment from an NCDOT approved vendor, an engineered site design and permit securement from NCDOT, City of Wilmington, or the property owner allowing passenger amenities to be constructed in the right of way or on private property
- Hearing no further comments, Mr. Cheatham moved to the next staff item

MARCH 2021 FINANCIAL REPORT

- Mr. Cheatham recognized Mr. Mininni to provide an update
- Mr. Mininni confirmed a total \$11,130,000 million dollars in emergency relief funding has been made available to the Authority over the past fifteen months
- He stated the funding for operating assistance comes from three relief bills including, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations (CRSSA) Act of 2021, and the American Rescue Plan (ARP)
- Mr. Mininni said to date, the Authority has utilized \$2,151,000 in CARES Act funding, leaving a remaining balance of \$4,705,000 million
- He stated through February 2021, the Authority has utilized 31% of their total CARES Act apportionment which is well below the national average of 72%

- Mr. Mininni stated FTA is encouraging the Authority to use, or draw down, these funds
- He said the Authority has \$8.9 million dollars available for operating support under the three referenced funding sources
- Mr. Kozlosky asked if there is a way to submit an application for the CARES Act money to be used for capital instead of operating
- Mr. Mininni replied the question was posed and unfortunately, a change of this nature would require a budget revision and approval from FTA
- He confirmed FTA is not prone to approving budget revisions for this type of funding
- Mr. Mininni presented the monthly financials for March 2021
- He said expenditures are anticipated to come in roughly \$600,000 to \$700,000 below adopted budget levels
- Mr. Mininni stated operating revenues are anticipated to be \$1,000,000 below adopted budget levels requiring the Authority to utilize between \$2,000,000 to \$3,000,000 in CARES Act funding to close the deficit
- He said the largest variance in expenditures is realized under the maintenance line item and can be attributed to safety equipment for the vehicles procured in response to the health crisis
- Mr. Mininni praised the team for their resiliency and management of the pandemic confirming service cuts were not realized and 99% of scheduled revenue service hours have been delivered to date
- Mr. Mininni provided an update on the draft FY2022 budget confirming the ARP funding appointment but not yet received provides the Authority greater relief and flexibility
- He confirmed response efforts to the current pandemic are underway as are plans for the route restructuring, implementation of an on-demand or Microtransit Program, contract negotiations with UNCW, the sunset of our existing contract with First Transit for contract management, and a transition to managed care for contracted services under the Paratransit Department are accounted for in the budgeting process
- Mr. Mininni said the objective is to begin contributing to the fund balance and setting aside local match for replacement of rolling stock
- He stated majority of expenditures are associated with labor with a small increase in the fuel and maintenance line items
- Mr. Mininni said his recommendation for having one year of Section 5307 grant funds in reserves would allow the Authority to respond to fluctuations in funding levels unforeseen
- He stated by maintaining a one-year reserve in operating funds, the Authority could be proactive versus reactive in efforts to address any decreases in funding if realized
- Mr. Coudriet recommended using some CARES Act funds in conjunction with the Section 5307 funds in FY2022 unless there is a federal directive to do otherwise
- He said they can identify now some of the things that they want to fund operationally in the route restructuring with the CARES Act funding
- Mr. Coudriet recommended utilizing CARES Act funding next year for things that are eligible and then strategically add in the Section 5307 for those things that are eligible under that pot of funding
- He stated he is going to have difficulty in supporting a budget that draws down all the CARES Act funding without a clear direction from FTA
- Mr. Coudriet requested a clear spending plan for the ARP funds is also needed
- Mr. Cheatham stated a draft budget will need to be presented for consideration and further discussion at the May meeting
- Mr. Lawler suggested adding another column with the numbers for 2019 for comparison to a normal year
- Hearing no further comments, Mr. Cheatham moved to the next item on the agenda

2021 LOCALLY COORDINATED PLAN

- Mr. Cheatham recognized Ms. Lacer to provide an update
- Ms. Lacer stated fares are suspended today to provide an opportunity for the public to maximize the greenhouse gas reduction and provide the public an opportunity to travel green on Earth Day
- She stated staff disseminated reusable earth friendly giveaways to customers at both transfer facilities and trees were also donated to City of Wilmington for planting
- She confirmed Padgett Station was nominated for the Wilmington Historic Foundation's *2021 Historic Preservation* award; the awards ceremony is slated for May 20th at 5:30 pm and all are welcome and encouraged to attend the event
- Ms. Lacer provided an overview of the draft Locally Coordinated Plan (LCP) included in the agenda packet
- She confirmed the LCP and regular updates to the plan are required by FTA to receive Section 5310 grant funding which is to support our WaveConnect Program for older adults and individuals with disabilities
- The Authority's current LCP was adopted in 2016
- Ms. Lacer said that some of the activities included under the WaveConnect Program include, public outreach and education, travel training, improving access to traditional transportation services, and an annual grant opportunity for community organizations that serve elderly individuals and individuals with disabilities
- Ms. Lacer stated FTA requires that three (3) elements be included in an LCP: the identification of available services, an assessment of transportation needs, and a discussion of strategies to address the needs as identified
- All three of these requirements have been met by this plan as presented
- She said that a community assessment of transportation needs was conducted
- Data collection methods consisted of a community survey, focus groups, stakeholder interviews, and a town hall and was collected from 350 individuals via these methods from October 1, 2020 to February 12, 2021, a period of approximately four and a half months
- She reported that of the 350 individuals engaged, 76% self-identified as members of the target populations, and stated the rate of inclusion was even higher for the survey collection effort with 82% of respondents identifying as members of the target populations
- Ms. Lacer said that the findings were ranked according to the highest priority needs with bus stop improvements ranking as the highest
- She said strategies to meet the highest priority needs identified by the 2021 LCP needs assessment are a mobility management program and a community grant
- Ms. Lacer said that next month they will be seeking adoption of the plan from the Authority Board and the WMPO Board
- Hearing no questions or comments, Mr. Cheatham moved to the next item on the agenda

CONTRACTOR REPORT

- Mr. Cheatham recognized Mr. McBride to give the report
- Mr. McBride reported 99.9% of revenue service was delivered for the month of March
- He stated drivers do a really good job getting out there and providing service on a daily basis
- Mr. McBride said March was driver appreciation and several initiatives to recognize them were planned
- He confirmed every transit agency wants good customer service, safe and clean vehicles that run on time, and professional drivers
- Mr. McBride praised the dispatchers and drivers for their hard work
- Hearing no questions or comments, Mr. Cheatham moved to the next item on the agenda

EXECUTIVE DIRECTOR BRIEFING

- Mr. Cheatham recognized Ms. Parker to provide the Executive Director update
- Ms. Parker started with a brief overview of projects ongoing
- She stated staff received an orientation from the vendor on the recently procured planning software and is extremely satisfied with the amount of information and the route designing offered by the platform
- Ms. Parker confirmed the Request for Proposal (RFP) for Transit Management Services was published with bids due on April 30th
- She stated at this time, we are still on schedule for the presentations and award next month
- Ms. Parker stated that Ms. Matheny did a good job explaining Microtransit but wanted to reiterate Microtransit services will be implemented in areas in which traditional transportation services are scheduled for elimination
- She said they made an internal decision to proceed with a software as a service (SaaS) solution for the Microtransit program as this allows the Authority to retain as much of the workforce as possible and utilize existing rolling stock assets
- Ms. Parker confirmed transportation as a service (TaaS) or a turnkey model as a Microtransit solution is more expensive
- She stated a grant for the procurement of onboard automatic passenger counter equipment, which will capture stop level boardings and alightings, was awarded by the WMPO earlier in the calendar year
- Ms. Parker confirmed a formal solicitation for technology vendors will be released in the coming weeks and stated stop level data will be instrumental in future planning efforts
- She said that there two capital projects are currently working on; the purchase of generators for our campus to provide uninterrupted power source and a mobile pay solution
- Ms. Parker thanked the board for their consideration and support for these projects
- She stated vaccine transportation efforts are ongoing with 300 trips performed to date statewide
- Ms. Parker said a heavy-duty bus that adheres to our current bus contract will be replaced with funds awarded under the VW settlement grant
- She confirmed the virtual site visit for the FTA triannual review is scheduled for this Monday and a final report is anticipated for June
- Mr. Lawler spoke to the route modifications included under the system network redesign with focus on service recommendation connecting the west and east included in the Transpro proposal
- He inquired if the route connecting the west and east could be extended a bit further from the Northeast library to service Mayfaire
- Ms. Parker confirmed staff is focusing on this area to identify the most efficient option to serve this area
- Ms. Hays requested further elaboration on Microtransit services
- Ms. Parker said Microtransit is similar to rideshare, it will pick you up at a designated location within a specific geographic area and take you to a transfer point that integrates with the existing transportation network
- Ms. Hays asked if it was feasible to test or demo the Microtransit service before committing to a program long term
- Ms. Parker said the project timeline might be too short for a demo; however, there is an opportunity to evaluate demand during the first year
- Ms. Hays stated we have the funding available, so we need to make sure it is done right
- She thanked Ms. Parker for her hard work on this effort
- Ms. Parker made a recommendation for an additional \$850,000 to fund the Microtransit program
- She stated a budget of \$200,000 identified to fund the program would only afford for three hours of service, five days a week, based on current cost per hour

- Ms. Mortell stated running a pilot on the three hours that are currently budgeted is a better proposal than a one-time funding since a funding source to sustain the program long term has not been identified
- Mr. Kozlosky stated he agrees with Ms. Parker
- He stated if we want the program to be successful, it must be adequately funded
- Ms. Hays said they are working on a dedicated funding source and she is in more favor of Ms. Parker's recommendation to increase the funding for this project
- Ms. Parker said that the thought process is to make coverage in the areas in which services will be omitted a priority
- Ms. Hays requested additional detail on the revised budget
- Mr. Kozlosky requested that the May meeting be held in person
- Mr. Joye made a request for virtual option for those who need it
- Mr. Lawler proposed to delay the implementation of the network redesign by six months
- Mr. Joye asked Ms. Parker to provide some structure and clarity as to the amount of time necessary to do the job right
- Hearing no questions or comments, Mr. Cheatham moved to the final items on the agenda

NEW/OLD BUSINESS

- None

ADJOURNMENT

- Mr. Cheatham made a motion to adjourn the April 22, 2021 meeting
- There was a second by Ms. Mortell and the motion carried through roll call vote

SCHEDULING OF NEXT MEETING

- The next board meeting is scheduled for May 27, 2021 at 12:30 pm
- The meeting will be held in person at the Wave Transit Maintenance and Operations Facility located at 1480 Castle Hayne Rd. and an option for remote attendance will be provided

Respectfully submitted,

Marie Parker
Executive Director
/Megan Matheny
/Kathy Williams