



SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
JUNE 24, 2021

A meeting of the Cape Fear Public Board of Directors was called to order at 12:33 pm on Thursday, June 24, 2021 by Board Chair Tony Caudle at 1480 Castle Hayne Rd., Wilmington, North Carolina and virtually via telephone and video conference.

Board Members Present

Tony Caudle, Chairman
Chris Coudriet, Vice-Chairman
Kemp Burpeau, NHC Attorney
Hon. Deb Hays, NHC Commissioner
John Joye, City of Wilmington Attorney
Mike Kozlosky, WMPO Executive Director
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget and Research Director
Lisa Wurtzbacher, NHC Chief Finance Officer

Staff Members Present

Marie Parker, Executive Director
Megan Matheny, Deputy Director
Joe Mininni, Director of Finance and Administration
Mary Crawford, Accounting Coordinator
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Others in Attendance: Justin Augustine, Noel Fox, Bill Harned, Abby Lorenzo, Dan O'Reilly, Harrison W. Neilly, Yzosne Riley, Nathan Slater, William Snow, and Randolph Williams.

Roll Call - Chairman Caudle conducted roll call with all members confirmed as present.

Approval of the June 24, 2021, Board of Directors Meeting Agenda - Mr. Coudriet moved to approve the meeting agenda as presented. There was a second by Ms. Mortell and the motion carried.

Discussion on Fiscal Year 2022 Meeting Schedule - Ms. Hays requested correction to the July 2021 meeting date from Saturday, July 24th to Thursday, July 22nd. Mr. Coudriet moved to begin the meetings at 12:30 pm and approve the meeting schedule as presented. There was a second by Mr. Joye and the motion carried.

Public Comment - Ms. Yzosne Riley, 1328 ATU Local Chief Shop Steward. Ms. Riley thanked the board for listening to their concerns. She said they are eager to move forward with Transdev as the new management contractor.

Approval of the June 24, 2021 Consent Agenda - Mr. Caudle entertained a motion for approval of the consent agenda. Mr. Coudriet made a motion to approve the consent agenda with removal of Item #2 *Approval of the minutes from the June 16, 2021 special meeting*. There was a second by Ms. Mortell and the motion carried. A brief discussion regarding the formal protest received on behalf of First Transit as to the award of transit management service contract to Transdev was led by Mr. Joye. Mr. Joye made a motion to approve Item #2 *Approval of the minutes from the June 16, 2021 special meeting* following discussion. There was a second by Mr. Coudriet and the motion carried. Ms. Fox recommended the board form a committee to evaluate the content of the protest and to make certain that the company initiating the protest receives a fair evaluation. Mr. Caudle entertained a motion for creation of a Protest Committee delegating and nominating Mr. Joye, Mr. Burpeau and Mr. Mortell to serve on the Committee with full and final decision authority delegated to the Committee. There was a second by Mr. Lawler and the motion carried.



Public Hearing Fiscal Year 2021-2022 Budget - Mr. Caudle opened the public hearing on the Authority's Fiscal Year 2021-2022 Budget. Hearing no comments from the public, Mr. Caudle closed the public hearing. Ms. Mortell made a motion to approve the Fiscal Year 2021-2022 budget as presented. There was a second by Ms. Wurtzbacher and the motion carried.

Governance Structure Update - Mr. Joye reported feedback was received from the City of Wilmington and New Hanover governing board confirming New Hanover County is planning to include a transit tax in the budget for next fiscal year. Proceeds from such tax would be allocated to public transportation and not solely to Wave Transit. Mr. Joye stated a draft, which identifies a dedicated funding source and addition of local governments as they begin to build consensus for transit in our region, is anticipated for July.

Funding Update - An update on the ¼ cent sales tax as a potential local dedicated funding source for Wave Transit was provided. Mr. Coudriet stated the formula is defined in the statute. He confirmed monies are disbursed by a per-capita formula between the City of Wilmington and New Hanover County. He stated the beach towns will not receive direct appropriation unless they choose to become a party to Wave Transit. If they elect not to, 55% of the funding will go to the City of Wilmington and 45% will go to New Hanover County. Mr. Coudriet confirmed Commissioner Zapple, Commissioner Barfield, Mayor Pro Tem Haynes, and Councilman Spears will act as the chief message developers in garnering support for the sales tax referendum.

Staff Report- Ms. Matheny reported vandalism to glass panels at eleven shelter amenities was realized over the weekend. She confirmed a durable and cost-effective repair solution has been identified by staff. Ms. Matheny confirmed a purchase order with Brasco International for replacement panels will be presented under *New Business*.

An update on Non-emergency Medical Transportation (NEMT) services under the Medicaid transformation was provided.

Ms. Matheny provided an overview and planning horizon for re-engagement of the Making Waves Foundation. She confirmed publication of the community grant application is slated for early July, a revised three-member Board of Directors appointed and seated with the close of July, and the first round of community grant awards occurring September 2021.

Mr. Mininni provided an update on current financials confirming the Authority is projected to end the year at \$300,000 above adopted budget levels. He confirmed CARES Act funding will be utilized to cover the shortfall.

Mr. Coudriet tasked staff with presentation of revenues and drawdowns projections for the coming years.

Contractor Report - Mr. Caudle recognized Mr. O'Reilly to give the report. Mr. O'Reilly, on behalf of First Transit, thanked the board for ten years of service. He spoke to achievements realized during First Transit's tenure as the management contractor. Mr. O'Reilly thanked the board, once again, for the opportunity.

Executive Director's Report - Ms. Parker proposed a minor route modification to the Port City Trolley Program for service to the Wilmington Convention Center speaking to events scheduled, benefits to employees and guests, and opportunity to increase ridership. She confirmed communications with the City of Wilmington Parking Manager have occurred and spoke to a potential need for increased hours and frequency on the trolley on dates in which events are scheduled at the Riverfront Park Amphitheater. A minor route modification for Route 205 Long Leaf Park with support for the revision was also presented. Ms. Parker confirmed that a formal request for support of the proposed revisions will be presented at the July meeting.



Ms. Parker provided an update on projects underway and forthcoming, including the regional, on-demand/Microtransit effort.

Ms. Parker recommended approval of the *Resolution Authorizing Submittal of Grant Application for NCDOT Section 5311 CARES Act Funding* included in the agenda packet. Ms. Mortell made a motion to approve the resolution as presented. There was a second by Ms. Hays and the motion carried.

Ms. Parker recommended approval of the *Resolution Authorizing Submittal of Grant Application for NCDOT Consolidation and Coordination of Public Transportation Systems (ConCpt) Program Funding* included in the agenda packet. Mr. Kozlosky made a motion to approve the resolution as presented. There was a second by Mr. Joye and the motion carried.

Evaluation of Executive Director - Pursuant to NCGS 143-318-11(a)(6) - Mr. Coudriet made a motion to enter closed session for evaluation of the Executive Director. Mr. Joye seconded the motion to enter closed session pursuant to NCGS 143-318-11(a)(6) and the motion carried.

The Board came out of closed session and the meeting resumed accordingly. Ms. Hays made a motion for a 3% pay increase for the Executive Director for July 1st with a subsequent evaluation occurring November 2021. There was a second by Ms. Mortell and the motion carried.

Mr. Caudle recommended establishment of an evaluation committee to identify objectives and evaluation criteria for the Executive Director in advance of November. He recognized Ms. Hays, Mr. Lawler, and Mr. Kozlosky to sit on the committee.

Mr. Coudriet made a motion for the creation of an evaluation subcommittee comprised on Ms. Hays, Mr. Lawler, and Mr. Kozlosky for the purposes stated. There was a second by Mr. Lawler and the motion carried.

New Business and Comments from the Board - Mr. Lawler asked if an update regarding efforts undertaken by staff to bring customers back. Mr. Caudle recognized Mr. Lawler's request but stated that he is concerned that at the moment there is too much on the plate and not sure of the priority that can be placed at this point. Mr. Joye stated that having a thoughtful forecast would be very powerful and helpful, but Ms. Parker must be given enough time to do it.

Ms. Parker presented a PO for approval for the replacement glass of nine bus shelters. Mr. Lawler entertained a motion to approve the PO for replacement bus shelter glass in the amount of \$25,667.25. There was a second by Ms. Mortell and the motion carried.

Ms. Parker referenced the FY22 Budget Overview presentation provided during the May 2021 meeting and requested further clarification as to the request. Mr. Coudriet said that he would like to see how that leads into the expected budget for each year in terms of the other revenues that come from the city and county. Mr. Coudriet requested federal funds as an option and guidance of what is allowable.

Adjournment - Ms. Hays made a motion to adjourn the June 2021 meeting. There was a second by Mr. Lawler and the motion carried.

Next Meeting - The next regularly scheduled board meeting will be held on Thursday, July 22, 2021 at 12:30 pm in the Forden Station boardroom located at 505 Cando St.