



SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
JULY 22, 2021

A meeting of the Cape Fear Public Board of Directors was called to order at 12:31 pm on Thursday, July 22, 2021, by Board Chair Tony Caudle at 505 Cando St., Wilmington, North Carolina and virtually via telephone and video conference.

Board Members Present

Tony Caudle, Chairman
Chris Coudriet, Vice-Chairman
Kemp Burpeau, NHC Attorney
Suzanne Gooding, City of Wilmington Designee
Hon. Deb Hays, NHC Commissioner
John Joye, City of Wilmington Attorney
Paul Lawler, City of Wilmington Appointee
Abby Lorenzo, WMPO Designee
Lisa Wurtzbacher, NHC Chief Finance Officer

Staff Members Present

Marie Parker, Executive Director
Megan Matheny, Deputy Director
Joe Mininni, Director of Finance and Administration
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent

Mr. Mike Kozlosky, WMPO, Executive Director
Ms. Laura Mortell, City of Wilmington, Budget and Research Director

Others in Attendance: Justin Augustine, Terrence Dewberry, Noel Fox, Richard Johnson, Kelly Kenoyer, Geoff Keyes, Harrison W. Neilly, Tom Pacelli, W.C. Pihl, Yzosne Riley, Bijan Salehi, Nathan Slater, and Randolph Williams.

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

Approval of the July 22, 2021, Board of Directors Meeting Agenda - Mr. Coudriet moved to approve the meeting agenda as presented. There was a second by Ms. Wurtzbacher and the motion carried.

Public Comment - Ms. Yzosne Riley, 1328 ATU Local Chief Shop Steward. Ms. Riley stated issues with the on-time performance report remain ongoing and noted a discrepancy in the times referenced on the signs and in printed material. She stated operators do not get scheduled lunch breaks, reported minimal to no break time when arriving at the transfer stations, and confirmed the union would like to work with Transdev and the Authority to address these issues.

Mr. Geoff Keyes, 5012 Hunters Trail. Mr. Keyes provided comment in writing which was read into the record by Chairman Caudle. The public comment offered by Mr. Keyes is included as an attachment to the minutes.

Public Hearing on the ConCPT Funding Application with the North Carolina Department of Transportation (NCDOT) - Ms. Parker confirmed ConCPT funds offer support for a one-year pilot of the regional, on-demand/Microtransit project scheduled for implementation October 2021.

Mr. Caudle opened the public hearing for comment on the ConCPT funding application with NCDOT. Hearing no comments from the public, Mr. Caudal closed the public hearing. Mr. Lawler moved to approve the ConCPT funding application with North Carolina Department of Transportation. There was a second by Mr. Joye and the motion carried.



Approval of the July 22, 2021 Consent Agenda - Mr. Caudle entertained a motion for approval of the consent agenda with a revision to the June 24, 2021 meeting minutes listing Ms. Fox as present. Mr. Joye stated the minutes should reflect an opening and closing of the closed session. Ms. Hays made a motion to approve the consent agenda with revisions as stated. There was a second by Mr. Coudriet and the motion carried.

Introductions - Mr. Justin Augustine and Mr. W.C. Pihl with Transdev introduced their corporate and local team members. Mr. Augustine thanked the Board for the opportunity and confirmed commitment to Ms. Parker and the Authority for support and assistance on behalf of the team.

Ms. Parker recognized incoming Mobility Manager, Ms. Brianna D'Itri for introduction. Ms. D'Itri provided an overview of her background and professional experiences and expressed excitement and eagerness to work with the community.

Governance Structure Update - Mr. Joye confirmed the committee is working towards a set of recommendations to bring before the Board for other entities to join the Authority. He confirmed additional details and further information is anticipated for the July 2021 meeting.

Transit Funding Update - Mr. Coudriet confirmed City and County staff met with elected officials from each governing board July 8, 2021. He confirmed staff will meet again in late July/early August before reconvening with elected officials.

Protest Committee Update - Mr. Joye confirmed materials were required to be submitted to the committee for review by July 6, 2021. He confirmed an open meeting of the Protest Committee was held on July 8, 2021. Representatives from First Transit and Transdev were in attendance and contents of the protest brought forth by First Transit were discussed at length. The allegation brought forth by First Transit referenced a "conflict of interest on part of Ms. Parker that she stated she recused herself from the RFP process, and in fact did not". It was alleged that "a tour was provided by Ms. Parker to Transdev and not First Transit" and some the scoring of the various criteria was called to question.

Mr. Joye stated the committee reconvened on July 9, 2021, after breaking to review footage of the video interviews submitted. A final, unanimous decision from the committee confirmed there was no merit to allegations brought forth by First Transit and that the protest is to be dismissed. Mr. Joye stated the committee believed information about the tour was a misunderstanding and there was no inappropriate tour provided to Transdev, and there was no conflict of interest on behalf of Ms. Parker due to her previous employment with Transdev. The committee found the interview questions to be objective and fair and the scoring from the two presenters appropriate. Mr. Joye thanked First Transit for their extended services until the final decision of the protest. Mr. Joye presented a signed order from the committee to close the protest investigation. Mr. Joye confirmed committee results are to be included in the minutes.

Report by the Director of Finance and Administration - Mr. Mininni confirmed staff is in the process of closing out the 2021 fiscal year. He confirmed operating revenues are projected to fall below adopted budget levels. The use of additional CARES Act funding is required to offset the shortfall. Mr. Mininni confirmed the loan of \$350,000 provided by the City of Wilmington and New Hanover County was paid in full and the Authority will realize an increase of \$150,000 to the fund balance with closeout of the fiscal year. As requested by the Board, Mr. Mininni presented a revised *Operational Statistics Report* inclusive of a comparative data for 2019 and 2020.

Mr. Caudle requested feedback be provided as a revised reporting format for the financials. Ms. Parker confirmed discussions on a revised financial reporting packet were occurring at the staff level. Mr. Caudle invited Ms. Wurtzbacher, Ms. Mortell and Mr. Lawler to volunteer to solicit input from the board as to what they would like to see included in the new reporting mechanism and direct staff on what is to be included in the report.



Mr. Mininni presented an extensive, detailed comparative analysis of the federal funding received by the Authority. Mr. Coudriet stated this was the information he was looking for.

Mr. Mininni presented the contract with PBMaers LLP for audit services for approval. Mr. Lawler made a motion to approve the contract with PBMaers for performance of audit services. There was a second by Ms. Gooding and the motion carried.

Report by the Deputy Director - Ms. Matheny provided an update on the Making Waves Foundation confirming the FY2022 Community Grant Application was released to the public on July 15, 2021 with the first round of grant awards scheduled for early October. Ms. Matheny stated historically, a recommendation for governing members for the Foundation is presented to the Authority Board for approval. The plan is to maintain this practice moving forward. Ms. Matheny confirmed staff will be requesting action on a slate of candidates for board member appointments at the August 2021 meeting.

Ms. Matheny stated staff has recognized the need for replacement of existing passenger amenities at six bus stop locations as amenities at these locations have exceeded their useful life. She presented a purchase order in the amount of \$66,760 with Brasco International for procurement of equipment to upgrade existing passenger amenities at identified bus stop. Ms. Matheny stated barring no delays in materials, the project would begin early November and conclude in December, prior to the close of the calendar year. Mr. Coudriet move to approve the purchase order as presented. There was a second by Ms. Wurtzbacher and the motion carried.

Ms. Matheny provided an overview of service projections and an update on the contract for UNCW Seahawk Shuttle services for FY22. She confirmed staff has been diligent in pursuits to establish an agreeable rate and fee schedule with our community partner, which has been accomplished. She stated service hours for FY22 are scheduled at 14,809 with an associated cost of \$60.08 per service hour; a rate increase of 9% as compared to the initial rate included in the initial FY21 agreement. She said we are scheduled to provide less service hours than in previous years; however, the Authority is incurring less expenses to operate the service with a higher total cost per service hour and confirmed the objective is for this trend to continue under future contracts.

The FY22 agreement is in the final stages of the review process with a finalized contract, vetted by both legal teams, anticipated to be secured by the close of the month. Ms. Matheny confirmed staff is recommending authorization to enter contract with the University at the approved service level for a period of one year. Mr. Joye made a motion authorizing the Executive Director to negotiate and execute a contract with UNCW with the same terms as presented to the Board. There was a second by Ms. Wurtzbacher and the motion carried.

Executive Director Briefing - Ms. Parker provided an overview of the FTA Triennial Review process. She confirmed the Authority is considered low risk and fared well with only three deficiencies referenced in the final report. She confirmed the areas on which deficiencies were present a *Procurement*, *Drug Free Workplace* and *Drug and Alcohol Policy*.

Ms. Parker presented ridership and system updates with comparative ridership statistics for fiscal year 2019.

Ms. Parker presented minor route modifications for Route 203 - Port City Trolley and Route 205 - Long Leaf Park for consideration and approval. She stated the primary destination of the Port City Trolley route along Nutt Steet is the Wilmington Convention Center; however, key highlights along the revised route includes Live Oak Bank Pavilion, Wilmington Railroad Museum, the Coastline Convention Center, residential units and three hotels with combined accommodations of 364 rooms. Ms. Parker provided additional data on current and planned economic activity for major destinations along the modified route



and stated the general manager of the Wilmington Convention Center is fully engaged and excited about the potential of having direct transit access to visitors. She has agreed to allow Wave Transit to install sidewalk signs, permanent indoor wall and overhead signage, digital signage with video and static graphic with schedule on indoor monitors and printed scheduled installation at two permanent locations in the main halls. Adjustments are targeted to improve access and increase ridership. Ms. Parker confirmed efficiency in route timing is unchanged on Route 203 - Port City Trolley and schedule improvements are realized with the minor revisions to Route 205 - Long Leaf Park as stated. Ms. Lorenzo made a motion to approve the modifications for Route 203 and Route 205 as presented. There was a second by Ms. Gooding. The motion passed with eight in favor and one, Mr. Lawler, opposed.

Ms. Parker presented the bid tab evaluation of three interviews and proposals received in response to the Authority's formal solicitation for *On-demand/Microtransit Planning and Software*. Moovit and Bus.com are recommended on behalf of the Authority's executive team as the preferred vendors for the *Wilmington Regional Microtransit Project*. Mr. Joye made a motion to grant authorization to the Executive Director to enter a no-cost contract with the selected vendor for a period of one-year. There was a second by Ms. Hays and the motion carried.

Ms. Parker presented a resolution authorizing the Authority to submit an application to the Wilmington Metropolitan Planning Organization (WMPO) in the amount of \$273,343 for CRRSAA (Coronavirus Response and Recover Supplemental Appropriations Act) funds for passenger amenity upgrades at nineteen bus stop locations. Ms. Lorenzo made a motion to recuse herself from the vote. Mr. Coudriet made a motion authorizing the resolution. There was a second by Mr. Burpeau and the motion carried.

Mr. Caudle recognized and expressed his appreciation for the revised and detailed agenda packet.

New Business and Comments from the Board - None

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

Next Meeting - The next regularly scheduled board meeting will be held on Thursday, August 26, 2021, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.