Cape Fear Public Transportation Authority

Agenda

CFPTA Board Meeting
Thursday, August 26, 2021
12:30 pm

Boardroom
Forden Station
505 Cando St.
Wilmington, NC

****Virtual Meeting via Video and Telephone Conference****

To join the meeting, call (312)757-3121, then enter access code: 844 936 749. To view the video: https://global.gotomeeting.com/join/844936749.

Pursuant to Centers for Disease Control and Prevention, Department of Health and Human Services order under Section 361 of the Public Health Service Act (42 U.S.C.264) and 42 Code of Federal Regulations 70.2, 71.31(b), 71.32(b): Persons must wear masks over the mouth and nose when traveling on conveyances into and within the United States. Persons must also wear masks at transportation hubs as defined as means any airport, bus terminal, marina, seaport or other port, subway station, terminal (including any fixed facility at which passengers are picked-up or discharged), train station, U.S. port of entry, or any other location that provides transportation subject to the jurisdiction of the United States. (Expires September 13, 2021)

Tony Caudle, Board Chair, Presiding

1. **Call to order**
   - Attendance (Roll call of members)
2. **Moment of silence**
3. **Approval of meeting agenda**
4. **Public comment**

   Individuals who would like to provide public comment must sign-up in advance on the meeting page. Written comments can be submitted electronically via info@wavetransit.com. Written comments received up to one hour before the meeting will be provided to Board members electronically during the meeting. Public comment is limited to five minutes per speaker.
5. **Consent Agenda**

   The Board will consider a single action to approve all items on the consent agenda.
   - **Minutes:** July 22, 2021 Board Meeting
   - Disadvantaged Business Enterprise (DBE) Policy Statement
   - CNG Equipment Monitoring Agreement

CHAIR
Tony Caudle
Interim Wilmington City Manager

VICE CHAIR
Chris Coudriet
New Hanover County Manager

BOARD MEMBERS
Kemp Burpeau
Deputy Attorney,
New Hanover County

John Joye
Wilmington City Attorney

Mike Kozlosky
Executive Director,
Wilmington Urban Area MPO

Paul Lawler
Wilmington City Council Appointee

Laura Mortell
Budget Director,
City of Wilmington

Honorable Deb Hays
New Hanover County Commissioner

Lisa Wurtzbacher
Chief Financial Officer,
New Hanover County

6. **Updates**
   - Governance Structure – J. Joye
   - Transit Funding – T. Caudle/C. Coudriet
   - Revision of Monthly Financials – P. Lawler/L. Mortell/L. Wurtzbacher
7. **Report by Mobility Manager**
   7a. Marketing Proposal Update
8. **Report by Director of Finance and Administration – J. Mininni**
   8a. June 2021 Operational Statistics Report
   8b. June 2021 Financial Statement
9. **Report by Deputy Director – M. Matheny**
   9a. Making Waves Foundation – (Action Item)

   Approval of the slate of candidates for member appointments to the Board of Directors for the Making Waves Foundation
   - File Attachments – Candidate bios

   9b. Presentation on Authority's FFY22 thru FFY24 Disadvantaged Business Enterprise (DBE) Goal - (Information Item)
   - Presentation will be provided by Mr. Wilfred Nixon, Vice President, Program Implementation with Ken Weeden & Associates, Inc.
   - File Attachment - Current FFY19 thru FFY21 DBE Goal
10. **Executive Director Briefing - M. Parker**
   10a. Monthly Updates
   - File Attachment - On Time Performance Report

   10b. Healthy Opportunities – (Information Item)

   Providing information to the Board in anticipation of partnership between Wave Transit and Cape Fear Collective. The initiative will provide transportation to qualified participants through the Healthy Opportunities Grant Pilot program utilizing Paratransit Services and/or Microtransit services.
   - File Attachments – Healthy Opportunities Pilots Overview, Healthy Opportunities Pilots, Healthy Opportunities RFI Wave Transit, Healthy Opportunities Letter of Support, Healthy Opportunities Pilot HSO Criteria, Permitted Uses of HSO Capacity Building Funds, Pilot Service Fee Schedule, and HSO Model Contract

   10c. Engineering Services – (Action Item)

   Approval of purchase order to Ardurra Group of North Carolina to provide services including permitting, design, and construction support and inspection for the installation of two (2) generators at the Wave Operations and Maintenance facility at 1480 Castle Hayne Rd.
   - File Attachments – Purchase Order, Cost Proposal for Engineering Services, NHC Funding Letter, COW Resolution Letter, Capital Budget Funding Request, and Presentation

   10d. Wage and Classification Study – (Action Item)

   Approval of purchase order to Leath HR Group for the performance of a wage and classification study to include Authority, Fixed Route, and Paratransit services in response to

planning, analysis, and operational needs.

- File Attachments – Purchase Order, Statement of Work/Proposal, and Organizational Chart

11. **New Business**

12. **Next meeting:**

    Thursday September 23, 2021
    12:30 pm
    Forden Station

13. **Adjourn**