



SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
AUGUST 26, 2021

A meeting of the Cape Fear Public Board of Directors was called to order at 12:31 pm on Thursday, August 26, 2021, by Board Chairman 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
Ben Guerrieri, City of Wilmington Designee
Hon. Deb Hays, NHC Commissioner
John Joye, City of Wilmington Attorney
Mike Kozlosky, WMPO, Executive Director
Paul Lawler, City of Wilmington Appointee
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. Kemp Burpeau, New Hanover County, Attorney
Ms. Laura Mortell, City of Wilmington, Budget and Research Director

Others in Attendance: Terrance Dewberry, Noel Fox, Harrison W. Neilly, Wilfred Nixon, Tom Pacelli, Yzosne Riley, and Randolph Williams

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

Approval of the August 26, 2021, Board of Directors Meeting Agenda - Mr. Joye moved to approve the meeting agenda as presented. There was a second by Mr. Coudriet and the motion carried.

Public Comment - Ms. Yzosne Riley, 1328 ATU Local Chief Shop Steward. Ms. Riley stated they continue to meet regularly with the management company to address and resolve issues as stated. Ms. Riley expressed concern that Ms. Parker is ignoring policies on hiring practices for former contract employees, and the union is trying to work with the company to resolve. Ms. Riley stated the Authority's Human Resources Department does not affiliate with the union and should not be calling previous employees to come back to work, to which this is a violation. She stated the union is currently waiting for a response to this concern. Ms. Fox advised the Board not to provide comment as personnel matters related to the union and contractor are separate from the Authority.

Approval of the August 26, 2021 Consent Agenda - Mr. Caudle entertained a motion for approval of the consent agenda. Mr. Kozlosky moved to approve item 2 *Disadvantaged Business Enterprise (DBE) Policy Statement* and item 3 *CNG Equipment Monitoring Agreement* of the consent agenda. There was a second by Mr. Coudriet and the motion carried. Mr. Joye noted a correction to item 1 *Minutes from the July 22, 2021 Meeting*. He stated the motion for the minor route modification located on page four (4) of the minutes should be revised to "The motion passed with eight in favor" instead of nine in favor. Mr. Coudriet made a motion to approve item 1 as amended. There was a second by Mr. Joye and the motion carried.

Governance Structure Update - Mr. Joye confirmed there is no new information at this time.



Transit Funding Update - Mr. Coudriet confirmed the joint committee is scheduled to meet post Labor Day to address questions related to the quarter cents sales tax referendum.

Revision to the Monthly Reporting Update - Ms. Wurtzbacher confirmed staff received guidance as a revised financial reporting packet. She stated the main item was for financial reports be presented in a business unit category. She confirmed the need to illustrate fixed route service, Paratransit service, UNCW Seahawk Shuttle service, and vanpooling services separately. They also took a closer look at revenue sources, date of authorized, and the period of performance for use. She confirmed the information as reference will be presented to the Board semi-annually with reports by routes provided quarterly. Ms. Wurtzbacher confirmed the monthly budget report will include actuals from prior years for a more meaningful comparison. She confirmed creation of a cash flow analysis was also discussed.

Report by the Mobility Manager – Ms. D'Itri presented a Marketing Plan overview providing goals and planned activities to support these goals for the current fiscal year. She confirmed the information presented is a sneak peek and confirmed presentation of a more detailed plan is slated for September.

Report by the Director of Finance and Administration - Mr. Mininni provided an overview of operational statistics for July 2021 confirming the decline in fixed-route ridership has leveled. He stated operator overtime is higher than reported in previous years due to a shortage in the labor pool for fixed route operators. He confirmed this number is projected to decrease over the next couple of months when newly recruited operators graduate from training. Mr. Mininni stated roughly 16% of the vehicles were shopped last month, which is typical for this time of year. He stated paratransit ridership is rebounding and recognized staff for their efforts to engage operators and meet demand. Mr. Mininni presented the financial report highlighting adjustments applied to the budget column to reflect expenditures or income when they know they are going to occur.

Mr. Coudriet stated he wanted to challenge staff to figure out how to provide relief to elected officials so that they don't have to always increase funding to get some share of something else.

Report by the Deputy Director - Ms. Matheny presented for approval, Ms. Sarah Arthur, Ms. Adrienne Harrington, and Ms. Laura Brogdon-Primavera, as the slate of candidates for the Making Waves Foundation Board of Directors. She stated orientation for the new members is planned for mid-September with the first official meeting projected for early October with quarterly meetings occurring thereafter.

Mr. Kozlosky inquired as to the number of applications for Board membership received and outreach efforts conducted to recruit new members. Ms. Matheny confirmed receipt of only three applications for Board members and confirmed recruitment efforts to date. Ms. Hays, Mr. Kozlosky, and Mr. Coudriet requested consideration of a formal and more inclusive outreach effort for engagement and recruitment of future Board members. Mr. Joye made a motion to approve the slate of candidates for the Making Waves Foundation Board of Directors as presented. There was a second by Ms. Hays and the motion carried.

Ms. Matheny stated, as a recipient of DOT funds, the Authority is required to establish and maintain an approved Disadvantaged Business Enterprise (DBE) Program. The Authority's DBE Policy approved as part of the consent agenda carries no content changes but reflects an update identifying Ms. Parker as the Executive Director and reflects adoption by the current Board of Directors. A three-year goal is but one element of the overarching DBE Program. The Authority has enlisted assistance with subject matter experts from Ken Weeden and Associates, a DBE firm, for development of a revised, three-year DBE goal. Ms. Matheny introduced Mr. Nixon to present the Authority's proposed FFY2022 thru FFY2024 DBE goal and methodology utilized during the goal setting process. A copy of Ms. Nixon's presentation can be found on the Authority's website (wavetraist.com)

Executive Director Briefing - Ms. Parker stated the minor route modifications to the Port city Trolley, Route 205 and Route 207 will take effect on September 1st. She stated interior artwork as well as interior and exterior signage promoting the free downtown trolley is scheduled to be installed at the Wilmington Convention Center with the launch of the route revision.



Ms. Parker provided an update on the regional Microtransit effort which will become operational October 2021. She stated the launch will roll-out in phases as they continue to build the service. She said the first polygon, or transportation zone, will incorporate portions of Brunswick County. She confirmed all the virtual stops within this transportation zone have been developed. Ms. Parker stated the highest priority is ensuring contractual obligations with the North Carolina Department of Transportation are being observed. She stated the pilot program will launch fare free with fares instated during the second phase. Ms. Parker confirmed they have been working diligently with Bus.com, the service provider, to finalize the agreement. Program branding and marketing efforts are under development.

Ms. Parker provided an update on the Automatic Passenger Counter project. She stated a resolution was presented for adoption and grant application for the procurement of the equipment was submitted to and approved by the WMPO. She said the project will be presented to the North Carolina Board of Transportation for final approval in September.

Ms. Parker noted improvements in on-time performance have been realized since July. She confirmed Transdev has been working diligently to secure information and feedback on all routes and addressing any needed time point adjustments or concerns that arise.

She presented an informational item on the DHHS Healthy Opportunities Pilot (HOP) which addresses social determinates of health, one of which is transportation. Ms. Parker noted a partnership between Wave Transit and Cape Fear Collective that will provide transportation for selected eligible Medicaid enrollees. Wave Transit will decide what the trip fee will be through negotiations with the provider, Cape Fear Collective. She said Cape Fear Collective will manage the project and apply for the funds and Wave Transit will be the user and provider of the service. The enrollees can use the service to go anywhere that can improve their overall health and get them to the places that they need to be more proactive. The scheduled launch date is slated for February of next year.

Ms. Parker presented a purchase order in the amount of \$43,845 with Ardurra Group for engineering services associated with the generator project for the Maintenance and Operations Center. She confirmed the generator project was approved and is being funded equally by the City of Wilmington and New Hanover County. Mr. Coudriet made a motion to approve the purchase order. There was a second by Ms. Hays and the motion carried.

Ms. Parker presented a purchase order in the amount of \$11,125 with Leith HR Group for an organizational analysis study. Ms. Parker confirmed the Authority is deficient in a lot of basic positions. Ms. Parker said that she wanted to make sure going forward that they were doing the best that they can as an agency. Mr. Kozlosky made a motion to approve the purchase order as presented. There was a second by Ms. Hays and the motion carried.

New Business and Comments from the Board - Mr. Kozlosky asked if any thought had been provided as to how we may be able to get some ridership back and requested information on this item be presented at the next meeting. Mr. Joye requested the Pledge of Allegiance be added to back to the agenda.

Adjournment - Mr. Joye made a motion to adjourn the August 26, 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, September 23, 2021, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.