



**SUMMARY MINUTES**  
**MEETING OF THE BOARD OF DIRECTORS**  
**CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY**  
**NOVEMBER 18, 2021**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:33 pm on Thursday, November 18, 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  
Mr. 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  
Ms. Laura Mortell, City of Wilmington Budget & 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  
Brianna D'Itri, Mobility Manager  
Cliff Rode, Paratransit Manager  
Kathy Williams, Customer Service Supervisor

**Board Members Absent**

Chris Coudriet, Vice-Chairman

**Others in Attendance:** Robbie Bittner, Noel Fox, Michael Kuzmich, Johnna McQuinn, Harrison Neilly, Tom Pacelli, Yzosne Riley, and Randolph Williams

Call to Order - Chairman Caudle conducted roll call with all members confirmed as present except for Vice-Chairman Chris Coudriet. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

Approval of the November 18, 2021, Meeting Agenda - Mr. Caudle recommended Item #2 Public Transportation Planning 5303 Grant Agreement be pulled from the consent agenda and tabled for vote until Commissioner Hays arrives. Mr. Joye made a motion to remove Item #2 from the consent agenda to be considered as regular business. There was a second by Ms. Mortell and the motion carried. Mr. Caudle entertained a motion for approval of the meeting agenda as amended. Mr. Joye made a motion to approve the November 18, 2021, meeting agenda as amended. 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 she and Ms. Parker have been working together on the route revisions as it relates to the FY23 System Network Redesign providing feedback on the needs of customers. Ms. Riley confirmed customers have expressed the need for increased transportation to medical facilities, shopping centers, and grocery stores. She stated increased service to the Point at Barclay Hills is required to accommodate current growth. Ms. Riley stated suggestions for route efficiencies and to high priority locations in which transportation is needed has been submitted. She thanked the Board and requested that route modifications submitted be taken into consideration.

Approval of the November 18, 2021, Consent Agenda - Mr. Caudle entertained a motion for approval of the November 18, 2021, consent agenda as amended. Ms. Hays made a motion to approve the consent agenda as revised. There was a second by Mr. Joye and the motion carried.



Mr. Caudle presented the Public Transportation Planning 5303 Grant Agreement for approval. Mr. Burpeau made a motion that Mr. Joye, Mr. Kozlosky, Mr. Caudle and Ms. Mortell be recused from voting on this item due to a conflict of interest as City and WMPO staff. There was a second by Ms. Wurtzbacher and the motion carried. In the Chairman's stead, Mr. Burpeau entertained a motion to approve the Public Transportation Planning 5303 Grant Agreement for approval. Ms. Wurtzbacher made a motion to approve the item as presented. There was a second by Mr. Lawler and the motion carried.

Presentation of FY21 Financial and Compliance Reports - Mr. Caudle recognized Mr. Robbie Bittner, Partner with PBMares, to present the FY21 financial audit report. Mr. Bittner thanked Ms. Parker, Mr. Mininni and Authority staff for their cooperation and assistance through the audit process. Mr. Bittner confirmed the Authority received a clean opinion, the highest award that can be received and that there were no items to report in the financial statements this year. He reported no deficiencies in compliance found. Ms. Hayes made a motion to accept the FY21 financial and compliance reports. There was a second by Ms. Mortell and the motion carried.

Report by Director of Finance and Administration - Mr. Mininni provided a brief overview of the October 2021 financial reports beginning with the operating statistics. He reported a slow upward trend in farebox recovery and fixed route ridership. He stated overtime is driving the numbers up, but service delivery remains at 100%. Mr. Mininni said majority of the contracted paratransit service requests continue to come from our local DSS. He said the Authority has seen very few requests from the transportation brokers. Mr. Mininni reported the Authority performed 348 rides to vaccination appointments and the initiative has since concluded.

Mr. Mininni presented the statement of net position. He confirmed the report reflects little change and the Authority remains in a positive cash position. Mr. Mininni reported revenues remain in line with adopted budget levels as he presented the statement of operating position. He summarized the fleet replace status report introduced in the November packet. He stated a local match must be identified before the Authority can proceed with grant opportunities for replacement of rolling stock. Mr. Mininni confirmed the Authority will be contacting the city and county for support. Mr. Joye recommended outreach efforts occur directly and as soon as possible.

Report by Deputy Director- Ms. Matheny disseminated the draft recommendation and supporting documentation for the *FY23 System Network Redesign*. She stated the revised design reflects a blended model of the TransPro recommendation, as adopted, and improvements recommended by staff following a comprehensive data collection and analysis effort. Ms. Matheny confirmed the charge from the Board for the Authority to obtain independent financial sustainability was received. The first step in achieving this goal, which will be realized effective fiscal year 2027, will begin with implementation of modifications and service level revisions included in the draft recommendation presented by staff.

Ms. Matheny stated the recommendation reflects a 5% reduction in revenue hours for fixed route bus and trolley services for FY23; however, 80% of roadway miles are retained under the proposal. She reiterated staff conducted a deep dive analysis into current data to ensure resources are allocated to areas where a positive return is anticipated. Despite the overall reduction in service hours realized for FY23, she expressed confidence that a net positive in ridership in the areas where resources are reallocated will be realized. Ms. Matheny provided examples of realignment of resources including, increased frequencies on two high productivity routes, a seasonal trolley schedule with a reduced operating schedule December through February, and an earlier start time on Saturdays with an earlier conclusion time on Sundays. Ms. Matheny confirmed 4,585 hours from traditional fixed route services identified as least productive will be reallocated to provide microtransit services.

Ms. Matheny recognized Mr. Mininni to speak to the associated financials for fiscal years 2023 through 2027 as referenced on page two of the summary report included in the handout provided. Mr. Mininni stated the goal is for services to align with known recurring dedicated funding sources. He stated the summary report presented reflects a five-year horizon for achieving independent financial sustainability.



Mr. Mininni stated a 5% reduction in services will be achieved for FY23 with no service reductions slated for FY24. Service reductions equal to 13% for FY25 and 10% the subsequent year are required for independent financial sustainability to be achieved by FY27. He stated data from the Automatic Passenger Counter (APC) system will be utilized to inform future service reductions. Mr. Mininni stated by FY27, the Authority will be at a point where normal operating revenues will be able to sustain the system. Mr. Mininni confirmed the FY27 budget at roughly \$7.4 million dollars and stated contributions provided by the city and county will be used to increase the fund balance.

Ms. Matheny spoke to the project timeline highlighting milestones which require board action. She confirmed the 90-day comment period will open at the beginning of January 2022 and conclude early April 2022. A finalized network redesign will be presented to the Board of Directors for adoption during the April 2022 meeting; May through June will mark the education and implementation phase with implementation occurring July 2022 following the Independence Day holiday. Mr. Caudle stated this item will be tabled for further discussion at the December meeting.

Executive Director Briefing - Ms. Parker spoke to the ridership statistics for the RideMICRO pilot program confirming 108 trips have been performed since October 11, 2021. She communicated recent data shows 75% of the rides occur in Zone 2 which services Pender County and New Hanover County. Ms. Parker conveyed Zone 3 serving Southern New Hanover County and Pleasure Island will go live on December 1<sup>st</sup>. The full technology suite is slated for implementation January 2022.

Ms. Parker provided a status update on the Healthy Opportunities Pilot stating notification of grant award is pending. She stated the Authority should receive notification from DHHS as to whether the Authority will be selected to provide transportation under this pilot project is anticipated for the latter part of November.

Ms. Parker recognized the Authority had the honor of participating and supporting the 1898 Commemoration event held in Wilmington on November 6th providing transportation services at the request of the County. She stated services were received favorably before thanking operations for their hard work to ensure resources were available to support this very special event. She announced on-time performance data for November is trending positively with an increase to 83%. The operations team was recognized for their achievements in improving the on-time performance at unprecedented rates.

Ms. Parker stated data collection efforts for the Diversity Equity and Inclusion (DEI) Plan remain ongoing. She indicated the staffing study will conclude over the next few weeks. Additionally, the generator equipment scope is nearing completion. The engineers should have a completed design necessary for staff to move forward with securement of generator equipment for the Maintenance and Operations Center.

Ms. Parker presented a recommendation for the selected vendor for the Automated Passenger Counter (APC) project confirming the formal solution yielded responses from six qualified vendors. The Authority's executive team conducted interviews with three vendors before selecting Urban Transportation Associates, Inc (UTA). as the preferred vendor. Mr. Kozlosky requested to be recused from voting on this item provided the conflict of interest. Ms. Mortell made a motion to accept Mr. Kozlosky's request to recuse himself. There was a second by Mr. Lawler and the motion carried. Ms. Hays made a motion to authorize the Executive Director to execute a contract for an Automatic Passenger Counter (APC) system with Urban Transportation Associates, Inc. (UTA) in an amount not to exceed \$200,000. There was a second by Ms. Wurtzbacher and the motion carried.

Evaluation of Executive Director - pursuant to NCGS 143-318.11(a)(6) - Closed Session - Ms. Hays made a motion to enter into closed session pursuant to NCGS 143-318.11(a)(6) for the evaluation of the Executive Director. There was a second by Mr. Lawler and the motion carried. The Board returned from closed session and the meeting resumed as published.

New Business – None



Next Meeting

Thursday December 16, 2021  
12:30 pm  
Forden Station

Adjournment - Mr. Kozlosky moved to adjourn the November 18, 2021 meeting. There was a second by Ms. Mortell and the motion carried.

**CERTIFIED TO BE A TRUE COPY**

\_\_\_\_\_ Secretary - Wave Transit