



SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
SEPTEMBER 23, 2021

A meeting of the Cape Fear Public Board of Directors was called to order at 12:30 pm on Thursday, September 23, 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
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
Joe Mininni, Director of Finance and Administration
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent

None

Others in Attendance: Natalie English, Noel Fox, Harrison W. Neilly, Tom Pacelli, Yzosne Riley, and Randolph Williams

Roll Call - Chairman Caudle conducted roll call with all members confirmed as present. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

Approval of the September 23, 2021, Board of Directors Meeting Agenda - Mr. Coudriet moved to approve the meeting agenda 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 and Mr. Williams for addressing corrections to the time points. Ms. Reilly stated many of the route stickers on the bus stop signs are faded and in need of replacement and some of the bus stops are in the incorrect locations. She confirmed the management company continues to take the time to work with her and the union.

Public Hearing on the FY2023 ConCPT Funding Application with North Carolina Department of Transportation - Ms. Parker stated this is the second year of funding for support of the regional Wilmington Microtransit pilot project. Mr. Caudle opened the public hearing on the FY2023 ConCPT funding as presented. Hearing no comments, Mr. Caudle closed the public hearing.

Approval of the September 23, 2021 Consent Agenda - Mr. Caudle entertained a motion for approval of the consent agenda. Mr. Lawler requested a revision to the minutes from the August 2021 meeting. Mr. Joye moved to approve item #2 of the consent agenda. There was a second by Ms. Mortell and the motion carried. Mr. Lawler confirmed the minutes should include vanpool services as the fourth mode of service represented on the financials. Mr. Joye moved to approve item #1 of the consent agenda as amended. There was a second by Ms. Mortell and the motion carried.



Report by the Deputy Director - Ms. D'Itri presented an update in Ms. Matheny's stead. A visual of the quantitative data used to inform the Authority's internal FY22 goal for engagement with minority-owned and small businesses was illustrated. She provided an update on the Making waves Foundation including outreach efforts for solicitation and securement of two additional members to serve on the Foundation's Board of Directors. She solicited questions to present to Ms. Matheny for address upon her return.

Report by the Mobility Manager - Ms. D'Itri presented a detailed *Outreach and Community Engagement Plan* inclusive of well-defined action items and associated timeline for achieving the goals and objectives illustrated in the planning framework presented to the Board at the August 2021 meeting. Mr. Lawler requested the term "competitive" be added to the language of becoming appealing to choice riders.

Report by the Director of Finance and Administration - Mr. Mininni reported the State Maintenance Assistance Program (SMAP) for the Authority and Rural Operating Assistance Program (ROAP) funding allocated directly to New Hanover County has been reinstated for the federal fiscal year, beginning October 1, 2021. He confirmed the total allocation of SMAP funding to the Authority as \$684,000. He stated the Authority is eligible for \$41,000 in ROAP funds to support fixed-route operations in the unincorporated areas of New Hanover County. He confirmed operating revenues and expenses for the fiscal year remain in line with the adopted budget levels.

Mr. Mininni presented an overview of a balance sheet equivalent and stated the current fund balance is at \$500,000. He highlighted the cash flow statement and confirmed the intended purpose of the report is to ensure the Authority has adequate cash to cover expenses through the duration of the fiscal year. He presented the revenue sources report which illustrates the sources, amount, and date of receipt for the various funds provided to and received by the Authority. He stated these reports will be provided monthly, except for the funding source report which will be provided semi-annually.

The final financial report presented is the current funding available to the Authority. The report outlines available grants, active grants, funding source, restrictions for use, the required match and the level of funding associated with each source, including federal, state, and local. He confirmed this report, which provides a comprehensive summary of available funding, will be submitted for review quarterly.

He summarized the Operational statistics report noting a decline in overall fixed-route ridership of 50% as compared to FY19. He stated operator overtime levels remain elevated as compared to previous fiscal years due to a shortage in the labor pool for fixed route operators and maintenance personnel. He stated the contractor is making every effort to recruit new employees to reverse the trend in overtime.

Executive Director Briefing - Ms. Parker presented the monthly updates confirming minor route modifications to the Port City Trolley and Route 205 Long Leaf Park took effect September 1, 2021. She confirmed the exterior signage promoting the free downtown trolley was installed at the Wilmington Convention Center and development of the interior artwork is underway.

Ms. Parker confirmed the launch date of the regional, Microtransit pilot project, RideMICRO, as Monday, October 11, 2021. She reiterated the launch will roll-out in phases and will include four polygons, or transportation zones within the tri-county area. She confirmed Zone 1 *Brunswick County/Downtown Wilmington* and Zone 2 *Pender County* will launch with project implementation followed by Zones 3 and 4 which will serve the Northern and Southern portion of New Hanover County.

Ms. Parker reported a 3% increase in fixed-route bus and trolley and a 11.5% increase in UNCW Seahawk shuttle ridership for current year to date as compared to the previous fiscal year. A 4% increase in on-time performance for fixed-route bus and trolley services has been realized since the implementation of reporting, which began January 2021.

Ms. Parker stated two production companies, Netflix and Amazon, requested use of the Authority's transfer stations for filming. In return, the companies donated a total of \$4,500 to the Making Waves



Foundation. She stated donations will assist nonprofit organizations to purchase bus passes at reduced prices. Mr. Kozlosky requested staff publicize the donations received and resulting community impact.

Ms. Parker requested support for the participation in the statewide, Election Fare Free Day. Mr. Coudriet made a motion to approve the Election Fare Free Day. There was a second by Ms. Hays and the motion carried.

Ms. Parker asked the Board was content with remaining at Forden Station for meetings or if the preference would be to return to the Maintenance and Operations Center. Mr. Joye recommended allowing the Executive Director to choose where the monthly meetings will be held due to COVID-19 regulations.

Evaluation of Executive Director Update - Commissioner 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 of Directors returned to open session and the meeting commenced in accordance with the adopted agenda.

New Business and Comments from the Board - None

Next Meeting - The next regularly scheduled board meeting will be held on Thursday, October 28, 2021, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

Adjournment - Mr. Coudriet made a motion to adjourn the September 23, 2021 meeting. There was a second by Ms. Mortell and the motion carried.

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Secretary - Wave Transit