



# Cape Fear Public Transportation Authority

## Agenda

**CFPTA Board Meeting**  
**Thursday, February 24, 2022**  
**12:30 pm**

Boardroom  
Forden Station  
505 Cando St.  
Wilmington, NC

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.

**Chris Coudriet, Board Chair, Presiding**

1. **Call to order**

- Attendance (Roll call of members)

2. **Moment of silence**

3. **Pledge of Allegiance**

4. **Approval of meeting agenda**

5. **Public comment**

*Individuals who would like to provide public comment must sign-up in advance of the meeting. Written comments can be submitted electronically via email at [info@wavetransit.com](mailto: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.*

6. **Consent agenda**

*The Board will consider a single action to approve all items on the consent agenda.*

- **Amended Minutes:** December 16, 2021 Meeting (p. 3)
- **Minutes:** January 27, 2022 Meeting (p. 7)
- **Minutes:** February 8, 2022 Meeting (*Recessed from the regularly scheduled January 27, 2022 meeting*) (p. 11)

**CHAIR**

**Chris Coudriet**  
*New Hanover County Manager*

**VICE CHAIR**

**Tony Caudle**  
*Wilmington City 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*

- **Purchase Order for Security Equipment (p. 13)**  
To support the safety of our front-line Customer Service Representative personnel at our transfer stations, there is a need to install automatic securement system for the public entrances at Forden Station and Padgett Station. The securement system would allow personnel to secure all public entry points, preventing access to the facility, in the event of a physical threat. Door Hardware Products was the lowest, responsive vendor for this project. The Authority recommends the approval of the P.O. in the amount of \$12,953.67 for hardware and installation of magnetic door locks at Forden Station and Padgett Stations.
- **Purchase Order for Automatic Passenger Counter System (p.15)**  
On November 18, 2021, the Board authorized the Executive Director to execute a contract with Urban Transportation Associates (UTA) for Automatic Passenger Counters (APC) in the amount of \$200,000. The Automatic Passenger Counter system provides real-time, accurate passenger load data, and will be used for safety and operational purposes, planning and analyses for future growth and efficiencies, and can be used for National Transit Database (NTD) reporting. Amounts previously authorized by the board include funding in the amount of \$160,000 provided by WMPO grant funding and a required match of \$40,000 from the Authority. The balance of \$8,092, for sales tax, will be absorbed by the Authority's FY22 budget. The Authority recommends the approval of the P.O. in the amount of \$208,092 in order to commence the project.

**7. Report by Mobility Manager - B. D'Itri**

- 7a. Update on FY2022 Marketing Plan Deliverables (Information Item)
  - File Attachments – Transportation Leaders Against Human Trafficking Pledge (p. 19)

**8. Report by Director of Finance and Administration - J. Mininni**

- 8a. Statistical and Financial Reporting (Information Item) (p. 20)
- 8b. Matching Funds Analysis (Information Item) (p. 27)
- 8c. Budget Ordinance Amendment (Action Item) (p. 29)

**9. Report by Deputy Director - M. Matheny**

- 9a. System Network Redesign Timeline (Information Item)

**10. Executive Director Briefing - M. Parker**

- 10a. Monthly Updates
  - File Attachment - On-Time Performance Report (p. 30)
- 10b. Finalization of Network Hours/Schedules (Action Item)
  - File Attachment - Five Year Service Hours Budget Plan & Options (p. 31)
- 10c. Personnel Updates

**11. New Business**

**12. Next meeting:**

Thursday March 24, 2022  
12:30 pm  
Forden Station

**13. Adjourn**