



**SUMMARY MINUTES**  
**MEETING OF THE BOARD OF DIRECTORS**  
**CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY**

**February 24, 2022**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:34 pm on Thursday, February 24, 2022, by Board Chairman Chris Coudriet at 505 Cando St., Wilmington, North Carolina and virtually via telephone and video conference.

**Board Members Present**

Chris Coudriet, Chairman  
Tony Caudle, Vice-Chairman  
Kemp Burpeau, NHC Attorney  
Hon. Deb Hays, NHC Commissioner  
John Joye, City of Wilmington Attorney  
Paul Lawler, City of Wilmington Appointee  
Abby Lorenzo, WMPO Designee  
Ms. Laura Mortell, City of Wilmington Budget & Research Director  
Lisa Wurtzbacher, NHC Chief Finance Office

**Staff Members Present**

Marie Parker, Executive Director  
Megan Matheny, Deputy Director  
Joe Mininni, Director of Finance and Administration  
Sylvia Armstrong, Human Resources Coordinator  
Mary Crawford, Accounting Coordinator  
Brianna D'Itri, Mobility Manager  
Cliff Rode, Paratransit Manager  
Kathy Williams, Customer Service Supervisor

**Board Members Absent**

Mike Kozlosky, WMPO, Executive Director

**Others in Attendance:** Carmenta, Joe Conway, Noel Fox, Anne Galamb, Jim Longenbach, Harrison W. Neilly, Tom Pacelli, David Rhew, Yzosne Riley, Alex Sands and Martha Wayne

Call to Order - Chairman Coudriet called the meeting to order with all members and designees confirmed as present. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

Approval of the February 24, 2022 Board of Directors Meeting Agenda - Mr. Lawler moved to approve the meeting agenda as presented. There was a second by Ms. Hays and the motion carried.

Public Comment - Ms. Yzosne Riley, 1328 ATU Local Chief Shop Steward. Ms. Riley confirmed the issues in the shop reported during the January meeting were addressed. She thanked Ms. Parker for ensuring this matter was handled in a swift manner. Ms. Riley stated several employees continue to report to the union anxiety regarding on-time performance reports and are missing work due to the stress. She expressed concern that some routes are long with little to no time for recovery. Ms. Riley stated she has not yet had time to schedule a meeting with Ms. Matheny on specific routes in which this problem is occurring. She said the high turnover rate of operators and shop personnel is taking a toll on management. Ms. Riley stated some time points need adjustment and causing operators to run ahead of schedule. She reported they received a warning from the sheriff that buses are not allowed to sit and wait on the highway in the event they are running early. Ms. Riley said operators are retaliating by either calling out or quitting because of the strict requirement for adherence to on-time performance and requested greater leniency from the company on this item.

Approval of the February 24, 2022 Consent Agenda - Mr. Coudriet entertained a motion for approval of the consent agenda. Mr. Lawler requested a correction to the December minutes confirming he called for the combination of the College Road and Carolina Beach Road routes be numbered 214 and 215 to minimize confusion when the interlining of the routes took effect. Mr. Caudle made a motion to approve



the consent agenda with the amendment of the meeting minutes as stated. There was a second by Ms. Mortell and the motion carried.

Report by the Mobility Manager - Ms. D'Itri thanked Ms. Parker for affording her the opportunity to conduct training for staff following Wave Transit's submittal of the *Transportation Leaders Against Human Trafficking Pledge*. She confirmed the pledge request was brought forth by the U.S. Department of Transportation and the Federal Transportation Administration (FTA); the pledge states public transit agencies recognize that human trafficking is an issue and public transportation can play a pivotal role in each community to address. She stated public transportation providers offer a safe space for victims onboard their vehicles supported by education and training to operators and staff on how to identify a potential situation and/or victim of human trafficking. Ms. Hays asked if there was anything tangible required on behalf of the Authority. Ms. D'Itri confirmed the only requirement is training and ensuring all employees are aware of available resources and how to access them should a situation presents itself.

Ms. D'Itri confirmed the first virtual *Transit 101* class is scheduled for Tuesday, March 1<sup>st</sup> at 9:00 am and stated classes will be held quarterly thereafter. She stated this outreach effort will afford the public an opportunity to learn how to become a transit rider.

Report by the Director of Finance and Administration - Mr. Mininni presented the monthly operational statics report confirming the decline in fixed route ridership is holding steady at 39% as compared to 2019 figures. Mr. Mininni confirmed ridership for the Port City Trolley is recovering and is almost consistent with 2019 figures; however, UNCW ridership is down significantly as compared to 2019. He reported overtime for fixed route operators at almost 18% and confirmed a slight decline in the revenue service hours delivered due to the current shortage in drivers as stated. Mr. Mininni highlighted an increase in ADA Paratransit trips as compared to 2019 and recognized the department for their performance. He reported a total of 89 trips performed under the RideMICRO Program for January with a weekly average of 24 trips.

Mr. Mininni presented the balance of the financial reports confirming fare box and UNCW Seahawk Shuttle Program revenues are within adopted budget levels. He reported a decline in contracted Paratransit trips resulting from a decline in DSS ridership. Mr. Mininni stated the positive variance in operation subsidies under the federal grants line item is attributed to the restoration and receipt of State Maintenance Assistance Program (SMAP) funding. He reported a positive variance of \$600,000 in operating expenditures.

Mr. Mininni presented a memo from Ms. Parker on required local match funding in response to the Bipartisan Infrastructure Law as per the request from the Board. The memo states with all Urbanized Area Formula Grant (Section 5307) funding, there is a fund matching requirement for the Authority. He stated the estimated additional matching funds for the projected increase is \$515,200 per year, based on available information. Mr. Mininni stated there are sufficient funds available in Wave Transit's existing and future budgets to match the increased Section 5307 allocation for the next five years, without additional budget requests to the City or the County.

Mr. Mininni presented an amended FY2022 budget ordinance for approval. Mr. Mininni confirmed the \$693,00 received from SMAP and Rural Operating Assistance Program (ROAP) funding, used towards operating expenditures, reduces the Section 5307 line item and extends the life of the CARES and ARP emergency relief funding. He confirmed the budget remains unchanged. Ms. Hays made a motion to accept the FY2022 budget ordinance amendment as presented. There was a second by Ms. Wurtzbacher and the motion carried. Ms. Wurtzbacher requested future budget amendments include a column notating which line items are being changed. Ms. Hays made a motion to approve the amended FY2022 budget ordinance as presented. There was a second by Ms. Wurtzbacher and the motion carried.

Report by the Deputy Director - Ms. Matheny presented on the timeline on the system enhancements slated for FY23. She confirmed a press release notifying the community of the service enhancements was





published following the February 8<sup>th</sup> meeting and recognized Commissioner Hays and City and County representatives for offering comment in the publication. Ms. Matheny confirmed the 90-day public comment period remains open and will conclude on April 13<sup>th</sup>. She stated the homepage of the Authority's website, and the general public comment survey were revised to include detailed information about specific route enhancements. Ms. Matheny confirmed the creation of a social media campaign is underway and large sidewalk ads highlighting the changes forthcoming will be placed at the entrances of the transfer stations and possibly the bus shelters along impacted routes. Ms. Matheny stated large decals will be installed in all revenue vehicles and informational tables will be erected in the lobbies at both transfer centers and in the operator breakroom at the Maintenance and Operations facility. She stated staff is excited about outreach efforts regarding the route enhancements and bringing forth positive news to our customers.

Executive Director Briefing - Ms. Parker presented the monthly updates stating on-time performance remains at 85%, close to the previous month. She said staff continue to work through recommendations included in the organizational analysis and budget neutral changes, including a revision in job descriptions for several positions and a title change for three positions, will take effect on March 1<sup>st</sup>.

Ms. Parker presented, for approval, a funding opportunity for the transition and infrastructure study for zero emissions vehicles. She stated the Authority would like to apply for a grant through NCDOT for \$100,000, with no local match requirement, for completion of the study. Ms. Parker stated the grant does include a commitment from the Authority as to what percentage of units will be replaced with zero emissions over a five-to-ten-year planning horizon. Mr. Lawler made a motion to allow staff to apply for the zero emissions vehicles grant study. There was a second by Ms. Lorenzo and the motion carried.

Ms. Parker stated the revenue hours for the system network enhancements adopted was less than the agreed upon 81,000 hours. Considering this gap, she presented the Board with three different proposals to add back some service hours that were previously removed. She wanted to ensure all members were aware there was flexibility to reintroduce these hours and present options if there was interest from the Board. Mr. Coudriet stated he made his vote based on routes and not hours. Ms. Hays asked if they could remain with the adopted enhancements and reevaluate the need for change at a future date. Mr. Lawler expressed concern about reducing the hours for the trolley. He said the trolley serves dependent or need based riders as well as choice riders and he would like to keep the trolley as it was. Mr. Lawler added the ridership on the trolley is recovering better than the rest of the system and people are using it. Ms. Mortell stated she does not agree with changing the trolley back to the original or current hours as it is a non-revenue generating service with hours removed from the least productive times. After further discussion, Mr. Coudriet called the vote. Mr. Lawler made a motion to maintain full trolley service hours all year long. There was a second by Mr. Burpeau with seven members opposed. The motion did not pass.

Ms. Hays made a motion that they maintain the vote on the service enhancements from the February 8<sup>th</sup> meeting. There was a second by Ms. Wurtzbacher. Mr. Coudriet stated it is appropriate for a Board member to raise a concern about a route change, but he does not recall asking staff to bring another set of options on the route changes. He said we must learn to live with the decision that was made by the Board. No further discussion and the motion carried.


Ms. Parker provided a personnel update stating Ms. Matheny will be departing Wave Transit next month. She confirmed the Deputy Director position has been posted. Ms. Parker said Ms. Matheny has been a tremendous support to her and the entire staff and recognized Ms. Matheny to say a few words. Ms. Matheny stated it has been a pleasure working for Ms. Parker and the Authority is doing amazing things under her leadership. Ms. Matheny recognized the Wave Transit team and stated she is truly grateful for the relationships cultivated with staff and customers and the knowledge and experience gained during her time with the Authority. She concluded by stating she is excited about the trajectory that Wave Transit is on.



New Business and Comments from the Board - Mr. Lawler proposed the numbers for the Carolina Beach Road/College Road routes be assigned new numbers, 213 and 214. He also suggested the number for the bottom of the hour route servicing Carolina Beach Road remain the same as not confuse passengers. Mr. Coudriet stated action can be taken for this request during the March meeting.

Next Meeting - The next regularly scheduled meeting will be held on Thursday, March 24, 2022 at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

Adjournment - Mr. Caudle made a motion to adjourn the February 24<sup>th</sup> meeting. There was a second by Ms. Mortell and the motion carried.

<p style="text-align: center;"><b>CERTIFIED TO BE A TRUE COPY</b></p> <p> Secretary - Wave Transit</p>
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