

SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
DECEMBER 16, 2021

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:42 pm on Thursday, December 16, 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
Shawn Evans, Asst. City Attorney, City of
Wilmington Designee
Hon. Deb Hays, NHC Commissioner
Mike Kozlosky, WMPO, Executive Director
Paul Lawler, City of Wilmington Appointee
Ms. Laura Mortell, City of Wilmington Budget &
Research Director

Staff Members Present

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

Board Members Absent

John Joye, City of Wilmington Attorney
Lisa Wurtzbacher, NHC Chief Finance Officer

Others in Attendance: Noel Fox, Abby Lorenzo, Harrison Neilly, Tom Pacelli, Yzosne Riley, and Randolph Williams

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

Approval of the December 16, 2021 Meeting Agenda - Mr. Coudriet moved to approve the meeting agenda as presented. There was a second by Mr. Lawler and the motion carried.

Public Comment - Ms. Yzosne Riley, 1328 ATU Local Chief Shop Steward. Ms. Riley stated she has been in communications with Ms. Matheny regarding the addition of service on 23rd Street. Ms. Riley stated they continue to work closely with management and continue to maintain a good working relationship. She expressed the need to hire more shop employees as her closing statement.

Approval of the Decemebr 16, 2021 Consent Agenda - Mr. Caudle entertained a motion for approval of the consent agenda. Ms. Mortell made a motion to approve the consent agenda. There was a second by Ms. Hays and the motion carried.

Report by the Mobility Manager - Ms. D'Itri provided an update on the FY23 Section 5310 Community Grant confirming the offering and notification was published on December 6, 2021 and will close on Janaury 31, 2022. Ms. D'Itri stated the grant is available to nonprofits, local government, and private providers of public transportation to support projects that serve community members age 65 and over and individuals with disabilities.

Report by the Director of Finance and Administration - Mr. Mininni provided an overview of the *November 2021 Operational Statistics Report*. Mr. Mininni reported a decline in ridership for UNCW

Seahawk Shuttle services of 47% and 39% for fixed route services as compared to 2019; however, an increase in ridership on Sundays, as compared to 2019, was noted. Mr. Mininni reported no variance in the trend for overtime, PM compliance and paratransit service delivery as compared to the previous month. He noted an increase in ADA trips and stated the majority of non-emergency medical transportation (NEMT) trip requests continue to come from the local DSS office with minimal activity through the managed care contracts. Mr. Mininni noted an increase in difficulty for the Authority to cover the cost of ADA trips once the CARES and ARP funding is exhausted, as the Authority witnessed a reduction in funding for ADA services in 2020. Mr. Mininni noted the addition of the RideMICRO section of the report with 160 trips performed to date.

Mr. Mininni confirmed no major changes in the Authority's net operating position. He confirmed operating revenues remain at or slightly above adopted budget levels. Mr. Mininni reported a negative variance in contracted paratransit services which is attributed to fewer ride requests for NEMT services. He reported a decrease in federal draw downs under Operating Subsidies due to underbudgeting on expenditures. The restoration of SMAP funding, in the amount of \$649,061 referenced under *State Grants*, is the cause of the large variance as illustrated. He stated the positive variance under the *Fuels and Lubes* line item on the *Operating Expenditures* report is attributed to the fuel tax credit received this fiscal year. Mr. Mininni reported the total positive variance for year-to-date expenditures is \$578,476.

Ms. Mortel inquired about a resolution recognizing the SMAP funding. Mr. Mininni responded that funds under SMAP and other adjustments to the current budget would be forthcoming.

Mr. Mininni provided an overview of the *Cash Flow Statement* noting the influx under the *State Funding* line item due to the receipt of SMAP funding. He noted revisions in the report recognizing SMAP funds and monies received under the fuel credit will be captured on future reports.

Report by the Deputy Director - Ms. Matheny presented the draft FY2023 service network recommendation for continued discussion. She offered further detail on route configurations and modifications included under the plan introduced by staff during the November 18, 2021 meeting, which reflects operation of nine (9) fixed route bus and trolley routes. This is compared to the current system which includes a total of fourteen (14) routes, and a microtransit service delivery alternative in two zones including Northern New Hanover County and Southern New Hanover County/Pleasure Island. She confirmed increased frequencies are accomplished on three (3) routes and a shift to linear service is reflected on primary corridors.

Ms. Matheny stated field testing is currently underway for Route 101 Princess Place for addition of service along 23rd Street, as well as Route 210 17th Street Extension to identify options for retention of service miles. She stated roadway segments on Route 103 Oleander Dr., slated for elimination under the proposal, will be retained under the new Route 211 and segments of Route 106 Shipyard Blvd. will be transferred to Route 105 Medical Center. She confirmed linear service, providing thirty minute frequency along Oleander Dr. and Wrightsville Ave., is achieved with the introduction of Route 211 Oleander/Wrightsville and Route 212 Wrightsville/Oleander. Mr. Lawler recommended staff revisit options for providing a continuous route, eliminating the need for a transfer, between the two major transfer stations and the Monkey Junction transfer center. Ms. Parker confirmed this objective is feasible through an interlining of routes through operational planning.

Ms. Matheny stated the proposal reflects a seasonal schedule for Route 203 Port City Trolley offering limited hours during the winter months, in which productivity is the lowest. Ms. Matheny stated the data analysis effort conducted by staff resulted in a realignment of resources that most effectively meets demand. Mr. Kozlosky requested staff revisit and reanalyze the elimination of 17th Street from Halyburton Park to College Road. He expressed the importance in maintaining connectivity with College Road.

Ms. Matheny reiterated the revision in revenue service hours effective FY2023 through FY2027 and confirmed the five-year planning horizon presented addresses the charge from the Board for the Authority to obtain independent financial sustainability. Mr. Lawler tasked staff with identifying strategic ways to grow ridership. He offered operational and route revisions including, combining Route 107 College Rd. and Route 201 Carolina Beach Rd. as to provide continued service between the two transfer stations and avoiding the need for a transfer at the Monkey Junction Transfer Center and renumbering Route 211 Oleander/Wrightsville and Route 212 Wrightsville/Oleander to Route 213 and 214. Mr. Lawler also suggested further review of the loss of Route 103 services from Forden Station in conjunction with the route configuration for Routes 211 and 212 and revisit the loss of service on 16th and 17th St. from Market St. to Dawson St.

Ms. Matheny presented the project timeline with the the ninety day public comment period opening early January 2022. She stated a series of Town Hall informational sessions will be held at both transfer stations in February and two formal public hearings in March. Ms. Matheny confirmed the public comment period will conclude April, with presentation and adoption of a final *FY2023 System Network Redesign* occurring at the April 27, 2022 Board of Directors meeting. She confirmed May through June marks the implementation phase with education provided to staff, customers, and the public.

Mr. Mininni presented a brief reconciliation of the financials associated with the FY2022 Transpro recommendation and the projected FY2023 budget. He stated the variance from \$7,750,000 to \$9,200,000 is attributed to Board action and inflation. Mr. Coudriet requested information specific to those Board actions be supplied to the Board. Mr. Mininni confirmed those actions as the adoption of a healthy living wage and contract for management services which carried a higher cost than initially budgeted. Additional questions including, implications on other services operated by the Authority under the revised, were addressed by Mr. Mininni. He confirmed the network revisions would effect all modes of transportation provided by the Authority and not just fixed route services. He confirmed the recommendation from staff reflects a thorough analysis of the current system and the adopted Tranpro proposal. Mr. Mininni stated modifications included in the model most effectively meet the needs of the community provided current resources. The proposal considers funding currently available while achieving independent financial sustainability effective FY2027 with no substantial increases in local funding coming from the City of Wilmington or New Hanover County.

Executive Director Briefing - Ms. Parker presented monthly updates confirming the on-demand, RideMICRO Program has been in operation for over nine weeks. She reported a decline in ridership during the holiday season but ridership for the overall program is trending in a positive direction. Ms. Parker stated the launch of the full technology suite including a smartphone app and expanded hours will occur January 2022. She stated customers will now be able to book rides, pay fares, and track their rides through the app.

Ms. Parker confirmed On Time Performance (OTP) is now over 80%. She thanked staff for their efforts to ensure a positive trend in OTP over the past several months. She offered a brief update on the Healthy Opportunities Pilot confirming two kick-off meetings have occurred with service projected to begin February or March of 2022. Ms. Parker stated the contract for the Automatic Passenger Counter (APC) system is in the draft stages. She stated delivery of the six (6) shelter amenities secured under the Section 5339 Bus and Bus Facilities grant is delayed due to global supply chain issues with delivery now slated for January 2022.

Ms. Parker stated identification of park and ride locations along transit lines is underway. She confirmed conclusion of the staffing study and noted findings will be presented at the January meeting. Ms. Parker reported staff is developing a timeline with local partners for *Transit 101* training classes. This initiative will serve as an educational tool promoting public transit and breaking down transportation barriers within the community.

Evaluation of Executive Director - pursuant to NCGS ss 143-318.11 (a)(6) - Closed Session - Mr. Caudle entertained a motion to enter into closed session. Ms. Hays made a motion to enter into closed session for Evaluation of Executive Director – pursuant to NCGS ss 143-318.11 (a)(6). The meeting was called back into open session.

Mr. Caudle stated that the evaluation of Ms. Parker was unanimously supportive. He stated she has been doing a wonderful job and was awarded a 2% pay increase effective immediately. Mr. Coudriet made a motion to award Ms. Parker a 2% pay increase effective immediately. There was a second by Ms. Hays and the motion carried.

New Business and Comments from the Board - None

Next Meeting - The next regularly scheduled meeting will be held on Thursday, January 27, 2022, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

Adjournment - Ms. Mortell made a motion to adjourn the December 16, 2021 meeting. There was a second by Mr. Kozlosky and the motion carried.

CERTIFIED TO BE A TRUE COPY

A handwritten signature in blue ink, appearing to read "Maria Parker", is written over a horizontal line.

Secretary - Wave Transit