



Cape Fear Public Transportation Authority

Agenda

CFPTA Board Meeting
Monday, May 26, 2022
12:30 pm

Boardroom
Forden Station
505 Cando St.
Wilmington, NC

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. 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.

- **Minutes:** April 25, 2022 Meeting

- **Audit Services**

Approval of audit services to be performed by PBMares LLP. The Authority is required to have an annual independent audit completed by both federal and state funding sources. This expenditure has been appropriated in the FY22 budget. Approval of the contract and associated documents is recommended.

- File Attachments – Communication Letter, Arrangement Letter, and Contract

- **Advertising Contract**

Award advertising services contract to Streetlevel Media. An RFP was published on March 21, 2022. This is a sales revenue share structured contract. The term is three years with three additional one-year options. The contract will specify a minimum guarantee of

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*

\$84,000 per year (the total lump sum annual guarantee paid to the Authority). CFPTA will receive 53%, 54%, and 55%, respectively, on years 1-3 of the contract. The Authority will incur no costs associated with advertising, including printing, installation, and removals. Approval of the contract is recommended.

7. Staff Introduction

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

9a. Statistical and Financial Reporting (Information Item)

- Monthly Financials

9b. FY23 Budget Presentation/Ordinance (Information Item)

- Budget Packet
- Opening of Public Comment Period

9. Executive Director Briefing - M. Parker

10a. Monthly Updates

10b. System Network Redesign (Action Item)

- Adoption of final FY23 plan

10. New Business

11. Next meeting:

Thursday June 23, 2022

12:30 pm

Forden Station

12. Adjourn