



Cape Fear Public Transportation Authority

Agenda

CFPTA Board Meeting
Thursday, June 23, 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:** May 26, 2022 Meeting (p. 3)
- Conflict of Interest Policy (p. 6)

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

7a. Financial Reporting (Information Item)

- File Attachment - Monthly Financials (p. 8)

7b. FY23 Budget Adoption (Action Item)

- Public Hearing
- File Attachment - Budget Resolution (p. 14)

8. Report by Deputy Director – J. Dodson

8a. Operational Reporting

- File Attachment - Monthly Operations Reports (p. 15)

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
*Assistant County Manager,
New Hanover County*

8b. Purchase Order (Action Item)

Staff is requesting the Board approve the Purchase Order for \$18,998 for print materials for the upcoming service changes. An order was approved in the winter of this year for system map design and production. This cost covers the design work to produce web materials and 2,500 pocket brochures for each of our Routes (30,000 total), and a separate 5,000 brochures for the Port City Trolley. This is a FY2023 budgeted item, and all materials are expected to be delivered prior to the July 3rd launch of the service changes.

- File Attachment - Purchase Order (p. 18)

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

9a. Monthly Updates

10. **Evaluation of Executive Director - pursuant to NCGS § 143-318.11(a)(6) – Closed Session**

11. **New Business**

12. **Next meeting:**

Thursday July 28, 2022

12:30 pm

Forden Station

13. **Adjourn**