

SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
May 26, 2022

A meeting of the Cape Fear Public Board of Directors was called to order at 12:33 pm on Thursday, May 26, 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
Hon. Deb Hays, NHC Commissioner
John Joye, City of Wilmington Attorney
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
Jonathan Dodson, Deputy Director
Joe Mininni, Director of Finance and Administration
Sylvia Armstrong, Human Resources
Mary Crawford, Accounting Coordinator
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent

Mr. Kemp Burpeau, NHC Attorney
Lisa Wurtzbacher, NHC Assistant County Manager

Others in Attendance: Noel Fox, Curtis Howard, David Rhew

Call to Order --Chairman Coudriet opened the board meeting. With all members confirmed as present, with exception of New Hanover County staff, Mr. Kemp Burpeau and Ms. Lisa Wurtzbacher. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

Approval of the May 26, 2022, Board of Directors Meeting Agenda - Mr. Caudle moved to approve the meeting agenda as presented. There was a second by Ms. Mortell and the motion carried.

Public Comment – No public comment

Approval of the May 26, 2022, Consent Agenda - Mr. Caudle entertained a motion for approval of the consent agenda. Mr. Kozlosky seconded, and the motion carried

Staff Introduction – Ms. Parker gave a brief introduction of the new Deputy Director, Mr. Jonathan Dodson. Mr. Dodson gave a brief introduction of himself, highlight his transportation background.

Report by the Director of Finance and Administration - Mr. Mininni presented the monthly financial reports. He reviewed the operating statics, citing no significant changes from month to month. He stated that the upcoming route modifications should assist in improving the ridership numbers. Mr. Mininni stated that maintenance costs have increased, and he expects this number to continue to increase as we approach year-end and prepare the fleet for service changes. Fixed route operator overtime remains high but will flatten with UNCW services ending for the summer. There has been a drop in the service delivery due to a shortage of labor causing some trips to have been missed. Mr. Mininni stated that

paratransit is doing well and has rebounded at about 80% as compared to 2019. He said Managed Care providers have promised to produce increased ridership next year and the Authority has picked up a couple of new programs.

Mr. Mininni reported on RideMICRO, stating that there has been continued improvement in ridership month over month. He highlighted the increase in subscription requests.

Mr. Mininni reported on the net position, stating that cash and receivables are the only items that are changing, and as we approach year end, we expect the cash balance to drop due to the large sums provided to us at the onset of any new year.

Mr. Mininni reported on the operating position, highlighting that fixed route farebox revenue exceeds budget. The contract services variance was mostly due to not having a van pool in operation for most of the year, as well as managed care not providing adequate referrals. Operating subsidies from federal sources variances were reflective of an under-budget position on expenditures. The large variance in professional services expenditures was related to RideMICRO's delayed start in the fiscal year and the timing of invoicing from Transdev being delayed. Overall, we expect to report under budget for the year.

Mr. Mininni presented the FY23 budget packet and ordinance. He stated there is a 15% budget increase over the prior year, excluding microtransit. Mr. Mininni said some of the largest increases are due to fuel, labor, and the addition of 5,300 hours of service hours for the July changes.

Mr. Mininni stated that this budget utilizes 2.6 million dollars from the CARES and ARP funds for this and next year - leaving 2.8 million in ARP funding available that will sustain the agency through 2024. He stated the budget also includes wage adjustments and staff increases. The Authority is requesting to fill new positions that include Planner, Grants Coordinator, and the addition of a part time equivalent for Facilities. Mr. Kozlosky asked about the hiring rate for the positions. Mr. Coudriet asked for total cost of the positions. Mr. Mininni stated the estimated cost to be about \$160,000 which could change after the organizational study is completed. Mr. Kozlosky inquired what funding sources are being used to finance the positions and what long-term strategy will be used once the grants are no longer available. Mr. Mininni stated that the budget is relying on ARP and CARES money and, after two years, like the rest of the budget, other funding sources will be needed or the positions will face elimination.

Mr. Joye stated the federal money is only available for a limited time. He also said that the board is keeping the route system closer to what they want for a couple of years and if another funding source is not identified then the system will have to be pared down. Mr. Kozlosky questioned why the federal funds are not being consumed initially, using SMAP and ROAP funds when they become available and making an adjustment later. Mr. Mininni responded that the budget will reflect removal of SMAP and ROAP funding for the June meeting and staff would bring forward an amendment of the budget later, if and once those funds are appropriated to the Authority. Mr. Lawler stated he was more concerned about hiring employees and expanding service when we do not have a dedicated revenue source beyond CARES and ARP funding.

Mr. Mininni stated that there has been a 6% increase added to the UNCW contract and they have also requested a 6% increase from primary governments. He further states funds are needed to replace the aging fleets, as well as marketing. Mr. Kozlosky asked if \$23,000 would be enough for marketing. Ms. Parker stated that they are trying to operate under conservative constraints but can always do more, especially with the new routes.

Mr. Mininni stated that the public comment period is open for the FY23 budget for a period of 30 days and any public comments can be presented or expressed at the June 23rd board meeting. Mr. Joye stated that the budget must be approved by July 1st. Mr. Mininni also presented a handout to the board that detailed a long-range budget showing significantly reduced routes by 2028.

Executive Director Briefing - Ms. Parker presented the monthly updates. She stated that there is one last meeting with the Healthy Opportunity Pilots partners and then, hopefully, it will be time to launch in the next week or so. Ms. Parker presented the contractor updates. She said that Transdev stated that they are fully staffed. They have several classes in the works to prepare for the July 3rd service launch and when UNCW starts back in the fall. Ms. Parker stated that Transdev has begun union negotiations. She said that Transdev has officially had their first employee to finalize a process to become a third-party tester for DMV to test for CDL licensure.

Ms. Parker's final update was an introduction of the *Mobility for Everyone, Everywhere* grant application. Ms. Parker said that NCDOT released a call for interest asking if there would be any agencies interested in joining in a combined application for an application to be submitted to the USDOT for an MPDG, or Multimodal Project Discretionary Grant. The State is requesting 25.6 million dollars on behalf of eleven agencies (including CFPTA) that were chosen to be part of the combined application. Ms. Parker said the Authority was able to get eight letters of support from the City, County, and other agencies in the area. She said if NCDOT is successful, and the Board supports it, then the Authority can accept any grant monies received. The state will decide the amount for each agency and how it can be applied. Ms. Parker thanked everyone who took the time to support the grant application.

Ms. Parker next presented five proposed components of a larger plan for sales tax revenues, pending the passing of the referendum. She said that a large portion will cover existing shortfalls. Ms. Parker also said that a goal is to make a more feasible system to generate more revenue and ridership. She stated the goal is to extend schedules for fixed route, microtransit, and paratransit, increase frequencies, improve passenger amenities, and enhance technologies and new programs. Mr. Lawler asked if concrete pads can be placed at some stops to keep passengers from standing in the grass because shelters and benches can be very expensive.


Ms. Parker's last item was the requested approval of the System Network Redesign. Mr. Lawler asked if there was an idea of how long it would take to get the ridership numbers up on the new routes. Ms. Parker stated that it usually takes anywhere from six months to a year for people to get accustomed to new changes. She stated staff is doing everything possible to ensure the public is informed about the enhancements of service. Mr. Coudriet made a motion to approve the System Network Redesign as presented. Ms. Mortell seconded, and the motion carried.

New Business and Comments from the Board – Mr. Coudriet asked Ms. Hays, Mr. Kozlosky, Mr. Lawler, and Mr. Joye to present the evaluation report of the Executive Director to the board by June 23rd.

Next Meeting - The next regularly scheduled meeting will be on Thursday, June 23, 2022, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

Adjournment - Mr. Caudle made a motion to adjourn the board meeting. There was a second by Mr. Lawler and the motion carried.

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 Secretary - Wave Transit