

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

**June 23, 2022**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:31 pm on Thursday, June 23, 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  
Eric Credle, NHC Chief Finance Officer  
Ben Guerrieri, City of Wilmington Senior Budget Analyst  
Hon. Deb Hays, NHC Commissioner  
John Joye, City of Wilmington Attorney  
Paul Lawler, City of Wilmington Appointee  
Abby Lorenzo, WMPO Deputy Director

**Staff Members Present**

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

**Board Members Absent**

Kemp Burpeau, NHC Attorney  
Mike Kozlosky, WMPO, Executive Director  
Laura Mortell, City of Wilmington Budget & Research Director

**Others in Attendance:** Terrance Dewberry, Noel Fox, Sherita McCullers, Harrison Neilly, Tom Pacelli, David Rhew, Yzosne Riley

**Call to Order** – Chairman Coudriet opened the board meeting with all members confirmed as present. A moment of silence was observed followed by the reciting of the Pledge of Allegiance. Mr. Coudriet took a moment to introduce Mr. Credle to the board members.

**Approval of the June 23, 2022, Board of Directors Meeting Agenda** - Mr. Lawler moved to approve the meeting agenda as presented. There was a second by Mr. Caudle and the motion carried.

**Public Comment** – Ms. McCullers stated that she was concerned about drivers working as dispatchers. She said that this can create a hostile environment and no driver should have that type of responsibility. Ms. Riley agreed with Ms. McCullers regarding drivers working as dispatchers. Ms. Riley said that she has been diligently working with management on the new routes and scheduling. She said that Mr. Harrison yelled at her in front of Mr. Mininni. Ms. Riley said that was totally out of character for Mr. Harrison and she was embarrassed. Mr. Dewberry thanked the board for the positive changes with the company and that the ATU will support the tax referendum. Mr. Dewberry said that contract is set to expire at the end of the month.

**Approval of the June 23, 2022, Consent Agenda** - Mr. Caudle moved to approve the consent agenda. Mr. Lawler seconded, and the motion carried.

**Report by the Director of Finance and Administration** - Mr. Mininni presented the May operating statistics. Mr. Mininni stated that the fixed route ridership remains at 60% recovered level as compared to 2019. Mr. Mininni said we may be looking at this as the new line going forward. He said UNCW has

recovered about 40% and we should see an increase in ridership next year due to the reinstating of more in-person classes. Mr. Mininni stated that the May fixed route report was a rough month for operator overtime, but there will be improvements going into June with the operator overtime and service delivery percentages. Mr. Mininni said that farebox and passengers per hour is in line with the 60% ridership recovery as compared to previous years. He said that the maintenance department is doing excellent, all the PMs are in and on time. Mr. Mininni said that each month paratransit does well. They are almost at 80% as compared to 2019. He said their on-time performance is great and overtime is low. Mr. Mininni said that RideMICRO is increasing ridership month over month.

Mr. Mininni presented the operating position. He said that there are a couple of negative variances with the VanPool and managed care services. Mr. Mininni said they are under budget on the federal side and the goal is to manage the funds to build a fund balance by the end of the year and still come in under budget.

Mr. Mininni said that he is confident the year will end under budget.

Mr. Mininni presented the FY 2022-2023 Budget Ordinance for approval. Ms. Hays entertained a motion to open the public hearing for comments. Mr. Lawler seconded, and the motion carried. Hearing no public comments Ms. Hays made a motion to close the public hearing. Mr. Caudle seconded, and the motion carried. Mr. Lawler stated he had concerns regarding hiring additional employees for a limited time of 21 months. He said it was imprudent to hire when there is not enough money after 21 months. He said ridership is down 1/3 and the budget will be better if new people were not hired. He said he was concerned with spending money that is not guaranteed. Ms. Parker stated that a full-time planner, grants administrator and facilities personnel is needed. Mr. Caudle stated that the jobs requested are necessary and can be reevaluated at the end of the 21 months. Ms. Hays stated that she appreciated Mr. Lawler's thoughts and feels it is being very responsible, but she is in support of hiring for the requested positions. Mr. Lawler stated that there are very aggressive steps being taken with the new routes trying to improve ridership. Ms. Hays made a motion to approve the FY 2022-2023 Budget Ordinance as presented. Mr. Joye seconded. Seven supported the budget as presented and one opposed.

Deputy Director Briefing – Mr. Dodson presented the monthly updates. He said that RideMICRO ridership is up 3% from last month and all 4 zones are up and running. Mr. Dodson said that Brunswick County ridership is up 40% from last month. He said that the northern part of New Hanover County is around 26%. Mr. Dodson said that beginning July 3<sup>rd</sup> microtransit hours will be expanding to coincide with the current fixed route hours. Mr. Dodson stated that the on-time performance is down as compared to last month and last year due to construction detours and new operators trying to get up to speed.

Mr. Dodson presented a PO for board approval for brochures for the fixed routes. Mr. Joye asked the board if he could work with Ms. Fox on a resolution to increase the manager authority to \$90,000. Mr. Joye stated that it doesn't make sense for the board to act on routine matters, so that in July Mr. Mininni can fill in the gaps and not have to report numbers with a resolution on signature authority. Mr. Joye made a motion to approve the PO. Ms. Hays seconded, and the motion carried.

Executive Director Briefing - Ms. Parker presented the monthly updates. Ms. Parker began with a brief update regarding union negotiations. She stated that she gave Transdev direction to close negotiations by June 30<sup>th</sup>. She said if they did not conclude that they will sign an agreement to continue with the existing contract with an extension. Ms. Parker stated that we currently have enough operators and equipment for the July 3<sup>rd</sup> implementation of service. She also stated that in August, when UNCW is added, there may be a shortage in operators but, there are new operators completing classes and more being hired so Transdev should be able to close that gap very quickly by the August update.

Ms. Parker presented changes of liquidated damages in the contract with Transdev. Ms. Parker said that Transdev has missed trips over the past 3 months that are directly related to the nationwide labor shortage. Ms. Parker decided per the language in the contract it was in the best interest to waive the accrued

liquidated damages. Ms. Parker decided to only recover the Authority's losses in the amount of \$17,000. She said that the \$17,000 credit will appear on the June invoice to Transdev. Ms. Fox also stated that the nationwide trend and other authorities across the nation are also doing waivers.


Ms. Parker's last item is the implementation of the July 3<sup>rd</sup> route services. Ms. Parker said that everything is complete, and each board member was presented with the final system wide map. She said that signage has been placed to notify riders of bus changes.

Evaluation of Executive Director-pursuant to NCGS§ 143-318.11(A)(6)- Ms. Hays made a motion to enter closed session pursuant to NCGS§ 143-318.11(A)(6). Mr. Lawler seconded, and the motion carried. Ms. Hays made a motion to open closed session. Mr. Lawler seconded, and the motion carried. Ms. Hays made a recommendation to approve a 7% increase for the Executive Director's salary. That is inclusive of the 4% that is budgeted for the pool of employees. Mr. Coudriet seconded, and the motion carried.

New Business and Comments from the Board – None

Next Meeting - The next regularly scheduled meeting will be on Thursday, July 28, 2022, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

Adjournment - Ms. Hays made a motion to adjourn the board meeting. Mr. Joye seconded, and the motion carried.

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