CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY

Agenda

CFPTA Board Meeting
Thursday, October 27, 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. **Opening Public Comment Period on FY24 ConCPT Funding Application with the NCDOT**
   NCDOT requires the Authority to hold a public hearing on the proposed project(s) to allow members of the community the opportunity to comment on transportation needs and the grant application. Each grant request must be addressed individually with the hearing formally opened and closed and reflected in the minutes. During the hearing the public should explicitly be asked if they wish to comment on the proposed funding. The public hearing will be held before the governing board (Authority Board of Directors or Executive Board for public transportation authorities). Individuals may submit comments up to 24 hours in advance of the hearing. The hearing will be held on November 17, 2022.
    - NCDOT ConCPT Application (p.3)
7. **Consent agenda**
   The Board will consider a single action to approve all items on the consent agenda.
    - **Minutes**: August 25, 2022 Meeting (p. 7)
    - Public Transportation Planning 5303 Grant Agreement (p. 10)

CHAIR
Chris Coudriet
New Hanover County Manager

VICE CHAIR
Tony Caudle
Wilmington City Manager

BOARD MEMBERS
Kemp Burpeau
Deputy Attorney, New Hanover County

Eric Credle
Chief Financial Officer, New Hanover County

Meredith Everhart
Wilmington Deputy City Attorney

Honorable Deb Hays,
New Hanover County Commissioner

Mike Kozlosky
Executive Director, Wilmington Urban Area MPO

Paul Lawler
Wilmington City Council Appointee

Laura Mortell
Budget Director, City of Wilmington

The Federal Transit Administration (FTA) provides 5303 transit funds to support planning to metropolitan areas. The Wilmington Metropolitan Planning Organization (WMPO) is the recipient of FTA 49 U.S.C. § 5303 transit planning funds. The WMPO and the Authority historically divide transit planning duties and assign the funds accordingly. The agreement will allocate funds to the Authority at a percentage of 60% of total funds, not to exceed $114,448 for FY23 and FY24.

- Commercial Backup Generator Contract Approval
  Proposals were sought from qualified contractors for the purchase and installation of two (2) diesel powered automatic backup generators for the Operations facility and for the CNG fueling station. Staff selected Melton Electric, who will be responsible for the full implementation of the system, including equipment, permitting, installation, wiring, testing, training, and warranty. Their bid was one of three and was the lowest bid at $497,875. Other bidders were Page Electric and Port City Builders.
    - File Attachments – Bid Tabulation (p.17)
- Budget Amendment
  The Authority received additional State Maintenance Assistance Program (SMAP) funding at $648,942 and Rural Operation Assistance Program (ROAP) funding at $43,440. This amendment would reduce the amount on the federal funding line, FTA 5307 by the totaled amount of $692,382. These funds will remain available for use in the Authority's FY24 operating budget.
    - File Attachments – Budget Amendment (p.18)

8. **Report by Director of Finance – Lance Flint**

   8a. Monthly Financial Reports
   - File Attachments – Monthly Financial Reports (p. 19)

9. **Report by Deputy Director – J. Dodson**

   9a. Monthly Operations Reports
   - File Attachments – RideMICRO (p.24), On-Time Performance (p.26), Operational Statistics (p.27)

   9b. Making Waves Foundation (Action Item)
   - Request approval of the appointment of Frankie Roberts to the Making Waves Foundation Board. Since 2000, Mr. Roberts has been the Executive Director of Leading Into New Communities (LINC) Inc., a non-profit agency that provides shelter and services for men and women returning from prison. (p. 28)

   9c. Operational Staffing Report
   - File Attachments – PowerPoint (p. 29)

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

    10a. Executive Director Monthly Updates

11. **New Business**

12. **Next meeting:**
    Thursday, November 17, 2022
    12:30 pm
    Forden Station

13. **Adjourn**

Project's Service Area:
List the NCDOT grantees involved in the proposed project.

Project Manager and Title:			
Telephone:	Area Code:	Phone Number:	-
Fax:	Area Code:	Phone Number:	-
E-mail Address:			
Website Address:			

Federal Financial Assistance Transparency Act (FFATA) mandates the disclosure of the names and total compensation of the five most highly compensated officers of an entity if:

- The Applicant received 80% or more of its annual gross revenues in the preceding fiscal year from the federal government (all federal sources, not just FTA); and
- Those revenues were greater than $25M; and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

Applicant should select "Yes" if they are subject to the reporting requirements of FFATA and "No" if they are not subject to Executive Compensation Reporting. ☐ YES ☐ No

Executive Compensation Preporting: If "Yes" is selected above, enter the Names and Compensation amounts for the top five officers of the Applicant.

	Full Name		**Total Compensation**
1		$	
2		$	
3		$	
4		$	
5		$	

PART 2 – Project Information

INSTRUCTIONS – Fill out only Section A or Section B based on the type of project being proposed. Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary. NCDOT will use the answers the applicant provides to determine whether the project is worthy of funding. The details are important and applicants should provide detailed answers to these questions.

A. CONSOLIDATION PROJECTS

Funding Source	ConCPT
List NCDOT Grantees as of June 30, 2023 to be Consolidated into a Single Grantee by June 30, 2024	
Total Project Administrative and/or Operating Cost:	$
Total ConCPT Funds Requested (Refer to the General Guidance section for maximum funding levels)	Total ConCPT Request $

1. Provide a description of your proposed project.

   Answer:

2. Describe how the ConCPT funding will assist with the consolidation. Be specific in how the funds will be used and the anticipated impact of these funds.

   Answer:

3. Describe the source of the matching funds (non-State funds only) and provide evidence the matching funds are not currently being used to match other projects.

   Answer:

4. Describe the major milestones to be achieved and the expected timeline for achieving them.

   Answer:

5. Describe how the new single grantee will ensure all Federal and State oversight measures are taking place.

   Answer:

B. COORDINATION PROJECTS

Funding Source	ConCPT
List NCDOT Grantees Involved in This Coordination Project (must be 3 or more)	
Total Project Operating Cost:	Operating $
Total ConCPT Funds Requested (Refer to the General Guidance section for maximum funding levels)	Total ConCPT Operating Funds Request $

1. Provide a description of the proposed project, including the proposed days and times of the service. Be certain to attach a map showing the proposed route design, transfer points, and major destinations (medical facilities, intercity facilities, educational facilities etc.). The map will supplement the description, but a full text description should be provided. Include how the costs of the service will be determined, the rates as well as an hourly wait time charge.

Answer:

2. Describe how service is currently being provided to the areas in Question 1 by the grantees involved in the project and how the proposed project will improve upon this existing situation. Be specific and detailed.

Answer:

3. Fill out the table below based on the existing service being provided to the destinations in Question 1 and the proposed service:

	Existing Service (actual)	Proposed Service (estimates)
Trips (annual)		
Revenue Hours (annual)		
Revenue Miles (annual)		
Cost per Trip (average)	$	$
Fare per Trip (average)	$	$
Operating Expenses (annual)	$	$

4. Describe the cost sharing and billing arrangements between the grantees involved in the project.

Answer:

5. Describe the source of the matching funds (non-State funds only) and provide evidence the matching funds are not currently being used to match other projects.

Answer:

6. Describe the major milestones to be achieved and the expected timeline for achieving them.

Answer:

List Attachments:

Resolutions:

Budget:

Local Share Certificate:

Other:

The information provided in this application is true and accurate to the best of my knowledge and ability.

_____ _____

Signature Date

SUMMARY MINUTES

MEETING OF THE BOARD OF DIRECTORS

CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY

September 22, 2022

A meeting of the Cape Fear Public Board of Directors was called to order at 12:34 pm on Thursday, September 22, 2022, by Board Vice Chairman Tony Caudle at 505 Cando St., Wilmington, North Carolina and virtually via telephone and video conference.

Board Members Present
Tony Caudle, Vice Chairman
Eric Credle, NHC Chief Finance Officer
John Joye, City of Wilmington Attorney
Mike Kozlosky, WMPO, Executive Director
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget & Research Director

Staff Members Present
Marie Parker, Executive Director
Jonathan Dodson, Deputy Director
Sylvia Armstrong, Human Resources Generalist
Brad Cannon, Transit Planner
Mary Crawford, Accounting Coordinator
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent
Chris Coudriet, Chairman
Kemp Burpeau, NHC Attorney
Hon. Deb Hays, NHC Commissioner

Others in Attendance: LaWanda Andrews, Mariana Donovan, Meredith Everhart, Noel Fox, Tom Pacelli, Victor Register, Shawn Spencer, Pamelyn Usher-Miller.

Call to Order –Vice Chairman Caudle opened the board meeting with members confirmed as present. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

Approval of the September 22, 2022 Board of Directors Meeting Agenda – Mr. Caudle presented the agenda for approval. Mr. Joye requested removing the public transportation planning 5303 grant agreement and the microtransit 'Transportation as a Service' (TaaS) provider contract renewal from the consent agenda. Ms. Mortell moved to approve the meeting agenda as amended. There was a second by Mr. Credle and the motion carried. Mr. Caudle noted that on item one of the consent agenda, there will be no City representatives at the October Board meeting due to retreat engagement the same day. Mr. Lawler will be the only City appointee present. Ms. Mortell stated that there will be a representative for her at the next meeting. Mr. Kozlosky stated he would have someone at the meeting as well.

Public Comment – Ms. Donovan requested to bring back Route 301 because she feels it was convenient and reliable. She said that she is hearing impaired and cannot use a cellphone to speak with the RideMICRO call center and said that that call center staff do not return her calls. Ms. Donovan feels that RideMICRO is not helpful for people with disabilities. Additionally, Ms. Donovan stated that the buses have dirty seats, and some drivers need to be retrained on kneeling the bus and respecting passengers.

Mr. Register expressed his concerns with RideMICRO service and its pickup locations and prefers to see Route 301 return. He reported that service schedules and routes are not operating as scheduled.

Approval of the September 22, 2022 Consent Agenda – Ms. Mortell moved to approve the consent agenda as presented. Mr. Lawler seconded, and the motion carried. Mr. Caudle opened up the removed items for discussion. Mr. Joye complimented the Board Clerk for the minutes being well-written despite complicated legal language presented at last meeting. Mr. Joye said that they were still in negotiations with the microtransit TaaS provider for contract renewal and ask that the Board not approve the presented draft contract but instead authorize the Executive Director to execute a contract not to exceed the amount of $999,000. Ms. Parker said that $600,000 will be coming from the state and the remainder will be provided by the operating budget. Mr. Joye made a motion to approve this item and to authorize the Executive Director to negotiate and execute this contract, not to exceed $999,000. Mr. Kozlosky seconded, and the motion carried. Ms. Mortell asked during negotiations to find out how are they assisting individuals that are hearing impaired.

Deputy Director Briefing – Mr. Dodson presented the operations monthly reports. Mr. Dodson said that August RideMICRO ridership increased 26% as compared to July. He said that all four microtransit zones are outperforming the previous month.

Mr. Dodson next presented the on-time performance report. He stated that the numbers are up and improving. He also said that the trolley is still struggling due to detours and operator issues, but they are working very closely with operations staff on improvements

Mr. Dodson presented the monthly operations report. Mr. Dodson stated that they are up by 1% in total passenger trips. The total fixed route passenger trips are up 8% and total trolley trips are down 21%, compared to August last year. Mr. Dodson stated that there have been some challenges on the trolley and the 30-minute routes. Mr. Kozlosky asked about the challenges of the trolley route and is seeking additional information as to why the buses are not operating on 30-minute headways as advertised. Ms. Parker said that there is a staffing operator shortage, but that employee shortage gap is closing. Mr. Dodson said that when the deficiencies occur that the customer service department, the website, and social media are alerted to make sure the public is aware of the shortage. Ms. Parker stated that they have developed a plan to remove the lowest of the performing routes first as well as the routes with 30-minute headways and trying to do everything possible to mitigate the impact. Mr. Joye said that a brief presentation would be helpful next month. He said that these sorts of issues are happening nationwide and perhaps the Board and public would want to come and listen to understand the steps taken to mitigate the issues. Mr. Dodson stated that revenue service delivered is at 95.4% this last month. Mr. Dodson said that paratransit has an almost 25% increase in passenger trips.

Report by Mobility Manager – Ms. D'Itri presented new logo options for Board approval. Ms. D'Itri explained the benefits of updating the logo, including increased visibility, accessibility for those with low vision, and modernization of the brand. Ms. D'Itri showed examples of where and how the new logo would be used – focusing on print and digital materials. She offered the Board staff's suggestion of logo Option One. Mr. Kozlosky entertained a motion to approve Option One of the new logo, as presented. Mr. Joye seconded, and the motion carried.

Executive Director Briefing - Ms. Parker presented the monthly financial reports. She stated that the net position is still positive, cash is in a good position, and that SMAP funding was approved in the amount of $649,000 - the same amount as last year. The budget will be adjusted to reflect this amount.

Ms. Parker reported an overage in advertising in the operating budget. She explained that the purchase was for advertising the new services that launched in July, but the cost was incurred in August. Ms. Parker said that the only thing outstanding is the reimbursement of the bus purchased in August.

Ms. Parker presented the Executive Director's report. She reports that the new Director of Finance is expected to start on October 3rd. She provided an update on the wage study, explaining that there has been

little progress since last report due to staff being out of office. Ms. Parker said that the procurement policy is almost finalized and being reviewed by legal. She would like the new Director of Finance to have the opportunity to offer edits as well.

Ms. Parker announced the Authority's intention to offer a 'fare free' day on Tuesday, November 8th to support voters' access to the polls. The estimated loss of revenue for the day is $1,600. Ms. Parker requested Board approval for this initiative. Mr. Lawler made a motion to approve the fare free day on November 8th. Ms. Mortell seconded. Mr. Lawler asked if there is an increase in ridership on fare free days. Ms. Parker responded that Wave has seen an increase on fare free days, historically, but she in uncertain about last year's election day. Mr. Joye submitted a substitute motion to authorize the Executive Director to declare Election Day in November a fare free day each year. Mr. Caudle seconded, and the motion carried.

New Business and Comments from the Board – Mr. Joye thanked everyone for their friendship, collegial spirit, and for 'putting up with him.' He offered to everyone that, if he can ever be of service, they should not hesitate to call him.

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

Adjournment – Mr. Lawler made a motion to adjourn the board meeting. Mr. Joye second, and the motion carried.

CERTIFIED TO BE A TRUE COPY

_____ Secretary - Wave Transit

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

FY 2023 AND FY 2024 PUBLIC TRANSPORTATION PLANNING SECTION 5303 GRANT AGREEMENT FOR THE WILMINGTON URBANIZED AREA

THIS AGREEMENT made and entered into this ____ day of _____, 2022 by and between the City of Wilmington, the Wilmington Urban Area Metropolitan Planning Organization, a metropolitan planning organization and the Cape Fear Public Transportation Authority d/b/a "Wave Transit", a North Carolina public transportation authority.

W I T N E S S E T H

WHEREAS, by joint resolution the City of Wilmington and New Hanover County established the "Cape Fear Public Transportation Authority" (hereinafter referred to as "Wave") to provide public transportation services within the area designated as the Wilmington Urbanized Area (hereinafter referred to as "UZA"), effective July 1, 2004, in recognition of the fact that some traffic and transportation concerns of each entity are the same without regard for any jurisdictional boundary; and

WHEREAS, pursuant to, and in compliance with, 23 C.F.R. § 450.306, the Wilmington Urban Area Metropolitan Planning Organization (hereinafter referred to as "MPO") was designated as the policy body for cooperative transportation decision making in the UZA; and

WHEREAS, the City of Wilmington serves as the Lead Planning Agency for the MPO; and

WHEREAS, on November 18, 2020, the MPO, which includes the City of Wilmington,

New Hanover County, North Carolina Department of Transportation, and other urban area jurisdictions adopted the "Cape Fear Moving Forward 2045" which affects the UZA; and

WHEREAS, Wave is the provider of public transportation services in the UZA; and

WHEREAS, on June 22, 2005, the Secretary of Transportation for the State of North Carolina, with authority vested by the Governor of the State of North Carolina, and in accordance with Title 49 of the United States Code § 5307(a)(2) and the Transportation Equity Act for the 21st Century, declared Wave to be a designated recipient of Federal Urbanized Area Formula Program funds for the UZA; and

WHEREAS, the MPO is the recipient of Federal Transit Administration 49 U.S.C. § 5303 transit planning funds for the UZA; and

WHEREAS, the Federal Transit Administration, pursuant to 49 U.S.C. § 5303, provides 80% of transportation planning funds for the UZA, the North Carolina Department of Transportation provides 10%, and the required 10% local match is shared by the members of the MPO in accordance with the Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning, dated June 30, 2016; and

WHEREAS, 23 C.F.R. § 450.314 requires an agreement between Wave and the MPO specifying cooperative procedures for carrying out transportation planning and programming.

NOW THEREFORE, **in consideration of the mutually beneficial covenants of agreement between the parties hereinafter expressed in enumerated terms, the adequacy and sufficiency of which of hereby acknowledged by each as valuable consideration the City of Wilmington on behalf of the Metropolitan Planning Organization and Wave agree as follows:**

1. **Cooperation.** The MPO and Wave shall cooperate in long range planning for the provision of public transportation services in the UZA, including the Metropolitan Planning Organization Transportation Improvement Program (hereinafter referred to as "MPO TIP"). Such cooperation includes, but is not limited to, estimating funds needed for the services recommended in the MPO TIP as adopted by the MPO. MPO TIP is in accordance with the State Transportation Improvement Program, and is periodically amended as the State Transportation Improvement Program is updated.
2. **Planning.** Wave shall be afforded the opportunity for meaningful participation in the public transportation planning and decision making process. The parties shall insure that projects in the public transportation service portion of the MPO TIP are included in the planning process.
3. **Tasks.** Wave agrees and covenants to dutifully and properly perform the program tasks assigned to them as evidenced by the line item allocation shown on the MPO's budget which is known as the Unified Planning Work Program.
4. **Funding.** The MPO will pay to Wave sixty percent (60%) of its allocation of 49 U.S.C. § 5303 planning funds for the term of this agreement. No funds paid under this Agreement shall be paid from the City of Wilmington's funds, except those held for the MPO. No funds paid under this agreement shall exceed $85,836 in FY23 and $28,612 in FY24, for a total amount of $114,448 paid in FY23 and FY24.
5. **Duration.** This Agreement shall commence on the date of its full execution by all parties and continue for one year or as long as Federal and State funding for public transportation planning are provided for the UZA if such funding is for less than one year.

6. **Termination.** This Agreement shall terminate as a result of the loss of Federal and/or State funding for public transportation services for the UZA. Additionally, any party may terminate this Agreement upon written notice to the other party which specifies an effective date of termination. The effective date of said "Notice of Termination" shall be no earlier than thirty (30) days prior to the date the notice is sent.

7. **Governing Law.** All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina without regard to any conflicts of law principles and subject to the exclusive jurisdiction of federal or state courts within the State of North Carolina. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.

8. **Entire Agreement, Amendments.** This Agreement constitutes the entire contract between the parties, and no warranties, inducements, considerations, promises or other inferences shall be implied or impressed upon this agreement that are not set forth herein. This Agreement shall not be altered or amended except in writing signed by all Parties.

IN WITNESS WHEREOF, the due execution in agreement by parties hereto as evidenced by the hereafter affixed signatures.

(This space is left intentionally blank)

CITY OF WILMINGTON

_____
Bill Saffo, Mayor

ATTEST:

_____
Penelope Spicer-Sidbury, City Clerk [SEAL]

Approved as to form:

_____
John Joye, City Attorney

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

I, _____, a Notary Public of _____ County, North Carolina, certify that Penelope Spicer-Sidbury personally came before me this day and acknowledged that she is City Clerk of the City of Wilmington, and that by authority duly given and as the act of the Council, the foregoing instrument was signed in its name by its Mayor, sealed with its corporate seal and attested by herself as its City Clerk.

WITNESS my hand and official seal, this _____ day of _____, 2022.

_____
Notary Public

My commission expires: _____

CERTIFICATION

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.

This ___ day of _____, 20____.

_____
Jennifer Maready, City Finance Officer

Project Account: 1TRMP23 -RSTR5303-CONTRACTL -OTHPROFSVC

Org: 21075195 Obj: 531060 Project: 1TRMP23 Amount: Not to Exceed 85,836

Project Account: 1TRMP24 -RSTR5303-CONTRACTL -OTHPROFSVC

Org: 21075195 Obj: 531060 Project: 1TRMP24 Amount: Not to Exceed 28,612

Requisition Number: _____ Federal ID Number: 56-6000239

WILMINGTON URBAN AREA METRO PLANNING ORGANIZATION,
by and through its Board

By: _____
Honorable David Piepmeyer, Chair

Attest: _____
Secretary Mike Kozlosky

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

I, _____, a Notary Public of _____ County, North Carolina, certify that Mike Kozlosky came before me this day and acknowledged that he is the Secretary of the **Board of the Wilmington Urban Area Metropolitan Planning Organization**, and that by authority duly given and as the act of the Organization, the foregoing instrument was signed in its name by its Chairman and attested by himself as its Secretary.

WITNESS my hand and official seal, this ___ day of _____, 2022.

_____ (Seal)
Notary Public
My commission expires: _____.

CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY d/b/a/ Wave Transit

By: _____
Chairman

Attest: _____
Secretary

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

I, _____, a Notary Public of _____ County, North Carolina, certify that _____ personally came before me this day and acknowledged that s/he is the Secretary of the **Cape Fear Public Transportation Authority d/b/a Wave Transit**, and that by authority duly given and as the act of the Authority, the foregoing instrument was signed in its name by its Chairman, sealed with its seal and attested by herself as its Secretary.

Witness my hand and official seal, this the ____ day of _____, 2022.

_____ (Seal)
Notary Public
My Commission Expires: _____.

CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY

This is to certify that the bids tabulated herein were received prior to 2:00 pm EST on the 19th day of October 2022. The process for receiving and tabulating bids is compliant with NCGS §143.

Marie Parker
Project Manager

BID TABULATION

Project Name: Professional Engineering Services
Bid Release Date: 08/22/22
Bid Due Date: 10/19/22

Bidder		Port City Builders	Page Power System	Melton Electric
Required Documents				
	Cover Letter	✓	✓	✓
	Experience	✓	✓	✓
	Project Team	✓	✓	✓
	Project Management and Quality Control	✓	✓	✓
	History of Similar Projects	✓	✓	✓
Required Forms				
	Appendix A - Proposal Submission	✓	✓	✓
	Appendix B - Pricing Sheet	✓	✓	✓
	Appendix C - Addenda Receipt	✓	✓	✓
	Appendix D - Buy America Compliance	☒	✓	✓
	Appendix E - Affidavid of Compliance with NC E-Verify Status	✓	✓	✓
	Appendix F - Certificate Regarding Lobbying	✓	✓	✓
	Appendix G - Certfication Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Cost Covered Transaction	✓	✓	✓
Responsive		☒	✓	✓
Total Score		0.00	85	94
Bid Rank		0	2	1

FY 2022 - 2023 AMENDED BUDGET ORDINANCE

Cape Fear Public Transportation Authority

Introduced by: Marie Parker, Executive Director

Date: October 27, 2022

ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 01, 2022

BE IT ORDAINED:

That the following appropriations are hereby made by the Cape Fear Public Transportation Authority, and that the following revenues are anticipated to be available during the fiscal year to meet these appropriations.

Operating Appropriations	
General Operating Expenses	$11,591,910
Operating Revenues	
Passenger Fares	$ 591,000
FTA 5303	85,836
FTA 5307 (Including CARES & ARP)	5,754,694
FTA 5310 (Including CRSSA)	241,920
NCDOT	725,000
SMAP	648,942
New Hanover County Department of Aging	6,000
New Hanover County DSS (Van)	534,300
ROAP	43,440
Other Agencies	57,529
City of Wilmington	1,626,240
New Hanover County	372,077
UNCW	880,000
Other Income	166,753
Less: Capital Match	(142,000)
Total Operating Revenues	$11,591,910

Adopted at a regular meeting.
On October 27, 2022

Chairman

Attest:

(seal)

Marie Parker, Secretary

Statistical and Financial Reporting

For the Month Ending September 30, 2022

* Statement of Net Position
* Statement of Operating Position
* Local Government Purchased Services
* Cash Flow - (Actual and Budgeted)

Cape Fear Public Transportation Authority
Statement of Net Position

As of September 30, 2022

	September 30, 2023	June 30, 2022	Change
Assets			
Current assets:			
Cash and cash equivalents	$ 973,720	$ 702,012	$ 271,708
Due from other governments	2,385,355	1,240,161	1,145,194
Inventory of material and supplies	344,307	344,307	-
Prepaid expense	-	-	-
Total current assets	3,703,382	2,286,480	1,416,902
Noncurrent assets:			
Capital Assets	26,780,558	26,780,558	-
Total assets	30,483,940	29,067,038	1,416,902
Deferred Outflows of Resources	60,492	287,663	(227,171)
Liabilities			
Current liabilities			
Accounts Payable	103,907	192,318	88,411
Accrued payroll and compensated absences	148,264	276,472	128,208
Due to other governments	-	-	-
Accrued expenses	10,994	64,193	53,199
Total current liabilities	263,165	532,983	269,818
Long-term liabilities:			
Net pension liability	212,710	212,710	-
Total liabilities	475,875	745,693	269,818
Deferred inflows of Resources	15,265	15,265	-
Net position:			
Investment in capital asset	26,780,558	26,780,558	-
Unrestricted	2,609,580	1,586,015	1,023,565
Total net position	$ 29,390,138	$ 28,366,573	$ 1,023,565

Cape Fear Public Transportation Authority
Statement of Operating Position

Date : 7/1/202 - 9/30/2022
Budget Scenario : 2023 BOD Adopted 6-23-22

GL account	Actual	Budget	Variance	8%	Annual
Operating revenues					
Farebox revenues	95,900	97,750	(1,850)	24.53%	391,000
UNCW	33,122	41,000	(7,878)	14.72%	225,000
Passes	41,619	31,900	9,719	31.06%	134,000
Contracted services					
Fixed Route	114,596	125,000	(10,404)	17.50%	655,000
Paratransit	143,786	165,957	(22,171)	21.66%	663,828
Total: Operating revenues	429,023	461,607	(32,584)	20.74%	2,068,828
Operating Subsidies					
Subsidies					
Federal grants	53,505	-	53,505	1.53%	3,492,778
Federal CARES Act	1,864,247	1,700,000	164,247	0.00%	3,282,054
State grants	233,417	186,000	47,417	0.00%	725,000
Subsidy from primary government					
City of Wilmington	1,626,419	1,626,420	(1)	100.00%	1,626,420
New Hanover County/MPO		372,077	(372,077)	0.00%	372,077
Subsidy from other governments	5,295	-	5,295	0.00%	-
Local Government Pledged to Capital		(35,500)	35,500	0.00%	(142,000)
Transfer to/from Fund Balance		-	-	0.00%	-
Other Income	45,498	45,438	60	27.28%	166,753
Total: Subsidies	3,828,381	3,894,435	(66,054)	40.20%	9,523,082
Total: Revenues and Subsidies	4,257,404	4,356,042	(98,638)	36.73%	11,591,910
Operating expenses					
Salaries and wages					
Fixed Route	820,182	952,000	131,818	19.90%	4,121,105
Para-Transit	202,940	245,504	42,564	23.05%	880,270
Taxes and benefits					
Taxes	75,023	93,456	18,433	19.56%	383,477
Benefits	280,998	334,068	53,070	21.03%	1,336,270
Fuels and lubricants	156,791	174,500	17,709	22.46%	698,000
Maintenance	88,764	126,550	37,786	17.54%	506,200
Tires	20,924	24,750	3,826	21.14%	99,000
Communications & Utilities	36,018	45,100	9,082	19.97%	180,400
Professional services	396,092	504,313	108,221	20.73%	1,910,951
Other services	33,661	61,500	27,839	14.33%	234,900
Insurance					
Liability & Property	173,411	173,750	339	44.12%	393,000
Auto	172,279	184,000	11,721	34.80%	495,000
Worker Comp	63,494	67,000	3,506	36.38%	174,509
Office supplies and expenses	9,009	9,875	866	22.81%	39,500
Marketing	24,269	5,875	(18,394)	103.27%	23,500
Other expenses	29,293	32,957	3,664	25.29%	115,828
Total: Operating expenses	2,583,148	3,035,198	452,050	22.28%	11,591,910
Net Results	1,674,256				

Cape Fear Public Transportation Authority
Local Government Purchased Services

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
New Hanover County Dept of Social Services		94,236	47,090										
New Hanover County Community Justice Services													
New Hanover County Detention Center	200	1,000											
New Hanover County Health Department			756										
New Hanover County Senior Resource Center	800		1,095										
New Hanover County Social Services - Passes													
NC VOC Rehab	160	3,244	80										
Total	1,160	98,480	49,021	-	-	-	-	-	-	-	-	-	-

Cash Flow for Cape Fear Public Transportation Authority
Fiscal Year 2023
Actual and Budgeted

	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
CASH FLOW	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Opening Balance	702,012	2,550,803	1,784,791	972,720	892,743	795,203	1,737,243	1,996,320	1,936,780	1,863,240	1,877,264	1,572,502
Cash Incoming												
Farebox & Passes	40,060	58,581	55,086	48,883	48,883	48,883	48,883	48,883	48,883	48,883	48,883	48,883
Contracts (UNCW/DSS)	-	5,679	32,762	148,819	158,819	126,819	111,819	123,819	158,819	158,819	158,819	114,819
Federal	939,068	595,584	-	600,000	650,000	1,300,000	982,054	650,000	600,000	600,000	292,778	
State	-	130,331	-	62,000	62,000	62,000	62,000	62,000	62,000	62,000	62,000	62,000
Local	1,626,419	-	2,894	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Misc.	21,739	19,755	4,004	23,521	10,958	10,958	23,521	10,958	10,958	23,522	10,958	10,958
Capital	-	-	-	-	-	160,000	-	-	-	-	-	-
Total Incoming	2,627,286	809,930	94,746	885,023	932,460	1,710,460	1,230,077	897,460	882,460	895,024	575,238	238,460
Cash Outgoing												
Operating	778,495	1,012,080	906,817	965,000	1,030,000	954,000	971,000	957,000	956,000	881,000	880,000	800,000
Capital	-	563,862		-		-	-	-	-	-	-	-
Total Outgoing	778,495	1,575,942	906,817	965,000	1,030,000	768,420	971,000	957,000	956,000	881,000	880,000	800,000
Ending Balance	2,550,803	1,784,791	972,720	892,743	795,203	1,737,243	1,996,320	1,936,780	1,863,240	1,877,264	1,572,502	1,010,962

September 2022 RideMICRO Summary

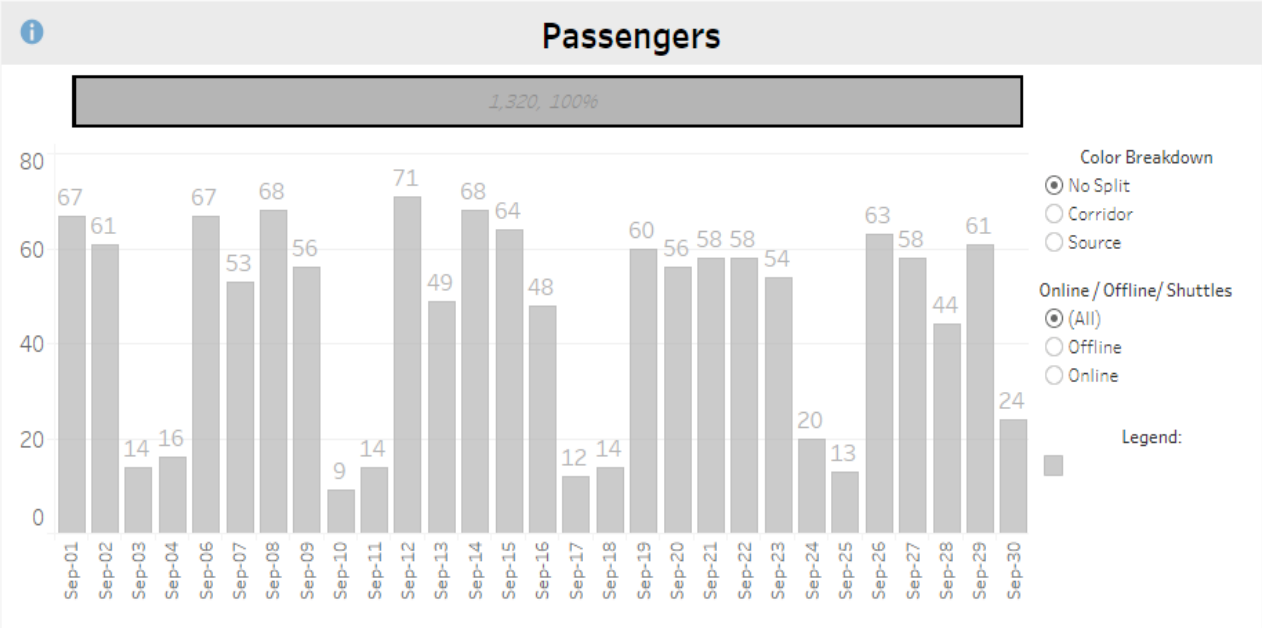
Ridership Trends by Month by Zone

Ridership														
Zone	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	% Change from Prev Mo (Aug to Sep)*
1. N Brunswick		17	71	30	27	57	110	133	93	136	156	116	946	-26%
2. Pender		72	71	64	81	137	120	104	120	158	229	234	1,390	2%
3. S NHC			1	3	6	8	42	24	31	351	457	350	1,273	-23%
4. N NHC							23	31	57	496	595	620	1,822	4%
Total	40	89	143	97	114	202	295	292	301	1,141	1,437	1,320	5,471	-8%

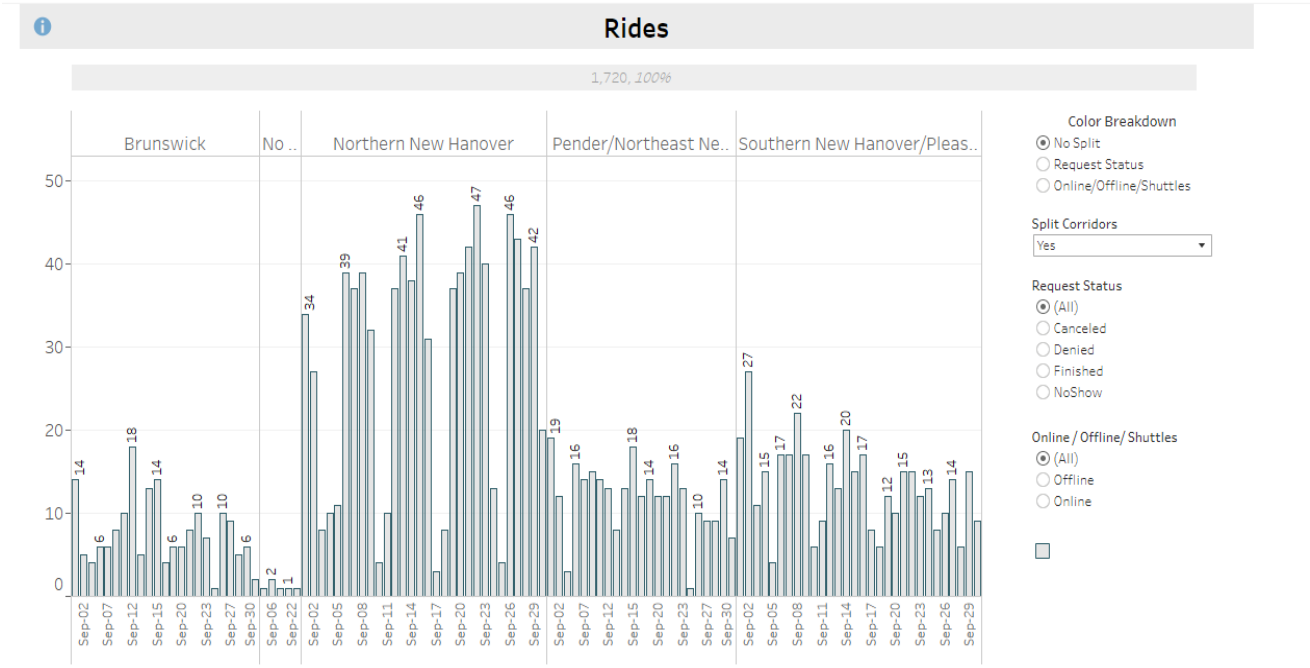
Total Miles, Revenue Miles, and Revenue Hours by Zone

Total Miles, Rev Miles and Hours			
Zone	Total Mi	Total Rev Mi	Total Rev Mi
1. N Brunswick	2,011.6	1,237.9	54.8
2. Pender	3,326.3	2,355.1	102.1
3. S NHC	4,991.6	3,623.2	147.5
4. N NHC	6,300.1	5,271.4	230.1
Total	16,629.6	12,487.6	534.6

Total Passengers by Day



Rides by Day by Month

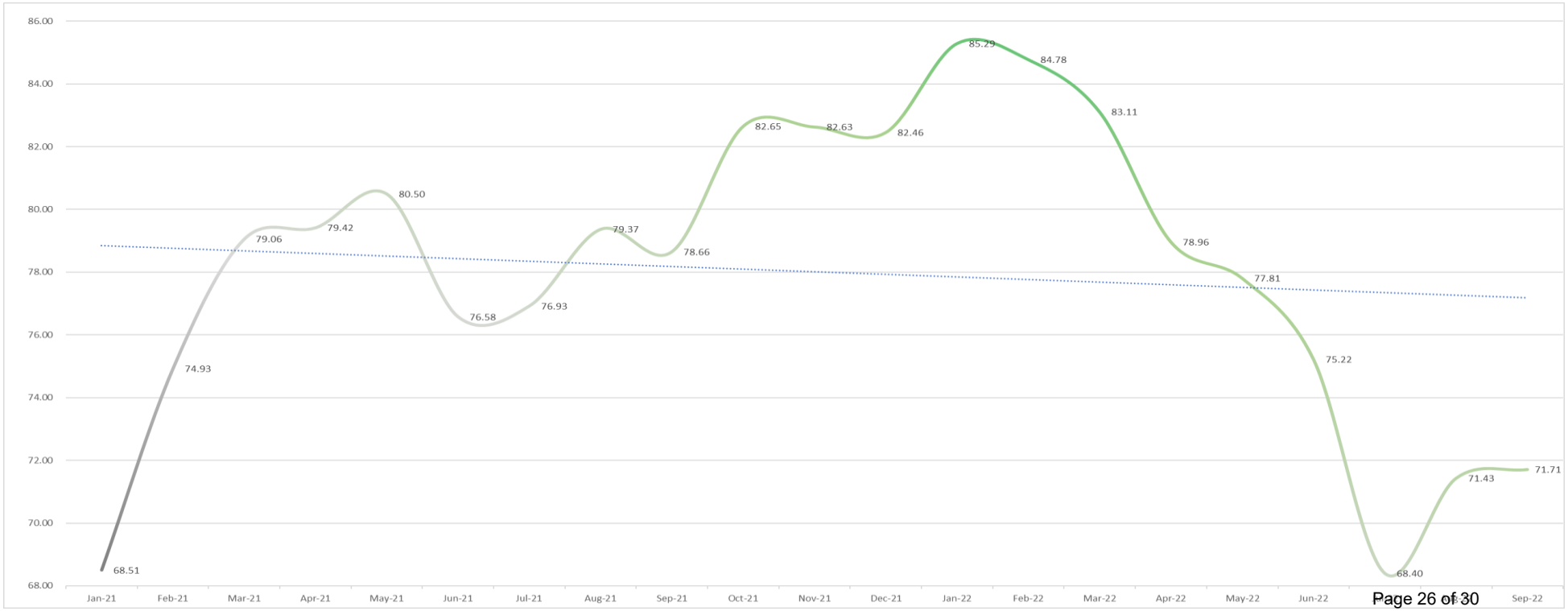


On-Time Performance – September 2022

Route by Route OTP

Route	Route Name	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Annual Average	Annual Change
101	PRINCESS PLACE I	64.07	77.27	78.25	83.71	84.08	81.69	80.95	84.33	80.64	86.30	84.72	87.23	89.74	89.79	84.33	82.69	81.50	75.31	76.18	81.46	80.41	79.35	-0.28%
103	OLEANDER EAST	70.61	81.83	86.73	81.96	85.95	80.62	80.01	82.43	78.96	74.93	83.42	77.96	88.18	84.95	80.62	77.15	81.97	82.29	82.48	84.33	78.47	81.76	-0.62%
104	NORTHEAST	71.65	80.47	87.51	83.74	88.83	85.04	86.50	82.80	73.48	83.54	83.69	81.18	87.99	82.93	80.86	72.18	75.30	84.78	57.58	78.37	76.26	70.74	3.78%
105	MEDICAL CENTER	74.17	80.08	87.31	87.39	88.79	85.60	85.14	92.08	87.30	82.22	87.30	88.65	90.37	87.76	87.30	82.22	83.28	85.04	84.86	82.53	76.39	81.26	-12.50%
106	SHIPYARD BLVD	80.84	89.19	87.22	89.86	87.07	83.29	82.53	85.67	81.70	84.22	85.49	82.28	85.71	85.63	83.89	80.73	78.89	77.22	79.93	81.18	72.17	77.76	-11.67%
107	COLLEGE RD.	61.47	65.30	72.83	76.65	78.08	71.58	69.46	78.76	83.20	82.87	79.87	81.40	85.01	84.62	84.53	80.61	80.64	79.16	61.55	63.36	57.94	60.95	-30.36%
108	MARKET ST	77.86	88.36	90.59	89.06	91.31	88.49	85.71	87.25	87.25	88.04	89.78	89.74	90.99	91.70	91.38	85.25	86.00	82.10	75.52	70.34	71.96	72.61	-17.52%
201	CAROLINA BEACH F	59.84	63.48	66.81	64.51	62.58	58.91	60.93	65.52	68.63	82.19	80.67	80.93	78.55	79.06	78.71	75.18	72.31	64.69	61.12	67.47	67.65	65.41	-1.43%
202	OLEANDER WEST	71.23	79.23	80.48	85.56	78.70	74.67	79.53	82.78	82.42	86.55	85.38	84.85	85.95	88.24	90.15	87.49	81.23	80.71	72.71	78.49	80.99	77.40	-1.73%
203	PORT CITY TROLLE	67.97	75.26	88.40	85.56	80.62	70.64	73.66	72.29	75.39	84.92	84.76	86.70	84.99	86.20	82.73	77.14	72.92	62.33	35.30	50.82	72.61	52.91	-3.68%
205	LONG LEAF PARK	65.03	64.89	70.10	82.27	85.45	79.57	82.27	78.33	75.98	84.19	80.94	82.26	77.66	77.93	79.28	78.98	79.38	75.73	49.70	54.71	52.81	52.41	-30.49%
210	SOUTH 17TH ST	66.34	78.77	78.15	71.72	77.93	76.28	76.86	82.12	79.44	80.88	77.90	77.13	79.88	78.27	68.54	65.81	65.97	64.49	67.16	64.13	61.38	64.22	-22.74%
	Overall	**68.51**	**74.93**	**79.06**	**79.42**	**80.50**	**76.58**	**76.93**	**79.37**	**78.66**	**82.65**	**82.63**	**82.46**	**85.29**	**84.78**	**83.11**	**78.96**	**77.81**	**75.22**	**68.40**	**71.43**	**71.71**	**70.51**	**-8.83%**

OTP Trends by Month



MONTHLY OPERATIONS REPORT SEPTEMBER 2022

MANAGED BY TRANSDEV	MONTHLY			Fiscal Year to Date		
***Fixed Route Ridership Statistics**	**SEP (FY23)**	**SEP (FY22)**	**% Change**	**Current**	**FY22**	**% Change**
Total Bus Passenger Trips	42,405	40,156	5.60%	133,046	122,433	8.67%
Total Trolley Passenger Trips	1,229	2,082	-40.97%	3,809	5,918	-35.64%
Total UNCW Passenger Trips	25,914	20,650	25.49%	33,122	31,640	4.68%
Total Fixed Route Passenger Trips	**69,548**	**62,888**	**10.59%**	**169,977**	**159,991**	**6.24%**
Average Weekday Passenger Trips	2,995	2,684	11.58%			
Average Saturday Passenger Trips	968	990	-2.25%			
Average Sunday Passenger Trips	664	640	3.71%			
Operating Statistics - Fixed Route						
Miles btwn Preventable Accidents	42,549	287,093	-85.18%			
Operator Overtime	21.34%	16.93%	26.05%			
Revenue Service Delivered	93.76%	99.95%	-6.19%	95.21%	99.94%	-4.73%
Passenger Trips per Revenue Hour	10.06	8.92	12.80%	9.06	8.55	5.99%
Farebox Revenue and Pass Sales	$49,150	$43,810	12.19%	$130,050	$127,503	2.00%
Average Fare per Bus Passenger	$0.89	$0.70	27.44%	$0.83	$0.80	4.01%
Maintenance						
Maintenance Cost per Revenue Mile	$0.49	$0.30	63.33%	$0.39	0.27	44.44%
PM Compliance	100.00%	98.30%	1.73%	100.00%	98.00%	2.04%
Percentage of Vehicles Shopped	10.6%	16%	-33.75%			
Maintenance Overtime	5.43%	3.75%	44.80%			

MANAGED BY AUTHORITY	MONTHLY			Fiscal Year to Date		
Paratransit Ridership Statistics	**SEP (FY23)**	**SEP (FY22)**	**% Change**	**Current**	**FY22**	**% Change**
Total ADA Passenger Trips	2,164	1,924	12.47%	6,401	5,397	18.60%
Total Non ADA Passenger Trips	2,030	1,997	1.65%	6,675	6,128	8.93%
Total Paratransit Passenger Trips	**4,194**	**3,921**	**6.96%**	**13,076**	**11,525**	**13.46%**
Average Weekday Passenger Trips	190	182	4.53%			
Average Saturday Passenger Trips	36	21	75.61%			
Average Sunday Passenger Trips	14	5	189.47%			
Operating Statistics - Paratransit						
Miles btwn Preventable Accidents	85,566	191,782	-55.38%			
Missed Trips	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Passenger Trips/Revenue Hour	2.88	3.32	-13.40%	2.91	3.45	-15.62%
ADA On Time Performance	99.5%	98.2%	1.32%	99.55%	98.9%	0.71%
Operator Overtime	0.52%	0.49%	4.69%			
RideMICRO						
Total Passengers	1,320			3,898		
Pax Trips/Revenue Hour	2.47			2.60		
Ridership Statistics	**SEP (FY23)**	**SEP (FY22)**	**% Change**	**Current**	**FY22**	**% Change**
Total Passenger Trips	70,868	62,888	12.69%	173,875	159,991	8.68%

Frankie Roberts

Frankie Roberts was born and raised in Wilmington NC. He went to private school in his early years (K-8th grade) and he graduated from John T Hoggard High School. He owned and operated a community-based barbershop for approximately 18 years where he received his informal education in community organizing, job development, relationship building, and individual/family counseling.

Since 2000, Mr. Roberts has been the Executive Director of Leading Into New Communities (LINC) Inc., a non-profit agency that provides shelter and services for men and women returning from prison.

Mr. Roberts co-founded LINC, Inc. with Tracey Ray after he lost his brother to incarceration and addiction. LINC's mission is to educate and motivate youth to make positive life choices while empowering men and women returning from incarceration to be productive members of our community. LINC has successfully helped reintegrate over 1200 men and women who have been released from prison since 2002; 92% of which have remained out of prison.

In 2006, LINC, Inc. received "Public Organization of the Year (Non-Public Sector)" by the Public Administration Program at the University of North Carolina Wilmington.

Mr. Roberts won "Entrepreneur of the Year Award" in 2011.

He is the past Chairman of the Department of Social Services' Board of Directors, member of Criminal Justice Partnership Board, member of Cancer Outreach Board through New Hanover Regional Medical Center, and past member of the Juvenile Crime Commission.

Frankie is honored to be a husband, father, and grandfather. Frankie considers himself blessed to have the strong "dream team" at LINC, Inc. that works diligently daily to identify and meet the needs of individuals returning from incarceration.

MAKING WAVES FOUNDATION

Staffing Breakdown

Baseline:

- 52 operators needed for revenue service
- Current operators in full service: 44 (2 started the week of 10/24)
- 3 on leave
- 4 in training (3 on road by early Nov, 1 on road by mid-November)

Training Schedule:

- New class every two weeks
- Classes range from 4 to 6 weeks long before an operator can be placed into revenue service
- Next class starts 10/31
- CDL not required for eligibility. Training and licensing done onsite
- Classes scheduled every two weeks until baseline is met

Hiring:

- Training Starting Wage - $11.00/hr
- In Revenue Service Starting Wage - $17.24/ hr

Wave

CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY

Missed Service Mitigation

Route	Reduction Order	Ridership Rank
205 (Long Leaf Park)	1	3
101 (Princess Place)	2	2
201 (Carolina Beach Rd)	3	4
108 (Market St)	4	1
Yellow	5	
203 (Trolley)	6	12
107 (College Rd)	7	11
104 (Northeast)	8	10
209 (Independence)	9	9
106 (Shipyard Blvd)	10	8
103 (Oleander East)	11	7
202 (Oleander West)	12	6
105 (Medical Center)	13	5

If enough operators are not available for full deployment, service is removed in a prioritized order, based on ridership and frequency.

Frequency is decreased in the following order:
Route 205
Route 101
Route 201
Route 108
UNCW yellow shuttle

Wave
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY