



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
December 15, 2022**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:31 pm on Thursday, December 15, 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
Meredith Everhart, City of Wilmington Deputy Attorney
Hon. Deb Hays, NHC Commissioner
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
Lance Flint, Director of Finance
Sylvia Armstrong, Human Resources Generalist
Mary Crawford, Accounting Coordinator
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent

Kemp Burpeau, NHC Attorney

Others in Attendance: Robbie Bittner, David Cook, Noel Fox, Pamelyn U. Miller, Yzosne Riley, Shawn Spencer, Maxine Wright

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

Approval of the December 15, 2022, Board of Directors Meeting Agenda – Mr. Coudriet presented the meeting agenda for approval. Ms. Hays moved to approve the meeting agenda as presented. Ms. Mortell seconded, and the motion carried

Public Comment – Ms. Riley is the Local 1328 shop steward. She provided comment that Routes 107/201 do not interline correctly and place stress on operations. Ms. Riley voiced various concerns, including earning CDLs without stipulations, driver safety, and union procedures.

Approval of the December 15, 2022, Consent Agenda – Mr. Caudle moved to approve the consent agenda as presented. Mr. Credle seconded, and the motion carried.

Presentation of FY22 Financial and Compliance Reports – PBMares, LLC partner Mr. Bittner presented the FY22 audit report. Mr. Bittner thanked the Board for allowing PBMares to complete the audit again this year. He said that they appreciate staff being open to providing information as soon as asked for it. Mr. Bittner said that the Authority was awarded the 'clean' opinion on financial statements, the highest that can be awarded. Mr. Bittner stated that the Authority did not have any significant deficiencies or material weaknesses

in the internal control identified, as well as no instances of noncompliance throughout the course of the audit. Mr. Bittner stated the two programs that were tested for significant deficiencies or material weaknesses during audit have been issued an unmodified opinion on both federal and state grants. No significant deficiencies or material weaknesses were identified. He said that the Authority received all-around good news and clean opinions for the year.

Mr. Bittner stated that the Board should receive a copy of the ADC 260 letter or other communication to those charged with governance. He stated that this is a required communication by auditing standards. Mr. Bittner thanked the Board again for allowing them to serve. He is available if there are any questions. Mr. Lawler entertained a motion to accept the FY22 Financial and Compliance Reports. Ms. Mortell seconded, and the motion carried.

Director of Finance Briefing – Mr. Flint reported a \$2.75 million balance in the Authority’s main bank account. Mr. Flint explained the Authority’s three FTA grant programs: The 5307 program consists of annual apportionments for operating and maintenance support which normally require local matching funds of up to 50%. However, the Authority currently is using 5307 COVID relief funds (ARP grant) which do not require matching. Mr. Flint explained that these funds are used to support fixed route operations, paratransit operations, and maintenance. The 5339 program provides capital funds and the 5310 program provides transportation assistance to older adults and people with disabilities. Mr. Flint reported that there is ARP funding left for one month of operating assistance before it will be necessary to either revise the ARP grant to make funds designated for FY24 use eligible for FY23 use, or to apply for and begin consuming the normal 5307 apportionment that requires local matching funds.

Mr. Flint stated that in November the Authority applied for the 2024 State ConCPT grant which, if awarded, will provide \$600,000 of funding for the RideMICRO service. Mr. Flint reported that the Authority has received \$649,000 in SMAP dollars this year and has used \$183,000 to date. The Authority has used \$26,000 of the \$43,000 in ROAP funds so far and expects to fully consume this fund source by the end of the December.

Mr. Flint reported local contributions of \$1,626,240 from the City of Wilmington and \$372,077 from New Hanover County. All local contributions will be consumed within the fiscal year. Mr. Flint said there is continued strong support from the County from purchased service totaling about \$230,000 this year.

Mr. Flint reported that the overall YTD operating revenue is under budget by \$27,852, with Ticket revenue on budget, UNCW revenue about \$9,000 over budget, RideMICRO about \$8,000 over budget, and Paratransit about \$4,000 over budget. Mr. Flint explained that the New Hanover County Department of Social Services is about \$25,000 under budget because a planned Healthy Opportunities Pilot Network (HOPS) program has not yet materialized.

Mr. Flint stated that YTD operating expenses were about \$716,000 under budget at EOM November, but that there are about \$95,000 of outstanding contractual services that will be paid in December and reduce this favorable variance. Mr. Flint pointed out that YTD personnel costs were \$339,000 under budget through the end of November, but that budgeted pay adjustments and bonuses would be paid beginning in January that will reduce this favorable variance.

Deputy Director Briefing –Mr. Dodson presented the monthly operations reports. He stated that RideMICRO ridership dropped 3% from the previous month. Mr. Dodson reported 71% in on-time performance for November. Mr. Lawler asked about early departures. Mr. Dodson stated that early departures are being addressed with operations staff.

Mr. Dodson reported that Trolley ridership is down, fixed route passenger trips are up 3.6%, total passenger trips are up 4.1%, operator overtime is up 3.1%, and maintenance overtime was at 7.8%. Mr. Dodson stated that ADA passenger trips are up 11.43% and non-ADA passenger trips are down less than 1% as compared to November 2021. Ms. Hays inquired about the drop in Trolley ridership. Mr. Dodson explained that long-term construction in the area has detoured a large part of the route.

Mr. Dodson presented a YTD ridership comparison for the periods of July-November FY22 and FY23. Mr. Dodson stated that routes 108, 201 and 205 each had an increase in ridership and combined for an overall increase of 20% as compared to the same 5-month period the previous year. Route 104 had a decrease in ridership by 16%, with some of that being supplanted by RideMICRO. There was also a 2.9% drop in ridership on routes that did not see changes in July. Mr. Dodson stated that since the implementation of the new weekend hours, there was an increase in ridership of 2.4% on Saturdays and a 4.8% decrease on Sundays.

Executive Director Briefing – Ms. Parker presented her monthly updates, beginning with capital projects. She reports that the commercial generator project is moving along. She explains installation of generators allows the Operations and Maintenance Facility to continue functioning and fueling vehicles during power outages. Ms. Parker says that the passenger amenities project is still awaiting funds with an expectation to receive them in January. The Authority is ready to move award as soon as funds are received. Ms. Parker’s last capital update is on the Zero Emission Vehicle Transitions Study. The Authority will be used as a beta project and the study and findings will be covered by the state. The cost is about \$100,000 and HDR Consulting group will be in charge. She says the first kick off meeting was last week. Ms. Parker explains that the study will consider replacing CNG vehicles with zero emission vehicles.

Ms. Parker provided a summary of the wage study that she has reported on for several months. Ms. Parker explained that the study considered data from Gallagher and Catapult reports plus 25 other data points when determining the Authority’s recommendation. The recommendations include increases for every Authority staff position, increasing the minimum wage is \$16.73 per hour, creating levels within some frontline positions to reward longtime and high-performing staff, and offering a one-time bonus to all staff who have completed the probationary period. Full-time staff would receive \$850 and part-time staff would receive \$600 with \$50 added to the base amount for every year of service completed. The one-time bonus would cost \$49,417 to be pulled from ARP funds. The recommended changes for 58 employees for 6 months would cost \$94,600. These changes would take effect January 1, 2023.

Ms. Parker said that wage increases would be included in the first pay period of 2023. Mr. Lawler expressed concern about long-term service and having the possibility of cutting routes. Mr. Caudle entertained a motion to approve the wage study recommendations as presented. Ms. Everhart seconded, and the motion carried.

New Business and Comments from the Board – None

Next Meeting - The next regularly scheduled meeting will be on Thursday, January 26, 2023, 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. Ms. Everhart seconded, and the motion carried.

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Secretary - Wave Transit