



**SUMMARY MINUTES**  
**RECESSED MEETING OF THE BOARD OF DIRECTORS**  
**CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY**  
**FEBRUARY 8, 2022**

A meeting of the Cape Fear Public Board of Directors was called to order at 8:38am on Tuesday, February 8, 2022 by Board Chairman, Chris Coudriet, at 1480 Castle Hayne Rd., Wilmington, North Carolina and virtually via telephone and video conference.

**Board Members Present**

Tony Caudle, Chairman  
Chris Coudriet, Vice-Chairman  
Mr. Kemp Burpeau, NHC Attorney  
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  
Lisa Wurtzbacher, NHC Chief Finance Office

**Staff Members Present**

Marie Parker, Executive Director  
Megan Matheny, Deputy Director  
Joe Mininni, Director of Finance and Administration  
Brianna D'Itri, Mobility Manager  
Kathy Williams, Customer Service Supervisor

**Board Members Absent**

None

**Others in Attendance:** Noel Fox and David Rhew

Call to Order - Chairman Coudriet called the meeting to order at at 8:38 am.

Presentation of Staff Proposal by Executive Director - Mr. Coudriet recognized Ms. Parker to present the staff recommendation. Ms. Parker confirmed the staff proposal brings together the benefits of the previous consultant model, reflects opportunities provided new funding under the Bipartisan Infrastructure Law, and allows for future adjustments based upon data collection efforts made possible with implementation Automatic Passenger Counter (APC) technology.

Ms. Parker outlined the proposal as follows: retain current urban core network with peripheral improvements; replace Routes 207 North and 301 Pleasure Island with an on-demand Microtransit service delivery model, which is responsive and serves a much larger geographic area; introduce 30-minute service frequencies on three routes including, Route 108 Market Street, Route 201 Carolina Beach Road, and Route 205 Long Leaf Park; offer 60-minute continuous, uninterrupted frequencies for Route 107 College Road. for better consistency; revise Route 104 East introducing transit service on Market Street, east of College Road and shifting coverage of Gordon Road and North College Road to an on-demand, Microtransit service delivery model; interline Route 107 College Road and Route 201 Carolina Beach Road at Monkey Junction reducing the need to transfer and resulting in better customer service; and implement a seasonal trolley schedule, reallocating resources to the most productive hours.

Ms. Parker confirmed the consultant model was designed with budgetary intent and was a short-range plan. She stated the system would lose significant coverage and several routes under the consultant model, but stated it accomplished its task of reaching a budget figure that was financially sustainable. Ms. Parker stated the budget has changed from that original figure.

Ms. Parker reiterated the proposal as stated and presented two options for the Board to consider. She stated the first option reflects the frequency increases frequency to 30-minutes on one 60-minute route,




and the second option is to increase service frequency to 30-minutes on three of the most productive, 60-minute routes for a total additional cost of \$600,000, or \$200,000 per route.

Board discussion and vote on staff proposal - After considerable discussion about available data, trends, the previous and possible future timelines, budget and influencing factors, the Board of Directors was in consensus to advance the revised framework, as presented, which would result in increased frequencies on 30% of the fixed routes, enlarge Wave Transit's service footprint, and improve service efficiencies. Ms. Hays made a motion to approve the staff proposal and increase service frequency to 30-minutes on three fixed routes including, Route 108 Market Street, Route 201 Carolina Beach Road and Route 205 Long Leaf Park. There was a second by Vice Chairman Caudle and the motion passed unanimously.

Next Meeting - The next meeting will be February 24, 2022 at 12:30pm

Adjournment - Mr. Caudal made a motion to adjourn the meeting meeting. There was a second by Ms. Hays and the motion carried.

<p><b>CERTIFIED TO BE A TRUE COPY</b></p> <p> Secretary - Wave Transit</p>
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