

SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
March 24, 2022

A meeting of the Cape Fear Public Board of Directors was called to order at 12:33 pm on Thursday, February 24, 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
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
Joe Mininni, Director of Finance and Administration
Sylvia Armstrong, Human Resources
Mary Crawford, Accounting Coordinator
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent

None

Others in Attendance: David Cook, Noel Fox, Abby Lorenzo, Tom Pacelli, Ricky Meeks

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.

Approval of the March 24, 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 – Mr. Meeks wanted to thank the city and county for that they do for Wave Transit. Mr. Meeks also wanted to thank Ms. Matheny for all she has done for Wave Transit and wanted to say hello to Ms. Parker. Mr. Meeks ended with hoping year 2022 is better than last year.

Approval of the March 24, 2022, Consent Agenda - Mr. Coudriet entertained a motion for approval of the consent agenda.

Mr. Lawler requested to pull the Purchase Order for FY2023 System Schedule for discussion. Ms. Wurtzbacher moved to approve the remaining consent agenda items. Mr. Kozlosky seconded, and the motion carried.

Mr. Lawler stated that at the last meeting he raised a question regarding the renumbering of the College Rd and Carolina Beach Rd routes and suggested that it would be better to follow the previous proposal of having a new number that shows as one route and asked for staff's feedback before the item is voted on. Ms. Parker gave a brief description of interlining. Ms. Parker stated that it is not staff's preference to create a new route for an existing route that was already known and familiar to the public. She stated that from staff's point it was suggested not to introduce new routes for existing routes. Mr. Lawler stated that

he feels it would be a whole lot clearer to the public if the route from Padgett Station to Monkey Junction was numbered 213 and in the other direction numbered 214. He also said it would be less confusing since there is a bus running from Padgett Station to Monkey Junction on the half hour using the existing number will be even more confusing because one would not know if this were the bus going all the way to Forden Station or not. Mr. Lawler said to make it easier for the public to appreciate and understand what Wave is doing and where the buses are going, that using a new number to state this bus is going all the way through would be a much better communication approach than having separate numbers. Mr. Lawler said we need new numbers and not interlining. Ms. Parker stated that they have already published those routes 107 and 201 as interlining routes at Monkey Junction. She said that they are planning to implement a passenger alert on the buses once it reaches the transfer point that the bus will continue either route 201 or 107. Mr. Lawler asked why you would not want to make the routes as clear as possible to the riding public. He said if you change the numbers, it is clear this is the bus that goes the whole way, or this is the bus that goes halfway. Mr. Lawler said the focus needs to be on how to make it as simple and clear as possible to the public.

Mr. Kozlosky made a motion to approve the purchase order for FY2023 system schedules as presented. Ms. Hays seconded. Mr. Lawler opposed, and the motion passed.

Report by the Mobility Manager - Ms. D'Itri gave a brief update on the 5310 Community Grant. Ms. D'Itri stated that they are toward the end of the FY23 award cycle, and she presented staff's recommendation for the community grant award. Ms. D'Itri indicated that the Senior Resource Center, Elderhaus of the Lake, and the Town of Navassa are the community organizations that are candidates for approval for the FY23 5310 community grant. Ms. D'Itri said that this award will be presented to the board next month for approval as well as the WMPO. Ms. D'Itri stated that it is federally funded, and the local match comes from the organization itself.

Ms. D'Itri gave a brief update on the Making Waves Foundation. Ms. D'Itri stated that the committee has awarded three more organizations transportation subsidies in the amount of about \$6,000. She said that they continue to advertise to receive more applicants for board members. The Making Waves Newsletter was included in the board packet.

Report by the Director of Finance and Administration - Mr. Mininni presented the operations statistics. He said that fixed route ridership has recovered about 60% as compared to 2019 and UNCW has recovered 45%. Mr. Mininni stated that the operating statics report reflects a shortage in labor, driving up overtime and this shortage has caused the missing of a few trips on routes. Mr. Mininni stated that farebox revenue is up by 60% as compared to 2019 and above budget for the year. He stated that preventive maintenance is at 100%. We have been experiencing delays in receiving needed parts and are experiencing price increases for parts.

Paratransit has been doing an excellent job with on time performance and has been reporting low overtime. Mr. Mininni said that RideMICRO will hopefully see improvements in ridership in the future, and they have spent about \$155,000 on the program launch. He stated that RideMICRO is averaging about 25 rides per week and is increasing. He said that the van pool is still looking for applicants.

Mr. Mininni stated that cash is in a good position. He stated that the subsidies now include the SMAP and ROAP funding and the negative variance reflected in federal draws is equivalent to the savings recognized under expenditures. Other income is exceeding the budget. Ms. Hays thanked Mr. Mininni so much for the clarity in the reporting of the financials.

Executive Director Briefing - Ms. Parker presented the monthly updates. Ms. Parker stated that the Healthy Opportunity Pilots kick off meeting is Monday and the go live service date is May 1st. Ms. Parker said that transportation will be performed through paratransit and microtransit.

Ms. Parker stated that they are in the peak season of community outreach and presenting and have been visiting different organizations around the community. She said at the request of the state that she gave a presentation about Microtransit for NCDOT since we are viewed as a test pilot for the Microtransit project. Ms. Parker said that NCDOT is looking to Wave's project to create the future vision for other microtransit projects within the state. She said that there is a statewide conference in April for the MPO where they are presenting, in addition to a statewide conference for the North Carolina Public Transportation Association. She said that she will be presenting at a nationwide conference in Kentucky in May. Ms. Parker said that she also presented to about 100 plus Senior Men's Club members discussing the benefits and options for transportation services

Ms. Parker said that the route changes are on schedule and staff has been putting information online via social media and getting print materials prepared. Information is also available in the lobby at both stations. Ms. Parker said that RideMICRO's fourth and final zone will launch April 18th. This zone will cover northern New Hanover County. She also said that she has been speaking with Kure and Carolina Beach regarding future funding.

Ms. Parker presented an Earth Day initiative of "Free Fare Day on April 22nd". All Wave vehicles will have free fares. Ms. Parker said that OTP reporting is still maintaining an average of above 83% and routes 107, 202 and 301 are the highest performing routes. Ms. Parker said that the APC install is almost complete. She said that the APC data will help with future reporting of route planning and identifying where amenities are needed.

Ms. Parker presented the Professional Engineering Service Award for board approval. Ms. Parker stated that it is no cost unless services are used. Mr. Caudle entertained a motion to approve the service award. Ms. Mortell seconded, and the motion carried.

New Business and Comments from the Board – Mr. Lawler thanked the Vice Chair and county commission for their willingness to put a valid issue out to support transit. He hopes the voting public greets that well because that would go a long way to put this organization on a sound financial basis. Mr. Lawler asked the board to adjourn the March 24th meeting in memory of Ethan Rivera, CATS bus driver that was shot while on duty in Charlotte, NC last month.

Next Meeting - The next regularly scheduled meeting will be on Thursday, April 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 in memory of Ethan Rivera. There was a second by Mr. Caudle and the motion carried.

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Secretary - Wave Transit