



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
October 27, 2022**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:33 pm on Thursday, October 27, 2022, by Board Chairman Chris Coudriet at 505 Cando St., Wilmington, North Carolina.

Board Members Present

Chris Coudriet, Chair
Kemp Burpeau, NHC Attorney
Eric Credle, NHC Chief Finance Officer
Suzanne Gooding, City of Wilmington Senior Budget Analyst
Melissa Huffman, City of Wilmington Assistant City Attorney
Paul Lawler, City of Wilmington Appointee
Abby Lorenzo, WMPO Deputy 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

Tony Caudle, Vice-Chair
Meredith Everhart, City of Wilmington Deputy Attorney
Honorable Deb Hays, NHC Commissioner
Mike Kozlosky, WMPO, Executive Director
Laura Mortell, City of Wilmington Budget & Research Director

Others in Attendance: David Cook, Mariana Donovan, Noel Fox, Ricky Meeks, Pamelyn Usher-Miller, Tom Pacelli, Shawn Spencer, Maxine Wright

Call to Order – Chair 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 October 27, 2022, Board of Directors Meeting Agenda – Mr. Coudriet presented the meeting agenda for approval. Mr. Lawler moved to approve the meeting agenda as presented. Ms. Lorenzo seconded, and the motion carried

Public Comment – Mr. Meeks asked the Board to consider adding bus rider representation to the Board. He requested a bus stop near the new Harris Teeter on Carolina Beach Road. Mr. Meeks complimented Wave Transit's drivers and welcomed Mr. Dodson to Wave Transit. Mr. Meeks thanked the Board for all that they do.

Opening Public Comment Period on FY24 ConCPT Funding Application with NCDOT – Mr. Coudriet opened the public comment period and stated that comments may be submitted up to 24 hours in advance of the hearing on November 17, 2022 at the November board meeting.

Approval of the October 27, 2022, Consent Agenda – Mr. Lawler moved to approve the consent agenda with the removal of item 2, Public Transportation Planning 5303 Grant Agreement for further discussion. Mr. Credle seconded, and the motion carried.

Director of Finance Briefing – Ms. Parker gave a brief introduction of the new Director of Finance, Mr. Lance Flint. Mr. Flint briefly shared his work history. He stated that the current cash position is around \$983k. He said that New Hanover County subsidy of \$372,000 was received on October 5th and was not reflected in the September balance. He said that \$1.3 million was used but not yet drawn from FTA - primarily CARES and ARP funds. ECHO, the FTA system for processing payments, was closed, but he is working on access. Mr. Flint stated that the Volkswagen settlement payment of \$550k is outstanding but that we did receive notice of the check being issued.

Mr. Flint stated that the CARES act funding is fully utilized with a small balance remaining to draw. ARP funding has \$3.1 million unobligated in September with approximately \$1.1 million to be utilized and drawn. He said that 5307 Formula Program apportionment of \$3.165 million has not been applied for. This funding requires an estimated \$2.3 million local match. Federal funds used for operating support require an equal local match and funds used for Capital projects require an 80/20 split. He said that FFY 2020, 2021, and 2022 apportionments from the 5339 program remain. The federal apportionments for these years total \$797k and will require a \$199k in local match (80/20) and are used for capital improvements. Mr. Flint stated that there was about \$48k remaining unobligated from the FFY 2019 5339 award as of September. FFY 2021 and 2022 5310 program apportionments totaling \$619k remain unapplied for. These funds require equal local match for operating support and 80/20 split for mobility management. Based on prior years the local requirement is estimated between \$300-\$350k bringing the total federal and local share to more than \$900k. In addition, the FFY 2020 5310 apportionment of \$242K with a \$118k local match for a total of \$360K has been awarded and is fully available.

Mr. Flint stated that the deadline to apply for the FY2024 ConCPT grant was extended until December 1st. This program usually requires equal local match per county. Last year the state awarded to us at 100% rather than 50/50. The state has yet to agree to the percentage for FY23. The FY 2022 grant of \$600k has still not been awarded. The application requires Board approval before it can be awarded.

Mr. Flint stated that a question was received about the \$1.674 million “Net Results” on the statement of operating position. This number represents the \$4.257 million in revenue less the \$2.583 million operating expense, this calculates a profit of \$1.674 million, which is not correct. This number is calculating because the city’s matching contribution of \$1.626 million was received and booked in full as operating revenue when deposited. These funds are contributed to match federal grant funds which have not all been used, or in some cases even applied for. Mr. Flint said they are discussing internally how to book local matching contributions as deferred revenue on the balance sheet and then transfer those funds to operating revenue when they are required to match federal grant draws and will keep the board informed on the process.

Mr. Flint stated that operating expenses are budgeted to be 26.2% of the full year and the actual expenses represented 22.3% of the full year’s budget. He said that actuals are \$425K under budget or almost 15% under budget. He said that unfilled budgeted positions drive much of the variance up.

Deputy Director Briefing – Mr. Dodson presented the operations monthly reports. He stated that September ridership increased 13% from 2021. Trolley ridership decreased 21% and UNCW increased 25%.

Mr. Coudriet asked if ridership was on target for RideMICRO. Ms. Parker responded that the program is successful and growing at this time. Mr. Dodson stated that Paratransit Dispatchers will begin weekend phone scheduling for RideMICRO the weekend of 10/29.

Mr. Dodson stated that the on-time performance has seen a nominal increase. He said that operations staff is working diligently to educate and train operators and staff.

Mr. Dodson explained that the ridership for monthly operations is up 13%, inclusive of UNCW, fixed route, and RideMICRO. He said that fixed route and UNCW ridership increased. Port City Trolley ridership is down, partly due to service delivery issues. Wave Transit delivered 93.8% of their scheduled services for September. Mr. Dodson said that the passenger trips per hour and farebox revenues increased. Paratransit ridership increased as compared to last year. Mr. Dodson said that maintenance overtime has gone up due to staffing shortages.

Mr. Dodson presented on The Making Waves Foundation's recommendation for Mr. Frankie Roberts to join the Foundation Board. Mr. Burpeau entertained a motion to appoint Mr. Roberts as a Foundation Board member. Mr. Lawler seconded, and the motion carried.

Mr. Dodson presented a staffing breakdown. He presented this report as a baseline of what is needed to deliver scheduled services. Operational training was presented as well. Mr. Dodson said that a new hire class and training is held every two weeks. Mr. Dodson presented the missed services mitigation list, prioritizing routes in order of highest use. He stated that this list is in place in situations where there are not enough drivers for full deployment.

Executive Director Briefing - Ms. Parker presented the monthly updates. Ms. Parker's first item was the procurement update. Staff is still reviewing the policy for presentation on a later date.

Ms. Parker gave an update on the WMPO grant. She said this is the Surface Transportation Block Grant Program funding. This package amenities project that was awarded is for ten covered shelters with benches and concrete pads and ten standalone benches and concrete pads. Ms. Parker stated that the WMPO voted yes on Thursday. She said that they already have another existing grant award but are waiting for the funding from FTA. Ms. Parker said that in total the grants will cover 20 covered shelters and 19 benches with concrete pads.

New Business and Comments from the Board – Mr. Lawler stated that it would be worthwhile to delve into staffing and operational measures at the next Board meeting. Mr. Lawler suggested having a Board meeting on a bus to get out and see the system.

Next Meeting - The next regularly scheduled meeting will be on Thursday, November 17, 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 and the motion carried.

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Secretary - Wave Transit