

**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
March 23, 2023**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:30 pm on Thursday, March 23, 2023, by Board Chairman Tony Caudle at 505 Cando St., Wilmington, North Carolina and virtually via telephone and video conference.

Board Members Present

Tony Caudle, Chairman
Chris Coudriet, Vice-Chairman
Kemp Burpeau, NHC Deputy Attorney
Eric Credle, NHC Chief Finance Officer
Meredith Everhart, City of Wilmington Deputy Attorney
Honorable Deb Hays, NHC Commissioner
Mike Kozlosky, WMPO Executive Director
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget Director

Staff Members Present

Marie Parker, Executive Director
Jonathan Dodson, Deputy Director
Lance Flint, Director of Finance
Sylvia Armstrong, Human Resources Generalist
Brad Cannon, Transit Planner
Mary Crawford, Accounting Coordinator
Brianna D'Itri, Mobility Manager
Lawrence Kahn, Accounting Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent:

Others in Attendance: David Cook, Noel Fox, Pamelyn U. Miller, Joe Mininni, Yzosne Riley, Delores Smith, Shawn Spencer, Tom Pacelli, Robert Mowat, Kim Nguyen, Alexius Farris

Call to Order – Chairman Caudle 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 March 23, 2023, Board of Directors Meeting Agenda – Mr. Caudle presented the meeting agenda for approval. Mr. Lawler moved to approve the meeting agenda as presented. Mr. Coudriet seconded, and the motion carried.

Public Comment –Ms. Riley, the Local 1328 shop steward, spoke on behalf of operators to inform the Board that they do not want the fleet to transition to smaller vehicles. Ms. Riley also apologized to Ms. Parker and Mr. Flint regarding her comments on a previous payroll issue. She stated that she did not have all the information at the time of comment.

Approval of the March 23, 2023, Consent Agenda – Mr. Coudriet moved to approve the consent agenda as presented. Ms. Hays seconded, and the motion carried.

Guest Presentation: Consultant firm HDR presented an overview and progress report on Wave Transit's Zero Emissions Fleet Transition Plan. The plan is required by the FTA and fully funded by NCDOT.

Director of Finance Briefing – Mr. Flint presented the Authority’s monthly financial reports. Overall, revenue aligns with the forecast, expenses are under budget, and the monthly reports are as expected.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. RideMICRO boasted its highest ridership day to date in February. Fixed route system ridership is up 4%. Mr. Coudriet asked if the ridership increases can be attributed to the July service improvements. Mr. Dodson confirmed that ridership increases were concentrated along lines with increased frequencies.

Mr. Dodson explained that the Authority is accepting bids for the Short-Range Transit Plan (SRTP) with proposals due March 31, 2023. The project budget of \$200,000 is included in the FY23 budget. Mr. Lawler questions if the SRTP expense is necessary. Mr. Dodson confirms that it is a standard and necessary expense for transit authorities and a federal requirement.

The Low-No Grant is presented to the Board as an action item. Mr. Dodson explained that the grant supports the replacement of existing diesel vehicles to compressed natural gas vehicles, in alignment with Authority and regional goals of environmental protection. He explains that, if awarded, the federal share is 85% of the net project cost with the rest being covered by local match dollars. Mr. Kozlosky commented that the Authority should have requested the local match sooner. Following discussion about the Board’s desire for replacements to be shorter vehicles, Mr. Caudle tasked staff with bringing Automatic Passenger Counter data to the Board in future meetings. The Board requests clarification regarding the grant’s use being only a like-for-like replacement of 35ft vehicles or if the replacements can be 29ft vehicles, as preferred. If smaller vehicles were permitted under the grant, the County would be willing to cover 60% of the local ask with the City covering the remaining 40%.

Executive Director Briefing – Ms. Parker begins her monthly updates by continuing last month’s discussion about a potential fund reserve and FY24 funding. Mr. Lawler asked Mr. Flint to calculate the cost to operate twice hourly frequency fixed route service and the operating costs of microtransit in the Southern New Hanover zone. Ms. Parker states that staff’s position is to request that the funding shortfall for FY24 be covered by the Authority’s funding partners in order allow time for the creation of the Short-Range Transit Plan and outreach and public comment going into FY25. Ms. Parker confirms that the Authority can operate through FY24 without the additional funds, but the result would be depleted reserves and a continuing funding gap going into FY25. She continued to state that funding partners covering the shortfall for FY24 would prevent a fiscal issue similar to what the Authority faced previously. Mr. Coudriet states that the County has resources to purchase service through its agencies and tasks Mr. Flint with finding additional opportunities to generate revenue through partnership with County agencies.

The Board entered Closed Session. Following the end of closed session, Mr. Caudle announces that Ms. Parker has resigned and is moving on to be the Assistant Town Manager of Carrboro, NC. She will continue to serve through the beginning of June. Mr. Caudle and the Board commend Ms. Parker’s efforts and positive outcomes during her time as the Executive Director.

To assist with the search for a new Executive Director, a search committee is formed that includes Mr. Kozlosky, Ms. Hays, and Mr. Lawler. Mr. Kozlosky moves to engage a consultant to assist, in addition to Ms. Parker's references and resources. Ms. Hays seconds and the motion passes.

New Business and Comments from the Board – To resolve a scheduling conflict for Ms. Hays, the Board has decided to begin meeting at 3:00pm rather than 12:30pm. Ms. Hays moves to change the meeting time to 3:00pm, Mr. Lawler seconds and the motion passes. The April meeting will take place on Thursday the 27th at 3:00pm.

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

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Secretary - Wave Transit