



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
April 27, 2023**

A meeting of the Cape Fear Public Board of Directors was called to order at 3:00 pm on Thursday, April 27, 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
Kemp Burpeau, NHC Deputy Attorney
Meredith Everhart, City of Wilmington Deputy Attorney
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
Brad Cannon, Transit Planner
Mary Crawford, Accounting Coordinator
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent: Chris Coudriet, Vice Chairman; Eric Credle, NHC Chief Financial Officer, Mike Kozlosky, WMPO Executive Director

Others in Attendance: LaWanda Andrews, George Bass, Noel Fox, Ricky Meeks, Pamelyn U. Miller, Andrew Noeth, David Rhew, Yzosne Riley, Delores Smith, Shawn Spencer, Tom Pacelli.

Call to Order – Chairman Caudle opened the meeting with members confirmed as present. A moment of silence in memory of Honorable Deb Hays was observed followed by the reciting of the Pledge of Allegiance.

Approval of the April 27, 2023, Board of Directors Meeting Agenda – Mr. Caudle presented the meeting agenda for approval. Mr. Lawler moved to approve the meeting agenda as presented. Ms. Everhart seconded, and the motion carried.

Public Comment – Mr. Meeks thanked Ms. Parker for all that she has done for the Authority. Mr. Meeks requested the addition of weekend hours to RideMICRO Zone 1 and a new bus stop near Noble Middle School. Mr. Meeks thanked the Board for their work.

Ms. Riley, Local 1328 shop steward, spoke on behalf of operators to request that the Board maintain the current bus size and not downsize to a smaller vehicle. She expressed concern that smaller vehicles could negatively impact passenger and operator safety and would not suit the growing community. Ms. Riley agreed with Mr. Meeks' suggestion of adding bus stops in front of all public schools. She thanked the Board for their work.

Presentation by Executive Director of NCPTA, David Rhew– Mr. Rhew expressed gratitude toward Ms. Parker’s accomplishments and dedication throughout her years of service in public transportation. He shared regrets to see her leave the industry and commented that the people of Carrboro’s gain are the Authority and NCPTA’s loss. Mr. Rhew presented Ms. Parker with the NCPTA Milestone award. The award is the highest honor given by the Association and given to honor tremendous achievements of those who work tirelessly for the industry.

Approval of the April 27, 2023, Consent Agenda – Ms. Mortell moved to approve the consent agenda as presented. Ms. Everhart seconded, and the motion carried. The consent agenda included approval for the use of funding to purchase and install passenger amenities. Mr. Lawler suggested consideration for the installation of more concrete pads at regular pole stops in the next round of amenity improvements.

Director of Finance Briefing – Mr. Flint presented the Authority’s monthly financial reports. Mr. Caudle requested a breakdown of UNCW spending at the May meeting. Mr. Lawler requested ridership and financial information for contracted services as separate items moving forward.

Mr. Flint presented the first draft FY24 Budget. The Board requested the next draft be based on a longer period than 12 months to better account for funding and/or spending aberrations. Ms. Mortell commented that she would rather consider budget revisions in the future than include line items without promised funding. Another draft will be presented at the May meeting.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. RideMICRO had the highest number of passengers in March since the pilot launch. He explained the nominal dip in fixed-route on-time performance to 86% is attributed partly to road closures along Front Street in early March with several routes being severely impacted. He reports service delivery at 99.7% which is a dramatic improvement from rates of service delivery during the previous labor shortage.

Executive Director Briefing – Ms. Parker presented her monthly updates. Ms. Parker explained the details and impacts of the passenger amenities project currently underway. Improvements will be made systemwide with 58 stops being added or upgraded. Wave Transit is adding or replacing 20 shelters, 19 benches, and 19 stops. Outdated shelters at Rose’s and Walmart have already been replaced.

Closed Session pursuant to NCGS 143-318.11(a)(6) – The Board moved to enter closed session to discuss personnel matters.

Return to Open Session - Mr. Caudle presented a motion to appoint the current Deputy Director, Mr. Dodson, as the Interim Executive Director effective June 3, 2023, at a salary adjustment of \$132,000 and a car allowance of \$8,000 a year. Mr. Lawler approved the motion, Ms. Mortell seconded, and the motion passed.

New Business and Comments from the Board – Mr. Caudle entertained a motion to appoint Mr. Credle to replace Ms. Hays on the Executive Director Subcommittee. Mr. Burpeau approved the motion. Ms. Everhart seconded, and the motion carried.



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Mr. Caudle proposed returning the meeting time to 12:30pm rather than 3:00pm as the later start time was to accommodate scheduling conflicts. Ms. Everhart moved to change the meeting time to 1:00 pm, instead. Ms. Mortell seconded, and the motion passed.

Adjournment – Ms. Everhart moved to adjourn the board meeting. Ms. Mortell seconded, and the motion carried.

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Secretary - Wave Transit