



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
May 25, 2023**

A meeting of the Cape Fear Public Board of Directors was called to order at 1:00 pm on Thursday, May 25, 2023, by Board Chairman Tony Caudle at 505 Cando St., Wilmington, North Carolina.

Board Members Present

Tony Caudle, Chairman
Kemp Burpeau, NHC Deputy Attorney
Eric Credle, NHC Chief Financial Officer
Meredith Everhart, City of Wilmington Deputy Attorney
Paul Lawler, City of Wilmington Appointee
Abby Lorenzo, WMPO Deputy Director
Laura Mortell, City of Wilmington Budget & Research Director
Dane Scalise, NHC Commissioner
Lisa Wurtzbacher, NHC Assistant County Manager

Staff Members Present

Jonathan Dodson, Deputy Director
Lance Flint, Director of Finance
Brianna D'Itri, Mobility Manager
Cliff Rode, Paratransit Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent: Chris Coudriet, Vice Chairman; Mike Kozlosky, WMPO Executive Director

Others in Attendance: Noel Fox, Bruce Kemp, Ricky Meeks, Pamelyn U. Miller

Call to Order – Chairman Caudle opened the meeting with members confirmed as present. Mr. Caudle welcomed Mr. Scalise to the Board.

Approval of the May 25, 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. Mortell seconded, and the motion carried.

Public Comment – Mr. Meeks thanked the bus operators and the Board for all they do for Wave Transit.

Approval of the May 25, 2023, Consent Agenda – Ms. Everhart moved to approve the consent agenda apart from the new meeting time item. Ms. Mortell seconded, and the motion carried. Mr. Credle made an amended motion to revise the time of the monthly meeting from 1:00pm back to 12:30pm. Ms. Wurtzbacher seconded, and the motion carried.

Director of Finance Briefing – Mr. Flint presented the Authority's monthly financial reports which were in line with expectations and that the year will end under budget.

Mr. Flint presented an update to the FY24 Budget draft. Mr. Flint stated non-renewable federal COVID relief funds will be expended by the end of FY25. Ms. Everhart requested additional information about the fiscal cliff.

Mr. Flint stated that funding will be insufficient to provide the current level of service in FY25. Mr. Dodson explained that the short-range plan will offer suggestions for adjusting service to the level of available funding. The Board requested that staff bring creative solutions forward prior to the contractor's report becoming available. Mr. Dodson proposed a workshop with the Board and staff to discuss solutions. Mr. Caudle said that the workshop be scheduled no later than 90 days out. He expects a report at the July meeting on plan development progress. To close the discussion, Mr. Caudle stated that he advocates for the Authority maintaining an 8% fund balance.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. He applauded the efforts operations supervisors have taken to increase on-time performance, including monitoring adherence with posted schedules in real-time from the field. Mr. Dodson offered an update on the passenger amenities project. The 19 new stops have been installed and are in use across the system. A \$6.7 million USDOT grant has been awarded to expand RideMICRO's Northern New Hanover Zone into Castle Hayne. The grant's purpose is to create transit access in rural communities. Beginning January 2024, funds will be available to purchase capital and fund operations over 3 years.

Mr. Scalise shared a concern from a constituent that vehicles have been traveling faster than the speed limit on Front St. Mr. Dodson stated that speeds are being monitored for vehicles in that area and that corrective measures are in place.

Personnel Correction to car allowance from April meeting from \$8,000 annualized to \$6,000 annualized for interim salary adjustment - Mr. Lawler entertained a motion to approve the salary adjustment as presented. Ms. Everhart seconded, and the motion carried.

New Business – No new business brought forward for discussion.

Next Meeting – The next regularly scheduled meeting will be on Thursday, June 22, 2023 at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

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

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Secretary - Wave Transit