



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
August 24, 2023**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:32pm on Thursday, August 24, 2023, by Board Vice Chairman Chris Coudriet at 505 Cando St., Wilmington, North Carolina.

Board Members Present

Tony Caudle, Chairman
Chris Coudriet, Vice Chairman
Kemp Burpeau, NHC Deputy Attorney
Eric Credle, NHC Chief Financial Officer
Meredith Everhart, City of Wilmington Attorney
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget & Research Director
Dane Scalise, NHC Commissioner

Staff Members Present

Jonathan Dodson, Deputy Director
Brianna D'Itri, Mobility Manager
Monica Huges, Accounting Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent: Mike Kozlosky, WMPO Executive Director

Others in Attendance: Marci Burns – Streetlevel Media; James Dawson – Streetlevel Media; Noel Fox; Bruce Kemp; Joseph Lamb; Pamelyn U. Miller

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 August 24, 2023, Board of Directors Meeting Agenda – Mr. Caudle presented the meeting agenda for approval. Mr. Coudriet moved to approve the meeting agenda as presented. Mr. Scalise seconded, and the motion carried.

Public Comment – Mr. Kemp shared his concerns with vehicles speeding on the road where he resides and understands that Wave Transit is working toward multiple operating goals, including speed limit enforcement. Mr. Kemp wants to see system changes made so that buses can complete their routes on time without speeding.

Mr. Lamb shared that he feels positive about the level of communication between the Board, staff, and passengers but there is room for improvement. He is concerned that operators are tasked with driving a large vehicle while providing customer service and taking customer complaints. Mr. Lamb feels there is a disconnect between operators, management, and the community that needs to be addressed. He comments that Wave Transit has great people and potential.

Approval of the August 24, 2023, Consent Agenda – Ms. Mortell moved to approve the consent agenda. Ms. Everhart seconded, and the motion carried.



StreetLevel Media Presentation – Mr. Dawson presented on Wave Transit’s advertising program, managed by Streetlevel Media. He and Ms. Burns showcased community businesses promoting their services through purchased advertisements on Wave Transit buses. Mr. Dawson shared advertising figures and goals for the upcoming year. Mr. Credle asked about the rate of unsold space on buses. Mr. Dawson shared that they never sell 100% in order to maintain flexibility for customers if buses are down for maintenance, but that the goal is 70-80% of space sold. Mr. Coudriet asked about revenue. Mr. Dawson stated that Wave Transit makes about \$7k per month on average in revenue.

Finance Briefing – Ms. Huges, the Authority’s Accounting Manager, presented the monthly financial reports which were in line with expectations. She reports that July began with \$2.29 million of cash on hand. \$812k of that cash was consumed for July’s operations. She explains that cash balances are estimated to dip between \$500-600k by the end of FY24 and that an 8% fund balance will be maintained.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. He reports that RideMICRO saw a 45% ridership increase compared to last July and on-time performance was approximately 84% which is an improvement from 68% last July. Mr. Lawler states that he and Ms. Mortell ask each month about Routes 203 and 205, which he states are the worst performing routes. Mr. Dodson spoke about changes to those routes that are pending but awaiting finalization due to the cost of map and brochure design and printing, which were between \$20-25k last year. Mr. Dodson reports that fixed route trips are up about 5% from last July, including Trolley ridership. Overall, all services combined saw an 8.5% increase from the previous year. Paratransit ADA trips are down 7% and non-ADA trips are up 5%.

Mr. Dodson shared that a City ordinance was adopted that requires developers building at an existing bus stop to purchase a shelter or shelters for that stop if certain thresholds are met. He commented that the effort was started with the help of previous City of Wilmington Attorney and Board Member John Joye. Two stops have already benefitted from the ordinance.

Mr. Dodson presented a FY22 and FY23 ridership analysis which shows growth overall and major growth for routes that benefitted from improvements in July 2022. Mr. Coduriet asked what the Board should be concerned about and what might need intervention and change. Mr. Dodson responded that the routes losing productivity need attention. Mr. Coudriet asked if the County needs to be looking at RideMICRO service in unincorporated NHC differently. Mr. Dodson reported the need for more consistent outreach to those areas of the County, including the Airport and the VA. He explains the challenge is that those customers have been less likely to adopt the technology but there is potential for growth.

New Business – No new business brought forward for discussion.

Next Meeting – A Special Session will be held Friday, September 22 at 1:00 pm at the NHC Government Center with the room to be announced. The next regularly scheduled meeting will be on Thursday, September 28, 2023 at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

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