

**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
October 26, 2023**

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:30pm on Thursday, October 26, 2023, by Board Vice 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 Attorney
Mike Kozlosky, WMPO Executive Director
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget & Research Director
Lisa Wurtzbacher, Assistant NHC Manager

Staff Members Present

Mark Hairr, Executive Director
Jonathan Dodson, Deputy Director
Brad Cannon, Transit Planner
Brianna D'Itri, Mobility Manager
Monica Hughes, Accounting Manager
Kathy Williams, Customer Service Supervisor

Board Members Absent - Chris Coudriet, Vice Chairman; Dane Scalise, NHC Commissioner

Others in Attendance: Noel Fox, Joe Lamb, Abby Lorenzo, Ricky Meeks, David Rhew, 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 October 26, 2023, Board of Directors Meeting Agenda – Mr. Caudle presented the October 26, 2023, meeting agenda for approval. Mr. Kozlosky moved to amend the agenda to include a funding resolution regarding the Cape Fear Memorial Bridge to New Business. Lawler seconded the approval of the agenda as amended, and the motion carried.

Public Comment – Mr. Meeks thanked the Board for all it does and invited members to share the cake he brought in celebration of his 55th birthday.

Mr. Lamb commented that the recent City Council candidate forum held at CFCC brought issues forward that need to be considered. He said that the candidates seem interested in seeing Wave become more and better for the people of the city. Mr. Lamb shared his thoughts about bus stop accessibility and readability of posted signage. He believes more information needs to be made available about the system.

Public Hearing on FY25 ConCPT Grant Application – Mr. Caudle opened the public hearing. No citizens provided comment. Mr. Dodson explained that ConCPT fund requirements and Wave's plan for their use are similar to previous years. Mr. Lawler asked about the apportionment of funds between the three counties. Specific to the Grant, each County is eligible for \$200,000. Mr. Dodson explained that the New Hanover County zones utilize additional funds from local dollars because it has two zones that provide 7-day a week service, whereas Brunswick and Pender Counties have one zone each and only offer peak weekday service. Local funds were from reallocated resources from Route 207 and Route 301. Mr. Kozlosky moves to approve the resolution. Ms. Mortell seconds, and the motion carries.

Approval of the October 26, 2023, Consent Agenda – Ms. Everhart moved to approve the October 26, 2023, consent agenda as presented. Ms. Wurtzbacher seconded, and the motion carried.

Interim Director of Finance Briefing – Ms. Hughes presented the monthly financial reports. She said that the month of August began with \$2.9 million in cash on hand. The month saw higher than usual federal cash receipts because of early draw downs in anticipation of a government shutdown. Farebox revenue is \$68k higher than budgeted and Paratransit revenue is 8% above budget.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. He reports that RideMICRO saw a 28% ridership increase from August. On-time performance was at 79% for September, which is the first drop below 80% since December 2022. Ms. Everhart, Mr. Kozlosky, Ms. Mortell, and Mr. Lawler expressed concern about Route 205's consistent on-time performance challenges. Mr. Dodson explained that timepoints and schedules are being adjusted to bring them in line with accurate segment times. He added that detours on Front St, have impacted several routes, including Route 205 and the Trolley, for several weeks. Ms. Everhart asked about the procedure for adjusting schedules around construction. Mr. Dodson explained that it depends on the length of the closure. If it is short-term, operations staff will manage detours and notifications for staff. For long-term closures and detours, planning would manage those and notify appropriate staff.

Mr. Dodson presented the operational statistics. Overall ridership is down 1% or about 500 trips. Trolley ridership is up 50% from last year. UNCW ridership is down 20%. RideMICRO Zones 3 and 4 are up from last year and overall trips-per-hour are up 78%. Service delivery was at 92%. Mr. Lawler asked how revenue delivery is measured and if the statistics meant that Wave did not provide 8% of promised service hours. Mr. Dodson explained that revenue service delivered metric is the scheduled revenue hours divided by revenue hours driven. Revenue delivery is down due to lack of vehicle availability because of vehicle maintenance issues.

Executive Director Briefing – Mr. Hairr provided an update to the Short-Range Transit Plan. The initiative has been named Reimagine Wave Transit. The market analysis and state-of-the-system report are wrapping up and expected from the consultants soon. He reported that the next phase is public outreach and that efforts have already begun through survey advertisement. The next major push will be after Thanksgiving when the consultants are back in Wilmington. Mr. Hairr celebrated RideMICRO winning an Innovation Award from METRO Magazine, a leading transportation industry magazine. Mr. Hairr concluded by relaying that NCDOT is receptive to continuing support and funding of the RideMICRO program.

New Business – Mr. Kozlosky explained the Cape Fear Memorial Bridge resolution added to the agenda at the start of the meeting. He explained that replacing the bridge is the WMPO's top, unfunded priority and asks for support of the resolution. He said the resolution was provided by NCDOT with additional language from CFPTA staff. Mr. Lawler asked if the resolution touches on the proposed toll, to which Mr. Kozlosky said no. Mr. Lawler moves to support the resolution. Mr. Kozlosky seconds, and the motion carries.



Adjournment – Ms. Mortell moved to adjourn the meeting. Ms. Everhart seconded, and the meeting adjourned at 1:24pm.

Next Meeting – The next regularly scheduled meeting will be Thursday, November 30, 2023, at 12:30 pm in the Forden Station boardroom located at 505 Cando St. This is a change from the originally scheduled date of November 16, 2023.

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Secretary - Wave Transit