

**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
September 28, 2023**

A meeting of the Cape Fear Public Board of Directors was called to order at 12:31 pm on Thursday, September 28, 2023, by Board Vice Chairman Tony Caudle 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
Mike Kozlosky, WMPO Executive Director
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget & Research Director
Dane Scalise, NHC Commissioner

Staff Members Present

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

Board Members Absent - Meredith Everhart, City of Wilmington Attorney

Others in Attendance: Noel Fox, Ricky Meeks, 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 September 28, 2023, Board of Directors Meeting Agenda – Mr. Caudle presented the September 28, 2023, meeting agenda for approval. Mr. Scalise moved to approve the meeting agenda as presented. Ms. Mortell seconded, and the motion carried.

Public Comment – Mr. Meeks thanked the Board for all it does. Mr. Meeks asked for a better notification system for service interruption and that the bus stop at Floral Pkwy be moved to an area with less vegetation.

Approval of the September 28, 2023, Consent Agenda – Mr. Credle moved to approve the September 28, 2023, consent agenda as presented. Mr. Scalise 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 \$3.45 million in cash on hand. Ms. Hughes said that under expenses, benefits are 35% higher than budgeted due to a portion of June's insurance being paid in July. Ms. Hughes said that \$252k of the fund balance has been used. They are currently in the process of the annual audit and the final selections were turned in this week. An update of the audit will be provided at the November board meeting.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. He reports that RideMICRO saw a 20% ridership increase and on time performance had an approximately 82% increase from last August. Mr. Dodson stated that fixed route trips are up as compared to last August and trolley ridership is up almost 50% as compared to last year. Farebox revenue is up, and operator overtime is down.

Mr. Dodson presented the FY2023 and FY2024 Public Transportation Section 5303 grant agreement for the Wilmington urbanized area for approval. Mr. Coudriet entertained a motion to approve the agreement as presented. Mr. Scalise seconded, and the motion carried. Board members representing the City of Wilmington and the Wilmington Metropolitan Planning Organizing were recused due to conflict of interest.

Executive Director Briefing – Mr. Hairr expressed his appreciation for the Board’s warm welcome and shared that he enjoyed speaking with each of them over the last month. He shared that he rode the buses on Tuesday in a ‘Let’s Talk Transit’ t-shirt. He said it was a great opportunity to speak with passengers. Mr. Hairr shared that the Short-Range Transit Plan’s market analysis should be available soon. Lawler asked how service will run in the second half of the year if there is a hole in the budget in December. Mr. Hairr responded that the funding projection to maintain the same level of service should carry the system through June 2024.

Mr. Hairr gave a brief federal shutdown update. He explained that FTA operations and funding will not automatically cease in the event of a shutdown.

New Business – None was presented.

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

Next Meeting – The next regularly scheduled meeting will be on Thursday, October 26, 2023, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

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Secretary - Wave Transit