



**SUMMARY MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
January 25, 2024**

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:31pm on Thursday, January 25, 2024, by Board Chairman Tony Caudle at 505 Cando St., Wilmington, North Carolina.

**Board Members Present**

Chris Coudriet, Chairman  
Tony Caudle, Vice Chairman  
Eric Credle, NHC Chief Financial Officer  
Meredith Everhart, City of Wilmington Attorney  
Abby Lorenzo, WMPO Deputy Director  
Paul Lawler, City of Wilmington Appointee  
Laura Mortell, City of Wilmington Budget & Research Director  
Bill Rivenbark, NHC Commissioner

**Staff Members Present**

Mark Hairr, Executive Director  
Jonathan Dodson, Deputy Director  
Brad Cannon, Transit Planner  
Brianna D'Itri, Mobility Manager  
Monica Hughes, Accounting Manager  
Cliff Rode, Paratransit Manager  
Erica Walters, Director of Finance  
Kathy Williams, Customer Service Supervisor

**Board Members Absent:** Kemp Burbeau, NHC Deputy Attorney, Mike Kozlosky WMPO Executive Director

**Others in Attendance:** Ricky Meeks, Pamelyn U. Miller, David Rhew, Aileen Taylor

**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 January 25, 2024, Board of Directors Meeting Agenda** – Mr. Caudle presented the meeting agenda for approval. Mr. Hairr asked the Board to include consideration of a partnership between Wave Transit, the WMPO, and NCDOT regarding a traffic mitigation project during the Cape Fear Memorial Bridge closure on the agenda. Mr. Coudriet moved to accept the revised agenda. Ms. Mortell seconded and the motion carried.

**Annual Rotation of Officers** – Chair Caudle referenced Interlocal Agreement Amendment (#2) dated February 4, 2020, by and between the City of Wilmington and New Hanover County, Section 3 Authority Composition which requires annual rotation of the Chair and Vice Chair seats based on year. Ms. Everhart moved to accept the annual rotation between the County Manager and City Manager as Chairman and Vice Chairman of the Board. Ms. Mortell seconded and the motion carried. Mr. Chris Coudriet will act as Chairman and Mr. Caudle as the Vice Chairman for the next calendar year, effectively immediately.

**Public Comment** – Mr. Meeks requested that individuals who smoke do so farther from the bus doors and that the heat in the buses not be set as high during cold weather. He thanked staff for adjusting the stop on Floral Parkway that he had spoken about at previous meetings.

**Craige & Fox, PLLC Legal Services Agreement** – Mr. Hairr presented a new 3-year contract to retain legal services with Noel Fox of Craige & Fox. Ms. Everhart moved to approve the contract. Ms. Mortell seconded, and the motion carried. The contract becomes effective January 26, 2024.

**Response to the FY23 Auditor's Findings, Recommendations, and Fiscal Matters** - Mr. Hairr presented a letter to the Board that explains the bond transfer issue identified in the audit and the correction of the issue. Finance Director Erica Walters is now bonded at \$1 million. He explains that the letter confirms to the state that Wave Transit is in compliance with this issue. Mr. Caudle moved to provide Board acknowledgment and approval of the letter. Lawler seconded and the motion carried.

**Approval of the January 25, 2024, Consent Agenda** – Ms. Everhart moved to approve the consent agenda as presented. Ms. Mortell seconded, and the motion carried.

**Community Engagement Update by Mobility Manager** – Ms. D'Itri reported increases in social media reach, content interactions, and number of posts across platforms. She featured Mr. Hairr's 'Let's Talk Transit' initiative and his efforts in personally connecting with customers and community leaders. Mr. Hairr has held more than 20 meetings with individuals and groups since he stepped into his role in September. Ms. D'Itri highlighted her recent work with students and youth, including an on-vehicle scavenger hunt and wayfinding activity for a group of 20 summer campers. Ms. D'Itri recapped the success of the Reimagine Wave Transit stakeholder meeting held in November, stating that Wave received nothing but praise and appreciation from participants.

**Director of Finance Briefing** – Ms. Walters presented the monthly financial reports. She said that December began with \$3.28 million in cash on hand. She said that receipts for contracts were higher than budgeted and Wave has begun receiving additional revenue from the HOPS contract. She reported that UNCW revenue was also higher than expected. Operations consumed \$970k in December and the month ended with \$3.15 million on hand.

**Deputy Director Briefing** – Mr. Dodson presented the monthly operating reports. RideMICRO ridership is down slightly from previous months but notes that a fewer number of weekdays and the holidays are likely reasons for the dip. Mr. Coudriet asked for details about the microtransit program in Gastonia, North Carolina and how it compares to ours. Staff will provide that comparison at a future meeting.

He reports that fixed route on-time performance has seen a 12% increase from November of 2022, but is still below the 85% minimum goal. He explained that schedules will be adjusted beginning this month at no cost to the system. He warns that on-time performance will be difficult to measure in the next few months due to the Cape Fear Memorial Bridge closure. Ms. Everhart asked if Wave tracks on-time performance by driver. Mr. Dodson responds that staff does track by driver and performance falls when drivers choose new routes, typically in January and in the fall for fixed route.

Mr. Dodson presented the operational statistics. He reported a 3% increase in overall ridership, a significant increase in Trolley ridership, a small decrease for UNCW, and an overall increase in Paratransit trips from the previous year. December's service delivery was 94.9% which is an improvement. The fleet is seeing fewer mechanical issues.



Mr. Rivenbark asked about shuttles with a graphic saying ‘Uncommon’ on the side and if the County is missing out on tax revenue from those shuttles having out of state plates. Staff confirmed that those shuttles do not belong to and are not operated by Wave Transit.

**Executive Director Briefing** – Mr. Hairr thanked Mr. Caudle for use of space in the new Skyline Center to hold the Reimagine Wave Transit stakeholder meeting. Mr. Hairr explained that results from the workshop will be presented by consultants to the Board and offered a brief agenda for the Board’s upcoming workshop. Mr. Hairr thanked Ms. D’Itri for her work on outreach and spoke to his experience riding routes through his Let’s Talk Transit initiative. He stated that concerns about smoking at the stations will be addressed. Mr. Lawler asked if overtime pay was included in the MEE NC grant? Ms. Hughes confirms it is not.

**New Business** – Mr. Hairr explains the proposed traffic mitigation project in partnership with the WMPO and funded by NCDOT. The proposed contract amendment with Bus.com will allow for a park-and-ride system to be set up within the RideMICRO service. The park-and-ride system would be fare-free to encourage ridership. The agreement with NCDOT is to not the service 100% and not to exceed \$500,000. Ms. Mortell suggested adding language to the contract that stated that the service expansion should be contingent upon reopening the bridge or when funding is fully depleted. Mr. Coudriet moved to approve the contract amendment with the stipulation that the service end upon reopening of the bridge, or when the special NCDOT funding is fully depleted. Mr. Lawler suggests that services be evaluated on an ongoing basis. Mr. Caudle moved to approve the contract with the amendment as stated. Mr. Hairr read them aloud and the contract was approved as presented.

**Adjournment** – Mr. Coudriet moved to adjourn. Mr. Lawler seconded, and the meeting adjourned..

**Next Meeting** – A special meeting will be held February 14<sup>th</sup> at a time and location to be determined. The next regularly scheduled meeting will be Thursday, February 22nd, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

**CERTIFIED TO BE A TRUE COPY**

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**Secretary - Wave Transit**