



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

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:30pm on Thursday, April 25, 2024, by Board Chairman Coudriet at 505 Cando St., Wilmington, North Carolina.

Board Members Present

Chris Coudriet, Chairman
Tony Caudle, Vice Chairman
Kemp Burpeau, NHC Deputy Attorney
Eric Credle, NHC Chief Financial Officer
Meredith Everhart, City of Wilmington Attorney
Mike Kozlosky WMPO Executive Director
Laura Mortell, City of Wilmington Budget & Research Director

Staff Members Present

Mark Hairr, Executive Director
Jonathan Dodson, Deputy Director
Brad Cannon, Transit Planner
Brianna D'Itri, Mobility Manager
Monica Hughes, Accounting Manager
Erica Walters, Director of Finance
Kathy Williams, Customer Service Supervisor
Charlotte Noel Fox, CFPTA Attorney

Board Members Absent: Salette Andrews - Wilmington City Councilmember, Bill Rivenbark - NHC Commissioner

Others in Attendance: Tracie Barnhill, Deirdre Holmes, Ricky Meeks

Call to Order – Chairman Coudriet 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 April 22, 2024, Board of Directors Meeting Agenda – Mr. Coudriet presented the meeting agenda for approval. Ms. Everhart moved to accept the agenda. Mr. Caudle seconded, and the motion carried.

Public Comment – Ms. Barnhill suggested that Wave Transit go fare-free like GoRaleigh. She said that there should be an opportunity for discussion at Board meetings beyond public comment.

Mr. Meeks requested that tables and chairs previously removed from station lobbies be returned. He shared that seat belt buckles on shuttle vehicles cut his leg several years ago and requested that maintenance inspect them. He thanked the Board for all they do and said it would be nice if elected officials rode the bus.

Approval of the April 25, 2024, Consent Agenda – Mr. Kozlosky moved to approve the consent agenda as presented. Ms. Mortell seconded, and the motion carried.

Reimagine Wave Transit Short-Range Plan Update – Mr. Hairr shared progress with outreach for the plan including an online and paper survey with 75 responses to date, attending public events, direct communication with stakeholders, and digital communications. He complimented Ms. D'Itri for her work on the website and asked the Board for invitation or connection to events or groups for further outreach. Mr. Hairr shared that the consultant will be back in May to present the full plan at which time the Board is asked to vote to approve a plan and endorse a funding scenario.



Director of Finance Briefing – Ms. Walters presented the monthly financial reports. She said that March ended with \$1.9 million in cash on hand and expenses exceeded revenues by 758k YTD. She reported that YTD revenues were \$1.2M lower than budget and YTD expenses were 445k lower than budget.

Deputy Director Briefing – Mr. Dodson presented the monthly operating reports. He reported that RideMICRO ridership increased 8% compared to the previous year-to-date. Zone 1 ridership increased 34% from previous March due to increased midday hours and one additional vehicle thanks to the partnership with NCDOT and the WMPO. Additions to Zone 1 service are expected to end May 24th. Mr. Dodson reported that on-time performance was down by 4%, due in part to congestion downtown from the bridge closure. Only 1.5% of trips departed early for the month of March.

Mr. Dodson reported fixed-route operator overtime as increased 4% compared to the previous year; fixed-route ridership was down 6% from the previous March, with UNCW service down 35% from the previous month because of Spring break. Through end of March, fixed-route ridership overall is down one-half of one percent from the previous fiscal year. Service delivery was up from the previous month at 96.49%.

Executive Director Briefing – Mr. Hairr reported that staff participated in a statewide transit conference and had one operator compete in the ‘roadeo’ and one dispatcher assist with judging. Wave Transit was recognized by the regional FTA administrator for its efforts in supporting deployment of low-and-no emission buses. Mr. Hairr shared Wave’s participation in community events including supporting the Azalea Festival by transporting nearly 300 festivalgoers to the parade and staffing the Earth Day Festival table with Ms. D’Itri. He complimented her skill in managing tough comments from the public.

New Business – None were presented.

Adjournment – Mr. Kozlosky moved to adjourn and the meeting adjourned.

Next Meeting – The next regularly scheduled meeting will be Thursday, May 23, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

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Secretary - Wave Transit