



**SUMMARY MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
March 28, 2024**

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:30pm on Thursday, March 28, 2024, by Board Chairman Coudriet at 505 Cando St., Wilmington, North Carolina.

**Board Members Present**

Chris Coudriet, Chairman  
Tony Caudle, Vice Chairman  
Salette Andrews, Wilmington City Councilmember  
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  
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  
Erica Walters, Director of Finance  
Kathy Williams, Customer Service Supervisor

**Others in Attendance:** Tracie Barnhill, Velveeta Clayton, Cara Cook, Conor Doherty, Jerome Parker, David Rhew, Zach Solon, Pamelyn Usher-Miller

**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 March 28, 2024, Board of Directors Meeting Agenda** – Mr. Coudriet presented the meeting agenda for approval. Ms. Mortell moved to accept the agenda. Ms. Everhart seconded, and the motion carried.

**Public Comment** – Ms. Barnhill told the Board that she attended the meeting to better understand upcoming service changes related to the short-range transit plan. She urged the Board to take fixed route services for two weeks before making decisions on service.

**Approval of the March 28, 2024, Consent Agenda** – Mr. Caudle 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 that the next step for the plan is to begin soliciting public feedback on proposed system changes with the Board accepting funding environment in April. Mr. Hairr clarified for the Board that the feedback period will begin immediately following the meeting, pending their approval to move forward, and that some information is already available on the website. He specified that route-by-route changes would be voted on during a later public hearing and the April vote would be to determine the level of funding. Mr. Kozlosky, Mr. Coudriet, and the Board generally expressed hesitation that the 3.5-week outreach period would not leave enough time to properly consider feedback. Following discussion, Ms. Everhart moved to instruct staff to begin public information period for all potential plans and present that information at the April meeting, at which time the Board will decide if they have enough information to proceed or if additional input is needed. Mr. Caudle seconds and the motion passes.

**Director of Finance Briefing** – Ms. Walters presented the monthly financial reports. She said that February ended with \$2.6 million in cash on hand. She reported that revenues were higher than expected due partly to increased ridership. Salaries and wages are 6% under due to vacancies throughout the organization. Insurance is 21% over budget due to billing errors which have been resolved. Ms. Walters summarized the federal grants - \$6.7m remains available for 5307 funds, \$4.6m remains available for 5339 funds, and \$1.4m remains available for 5310 funds. She summarized states grants – ConCPT funding was exhausted in February and \$254k has been utilized from SMAP funds. She stated that \$956k will likely be available in the fund balance at the end of the fiscal year.

**Deputy Director Briefing** – Mr. Dodson presented the monthly operating reports. RideMICRO ridership decreased slightly overall compared to February 2023, but ridership increased in Brunswick County. Mr. Dodson shared that staff took recent action to increase shared rides but the loss of one daily rider could make a significant difference in ridership. Mr. Dodson reported that on-time performance dropped from the previous month with the bridge closure impacting traffic, particularly with routes serving downtown Wilmington. Mr. Caudle said that he expects April to be worse because of the lane reversal. Mr. Dodson shared that overall ridership decreased 4% from February 2023. Service delivery in February was lower than usual but is on the upswing for March.

**Executive Director Briefing** – Mr. Hairr reported a 28% increase in Zone 1 ridership after one vehicle was added into service thanks to a partnership with NCDOT to help mitigate traffic during the bridge closure. Marketing efforts related to the project are also underway.

Mr. Hairr introduced Mr. Jerome Parker who was appointed by Transdev to provide management assistance to the Operations and Maintenance Division. Mr. Parker brings 40 years of experience to the team in a temporary capacity as the search continues for a new Transdev Assistant General Manager. To conclude, Mr. Hairr shared that operations staff were recognized and celebrated on March 19<sup>th</sup> for Transit Operations Appreciation Day.

**New Business** – None was presented.

**Adjournment** – Ms. Mortell moved to adjourn. Mr. Caudle seconded, and the meeting adjourned.

**Next Meeting** – The next regularly scheduled meeting will be Thursday, March 28, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

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**Secretary - Wave Transit**