



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY**

August 22, 2024

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:32pm on Thursday, August 22, 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, Wilmington City Attorney
Mike Kozlosky WMPO Executive Director

Staff Members Present

Mark Hairr, Executive 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: Laura Mortell, City of Wilmington Budget & Research Director – represented by Shawn Hunt, Sr. Budget & Management Analyst; Bill Rivenbark, NHC Commissioner

Others in Attendance: Charlotte Noel Fox, CFPTA Attorney; Deirdre Holmes, NHC SRC; Tony Johnson, Transdev

Call to Order – Chairman Coudriet opened the meeting. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

Approval of the August 22, 2024, Board of Directors Meeting Agenda – Mr. Coudriet presented the meeting agenda for approval. Ms. Everhart moved to accept the agenda. Ms. Andrews seconded, and the motion carried

Public Comment – None

Approval of the August 22, 2024, Consent Agenda – Mr. Caudle moved to approve the consent agenda as presented. Ms. Everhart seconded, and the motion passed.

STX, Inc. Contract for Revenue Generation for Wave from Renewable Fuel Commodities - Mr. Hairr provided an overview of the STX, Inc. contract which would generate revenue for Wave from the sale of renewable natural gas commodities and recommended approval. Following a brief discussion about the payment rate for credits, Mr. Caudle moved to approve the contract. Mr. Kozlosky seconded, and the motion passed.

Director of Finance Briefing – Ms. Walters presented the monthly financial reports and noted a typographical correction needed to the salary line item on page 112 in the packet. She reported that maintenance costs were 3% over budget due to costly parts and contract funds for Paratransit as lower than usual due to changes in community referrals. Mr. Hairr offered an update on state ConCPT grant funds for RideMICRO.

Deputy Director Briefing – Mr. Hairr presented the monthly operating reports in Mr. Dodson's stead. He reported fixed-route on-time performance at 87%, an improvement from the previous month, and year-to-date fixed-route ridership as flat compared to the previous year.

Executive Director Briefing – Mr. Hairr provided a update on Reimagine Wave Transit outreach efforts since August 1 and noted that the current outreach period would end September 15. Mr. Hairr informed the Board of the upcoming 'Triennial Review' from the FTA scheduled in early September.

New Business – None presented.

Adjournment – Mr. Kozlosky moved to adjourn. Ms. Everhart seconded, and the meeting adjourned.



Next Meeting – The next regularly scheduled meeting will be Thursday, September 26, 2024, at 12:30pm in the Forden Station boardroom located at 505 Cando St. A Public Hearing on the final proposed Reimagine Wave Transit route changes will be held during the September meeting.

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Secretary - Wave Transit