

# MEETING MINUTES – *Draft*

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**VENUE:** Zoom Virtual Meeting Platform

**DATE/TIME:** Wednesday, May 12, 2021, 10:00 A.M.

## **BOARD MEMBERS PRESENT**

Randy Parker

Ray East

Hal Morgan

Audrey Dannenberg

Ray Heron

Fran Hooper

Dian McNaught

Christine Appert

Willie Gentry

Lucas Ames

Pam Bevins

## **BOARD MEMBERS ABSENT**

William WuenschT

## **NON-VOTING BOARD MEMBERS PRESENT**

Christine Jacobs, TJPDC/MPO

Karl Carter, Buckingham

## **NON-VOTING BOARD MEMBERS ABSENT**

Mike Mucha, VDRPT

## **STAFF PRESENT**

Karen Davis

J'riah Guerrero

Jody Saunders

Kelly Forloines

Marnissa Claflin

## **PUBLIC**

*The meeting was called to order at 10:00 A.M.*

*Minutes submitted by Kelly Forloines.*

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## 1. CALL FOR ATTENDANCE/AGENDA CHANGES

- I. Roll Call: Attendance was taken through Zoom and dial-in contacts.
- II. Announcements: Welcome new Board Member Pam Bevins
- III. Agenda Additions/Changes: Change Mission Statement to action item

## 2. MATTERS FROM THE PUBLIC

- I. None

## 3. ACTION ITEMS/PUBLIC HEARINGS:

- I. Approve Meeting Minutes: April 14, 2021
  - a. Ray East made a motion that the minutes be approved. Hal Morgan provided the second. The minutes were approved without dissent.
- II. Resolution 2021041402 adopting Finance & Grants Management Policy
  - a. Fran Hooper made a motion to adopt the resolution. Dian McNaught provided the second. A roll call vote was taken and the policy was adopted. Randy acknowledged appreciation for Karen, Robin and Jody for their hard work. Karen intends to send the document out to the localities with a letter indicating steps to strengthen the policy.
- III. Resolution 2021041403 adopting Telecommuting Policy
  - a. Dian McNaught made the motion to adopt and Hal Morgan provided the second. A roll call vote adopted the policy. Karen gave credit to Matt for getting all of the technological needs in place and was impressed at how quickly the staff stepped up to work remotely during Covid. She would like to give the opportunity for staff to talk with supervisors about working remotely and coming into the office on set days. Parking is an issue that telecommuting could help address until a facility study is done. Discussion regarding the facility and facility study needs, including fuel and electric charging stations ensued.
- IV. Mission Statement
  - a. Audrey Dannenberg provided a motion to adopt and Hal Morgan gave a second. The mission statement was adopted by roll call vote. Audrey, Hal and Bill worked together to come up with a combination of new words that was acceptable to all, "Safely delivering caring, attentive, and inclusive service".
- V. Resolution 2021041404 Dissolving Smart Mobility Inc.
  - a. Fran Hooper made the motion to adopt and Ray East provided the second. The resolution to dissolve Smart Mobility Inc. was adopted by roll call vote. The subsidiary was established to launch autonomous vehicle service is no longer needed. Information regarding the assets will be obtained.

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## 4. INFORMATION AND DISCUSSION

### I. Discussion

### II. New Business

- a. Nominating Committee – Fran, Audrey and Christine Jacobs volunteered.
- b. Staff Directory – Jody had put a lot of work into developing this directory for the Board and the staff
- c. Fuel Situation – Karen is collecting info on localities and fuel availability. Electric vehicles are being used. ADA medical only for several days to conserve fuel. Looking into partnering with a fuel company to secure fuel services. The Gas Buddy App was suggested by Christine Jacobs.
- d. Fare Free – Cares Act funding will help with initiative. Study with CAT regarding ADA service. DRPT is providing a Transit Ridership Incentive Program that CAT and Jaunt can apply together for.
- e. Greene County (seat at Jaunt Board table) / Buckingham as a voting member – Karen is working with the attorney on Jaunt’s Articles of Incorporation. Lucas brought up a concern about two separate brands. He indicated that he would like to see Greene buy in to who Jaunt is before Greene has a voting seat on the board. He would like to see Buckingham moved on quickly. Karen said that Greene having a seat on the Jaunt Board would be the last piece of the transition plan. She is preparing to meet with the County Administrator, Board Chairman, DRPT and TJPDC to discuss Greene’s responsibilities. Greene was the only county that did not give full budget request. Several Jaunt Board members expressed the idea that Greene should not be separate. Keeping separate books is a good business decision but otherwise Greene should be Jaunt.
- f. Debbie Taylor – retiring July 1, 2021. She will be honored at the Annual Meeting for 42+ years of service. She received the Helen Poore Award and will be recognized at the Virginia Transit Association annual convention on Sept. 28. Karen will reach out to the Nelson County Board of Supervisors to see if they would be interested in passing a resolution for her.

### III. Standing Reports

#### a. Executive Report

Karen reviewed the Executive Director’s report that was included in the board packet.

#### b. Safety Report

Ray Heron would like to see safety trends. Kyle is working on getting acquainted with his new position and will be providing new reports and additional information.

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c. Operations Report

Karen reviewed the Operations Report that was included in the board packet. She acknowledged Marnissa's hard work in portraying each county's information. Lucas questioned if there was any movement on the new Albemarle board member. Randy asked about the re-organized management positions. Mike Mills has filled the Procurement and Compliance position, Kyle Trissel is the new Safety Manager. There will be a Director of Transit Operations and a Director of Transit Logistics. The Leadership Team consists of the CEO, COO, and CFO. The Board has full control over hiring the CEO, using a search firm will prove that the job was done thoroughly.

d. Financial Report

Information provided in the Board packet. Randy would like to see an easier way to find the balance for the Jaunt reserve.

## **5. FUTURE AGENDA ITEMS**

## **6. ADJOURN**

Ray East made the motion to adjourn and Fran Hooper gave a second. The meeting adjourned with no objections.