



MINUTES

Meeting of the Board of Directors

January 12, 2022 at 10:00 A.M. EST

Voting Member	Present In person	Present virtual	Absent
Randy Parker [President], Louisa	X		
Hal Morgan [Vice President], Fluvanna		X	
Christine Appert [Secretary], Charlottesville		X	
Raymond East [Treasurer], Albemarle		X	
Jacob Sumner, Albemarle		X	
Fran Hooper, Albemarle	X		
William Wuensch, Albemarle		X	
Lucas Ames, Charlottesville		X	
Erik Larson, Charlottesville		X	
Ray Heron, Charlottesville	X	X	
Pamela Blevins, Fluvanna			X
Willie Gentry, Louisa	X		
Brad Burdette, Nelson			X
Dian McNaught, Nelson		X	
Non-voting Members			
Christine Jacobs, TJPDC		X	
Kevin Hickman, Buckingham		X	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Staff			
Ted Rieck, CEO	X		
Karen Davis, Deputy CEO	X		
Robin Munson, CFO	X		
Mike Mills, Procurement Specialist		X	
Jody Saunders, Director of Public Relations	X		
Stephen Johnson, Planning Director		X	
Kyle Trissel, Transportation Safety Manager		X	
Matt Anderson, Information Technology Manager		X	
Mariah Powell, Administrative Assistant	X		
Phyllis Williams, Road Supervisor		X	
Kelly Forloines, Mobility Manager		X	
Kelly Fomenko, Transit Planner		X	
Public			
None			

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- I. Call to Order—Randy Parker, President
 - A. Randy calls to order at 10:00 AM
 - II. Roll Call—Christine Appert, Secretary/Mariah Powell, Board Assistant
 - A. Christine calls roll; Mariah confirms quorum.
 - III. Introductions—Randy Parker, President
 - A. Jacob Sumner, replacing Lori Allshouse on the Albemarle County board, is formally introduced to board members and staff
 - IV. Public Comments—Randy Parker, President
 - A. None.
 - V. Action Items
 - i. December 8, 2021 Board of Directors Meeting Minutes—Christine Appert, Secretary
 - Erik would like the December 8th minutes to reflect his request regarding changes in the safety report.Motion by Dian, seconded by Willie. Passed unanimously, with no abstentions.
 - ii. 2022 Board Regular Meeting Dates – Randy Parker
 - Established 2022 calendar meetings were approved.Motion by Ray Heron, seconded by Ray East. Passed unanimously, with no abstentions.
 - iii. Formation of Operations and Safety Committee—Kyle Trissel/Ted Rieck/Erik Larson/Hal Morgan/Lucas Ames/Ray Heron
 - A Jaunt operation and safety committee will be formed to review safety metrics, improve transparency with the board, and help Jaunt staff with policy related issues. The committee will meet with Jaunt staff quarterly. Metrics and concerns will be passed on to board members for opinions and evaluations. Erik and Hal volunteered to serve on this committee due to their expertise on this topic.Motion by Randy, seconded by Hal. Passed unanimously, with no abstentions
 - Ray Heron would like to start seeing a trendline on accidents. Lucas, in agreement, wants the project prioritized. To ease a concern brought up about an accident negatively skewing data, Ted suggested creating a linear trendline in Excel composed of accident measurements per one hundred thousand miles, and a Jaunt standard line to normalize it. Ray Heron, Randy, and Willie decided that Ted's idea and spanning the trendline over five years was the best way to provide an accurate reflection to the board members. Kelly Fomenko/Stephen Johnson were delegated to task. *
** This comment was not officially voted on, but was unanimously agreed upon as a necessary project.*
- VI. Standing Reports
 - A. Finance Report—Ray East/Randy/Robin Munson
 - Robin highlighted the financial report in the packet, reviewing Jaunt's current fiscal

year expenses, revenue, budgets, and capital spending. Three unanticipated expenses she noted were consultant fees for budget model, the fare free survey, and the CEO search. Although placed this year, bus orders cannot be reflected in finance report due to the length of time they take to come in. Marketing has risen to target, and there was also a sizeable one-time refund from the health insurance company for good experience. There was a loss of \$131,000 for in agency services. A suggestion was made to review contracts with agencies. Jaunt Admin are already in process of rectifying this; Karen is meeting with PACE this month to discuss new charges.

- Randy would like staff's ideas regarding surplus stakeholder monies to be discussed in next month's meeting. Jacob, in support of this idea, agreed that board and staff should have a plan, with options, in place before reaching out to stakeholders.
- Ray East wants Jaunt to consider banking with a local community bank instead of SunTrust. Staff indicated that changing banks would need to be formally solicited.

B. Operations and Safety Reports—Karen Davis/Erik Larson/Hal Morgan

- Karen listed Jaunt's current operational challenges to the board. One of the major challenges is a driver shortage, which will hopefully be corrected by the 4 new individuals in the driving class, wage increases, recruitment bonuses, and sign on bonuses. Another challenge is a decline in ridership due to: holidays, hazardous weather, and COVID. Jaunt's mask policy for staff and passengers is still strictly in place. Bids have been placed for N-95 masks in the wake of the new COVID variant, Omicron.
- Dian would like staff to have a long-term plan in place for COVID resurgences.
- Erik would like appendixes added on the back of board packets to provide the members with data contexts (terms, definitions, compliance measures). Ray Heron suggested that a reference point for standard Jaunt policies also be added in.
- Operations and Safety Committee Meeting—Erik Larson/Hal Morgan

C. Regional Transit Partnership Update—Hal Morgan/Lucas Ames/Christine Jacobs

- TJPDP is working through its regional transit vision plan. Their consultants have met with the city, county, and transit providers to build various scenarios into their vision plan. A community engagement, in partnership with DRPT, around strategies brought forward is planned for late spring. Blacksburg Transit has joined DRPT meetings in the first of a series of peer city visits to other regions.
- The TJPDP is also applying to DRPT for a technical assistance grant for a transit governance study which will provide preparation for having a governmental structure that will support implementing recommendations that come from the transit vision plan. TJPDP had been advised to apply promptly. Christine also said TJPDP is asking the consultants for that to do a deep dive into the governments of both of the two transit agencies, people transit in the city and the county, and to

make recommendations on appropriate government structures that would help with vision plan implementation. This month TJPD plans to garner support from DRPT in addition to their local letters of support from city/county officials and support with local matching for that plan.

D. Executive Report—Ted Rieck

- Ted began by commending Jaunt staff on how they handled the recent winter storm and hazardous conditions.
- Jaunt will be issuing a solicitation for legal services, anticipating 1-2 attorneys for corporate and government legal issues to be brought to board for contracting by March 2022.
- A grant application for microtransit service was given to CAT, but this service is still a possibility in the future for Jaunt.
- Ted has been meeting with the board members, community stakeholders, and Mayor Snook to talk about transit. He will also be a guest on a live stream about public transportation and affordable housing on January 14th 2022.

VII. Other Business—Randy Parker, President

A. None.

VIII. New Business—Randy Parker, President

A. Email and FOIA for Board—Ted Rieck

- Ted provided a mini presentation on email etiquette, complying with public agency regulations, and avoiding FOIA violations.

B. Concerns about Performance Reporting—Ted Rieck/Karen Davis/Kyle Trissel

- Ted summarized Erik's operation and safety metric concerns which, besides the safety committee and safety plan metrics missing in January board packet, also included accident trends, a mis-identified ADA report, and a lack of county specific reports.
- Karen apprised the board members of the new agency safety plan she worked on with Erik; he wants demand response related metrics. The plan was accepted by Wood Hudson, the DRPT manager, to use after the discussed updates and edits are applied. She also reviewed Jaunt's safety goals/targets with the board.
- Kyle and Karen walked board members through Jaunt's new safety incident prevention procedures, which include implementing a link in the monthly newspaper for staff to anonymously report safety concerns, utilizing incident report Google forms, ride-a-longs with drivers, hard drive reviews, sitting in on training sessions to spot opportunities for improvements, and initiating a consultant search to create a safer parking lot (redoing the current layout) for staff and visitors.
- Serious accidents will be delegated to closed session meetings, instead of public board meetings.

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- Jaunt data will be utilized to a greater degree – a dashboard is being constructed by Stephen Johnson to manage statistical information (e.g. call volumes, complaints, denials) and will be regularly reviewed with staff.
- A consultant has been hired for a community cost allocation model, and a new software for micro and para transit service.

IX. Board Member comments

- Dian commended Jaunt for working on building back trust with board.
- Randy asked about banquet plans in lieu of new COVID variant; Jody invited the board members to attend the banquet that will now be held in the bus garage.
- Fran would like to see more board participation in Jaunt events.

Randy asked for a motion to adjourn, Ray East moved, Ray Heron seconded at 11:47 AM.

ADJOURNED: NEXT MEETING: 10:00 AM, FEBRUARY 9, 2022

