

Board Attendance Roster

Month: July

Year: 2023

Directors	Present In person	Present virtual	Absent
Brad Burdette, [President], Nelson	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville	X		
Jacob Sumner [Treasurer], Albemarle	X		
Mike Murphy, Albemarle			X
William Wuensch, [Immed. Past President], Albemarle	X		
Caetano de Campos Lopes, Albemarle			X
Lucas Ames, Charlottesville		X	
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker Louisa			X
Willie Gentry, Louisa	X		
Dian McNaught, Nelson	X		
Iscella Wittich, Fluvanna	X		
<i>Ex Officio</i> Directors			
Christine Jacobs, TJPDC		X	
Kevin Hickman, Buckingham County		X	
Garland Williams, CAT			X
Katy Miller, DRPT			X
Steve Bowman, Greene County BofS		X	
Staff			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Jacquelyn Spence Director of Operations	X		
Mike Mills, Dir of Procurement		X	
Cassy Kelly, Market/Comm Coord (Juliana Scott)		X	
Ben Rutherford, Sys Admin	X		
Brooke Solderich, GIS Data Analyst		X	
Zadie Lacy, Transit Planner			X
Janet Jackson, Director of HR	X		
Ben Nemec, Director of Maintenance		X	
Amanda Powell, Admin Assist	X		
Jordan Bowman (Legal Counsel)	X		
Public			



Meeting Minutes

Meeting of the Board of Directors

July 12, 2023, at 10:00 AM

I. Call to Order — Brad Burdette, President

Time: 10:00 am

II. Roll Call — Christine Appert, Secretary (Read by Amanda Powell)

See roster for attendance

III. Introductions — Brad Burdette, President

Hal M. introduced Iscella Wittich, who was elected at the most recent Fluvanna board meeting to fill a vacancy created with the departure of Leslie Woodfolk in March. He noted that she will be an excellent addition to the board due to her strong interests and understanding of Jaunt.

IV. Public Comments — Brad Burdette, President

None

V. Action Items

- A. **June 14, 2023, Board of Directors Meeting Minutes**— Christine Appert, Secretary

MOTION: Dian M. SECOND: Brad B. VOTE: Unanimous to accept

- B. **Cancel August 9, 2023 Board Meeting**-- Brad Burdette, President

MOTION: Dian M. SECOND: Willie G. VOTE: Unanimous to accept

- C. **Excess Funds Policy**-- Robin Munson, CFO & Jacob Sumner, Treasurer

The excess funds policy draft was brought to the board in May's meeting for review. Since there were no issues or objections from the board regarding the draft, Jacob S. proposed the final copy for approval. He mentioned that the purpose of this policy is intended to assist Jaunt in determining how excess funds should be used at the conclusion of a fiscal year and after the audit is completed. In order for everyone to be on the same page, this policy also establishes the expectation that the calculations will be completed and reported back to the board at the same time the completed audit is presented.

MOTION: Jacob S. SECOND: William W. VOTE: Unanimous to accept

D. Amendment to Jaunt Retirement Plan--Robin Munson, CFO

Robin informed the board that a retirement plan had been established with Mutual of America in 1993. Mutual of America recently changed from one platform to another during the fall at which time some complications with our plan surfaced. She said that in order for Jaunt to continue to comply with this policy, there were currently two improvements that needed to be made right away. She informed the board that all of the retirement plan documentation had been hyperlinked for the board to review in further detail. The crucial information on these changes have been highlighted on the hyperlinked document. Hal M. inquired about the financial impact of these updates on the FY2024 budget, to which Robin responded that there would be no impact because the budget was built around what we are currently doing with this plan and that the resolution she was proposing is simply to bring Jaunt into compliance with Mutual of America's retirement plan.

MOTION: Hal M.

SECOND: Jacob S.

VOTE: Unanimous to accept

E. Changes to Code of Ethics and Business Conduct-- Janet Jackson, Dir. of Human Resources

In a brief presentation on the final draft of the Code of Ethics, Janet J. informed the board that Jaunt was seeking their approval for the final draft as well as their signatures on the Code of Ethics signature page at the conclusion of the meeting.

MOTION: Jacob S.

SECOND: Hal M.

VOTE: Unanimous to accept

VI. Standing Committee Reports

1. Finance Committee--Jacob Sumner, Treasurer & Robin Munson, CFO

Although we are in FY2024, Jacob S. began by notifying the board that the financial report being presented is still for FY2023 and that after the audit is complete, the FY2024 budget would start being reported on. Robin M. continued by summarizing the financial reports for May 2023. Although this was the first month that surplus had decreased slightly, she noted that the year to date appeared to be about the same as it had all year. She also mentioned that several of our buses had been wrapped, which Dian M. thought looked fantastic, and that marketing was finally under budget.

2. Operations and Safety Reports—Jacquelyn Spence Sr Dir of Operations & Brooke Solderich, GIS/Data Analyst

Jacquelyn gave the board a review of the safety reports for the months of March, April, and May. She also mentioned that monthly safety initiatives were being implemented in terms of safety. One of these programs would be an annual refresher training course for the operators, which would focus on bloodborne pathogens, OSHA training, and defensive driving. Safety management will also begin to undertake daily pre- and post- trip inspections of all buses. All information collected from these daily inspections will be logged through tablets which are directly connected to the maintenance program. She also informed the board that all operators are now required to wear reflector vests while working.

Brooke S. reviewed the ADA reports. She mentioned no shows were still increasing but hoping to see changes in those numbers soon. All demand response denials are still a little high, but the number of ADA missed trips has dropped and that number of ADA denials have returned to zero. She also informed the board that on time performance had somewhat declined, but that she thought this was due to modifications to Trapeze with Texas A&M. There was an issue at the beginning of these modifications where certain reservationist had their pick-up window changed but others did not.

- **Update on Service Operations Efficiency (Texas A&M)** --Jacquelyn Spence

Texas A&M conducted a study on Jaunt's DRT & ADA in order to aid Jaunt in further enhancing service effectiveness and quality, and Jacquelyn S. presented the results to the board. This study offered a variety of suggestions, from short-term adjustments to long-term ones. An implemented script to ensure that everyone is hearing the same information, setting up a 30-minute pick-up window on all trips, real-time views each day, and vehicle GPS are just a few of the immediate changes that were suggested from this study as well as client ID's, which would be specific to each passenger. The last implementation that Jacquelyn brought up to the board was Pass Com, a central hub for client complaints, issues, and/or service feedback.

3. Regional Transit Partnership Update-- Christine Jacobs/Hal Morgan/Lucas Ames

The TJPDC did not hold any meetings in June or July, there will however be presentations on transit and health equity in their August meeting. Blue Ridge Health District, CHIP, and The Charlottesville Area Alliances Transportation Group will all be discussing working initiatives towards transportation and transit.

4. Executive Director Report--Ted Rieck, CEO

Ted R. offered a brief summary of the meeting he and Robin M. had with the head of the Goochland Community Action Program. He also discussed with the board that Jaunt would be launching our rural transit needs assessment study with North Dakota State University's small urban & rural center on mobility. Additionally, he mentioned that Jaunt would be collaborating with AECOM on a number of upcoming projects, such as the implementation of battery electric buses, for which we are pursuing a grant opportunity with Dominion Energy, the analysis of microtransit, and the development of board strategies that will help Jaunt decide whether to become a transit authority, remain the same, or change in the future. Ted R. is also currently working with a nonprofit consultant in order to create a method and plan for board member on-boarding. The board members would benefit from one on one conversations to assist them better understand their duties and responsibilities as a Jaunt board member.

VII. New Business

None

VIII. Announcements and Board Member comments

None

Motion to Adjourn: Ray H.

Second: Christine A.

Vote: Unanimous

Time: 11:16 am

Adjourn to next meeting: September 13, 2023, at 10:00 AM EDST