

Board Attendance Roster

Month: December

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 (Left at 11:17am)	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
Ex Officio 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		
Levine Hedgepeth, Safety & Training Manager		X	
Mike Mills, Dir of Procurement		X	
Ben Rutherford, Sys Admin	X		
Janet Jackson, Director of HR		X	
Amanda Powell, Executive Asst	X		
Jordan Bowman (Legal Counsel)	X		
Sanata Hedgepeth, Operations Manager		X	
Public			
Chris Tatum, ETC Institute		X	
David Foley		X	
Lucinda Shannon, TJPDC		X	



MINUTES

Meeting of the Board of Directors

December 13, 2023 at 10:00 AM EST

I. Call to Order — Brad Burdette, President

TIME: 10:04

II. Roll Call — Christine Appert, Secretary

See roster

III. Introductions — Brad Burdette, President

Honor Willie Gentry

IV. Public Comments — Brad Burdette, President

None

V. Action Items

- A. November 8, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary*

Motion: Dian M.

Second: Christine A.

Vote: Unanimous to accept

- B. Resolution Authorizing the Application for FY25 Operating and Capital Grants—*Robin Munson, CFO*

Motion: Randy P.

Second: Hal M.

Vote: Unanimous to accept

- C. Resolution Accepting FY2023 Financial Audit—*Robin Munson, CFO*

David Foley, the partner in charge of the audit, presented the results of Jaunt's FY2023 audit to the board. Mr. Foley noted that Jaunt's audit for FY2023 was clean, and that Jaunt would be designated as a low risk organization for the FY2024 audit due to two consecutive years of clean audits. The full audit report findings are available as a hyperlinked document in the December 2023 board packet. The board was then asked to approve the audit results for FY2023.

Motion: Jacob S.

Second: Dian M.

Vote: Unanimous to accept

VI. Standing Committee Reports

1. Finance Committee--*Jacob Sumner, Treasurer & Robin Munson, CFO*
 - Budget Statement
 - FY2025 Draft Budget Presentation

Robin M. gave the board a quick presentation on Jaunt's October financial results. She also provided a quick overview of the excess working capital policy, which outlines when and how calculations should be performed to determine how much surplus working capital remains each fiscal year. Jaunt can begin working on these calculations now that the audit has been completed and approved. 25% of the surplus will be preserved, with the remainder subject to discussion on how the surplus should be allocated. Last year, we divided our excess to the communities based on their relative operating costs; this year, Jaunt may do something similar; but, the additional money could also go towards capital expenses and projects. The final distribution proposal will be presented to the board for approval at a later date.

Ted R. began the FY2025 budget presentation by informing the board that what was being presented is what Jaunt is currently working with and what has been submitted to the communities for approval. He indicated that Jaunt will know more about which communities are funding us as well as what government state money we will receive by May or June, and that at that time, Jaunt will ask the board to accept the FY2025 budget. He went on to inform the board that Jaunt has three primary funding sources: federal, state, and local; federal funding is both urban and rural and cannot be combined; Jaunt must evaluate what is urban and what is rural eligible for both operations and capital. State and local money is unrestricted and can be split between urban and rural areas. CAT also provides Jaunt with a set a side amount for urban ADA operations only. Ted R. finished by adding that for the FY2025 budget, we are forecasting an increase in services, around a 12% increase in hours and miles, but total operating costs are expected to remain constant due to the operation assessment we received from Texas A&M. Texas A&M discovered some areas where Jaunt may improve throughout the assessment, and we are now working with another consultant to execute what Texas A&M has identified for us. These enhancements are reflected in the FY2025 budget. The full FY2025 budget statement and presentation are available in the December 2023 board packet as hyperlinked documents.

2. Operations and Safety Reports—*Levine Hedgepeth, TSSP-Bus, PTSCPT, CSSO, Safety and Training Manager*

The October 2023 safety reports were presented to the board by Levine H. He reported that there were no preventable or non-preventable accidents for Jaunt during the month of October, as well as no customer or staff related incidents. He also stated that Jaunt is still conducting annual refresher training for its operators and that BTW certification training for trainers has commenced. We now have one certified trainer and hope to qualify at least two more. Ted R. then proceeded to go over the ADA reports briefly with the board.

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

4. Executive Director Report--*Ted Rieck, CEO*
 - October 31, 2023 Executive Committee Minutes

Ted R. provided a quick update on current meetings and Jaunt projects that occurred in November and early December, including the employment of ETC Institute to create employee and customer surveys. To gather feedback on this survey, a draft employee questionnaire was distributed to a few board members and Jaunt employees. Chris Tatum of ETC Institute, who is in charge of developing these surveys, gave a brief presentation on where the surveys are now at in terms of completion, as well as how the information gathered from the employee questionnaire was used to create Jaunt's surveys. He remarked that this poll can be utilized as a starting point for developing a healthy employee culture in the future. Jaunt hopes to complete the employee survey in December and the customer survey in January.

VII. New Business

None

VIII. Announcements and Board Member comments

Ted R. revealed that Ex Officio Steve Bowman did not run for re-election in Greene County and that December would be his last board meeting. He also stated that Ex Officio Kevin Hickman of Buckingham has accepted a new position with UVA and would be leaving the board as well.

IX. Closed Session: Discuss the performance, assignment, appointment, promotion, demotion, salary, disciplining, or resignation of specific officers or employees of Jaunt, as authorized by section 2.2- 3711(A)(1) of the state code. The subject matter of the meeting is the CEO.

Enter (11:51) Motion: Bill W.

Second: Hal M.

Vote: Unanimous to accept

Following the closed session, Jordan Bowman, legal counsel for Jaunt, read the following certification, which was certified by roll call vote:

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board of Directors of Jaunt, Inc.

Record of Roll Call Vote of the Certification

AYE	NAY	Abstain	Not Present	Member
X				Brad Burdette, President
X				Hal Morgan, Vice President
			X	Christine Appert, Secretary
X				Jacob Sumner, Treasurer
X				William Wuensch
X				Mike Murphy
			X	Caetano de Campos Lopes
X				Lucas Ames
X				Erik Larson
X				Ray Heron
X				Willie Gentry
X				Randy Parker
X				Dian McNaught
			X	Isella Wittich

After the conclusion of the closed session there was a motion to that the Board create a search committee.

Motion: Mike M. Second: Lucas A. Vote: Unanimous to accept

Exit (12:42) Motion: Mike M. Second: Randy P. Vote: Unanimous

Adjourn to next meeting: January 10, 2024, at 10:00 AM EST