



# MINUTES

**Meeting of the Board of Directors**

*May 11, 2022 at 10:00 A.M. EST*

Voting Member			
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	
Willie Gentry, Louisa	X		
Brad Burdette, Nelson		X	
Dian McNaught, Nelson		X	
Non-voting Members			
Kevin Hickman, Buckingham		X	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Christine Jacobs, TJPD		X	
Staff			
Ted Rieck, CEO	X		
Karen Davis, Deputy CEO	X		
Robin Munson, CFO	X		
Stephen Johnson, CDO		X	
Jody Saunders, Director of Public Relations	X		
Ben Nemece, Director of Maintenance		X	
Alex Arce, Human Resource Generalist		X	
Mike Mills, Procurement Specialist		X	
Kyle Trissel, Safety Supervisor		X	
Mariah Powell, Administrative Assistant	X		
Public			
None.			

- I. Call to Order— Randy Parker, President
  - A. The meeting was called to order at 10:02 A.M.
  
- II. Roll Call – Christine Appert, Secretary | Mariah Powell, Board Assistant
  - A. Christine called roll and a quorum was confirmed.
  
- III. Introductions—Randy Parker, President
  - A. Jordan Bowman, legal counsel for Jaunt, and Supervisor Steve Bowman, representative for Greene County, were introduced and welcomed to the board.
  
- IV. Public Comments—Randy Parker, President
  - A. None.
  
- V. Action Items
  - i. April 13, 2022 Board of Directors Meeting Minutes Adoption—Randy Parker, President
    - No additions or corrections needed.

Motioned by Hal, seconded by Ray East. Passed unanimously, with no abstentions.
  
- VI. Standing Committee Reports
  - A. Finance Committee—Robin Munson, CFO
    - a. Financial Report
      - The finance committee incorporated the following additions at the beginning of the financial report this month: 2 pie charts showing percentages of actual revenue versus expenses against the remaining budget, and a bar graph showing the budgeted amount of surplus and the actual amount of surplus (*April 13 2022 Agenda, pg.7*).
        - Actual revenue is \$8.7 million (58% of total annual budget).
        - Actual expenses are \$6.6 million (47% of total annual budget).
        - Actual surplus is \$2.09 million.

Robin clarified for a board member that the sum of the amounts in their respective charts were the total amounts of revenue, expenses, and surplus. Jaunt finances continue to be on target overall, which is easier to determine now - thanks to a 3-spectrum color variance guide of red (negative), yellow (on target), and green (positive). As aforementioned in the previous meeting (April 13), the federal and state income summaries have been split from the operating column. Nine extension capital project requests were approved - with the exception of bus extensions (April 2025) - these will last until the end of the next fiscal year. Technological purchases attributed to \$20,000 in capital spending. Two support vehicles were delivered on April 9.



- A board member wondered if free fares would be extended beyond the current fiscal year. Fare free continuance is substantiated by a recent fare survey (which indicated collecting fares were costlier than revenue taken in from fares paid) and demand being below capacity. Jody reassured board members concerned that free fares were not being promoted as much as they could be that she is planning creative marketing strategies. Randy was pleased that reservations, being free, were not any less valued (evidenced by no spikes in no show/late cancellation metrics) than when clients were charged.
- b. Ted's Submitted Expenses
- \$97.50 was reimbursed to Ted via check. \$54.75 in expenses were also accrued on the Jaunt credit card.
- c. FY2023 Budget Presentation
- Jaunt has faced challenges such as: personnel shortage, supply chain delivery delays, actions stemming from DRPT October 2021 "cure letter," inflation, and COVID-19. The draft budget assumes recapturing near full service in FY2023, full funding from Greene County, inflation moderating, and alternative funding to gaps in transit service that are not funded federally. Expenses in the revised budget are higher than originally anticipated due to increased marketing and future transit development. At the advice of the finance committee, surplus monies are being allocated towards financial reserves; senior staff is working with the finance committee to create reserve policies to bring to the board for consideration.
- B. Operations and Safety Report—Karen Davis, DCEO | Kyle Trissel, Safety Supervisor
- Typo at beginning of **Summary/Highlights**: "month of February 2022" should read "month of March 2022."
- During March there were no accidents and two site visits to investigate mobility and clearance issues.
  - Erik and Hal were recognized for their help in the safety committee's new draft of glossary of terms to accompany the ADA reports; the glossary provided in this month's agenda is intended to serve as a visual model until the draft is brought to the June board meeting.
  - Karen noted ridership within localities has increased and a successful bus operator class has finished under Kyle's leadership. He will assume the role again if a training manager has not been hired in time for the next class. 67 bus operators currently work for Jaunt; staff estimated having a total of 75-80 employed would be optimal. Karen also noted the three ADA denials in the March 22 Compliance Report section should be one (denied due to bus capacity); the other two denials were same day call-ins that weren't able to be accommodated. Randy said the "denials are looking a lot better."
  - The training manager position is aimed to be filled within the next week. Karen, Kyle, and Jody are in the course of reviewing the training program and operator's manual.

- C. Regional Transit Partnership Update–Hal Morgan | Lucas Ames | Christine Jacobs
- In the Regional Transit Partnership’s May Meeting, a transportation provider from the state of Vermont will present about the different services they provide and open a Q&A upon conclusion. Christine welcomed board members to attend. The Regional Transit Vision Plan is expected to be completed in September – the next round will consist of community engagement to get feedback on the draft Vision Plan, as well as consultants presenting a constrained and unconstrained network (feasibility from potential new funding strings). CAT will present in the Regional Transit Partnership’s June meeting.

Cl. Executive Report – Ted Rieck, CEO

- Ted has been meeting with various elected officials, notably Charlottesville’s Deputy City Manager, Sam Sanders, to discuss better servicing in regards to Crescent Hall and the progress on Jaunt’s cure letter from DRPT.
  - Charlottesville City Council has requested an update on Jaunt, which Ted will give on May 16.
  - Banking service solicitation is still in progress.
  - Karen represented Ted at the Regional Transit Partnership’s April 28 meeting.
  - Senior staff had a meeting with a consultant from SRF on May 10 to begin the parking lot workflow study.
  - E-N Computers has been hired to provide IT services and staffing to Jaunt until a permanent solution is found. The new help desk technician started May 10.
  - Ted extended an invitation to board members to attend the employee picnic on June 4.
  - Crediting CAT for the initial project, Jaunt is also looking at alternative to gasoline fueled vehicles; Lucas and Randy will be serving on the advisory committee. Jody asked the board for recommendations of possible candidates from their communities to also serve on the advisory committee. Jordan informed everyone that this committee warrants public meeting notices, as the committee would be advising Jaunt’s board of directors.
  - A poll will be rerun to gauge board members’ availabilities on third Thursdays of the month.
- b. Greene County
- At the present time, Greene County will partially fund Jaunt’s FY2023 budget request, the amount lasting until January 2023. Jaunt will create an MOU with the county to determine a successful outcome of service in Greene. A full year agreement is contingent upon satisfactory performance and additional funding as a result.

- Steve said he believes Greene County was caught in a void after the Greene Transit's merge with Jaunt, the transition of the prior Jaunt director, unfulfilled promises, and the COVID-19 pandemic. He is thankful for Ted's assurance that the problems addressed (*May 11 2022 Agenda, pg. 23-24*) will be rectified and looks forward that being delivered through metrics. Randy let Steve know that Jaunt is committed to providing positive services to Greene and Greene having a voice on the board.

VII. New Business–Randy Parker, President

- Leslie Woodfolk will replace Pamela Bevins as a Fluvanna representative in July 2022.
- The executive committee took up the bylaws draft in their last meeting (May 3). Ted explained that Nancy Schlichting will do a side by side comparison of issues and changes that need to be incorporated in. Ted hopes to sit down with key shareholders to review Nancy's more digestible document. Nancy will work with Jordan to also consolidate options for Jaunt's governing body (stay a private entity, become nonprofit, become an RTA...). The board and funding agencies will be asked to review.
- Fran, Christine Jacobs, Ray East, and Willie volunteered to serve on the nominating committee.

VIII. Announcements and Board Member Comments

- Ray East commended Randy for working through the bylaws.
- Ted had a travel request: North Dakota State University asked him to teach an instructional course in transit management training. Although the training schedule is TBA, he plans to work remote to stay abreast of happenings at Jaunt.
- Motioned by Willie, seconded by Hal. Passed unanimously, with no abstentions.
- Hal recognized Jody for being on NBC29 News. Randy asked Jody to send the board members a link to the video.

Willie moved to adjourn the meeting and Hal seconded. The meeting was adjourned at 11:22 A.M.

**ADJOURNED: *NEXT MEETING: 10:00 AM, JUNE 8, 2022***