

Board Attendance Roster

Month: MAY

Year: 2023

Directors	Present In person	Present virtual	Absent
William Wuensch, [President], Albemarle	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville	X		
Jacob Sumner [Treasurer], Albemarle		X	
Mike Murphy, Albemarle	X		
Caetano de Campos Lopes, Albemarle	X		
Lucas Ames, Charlottesville	X		
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker [Immed. Past President], Louisa	X		
Willie Gentry, Louisa			X
Brad Burdette, Nelson	X		
Dian McNaught, Nelson	X		
Vacant, Fluvanna			
<i>Ex Officio Directors</i>			
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	X		
Ben Rutherford, Sys Admin	X		
Brooke Solderich, GIS Data Analyst		X	
Zadie Lacy, Transit Planner			X
Janet Jackson, Director of HR	X		
Ben Nemeck, Director of Maintenance		X	
Amanda Powell, Admin Assist	X		
Jordan Bowman (Legal Counsel)	X		
Public			



Meeting Minutes

Meeting of the Board of Directors

May 10, 2023, at 10:00 AM EST

I. Call to Order — *Bill Wuensch, President*

TIME: Called to order at 10:00 am

II. Roll Call — *Christine Appert, Secretary*

Christine A. read the roster

III. Introductions — *Bill Wuensch, President*

None

IV. Public Comments — *Bill Wuensch, President*

None

V. Action Items

A. April 12, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary*

MOTION: Dian M. Second: Hal M. Vote: Unanimous to accept

B. Call for Annual Meeting--*Bill Wuensch, President*

MOTION: Randy P. Second: Dian M. Vote: Unanimous to accept

C. Appointment of Nominating Committee-- *Bill Wuensch, President*

Caetano expressed to the board that he would like to represent Albemarle on the nominating committee as well, the board agreed to accept him as Albemarle's representative on the nominating committee.

MOTION: Hal M.

Second: Caetano

Vote: Unanimous to accept

VI. Standing Committee Reports

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

- Excess Funds Policy Update--Robin Munson, CFO

Robin M. provided an overview of the financial reports. She did mention that year to date the contract revenue continues to be under budget and marketing is still over budget but the gap is getting lower. She also mentioned that capital spending on April's report should show a significant amount of activity with the new telephone system and the automatic passenger founder that have been purchased.

Ted took a moment to recognize Jacob Sumner for becoming the new interim CFO for Albemarle County.

- FY2024 Budget Adoption Preview June 2023 Update--Ted Rieck, CEO

In addition to informing the board that Jaunt has been recommended to obtain technical assistance grants for Micro Transit Market Analysis and Battery Electric Vehicle Implementation studies, Ted presented a quick presentation on what Jaunt's anticipated budget for FY2024 will look like. Ted agreed to provide a break down on the budget for the board retreat section as requested by Mike M. Jaunt will also be partnering with North Dakota State University's small urban & rural transportation center that specializes in operations like Jaunt to help quantify how much service demand there is in the rural areas for Jaunt. Erik L wanted to know if we had to go after an RFP by partnering with North Dakota State University and if not, what was the reason for not having to, in which Ted explained that no RFP was needed due to the fact that this is a government to government type of arrangement.

2. Operations and Safety Reports—*Jacquelyn Spence, Director of Operations and Brooke Solderich, GIS Data Analyst*

Jacquelyn started by informing the board that the reports for April rather than March were included in the board packet. Assuring the board that the report for March will be included in the June board packet along with April's, she did have that data to go over for the month of March. She then continued by reviewing the data for both preventable and unpreventable incidents as well as overall mileage for the month of March. She was questioned by Erik L. regarding the status of the documentations that were inaccessible from safety & ops. In response she said that she was aware that there might be missing documents and that she was now going through everything to see what might be missing if anything. She also informed the board that she will be implementing a new tracking process in order to properly ensure protocol is being followed.

In addition to the ADA report that is shown each month in the board packet that solely displays revenue miles from demand response services, Brooke presented a new chart to the board that included all of the reporting categories and their revenue miles due to prior comments from the board in past months about differences in numbers. Erik L. requested a detailed explanation of any data on the ADA report that might vary from month to month in future reports to the board. Mike M. mentioned how much higher the numbers were for no shows in the month of March. Brooke stated that we are now implementing our no-show policies and that passengers have been receiving notices in regards to this. Jacquelyn also commented that with the implementation of the portal passenger these numbers should begin to drop. The portal will send out reminders to passengers about their scheduled rides giving them the opportunity to cancel directly from the portal if needed as well as reservations have been cut from 14 days in advance to now 7 days in advance. Dian M. asked if there were particular locations as to where the no shows were happening more often, in which Brooke responded that she would look into and report back at the next board meeting. Brooke finished with stating that Greene County has now been fully merged with rural demand response.

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

Christine J. made a few announcements during the board meeting. She mentioned that TJPDC is continuing to work with consultants on the regional transit government study and that they are currently in phase 3 of 5 on this study. They are also in the early phases of participating in the Charlottesville area AARP project. She also stated that the 6-year improvement program draft that was presented before the Commonwealth Transportation board was recommended for funding the PDC to have a regional mobility management program.

4. Executive Director Report--*Ted Rieck, CEO*

Ted R. briefly gave a report on several items. He stated that Greene County's budget will not fully fund Jaunt for 2024 and that we may need to look into service reductions for this area. He did mention that there is still a possibility that Fluvanna will fully fund Jaunt for FY2024 now that they are aware of the rebate being offered to them. Ted also gave recognition to Zandie Lacy for writing the grant for TANF which we were awarded as well as to Cassy Kelly for pulling the CAT proposal together. Ben R. commented that we are on schedule with the new phone system and that it should be fully implemented by the first week of June. Janet J. informed the board that a draft application and agreement for the telecommuting policy has been developed and is currently under review. She will make a presentation to the board after the draft has been approved.

VII. New Business

The board debated briefly whether to have a conversation about a personnel issue and if this should take place in an open or closed session. After key points were made by both Randy P. and Mike M. and for HR reasons it was decided that this would not be a discussion for an open or closed session.

VIII. Announcements and Board Member comments

None

Adjourn to next meeting: *June 14, 2023, at 10:00 AM EDT*

Motion: Randy P.

Second: Hal M.

Vote: Unanimous to adjourn

ADJOURN TIME: 11:40 am