

## Board Attendance Roster

Month: July    Year: 2024

<b>Directors</b>	<b>Present In Person</b>	<b>Present Virtual</b>	<b>Absent</b>
Brad Burdette, [President], Nelson	X		
Lucas Ames, [Vice President], Charlottesville		X	
Erik Larson, [Secretary], Charlottesville	X		
Jacob Sumner, [Treasurer], Albemarle			X
Caetano de Campos Lopes, Albemarle	X		
Nick Pilipowskyj, Albemarle	X		
Christine Appert, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker, Louisa	X		
Rachel Jones, Louisa			X
Dian McNaught, Nelson	X		
Iscella Wittich, Fluvanna	X		
James Schoenster, Fluvanna	X		
<b>Ex Officio Directors</b>			
Christine Jacobs, TJPDC			X
Garland Williams, CAT		X	
Katy Miller, DRPT		X	
<b>Staff</b>			
Mike Murphy, CEO	X		
Robin Munson, CFO	X		
Mike Mills, Dir of Procurement			X
Ben Rutherford, Sys Admin	X		
Janet Jackson, Chief of People and Operations	X		
Amanda Powell, Executive Asst	X		
Jason Espie, Director of Planning	X		
Jordan Bowman (Legal Counsel)	X		
Corey Houchens, Interim Fleet Manager		X	
Angla Jones, Call Center Supervisor		X	
Phyllis Williams, Operator, Training, and Performance	X		
Michelle Ford, Senior Specialist of Human Resources		X	
<b>Public</b>			
Lucinda Shannon - TJPDC		X	

## People

## Service

## Connection

# Minutes

### **Meeting of the Board of Directors**

*July 10, 2024, at 10:00 AM EST*

#### **I. Call to Order – Brad Burdette, President**

10:01 am

#### **II. Roll Call – Erik Larson, Secretary**

See Roster

#### **III. Introductions & Welcome – Brad Burdette, President**

At today's meeting, fellow board members welcomed James Schoenster, who will represent Fluvanna County, and Nick Pilipowskyj, who will represent Albemarle County, to the Jaunt board.

#### **IV. Public Comments – Brad Burdette, President**

None

#### **V. Action Items**

##### **A. June 12, 2024, Board of Directors Meeting Minutes – Erik Larson, Secretary**

A minor revision to the minutes of the June 2024 board meeting was proposed by Erik L. Mike Murphy was placed on the roster as Interim CEO; however, as he has officially joined the Jaunt team as CEO, interim should be removed from his name on the June roster.

1<sup>st</sup> Jason S.

2<sup>nd</sup> Dian M.

Vote: Unanimous to approve with amendment

##### **B. Accept Rural Transit Needs Study – Mike Murphy, Jason Espie, Dr. Jeremy Mattson**

A brief synopsis of the Rural Transit Needs Study was provided by Dr. Jeremy Mattson of North Dakota State University. He told the board that the goals he set were derived from both ridership models that would aid in ridership prediction and peer research of other rural transit agencies. The first goal would be providing the basic level of service that would meet basic needs; the second goal would put ridership on par with most rural transit agencies; and the third, although at a higher level, would put ridership around the 90<sup>th</sup> percentile and on par with higher performing agencies. He stated that while Greene County and Albemarle County are currently both meeting the first and second goals, they are falling a little short from the third. He also reported that at the moment, the remaining jurisdictions are falling a little short of the first goal. He continued by providing a brief overview of the study's suggestions for each jurisdiction to

assist in achieving the ridership targets. The study and presentation on the Rural Transit Needs Assessment can be accessed at [www.ridejaunt.org](http://www.ridejaunt.org) under the document center. Before making a vote, the board had a brief discussion about accepting the Rural Transit Needs Assessment. Before proceeding and giving his vote to accept, Erik L. stated that he would like to make sure that an appendix detailing the data sources and their locations throughout the assessment be provided.

1<sup>st</sup> Randy P.

2<sup>nd</sup> Iscella W.

Vote: Unanimous to accept

C. Confirm Annual Code of Ethics – *Mike Murphy, CEO; Brad Burdette, President*

Mike M. gave the board a quick rundown of the Code of Ethics, pointing out that aside from a few small adjustments brought about by position changes, it was essentially the same as what was approved and signed by the board in FY2024.

D. Approve FY2025 Annual Calendar – *Mike Murphy, CEO*

For approval, Mike M. presented the board a calendar he had created outlining important dates and events for FY2025, such as shareholder meetings, board meetings, and executive committee meetings. It was also requested of the board to cancel the August 2024 board meeting, as they have in previous years, because of the CTAV conference that takes place at the beginning of August.

E. Jaunt Friends – *Dian McNaught, Chair-Jaunt Friends*

The discussion on Jaunt Friends was postponed to the September 2024 board meeting per Dian M's request.

## **VI. Standing Committee Reports**

A. Finance Committee – *Jacob Sumner, Treasurer & Robin Munson, CFO*

Robin M. gave a brief summary of the May 2025 financial reports. She reported that operating revenue was showing at 89% of the budget, and that operating expenses were showing 76% of the budget spent thus far. She went on to summarize capital, which is showing revenue at 58% and expenses at 46% of the budget at the end of May 2024. Additionally, Robin told the board that Jaunt's on-site stage of the audit will take place from August 7, 2024, to August 9, 2024. She concluded by saying that within the next week, the distribution checks would be mailed out to each jurisdiction.

B. Safety Committee – *Mike Murphy/Jason Espie/Erik Larson/Phyllis Williams*

Erik L. mentioned that now with Hal retired from the board there is an opening on the safety committee for anyone who may be interested. He went on to inquire about the parking lot lights, pointing out that they don't seem to be currently functioning properly and that the parking lot is completely dark at night. Mike M. informed the board that Jaunt has been made aware of this situation by our operators and that we have made calls to get this repaired within the week.

C. Operations and Safety Reports – *Jason Espie, Senior Director Planning; Phyllis Williams; Senior Supervisor Operator Training & Performance*

Phyllis W. reviewed the May 2024 safety reports with the board. For the month of May, there were zero preventable accidents and zero non-preventable accidents. Additionally, there were no customer related incidents or staff related incidents. Jason E. then quickly reviewed Jaunt's May 2024 performance data. According to the data, Jaunt is now operating rather steadily overall. He stated that there have been improvements in no shows, missed trips, and denials, and that he is now working on industry benchmarks to see how we are comparing with the rest of the industry. After completing his research, he will report back to the board.

#### D. Regional Transit Partnership Update – *Christine Jacobs*

CAT and Jaunt both gave presentations on their budgets at the June Regional Transit Partnership meeting. There was also a presentation from The Regional Transit Authority Working Group at the June meeting. RTP will not be having a July meeting but currently has a packed agenda for their August meeting. In addition to Mike M. discussing Jaunt studies, they anticipate hearing an update on a CAT field trip. A walk audit was assisted by PATH, the Mobility Management Program for TJPDC, and Jen Fleisher of the Virginia Department of Health will provide an update in the August meeting. PATH is also currently starting to work on TJPDC's partnerships and FY2026 application because it is a federal grant that goes through the state and has advanced significantly.

#### E. CEO Report – *Mike Murphy, CEO*

Mike M. reported that our capital program is advancing and that we are hopeful to meet our timelines to request construction funds for FY2026. We are currently looking to secure an engineering company that will both assist with the planning of parking lot improvements as well as offer environmental protections so that we may bring back out wash facility. Mike M. spent an afternoon in Richmond with Grant Sparks, looking into ways that Jaunt could strengthen their relationship with DRPT. Additionally, he met with Winchester transit officials to discuss their transition to an on-demand service for paratransit operations. Before the fiscal year ends, Jaunt hopes to be able to pilot our own microtransit strategy. Mike M. concluded by informing the board that discussions over fleet electrification have advanced to the final draft level.

### **VII. New Business –**

#### A. Future Board Agenda Items – *Mike Murphy, CEO*

Mike M. gave a quick overview of a few things that will be on the September 2024 board meeting agenda. These items include a request for the annual shareholders meeting to be held in October and a discussion concerning Jaunt Friends and its future path. Additionally, Mike M. stated that the employee handbook is almost finished and that Jaunt should be prepared to present to the board in either September or October.

### **VIII. Announcements and Board Member Comments –**

None

**Adjourn to next meeting: September 11, 2024, at 10:00 AM EST**