



JAUNT BOARD OF DIRECTORS
Regular Board Meeting
Wednesday, September 12, 2018 - 10:00 AM
JAUNT's Main Conference Room

Tentative Agenda

Item	Description
1.	Roll Call and Welcome
2.	Matters from the Public
3.	*Action Items a. <i>No Action Items</i>
4.	Information and Possible Discussion a. Major Capital Projects Report - <i>Chris</i> b. Service Report (June and July) - <i>Karen</i> c. Financial Report (June and July) - <i>Robin</i> d. Director's Report e. CAT ADA Compliance Report
7.	Meeting Adjourned

Next Meeting Date: October 10, 2018



JAUNT Board of Directors

Major Capital Project Update

2018 Maintenance (Garage) Renovation

FTA Grant Number: VA-18-X038-00 and VA-2017-026 (CFDA# 20509 Section 5311)

VDRPT Grant Number: 42016-15 and 42018-21

Budget: \$1,200,000

SPECIFIC CONCERNS

None, project proceeding as planned

UPDATES

JANUARY 2018

The City of Charlottesville provided Site Plan comments to Martin Horn on 4 January. Martin Horn does not believe any of the comments received are major hurdles and anticipates resubmitting by the end of January or early February. The Martin Horn Design-Build team anticipates a 50% construction documents ready within the month and will schedule a meeting with JAUNT staff, DRPT, and CAT to review the documents at that time. Currently, construction work is anticipated to start in April 2018.

FEBRUARY 2018

JAUNT staff, DRPT, and CAT met with Martin Horn on 25 January to review design progress. Martin Horn expects to resubmit the site plan by mid-February to the City of Charlottesville addressing all comments provided on the initial plan. Attendees discussed options on several details of the plan and Martin Horn's team is working to incorporate suggestions. Martin Horn still believes they are on track to start work in April 2018.

MARCH 2018

Martin Horn continues to expect approval of the site plan re-submission by mid-March. Design Develop has progressed the architectural documents about 70% and is coordinating structural, mechanical, electrical, and plumbing details. Keast & Hood has provided a progress set of structural documents and are detailing the mezzanine structure. The pre-engineered, mechanical, and electrical scopes have been drafted and are being finalized to bid out those trades. JAUNT staff reminded Martin Horn to contact DBE vendors, document outreach, and provide the good faith effort form if DBEs cannot be identified. Over the next month, and with the approval of the site plan, Martin Horn anticipates having a drawing package ready for submission of building permits. Martin Horn is considering submitting for two separate building permits for the offices / training room vs. the garage renovation to help stay within a "Level 2" alteration in the existing building code.

As required by the Federal Transit Administration, it is in the best interest of JAUNT's management of its awarded grants to ensure the Board of Directors is kept up-to-date on the progress of all major capital projects. Below is the running update staff is providing to the Board for review. If you have further questions please contact Chris Rowland, project manager.



APRIL 2018

Martin Horn has received tentative site plan approval, once a check for the flood plain review clears they will have the official approval. With site plan approval the preconstruction meeting with the City of Charlottesville is set up for Wednesday April 11th at 9 AM. The permit package for the building is being stamped and will then be submitted for building permit mid-April. Martin Horn made phone calls to numerous DBE contractors during the bid process and are vetting DBE electrical and fire suppression subcontractors to provide required participation. With the submission of the building permit Martin Horn anticipates construction being able to start at the beginning of May.

MAY 2018

DRPT provided engineering comments to JAUNT on 17 April after reviewing the 50% drawings provided on 25 Jan. JAUNT and Martin Horn provide their response on 3 May. Martin Horn submitted for building permits on 20 April. We expect a permit by the end of May with tentative construction to immediately follow at the beginning of June. Without receiving any interest from DBE contractors in the first round of bidding, Martin Horn reached out to the Virginia Department of Small Business & Supplier Diversity to solicit additional DBE contractors for a second round of bidding, which was due 4 May.

JUNE 2018

Martin Horn has received the permit to begin demo and the City has approved the site plan. Final design plans are expected in early-July; however, demo may begin before final design plans are complete. JAUNT is working with Albemarle County Public Schools (ACPS) to prepare the space. ACPS has installed additional power outlets and air lines for JAUNT's use. JAUNT and ACPS are working through technical specifications for the lift installation. JAUNT, DRPT, and Martin Horn had a conference call on 6 June to review design plan development.

JULY 2018

Martin Horn and JAUNT staff met to review the budget. Martin Horn is preparing value engineering options for JAUNT staff to review and consider to save money. Concrete was poured on 9 July at the Albemarle County Public Schools Vehicle Maintenance Facility. The concrete must cure for 28 days before JAUNT can relocate its lift.

SEPTEMBER 2018

DRPT provided approval for construction to begin on the garage and the upstairs office space. Martin Horn began demolition on 4 September. There remains ADA access concerns to the proposed training space. DRPT's engineering contractor is reviewing ADA laws, Martin Horn is identifying accessible options and pricing, and JAUNT is considering alternative locations. Biweekly project update calls are scheduled with JAUNT, DRPT, and Martin Horn through June 2019.

As required by the Federal Transit Administration, it is in the best interest of JAUNT's management of its awarded grants to ensure the Board of Directors is kept up-to-date on the progress of all major capital projects. Below is the running update staff is providing to the Board for review. If you have further questions please contact Chris Rowland, project manager.

Director's Report

September 2018

Board Information

Mobility Manager – A few weeks ago, JAUNT hired Mary Honeycutt to fill the role of this region's Mobility Manager. She hit the ground running with her first week at the CTAV annual conference and expo where she was meeting the many other mobility managers across the state and the staff from the various other transit systems. To get herself oriented to the region, she has been working with Debbie Taylor to get familiar with all of the local agencies and organizations that benefit from coordination of transportation services and resources.

Drug and Alcohol Review – Last week JAUNT staff were busy preparing for this week's Drug and Alcohol Program triennial review. They have been working to make sure everything is best prepared for the site visit by VDRPT and FTA reviewers on September 11. When onsite, they will conduct a review of JAUNT policy and implementation of the program. Staff will share the results when it gets its notice from VDRPT.

State Financial Compliance Review – In addition to the preparations for the drug and alcohol review, last week JAUNT had its triennial state compliance review by VDRPT. The two-day review covered aspects of JAUNT's financials, assets, grant management and performance data. The result from the review will be provided to the Board once it receives

Annual Audit – In addition to the other reviews, JAUNT also had its auditors onsite preparing its annual audit for the Board's review in November. All preliminary assessments are that the audit will be clear of any findings or issues. A draft report will be provided in October to the Finance Committee.

Park Connect – Park Connect route launched last week. This partnership with UVA Foundation to operate another regional commuter service will provide a connection to Rivanna Station, UVA Foundation's north Research Park, and central grounds. A recent connection has been added to also serve the UVA Health System. This service will operate from 7:30 am to 6:00pm, with two buses providing service about every 30 min.

Employee Annual Banquet – On Aug 25 JAUNT continued to show appreciation for our employees and provide them with their annual achievements. The annual employee banquet went great. Lots of credit go to Nancy, Matt and Brian for working hard to make sure it went off without a hitch.

Garage Renovation – Attached is the Board's update on the garage renovation. As an important milestone, it is worth bringing to the Board's attention that the work on the demolition began last week. The project is expected to last for 6 months. The vehicle mechanics and maintenance operations will be temporarily located at the Albemarle Public Schools transportation facilities near Albemarle High School.

JAUNT BOARD MEETING CALENDAR

October	Draft FY20 Budget for Discussion/Approval FY20-26 Capital Improvement Plan Discussion/Approval Quarterly Updates (Safety, Outreach, Performance)
November	FY18 Annual Report Audit Review Annual Marketing and Outreach Plan Revised Drug and Alcohol Program Policy Update
December	<i>Recommended: Holiday Party</i>
January	Quarterly Updates (Safety, Outreach, Performance) Public Hearing: Submission of State and Federal Budget Applications <u>Worksession</u> - Transit Development Plan
February	Agency Survey Review
March	Annual update EEO, Title IV Policy and DBE Goal
April	Quarterly Updates (Safety, Outreach, Performance) <u>Worksession</u> - Two-Year Financial Plan
May	Local Government Proxy Authorizations Nominating Committee
June	Finance Committee Meeting – Final FY20 Budget and Salary and Benefits Survey Results <u>Board of Directors Worksession</u> - Two-Year Financial Plan, FY20 Budget Adoption Executive Director Evaluation
July	Annual Stockholders Meeting- Election of Officers Quarterly Updates (Safety, Outreach, Performance)
August	<i>Regular Board of Directors meeting may be canceled due to Annual CTAV Expo</i> Finance Committee Meeting – Draft FY21 Budget Quarterly Updates (Safety, Outreach, Performance)
September	Draft FY20 Budget for Discussion/Approval FY20-26 Capital Project Discussion/Approval

Upcoming Board Meetings

October 10th, 2018
 November 14th, 2018
 December 12th, 2018
 January 9th, 2019
 February 13th, 2019
 March 13th, 2019

April 10th, 2019
 May 8th, 2019
 June 12th, 2019
 July 10th, 2019
 August 14th, 2019
 September 11th, 2019

FY18 Service Performance Overview

Ridership

Preliminary year-end information for FY18 shows public ridership was **up five (5) percent** (242,538 in FY18 vs 230,976 in FY17). Overall hours of service have **dropped one (1) percent**, which means, when combined with ridership change, indicates JAUNT continues to do more within less service hours, and finite resources. This corresponds with the significant increase in how many passengers per hour were carried, an **increase of 6 percent**.

Overall Ridership – Increased 2% YE over FY17 (FY18 330,153 vs FY17 322,822)

Overall Hours – Decrease of -8% YE over FY17 (FY18 103,229 vs FY17 112,106)

Overall Pass/Hr – Increase of 11% YE over FY17 (FY18 3.20 vs FY17 2.88)

Public Ridership – Increase of 5% YE over FY17 (FY18 222,748 vs FY17 211,789)

Public Hours – Increase .1% YTD over FY17 (FY18 85,908 vs FY17 86,570)

Public Pass/Hr – Increase of 5% YTD over FY17 (FY18 2.82 vs FY17 2.67)

Public Ridership – Year End (July to June 2018)

Public Riders (Trips)	Jun-16	Jun-17	Jun-18	%Change FY17 to FY18	FY16	FY17	FY18	%Change FY17 to FY18
Charlottesville ADA	6,372	5,892	6,271	6%	76,345	73,147	80,052	9%
Albemarle ADA	5,407	5,952	5,219	-12%	66,902	69,914	66,395	-5%
Rural Charlottesville	225	158	259	64%	2,836	2,154	2,766	28%
Rural Albemarle	4,039	3,135	3,888	24%	40,393	37,482	41,063	10%
Rural Nelson	1,308	1,235	1,098	-11%	14,552	14,878	14,789	-1%
Rural Louisa	1,229	1,137	1,124	-1%	15,044	13,236	15,296	16%
Rural Fluvanna	585	633	442	-30%	9,235	8,372	7,611	-9%
Rural Buckingham	944	1,045	1,167	12%	11,240	11,793	14,566	24%
TOTAL	20,109	19,187	19,468	1%	236,547	230,976	242,538	5%

Public Passengers Per Hour – Year End (July to June 2018)

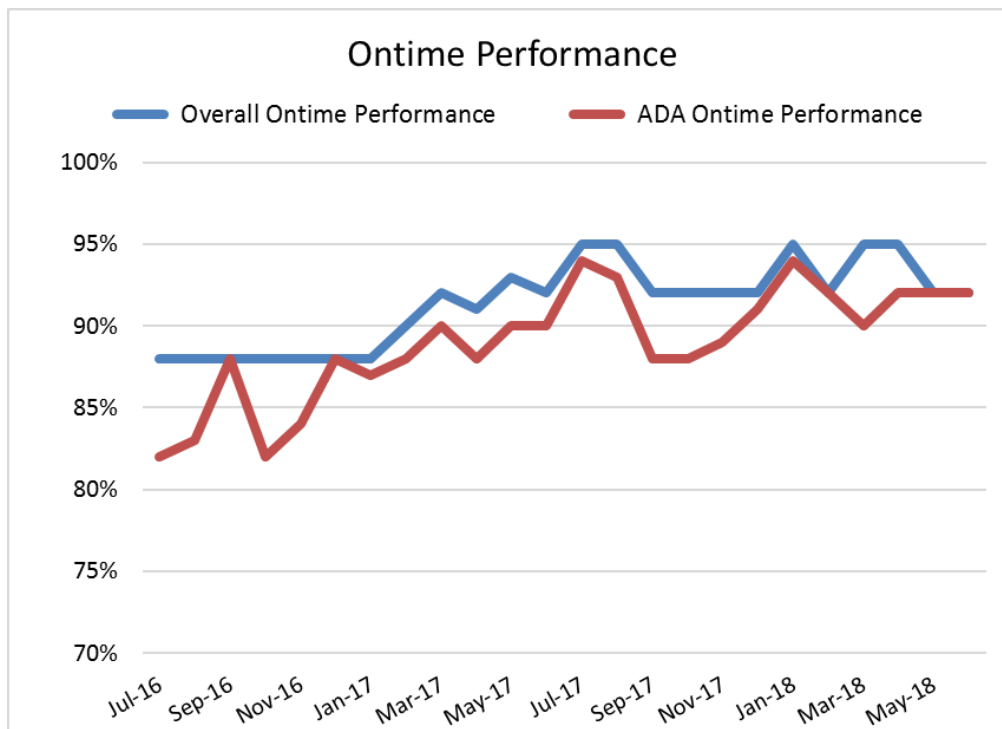
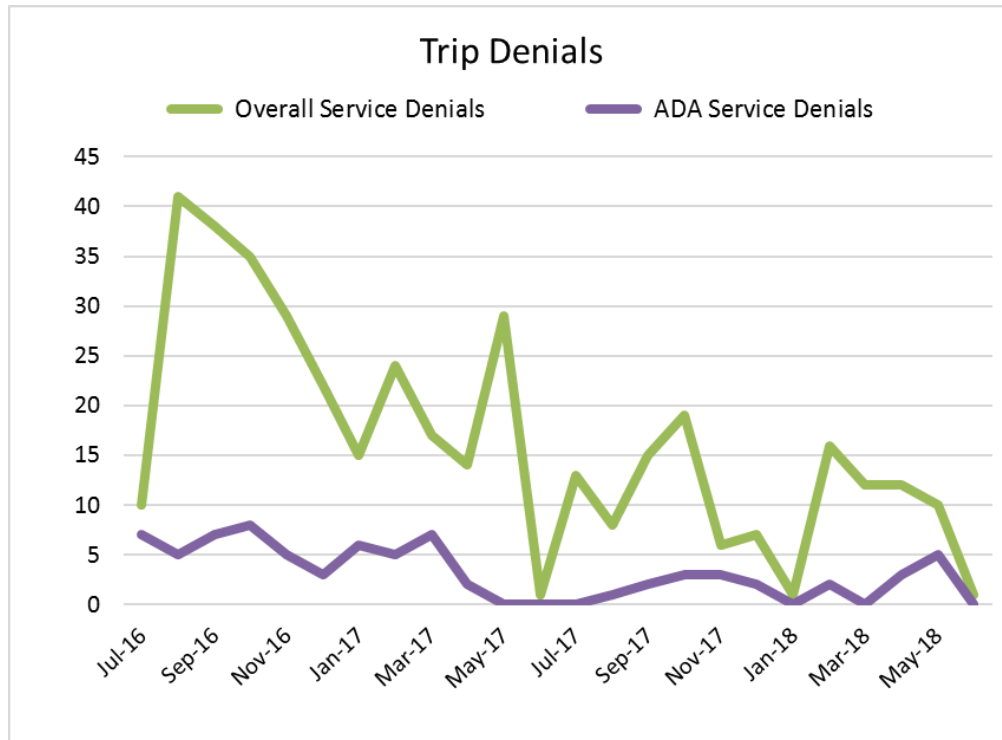
Public Riders (Pass/Hr)	Jun-16	Jun-17	Jun-18	%Change FY17 to FY18	FY16	FY17	FY18	%Change FY17 to FY18
Charlottesville ADA	2.81	2.74	3.43		2.83	2.79	3.07	10%
Albemarle ADA	2.70	2.59	3.28		2.59	2.67	2.93	10%
Rural Charlottesville	1.68	1.77	2.64	49%	1.75	1.83	2.32	27%
Rural Albemarle	2.33	2.65	2.58	-3%	2.15	2.46	2.37	-4%
Rural Nelson	3.45	3.35	3.70	10%	3.19	3.46	3.36	-3%
Rural Louisa	1.71	1.76	1.53	-13%	1.74	1.76	1.82	3%
Rural Fluvanna	2.12	2.26	1.91	-15%	2.35	2.52	2.32	-8%
Rural Buckingham	4.01	4.65	5.77	24%	4.03	4.50	5.63	25%
TOTAL	2.60	2.65	3.00	13%	2.54	2.67	2.82	6%

On-Time Performance and Trip Denials

JAUNT is “**On-Time**” when it arrives within a 25 min window of the requested time.

“**Denial**” occurs when a trip cannot be provided within 2-hours of the time requested.

For ADA, too many denials and/or low on-time performance means JAUNT does not have sufficient resources to meet residents’ requests. JAUNT was overall on-time 93% for the year, of which it was 91% on-time for ADA trips. It had a total of 21 ADA denials.



FY18 Financial Performance Overview

Unaudited, preliminary financial estimates indicate JAUNT expended 94.3 percent of its allocated budget for FY18 and collected 94.5 percent of the budgeted revenues. JAUNT spending 5.3% under budget is largely due to the lower than expected agency service (30% below expectations). JAUNT projects to have sufficient funds by the end of the year to cover FY19's capital investments and to maintain its 10% unassigned fund balance for operating and capital reserve.

Expenses – Increase of 6% compared to FY17 (FY18 - \$6,808,639 vs FY17 - \$6,413,093)
Revenues – Decrease of 4% compared to FY17 (FY18 - \$6,620,920 vs FY17 - \$6,880,283)

Financial Status Summary

	Budget	Year End	Actual %
Operating Expenses			%
Salaries and Benefits	\$3,695,090	\$3,565,864	96.5%
Fringe Benefits	\$1,385,739	\$1,226,341	88.5%
Motor Fuels and Lubricants	\$570,000	\$507,834	89.1%
Vehicle Parts	\$119,000	\$82,192	69.1%
Insurance & Bonding	\$259,000	\$258,917	100.0%
Professional Services	\$150,000	\$149,278	99.5%
Other Operating Expenses	\$225,400	\$210,906	93.6%
Total Operating Expenses	\$6,404,229	\$6,001,332	93.7%
Administrative Expenses			
Salaries and Benefits	\$499,888	\$499,853	100.0%
Fringe Benefits	\$140,196	\$136,635	97.5%
Other Admin Expenses	\$174,200	\$170,819	98.1%
Total Admin Expenses	\$814,284	\$807,307	99.1%
Total Operating Expense	\$7,218,513	\$6,808,639	94.3%

	Budget	Year End	
Rural Fare Revenues	\$371,083	\$255,622	68.9%
ADA Fare Revenues	\$188,252	\$161,125	85.6%
Agency Revenues	\$855,860	\$603,670	70.5%
Federal Revenues	\$1,682,808	\$1,678,971	99.8%
State Revenues	\$946,278	\$946,278	100.0%
Local Revenues	\$3,174,232	\$3,174,232	100.0%
Total Operating Revenue	\$7,218,513	\$6,819,898	94.5%

JAUNT
Americans with Disabilities Act Compliance
Monthly Statistical and Performance Summary
FY 2018

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Year-End Total
Systemwide Trips Provided:	25,638	28,439	26,981	28,099	28,780	25,465	29,224	28,427	28,680	27,941	27,693	24,786	330,153
ADA Trips Provided:	12,154	13,196	12,392	13,195	12,120	11,110	12,033	11,830	12,679	12,312	11,936	11,490	146,447
Total Revenue Service Miles Operated:	140,212	168,706	149,465	138,034	134,101	123,699	158,697	152,856	153,468	129,394	147,928	136,570	1,733,131
ADA Miles Operated:	40,662	48,925	43,345	40,030	38,889	35,873	46,022	44,328	44,506	37,524	42,899	39,605	502,608
Total Revenue Service Hours Operated:	8,580	9,419	8,495	9,017	8,703	8,112	9,052	8,246	8,741	8,440	8,498	7,926	103,229
ADA Hours Operated:	4,293	4,466	3,966	4,259	4,194	3,656	4,300	4,105	4,511	4,023	3,507	3,419	48,699
Total No Shows	695	763	697	718	667	684	654	600	702	486	552	442	7,660
ADA No Shows:	128	132	126	135	95	116	88	84	411	308	321	79	2,023
Total Denials/Turndowns	13	8	15	19	6	7	1	16	12	12	10	1	120
ADA Denials:	0	1	2	3	3	2	0	2	0	3	5	0	21
On-Time Performance	95%	95%	92%	92%	92%	92%	95%	92%	95%	95%	92%	92%	93%
ADA On-time Performance	94%	93%	88%	88%	89%	91%	94%	92%	90%	92%	92%	92%	91%
Number of ADA related Complaints:	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Missed Trips:	0	0	0	0	0	0	0	0	0	0	0	0	0
Lifts Determined Inoperable:	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Passenger Incidents/Accidents:	0	0	0	0	0	1	0	0	0	0	0	0	1
ADA Vehicle Accidents:	1	0	0	1	0	0	0	0	1	0	0	0	3
Excessively Long ADA Trips (exceeds 60 Min):	27	28	36	37	19	12	8	18	15	10	10	14	20
Call Hold Times:	1:15	1:09	1:15	1:12	1:12	1:12	1:08	1:15	1:07	1:09	1:11	1:02	1:10

Standards:
On-Time Performance Within Stated Window: 85%
ADA Trip Denials: 5 or less per month
ADA Missed Trips: 5 or less per month
Excessively Long ADA Trips: 65 or less per month
Call Hold Times: Average 2 min or less per month, per call