

# BOARD OF DIRECTORS REGULAR MEETING

---

**January 12, 2022**

Prepared for Jaunt, Inc. Board of Directors



# CONTENTS

---

- Agenda** ..... **3**
  
- Action Items** ..... **4**
  - Formation of Board Operations and Safety Committee ..... 4
  - Establishment of 2022 Board Meeting Dates ..... 5
  
- Standing Reports** ..... **6**
  - Finance Report ..... 6
  - Operations Report ..... 9
  - Safety Report ..... 11
  - Executive Report ..... 12

# AGENDA

---

**DATE:** January 12, 2022

**TIME:** 10:00 A.M.

**LOCATION:**

**In Person**

104 Keystone PLace, Charlottesville, VA 22902

**Zoom**

<https://us02web.zoom.us/j/86341946219>

Meeting ID: 863 4194 6219

One tap mobile: (312) 626-6799

## ITINERARY

**I. CALL TO ORDER:** Randy Parker, *President*

**II. ROLE CALL:** Christine Appert, *Secretary* | Mariah Powell, *Board Assistant*

**III. INTRODUCTIONS:** Randy Parker, *President*

**IV. PUBLIC COMMENTS:** Randy Parker, *President*

The public may address the board by first making a contacting Mariah Powell prior to the start of the meeting. Comments are limited to three minutes at the discretion of the board president. Contact Mariah Powell at [mariahp@ridejaunt.org](mailto:mariahp@ridejaunt.org).

**V. ACTION ITEMS**

- a. December 8, 2021 Board of Directors Meeting Minutes— Christine Appert, *Secretary*
- b. 2022 Board Regular Meeting Dates
- c. Formation of Operations and Safety Committee

**VI. STANDING REPORTS**

- a. Finance Report— Ray East, *Finance Committee* | Robin Munson, *Chief Financial Officer*
- b. Operations and Safety Reports— Karen Davis, *Deputy Chief Executive Officer*
- c. Regional Transit Partnership Update— Hal Morgan, *Vice President* | Lucas Ames, *Executive Committee*
- d. Executive Report— Ted Rieck, *Chief Executive Officer*

**VII. OTHER BUSINESS:** Randy Parker, *President*

**VIII. NEW BUSINESS:** Randy Parker, *President*

**IX. BOARD MEMBER COMMENTS**

**X. ADJOURN**

# ACTION ITEMS

---

## *Formation of Board Operations and Safety Committee*

### **SUMMARY**

To permit more focused attention on operations and safety, staff proposes the establish of a board level committee to review monthly safety and operations reports as well as significant service changes that may be brought to the board. The committee would meet for up to one hour prior to the board meeting in which the reports will be presented.

This action establishes the committee and empowers the President to appoint up to two board members to the committee.

### **BACKGROUND**

The core of Jaunt's business is the operation of services in a safe and efficient manner. Every month the board receives reports on these items. An operations and safety committee will provide an opportunity for the Board to focus on these issues outside of the regular Board meeting, allowing for in-depth discussion. The board representative(s) on the committee can report any significant issues to the full board at its regular meeting.

# ACTION ITEMS

## Establishment of 2022 Board Meeting Dates

### SUMMARY

This formally establishes regular board meeting dates for the remainder of 2022. The dates will be published as a public notice. The purpose is to give the public notification of Jaunt meetings as an effort for greater transparency. Establishing meeting dates does not prevent changes in the dates as well as the establishment of special meetings. All meetings, unless specified otherwise, will begin at 10:00 AM Eastern Time.

#### JANUARY 12

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### FEBRUARY 9

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

#### MARCH 9

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### APRIL 13

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### MAY 11

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

#### JUNE 8

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### JULY 13

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### AUGUST 10

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### SEPTEMBER 14

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

#### OCTOBER 12

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### NOVEMBER 9

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

#### DECEMBER 14

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# STANDING REPORTS

## Financial Report

### FY22 MONTHLY FINANCIAL SUMMARY - NOVEMBER 2021

Sources of Financial Resources	Total Budgeted	Budget Variance	Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
<b>Fee Revenue:</b>									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 31,083.33	\$ (1,116.24)	\$ 29,967.09	\$ -	\$ -	\$ -	\$ 29,967.09	\$ -	\$ -
<b>Governmental Revenue:</b>									
Federal Grants	\$ 702,806.32	\$ (171,085.32)	\$ 531,721.00	\$ 131,116.57	\$ 400,604.43	\$ -			\$ -
Virginia DRPT	\$ 129,428.31	\$ (4,960.31)	\$ 124,468.00	\$ 30,692.44	\$ 93,775.56	\$ -			\$ -
Local Government	\$ 380,989.75	\$ -	\$ 380,989.75	\$ 92,353.63	\$ 282,170.84	\$ 6,465.28			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 53,975.95	\$ 53,975.95				\$ 53,975.95	\$ -	
<b>Total Revenue</b>	<b>\$ 1,244,307.71</b>	<b>\$ (123,185.92)</b>	<b>\$ 1,121,121.79</b>	<b>\$ 254,162.64</b>	<b>\$ 776,550.83</b>	<b>\$ 6,465.28</b>	<b>\$ 83,943.04</b>	<b>\$ -</b>	<b>\$ -</b>

Uses of Financial Resources	Total Budgeted		Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 524,982.43	\$ (22,385.53)	\$ 502,596.90	\$ 90,615.68	\$ 411,981.22	\$ -	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 208,483.53	\$ (38,453.78)	\$ 170,029.75	\$ 25,343.44	\$ 138,221.03	\$ 6,465.28	\$ -	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 1,750.00	\$ (1,045.90)	\$ 704.10	\$ 704.10	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 17,146.33	\$ (1,021.13)	\$ 16,125.20	\$ 11,217.09	\$ 4,908.11	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 67,851.82	\$ (5,442.27)	\$ 62,409.55	\$ 2,811.51	\$ 59,598.04	\$ -	\$ -	\$ -	\$ -
Marketing & Advertising	\$ 5,583.33	\$ 18,045.50	\$ 23,628.83	\$ 23,612.83	\$ 16.00	\$ -	\$ -	\$ -	\$ -
Insurance & Bonding	\$ 31,689.70	\$ (818.62)	\$ 30,871.08	\$ 26,911.51	\$ 3,959.57	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 23,004.17	\$ 26,775.82	\$ 49,779.99	\$ 27,720.11	\$ 20,179.88	\$ -	\$ 1,880.00	\$ -	\$ -
Miscellaneous	\$ 3,041.67	\$ (1,791.49)	\$ 1,250.18	\$ 1,119.95	\$ -	\$ -	\$ 130.23	\$ -	\$ -
Equipment (Capital)	\$ 305,031.83	\$ (305,031.83)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (17,859.55)	\$ (51,639.52)	\$ -	\$ 69,499.06	\$ -	\$ -
<b>Total Expenditure</b>	<b>\$ 1,188,564.82</b>	<b>\$ (331,169.24)</b>	<b>\$ 857,395.58</b>	<b>\$ 192,196.67</b>	<b>\$ 587,224.33</b>	<b>\$ 6,465.28</b>	<b>\$ 71,509.29</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net change in fund balance</b>	<b>\$ 55,742.90</b>	<b>\$ 207,983.31</b>	<b>\$ 263,726.21</b>	<b>\$ 61,965.97</b>	<b>\$ 189,326.50</b>	<b>\$ -</b>	<b>\$ 12,433.75</b>	<b>\$ -</b>	<b>\$ -</b>

# STANDING REPORTS

## Financial Report

### FY22 MONTHLY FINANCIAL SUMMARY - NOVEMBER 2021 YEAR TO DATE

Sources of Financial Resources	YTD Budgeted	Budget Variance	YTD Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
<b>Fee Revenue:</b>									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 155,416.67	\$ (7,304.50)	\$ 148,112.17	\$ -	\$ -	\$ -	\$ 147,749.49	\$ 362.68	\$ -
<b>Governmental Revenue:</b>									
Federal Grants	\$ 3,514,031.59	\$ (1,221,189.39)	\$ 2,292,842.20	\$ 586,513.82	\$ 1,706,305.29	\$ 23.09			\$ -
Virginia DRPT	\$ 647,141.56	\$ (24,801.56)	\$ 622,340.00	\$ 159,197.48	\$ 463,142.52	\$ -			\$ -
Local Government	\$ 1,904,948.75	\$ 0.02	\$ 1,904,948.77	\$ 485,371.29	\$ 1,412,058.12	\$ 7,519.36			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 55,433.21	\$ 55,433.21				\$ 54,163.57	\$ 1,269.64	
<b>Total Revenue</b>	\$ 6,221,538.57	\$ (1,197,862.22)	\$ 5,023,676.35	\$ 1,231,082.59	\$ 3,581,505.93	\$ 7,542.45	\$ 201,913.06	\$ 1,632.32	\$ -
<b>Uses of Financial Resources</b>	<b>YTD Budgeted</b>		<b>YTD Actual</b>	<b>Admin (011)</b>	<b>Operations (012, 050)</b>	<b>Special Grants (015, 017, 019)</b>	<b>Agency Program (040)</b>	<b>Accident Fund (041)</b>	<b>Capital (020)</b>
Salaries & Wages	\$ 2,624,912.17	\$ (611,580.16)	\$ 2,013,332.01	\$ 363,245.54	\$ 1,646,051.39	\$ 4,035.08	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 1,042,417.63	\$ (305,058.29)	\$ 737,359.34	\$ 116,074.68	\$ 613,794.48	\$ 3,507.37	\$ 3,982.81	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 8,750.00	\$ (5,617.21)	\$ 3,132.79	\$ 3,132.79	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 85,731.67	\$ (9,355.02)	\$ 76,376.65	\$ 52,213.63	\$ 24,163.02	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 339,259.11	\$ (21,039.22)	\$ 318,219.89	\$ 20,158.15	\$ 296,357.54	\$ -	\$ 71.88	\$ 1,632.32	\$ -
Marketing & Advertising	\$ 27,916.67	\$ (553.08)	\$ 27,363.59	\$ 25,045.29	\$ 80.00	\$ -	\$ 2,238.30	\$ -	\$ -
Insurance & Bonding	\$ 158,448.50	\$ (4,100.10)	\$ 154,348.40	\$ 134,550.69	\$ 19,797.71	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 115,020.83	\$ 140,047.89	\$ 255,068.72	\$ 196,119.47	\$ 51,128.25	\$ -	\$ 7,821.00	\$ -	\$ -
Miscellaneous	\$ 15,208.33	\$ (6,055.76)	\$ 9,152.57	\$ 4,977.05	\$ -	\$ -	\$ 4,175.52	\$ -	\$ -
Equipment (Capital)	\$ 1,525,159.17	\$ (1,525,159.17)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (75,956.63)	\$ (208,894.92)	\$ -	\$ 284,851.55	\$ -	\$ -
<b>Total Expenditure</b>	\$ 5,942,824.08	\$ (2,348,470.12)	\$ 3,594,353.96	\$ 839,560.66	\$ 2,442,477.47	\$ 7,542.45	\$ 303,141.06	\$ 1,632.32	\$ -
<b>Net change in fund balance</b>	\$ 278,714.49	\$ 1,150,607.90	\$ 1,429,322.39	\$ 391,521.93	\$ 1,139,028.46	\$ -	\$ (101,228.00)	\$ -	\$ -

# STANDING REPORTS

---

## *Statement of Cash Flows*

FOR PERIOD ENDING NOVEMBER 30, 2021

### Cash Flows from Operations

Local Match	-
DRPT / CAT	\$124,468
Agency	\$29,829
Other	\$58,411
Payroll	(\$364,849)
Capital Payments	-
Other Payments	(\$429,914)
<b>Total Cash Flows from Operations</b>	<b>(\$582,055)</b>

### Cash Flows from Investing

Interest	\$33
<b>Total Cash Flows from Investing</b>	<b>\$33</b>

<b>Net Change in Cash</b>	<b>(\$582,023)</b>
---------------------------	--------------------

<b>Beginning Cash Balance (11/01/2021)</b>	\$4,791,699
--	-------------

<b>Ending Cash Balance (11/30/2021)</b>	\$4,209,677
---	-------------

<b>Days of Cash-on-Hand</b>	163.28
-----------------------------	--------

<b>Months of Cash-on-Hand</b>	5.44
-------------------------------	------



# STANDING REPORTS

## Operations Report

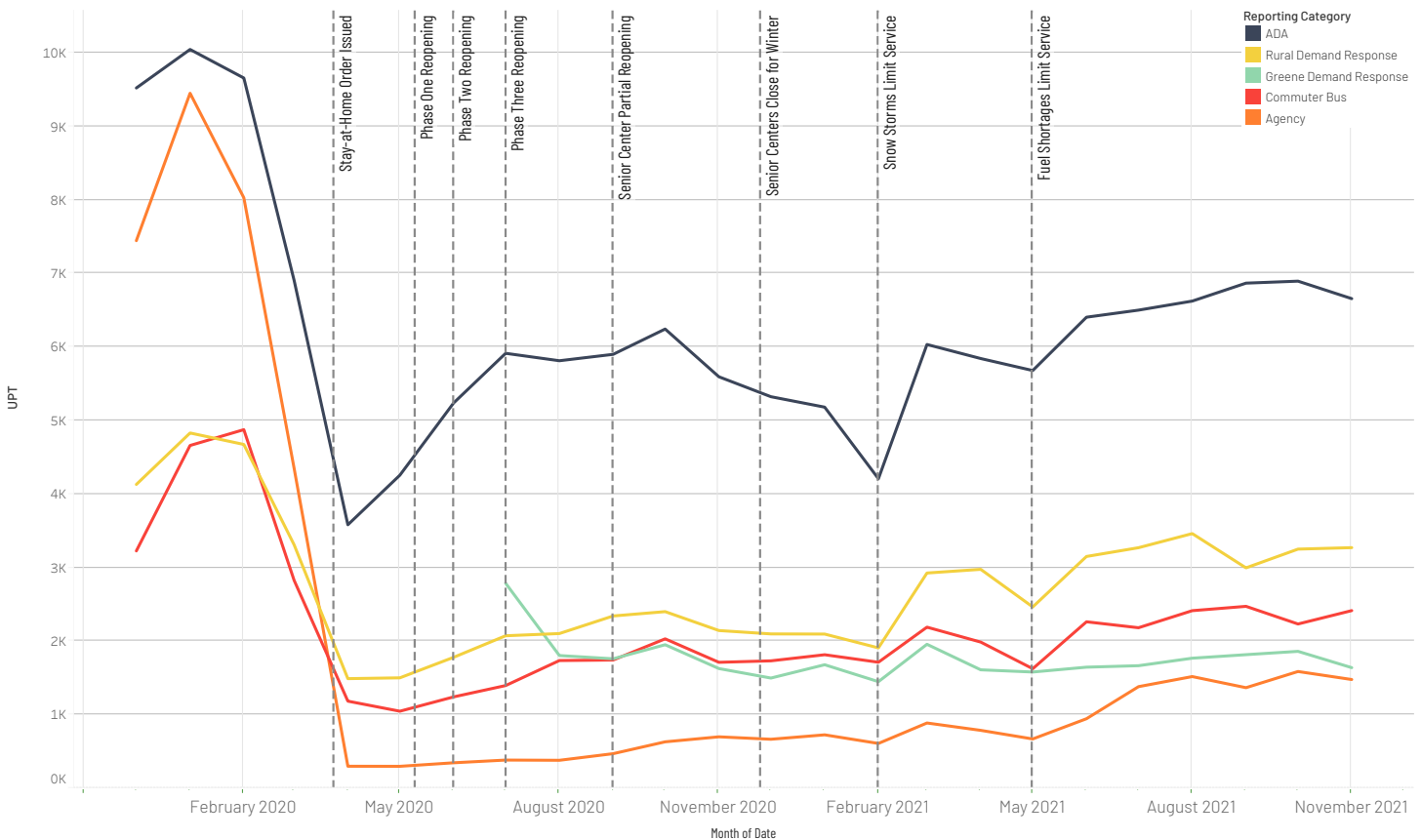
### JAUNT COVID-19 RECOVERY

COVID-19 hit Central Virginia in March 2020, resulting in the closure of many human service agencies and businesses which in turn caused a dramatic decrease in public transit ridership. Jaunt's agency services were hardest hit by this impact, with a 90-95% reduction in service. Public services fared better, with only a 50-75% reduction in service.

Jaunt passenger counts have slowly increased over the summer of 2021. ADA ridership has climbed back

to ~70% of pre-COVID levels, while Greene County and other Rural Demand Response services have been hovering around 50-60%. As expected, service recovery has slowed in November in accordance with holiday travel patterns. We expect December to be slow month as well. Whether we bounce back in January may depend on the new Omicron COVID variant. The long-term effect of remote work on commuting patterns after COVID-19 is still unknown.

### JAUNT COVID-19 RECOVERY TIMELINE



# STANDING REPORTS

## Operations Report

### AMERICANS WITH DISABILITIES ACT COMPLIANCE REPORT – PROVIDED BY JAUNT

	FY 2021									FY 2022					
	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY21 Year End	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	FY22 YTD
<b>ADA Unlinked Passenger Trips</b>	5,593	5,322	5,180	4,213	6,067	5,914	5,715	6,403	68,270	6,499	6,622	6,866	6,893	6,655	33,535
All Demand Response UPT	11,816	11,320	11,515	9,819	13,999	13,209	12,027	14,430	148,097	15,021	15,816	15,625	15,937	13,040	75,439
<b>ADA Revenue Miles</b>	26,025	24,861	23,554	20,795	28,832	27,665	27,552	29,740	313,512	29,754	30,545	32,431	31,982	30,667	155,379
All Demand Response Revenue Miles	88,777	85,749	85,950	74,182	105,863	98,515	88,733	101,791	1,074,934	104,109	112,298	112,435	113,377	90,135	532,354
<b>ADA Revenue Hours</b>	2,527	2,407	2,174	2,011	2,607	2,561	2,610	2,783	29,180	2,679	2,921	3,132	2,897	2,755	14,384
All Demand Response Revenue Hours	5,588	5,380	5,273	4,686	6,337	6,019	5,723	6,368	69,455	6,357	6,925	7,121	6,939	5,953	33,295
<b>ADA No Shows</b>	164	143	130	113	158	144	133	141	1,744	137	137	166	191	166	797
All Demand Responses No Shows	279	272	262	258	338	228	202	322	3,123	338	369	357	411	361	1,836
<b>ADA Missed Trips</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Demand Responses Missed Trips	0	1	0	0	1	0	0	0	7	0	0	0	0	0	0
<b>ADA Denials</b>	0	0	0	0	19	12	16	19	67	37	22	18	43	29	149
All Demand Responses Denials	6	2	0	0	56	48	27	78	236	132	184	90	122	92	620
<b>ADA On Time Performance</b>	92%	93%	94%	92%	89%	89%	92%	94%	92%	90%	92%	92%	90%	93%	91%
All Demand Responses OTP	90%	92%	93%	92%	89%	89%	92%	94%	92%	90%	92%	93%	91%	93%	92%
<b>ADA Passenger Complaints</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ADA Lifts Determined Inoperable</b>	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
<b>ADA Passenger Incidents/Accidents</b>	0	0	0	0	0	1	0	1	2	0	0	0	0	0	0
<b>ADA Vehicle Accidents</b>	1	0	0	0	0	0	0	0	1	0	0*	0	0	0	0
<b>Excessively Long ADA Trips</b>	8	4	3	2	3	2	3	9	79	7	7	9	13	5	41
<b>Demand Response Call Hold Times</b>	1:54	1:59	1:38	1:46	2:14	2:39	2:36	2:27	1:44	2:03	2:13	2:11	2:24	2:23	2:14

# STANDING REPORTS

## Safety Report

### SUMMARY / HIGHLIGHTS

During the month of November 2021:

- There were zero preventable vehicle accidents
- There was one non-preventable accident
  - Deer hit bus
- There was one customer related incident
  - Client fell while alighting from bus
- There were zero staff related incidents

Jaunt traveled 95,929 revenue miles and had no preventable accidents from November 1, 2021 to November 30, 2021. Jaunt has a goal of less than one preventable accident every 100,000 revenue miles driven. Jaunt has had seven preventable accidents since July 1, 2021 and recorded 481,147 revenue miles travelled. Jaunt is currently trailing the goal. Management analyzes all safety events to conduct training on relevant areas needing improvement.

Greene County Transit traveled 12,942 revenue miles and had zero preventable accidents from November 1, 2021 to November 30, 2021. Greene County Transit shares the Jaunt goal of one preventable accident every 100,000 miles driven. Greene County Transit achieved its goal for the month of November 2021.

### SAFETY CONCERNS SHARED AND INVESTIGATED

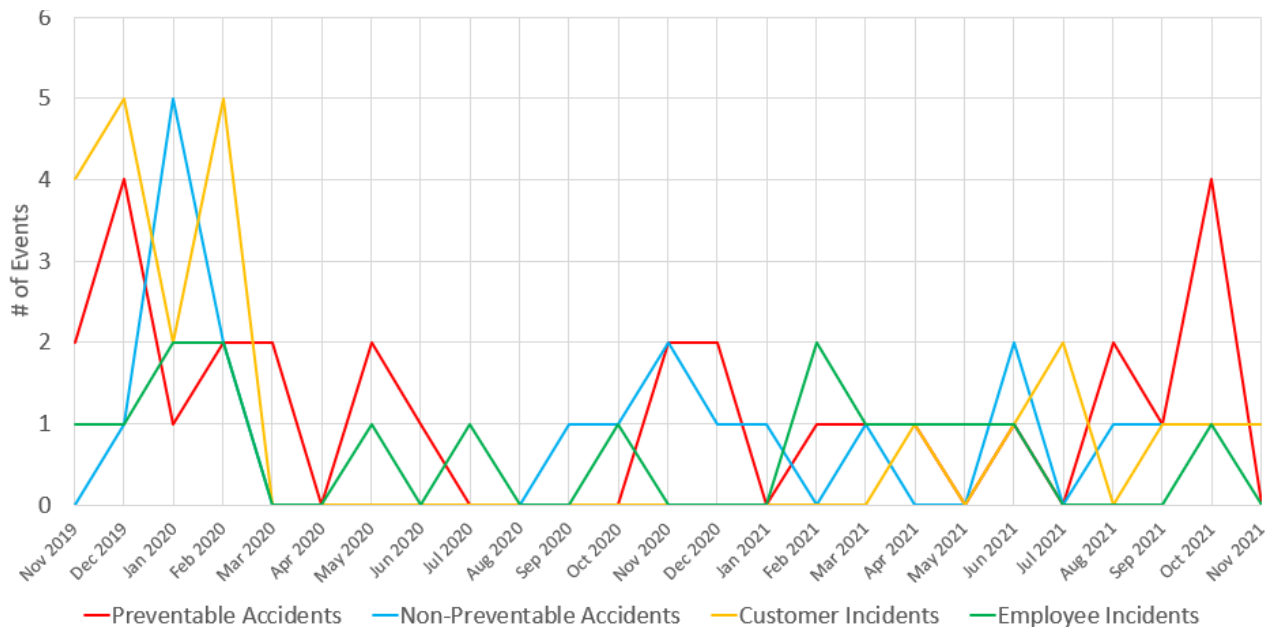
Jaunt and Greene County Transit are responsive to safety concerns brought forth by staff and members of the community.

During the month of November 2021, the Safety Manager had zero safety concerns to address.

### SAFETY REPORTING

Jaunt and Greene County Transit had no NTD reportable safety events for the month of November 2021.

### EVENT TRENDS OVER TIME



# STANDING REPORTS

---

## *Executive Report*

1. The staff response to the inclement weather during the week of January 3, 2022 was exemplary. Many long hours under difficult conditions both on the road and in the office brought out the dedication and professionalism of the staff.
2. Staff is preparing an RFP to acquire legal services for Jaunt. We expect to bring a recommendation in March.
3. At the request of Thomas Jefferson Planning District Commission (TJPDC), Ted provided comments on a draft scope of work for a governance study.
4. Also, TJPDC facilitated a discussion with consultants from the Virginia Department of Rail and Public Transit (DRPT) regarding a possible grant application for a pilot microtransit project in Albemarle County.
5. Ted has been meeting individually with Jaunt board members and community stakeholders to get up to speed on agency issues.
6. On January 14th from 10:00 AM to 11:30 AM, Ted will be a participant on the podcast Real Talk (Coffee With...) the Traffic experts! Hosted by Keith Smith and including Diantha McKeel of Albemarle County to discuss affordable housing and public transit.