

BOARD OF DIRECTORS REGULAR MEETING

May 12, 2021

Prepared for Jaunt, Inc. Board of Directors



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AGENDA

I. CALL FOR ATTENDANCE/AGENDA CHANGES

- a. Announcements – from Board Members, from Staff
- b. Agenda Additions/Changes – from Board Members, from Staff

II. MATTERS FROM THE PUBLIC

III. ACTION ITEMS/PUBLIC HEARINGS

- a. Approve meeting minutes – April 14, 2021
- b. Resolution 2021041402 Adopting Finance & Grants Management Policy
- c. Resolution 2021041403 Adopting Telecommuting Policy
- d. Resolution 2021041404 Dissolving Smart Mobility Inc.

IV. INFORMATION AND DISCUSSION

V. NEW BUSINESS

- a. Nominating Committee

VI. STANDING REPORTS

- a. Executive Report
- b. Safety Report
- c. Operation Report
- d. Financial Report
- e. Regional Transit Partnership Update

VII. FUTURE AGENDA ITEMS FROM BOARD MEMBERS

VIII. MISSION AND VISION STATEMENTS

IX. OTHER BUSINESS

ACTION ITEMS

Resolution 2021041402

ADOPTING FINANCE AND GRANTS MANAGEMENT POLICY

WHEREAS, Jaunt receives both state and federal funding, and

WHEREAS, the Jaunt Board of Directors desires to demonstrate its commitment to comprehensive oversight of both finances and grants,

WHEREAS, the Jaunt Board of Directors oversees the approval of Jaunt policies,

NOW, THEREFORE, the Jaunt Board of Directors, in a meeting duly assembled on May 12, 2021 hereby adopts the aforementioned policy, and directs staff to implement the program using all necessary resources at their disposal.

J. Randolph Parker, President

May 12, 2021

Date

ACTION ITEMS

Resolution 2021041403

ADOPTING TELECOMMUTING POLICY

WHEREAS, the Jaunt Board recognizes that telecommuting has a positive impact on the environment through reduced emissions and congestion;

WHEREAS, the Jaunt Board of Directors desires to demonstrate its commitment to the needs of a diverse Jaunt staff;

WHEREAS, the Jaunt Board of Directors oversees the approval of Jaunt policies,

NOW, THEREFORE, the Jaunt Board of Directors, in a meeting duly assembled on May 12, 2021 hereby adopts the aforementioned policy, and directs staff to implement the program using all necessary resources at their disposal.

J. Randolph Parker, President

May 12, 2021

Date

ACTION ITEMS

Resolution 2021041404

DISSOLVING SMART MOBILITY, INCORPORATED (SMI)

WHEREAS, the Jaunt Board recognizes that the need for a wholly owned subsidiary no longer exists;

WHEREAS, the Jaunt Board of Directors passed a resolution for its creation it follows that a resolution shall be passed to dissolve it;

WHEREAS, the Jaunt Board of Directors manages the business and affairs of Jaunt, Inc.;

NOW, THEREFORE, the Jaunt Board of Directors, in a meeting duly assembled on May 12, 2021 hereby authorizes the Interim Chief Executive Officer and the Chief Financial Officer to execute all the necessary steps to dissolve the wholly owned subsidiary known as Smart Mobility Incorporated.

J. Randolph Parker, President

May 12, 2021

Date

STANDING REPORTS

Executive Report

NOMINATING COMMITTEE

Jaunt's Board of Directors needs its members to volunteer for the Nominating Committee.

Annually, Jaunt's Board of Directors elects members to their Board's four officer positions: President, Vice President, Treasurer, and Secretary. This action is taken at the first meeting of the fiscal year when the member attendance provides quorum for action items to be considered. This is typically the July meeting on the second Wednesday of the month.

Prior to that meeting, a few Board members volunteer to serve on the ad-hoc Nominating Committee. The Nominating Committee is requested to provide the Jaunt Board of Directors with a "slate" of recommended officers to serve in the officer positions during the upcoming fiscal year, for a 12-month term.

Further, the Nominating Committee is asked to recommend the one or two additional Board members who will serve on the Board's standing Executive Committee, as well as, three members for the Finance Committee. In addition, the Nominating Committee has traditionally recommended a slate of officers for Jaunt Friends, specifically, Chair, Treasurer, and Secretary.

There are also two voting seats on the Regional Transit Partnership that need to be filled in FY22.

Randy and Lucas began serving a two year term in FY20.

Once the "slate" of recommendations has been provided to the Board (no action is needed for this step in the process), staff will distribute the list, the notice of intended action with the specific date and the complete list of Board members for consideration.

Note: The FY21 officers is attached as an addendum to the board packet to serve as a reference.

FARE FREE

Jaunt has engaged Ben Chambers of Kimley-Horn to develop two Fare-Free Feasibility Scopes for Jaunt. I will be meeting with him this week to review these scopes and to discuss whether Jaunt will proceed with the studies. The first study will focus on the ADA service provided in tandem with CAT services. Together with the study that Mr. Chambers is conducting for CAT, it will provide a comprehensive overview for the Albemarle BOS and the Charlottesville City Council to understand the short term and long term strategies & benefits to going fare free for. DRPT has launched the Transit Ridership Incentive Program (TRIP) which provides grant funding for transit companies to transition to fare free. An application for that funding at the conclusion of the studies will most likely be part of the strategy.

STANDING REPORTS

Executive Report

GREENE COUNTY SEAT AT THE JAUNT BOARD TABLE

In the transition plan developed for the Greene County BOS a seat on the Jaunt Board of Directors was discussed. In order for this to move forward, Jaunt shareholders would need to vote to amend the by-laws to add additional seats, as well as, to amend the stock purchase agreement. The agreement was last amended in 1997 to provide shares and seats for Fluvanna and Louisa Counties. I have asked for guidance on this matter from our attorney. After I have had a chance to review Jaunt's Articles of Incorporation in detail, I will report back to the Board. I will include this as an agenda item for the June 2021 board meeting.

BUCKINGHAM COUNTY SEAT AT THE JAUNT BOARD TABLE

In addition to Greene, this would be an appropriate time to review and discuss whether Buckingham should have shares and a voting seat on the Jaunt board as well.

DEBBIE TAYLOR

It's hard to believe but after 42+ years Debbie has indicated that she plans to retire July 1, 2021. She has been a valued member of the Jaunt team. Her career will be highlighted and celebrated at Jaunt's Annual Meeting in October.

BUDGET UPDATES:

- Albemarle: recommended acceptance of request
- Buckingham: request approved
- Charlottesville: recommended acceptance of request
- Louisa: request approved
- Greene: will adopt budget May 11th, County Manager has recommended a reduced amount
- Nelson: recommended acceptance of request
- Fluvanna: request approved

STANDING REPORTS

Safety Report

SUMMARY / HIGHLIGHTS

During the month March 2021:

- There was 1 preventable vehicle accident
- There was 1 non-preventable accident
- There were 0 preventable passenger injuries
- There was 1 staff injury

Jaunt traveled 74,224 revenue miles and had one preventable accident by the close of business on March 31, 2021. Jaunt has a goal of one preventable accident every 100,000 revenue miles driven. Jaunt has had five preventable accidents since July 1, 2020 and recorded 639,560 revenue miles travelled. Jaunt has successfully achieved its goal to date.

Greene County Transit traveled 15,397 revenue miles and had no preventable accidents by the close of business on March 31, 2021. Greene County Transit shares Jaunt's goal of one preventable accident every 100,000 miles driven. Greene County Transit achieved its goal for the month of March 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 March 2021, the Safety Manager investigated:

- Concern of Jaunt drivers leaving buses to assist passengers into UVA Main Entrance
 - This investigation is ongoing
- Concern of UVA Battle Building drop off location
 - This investigation is ongoing

STANDING REPORTS

Operations Report

MARCH SUMMARY ACROSS ALL JAUNT SERVICES

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. The graph shows the fall in ridership as context for the following months of steady incline as the state partially reopened, and finally, relative stabilization of ridership across all types of service.

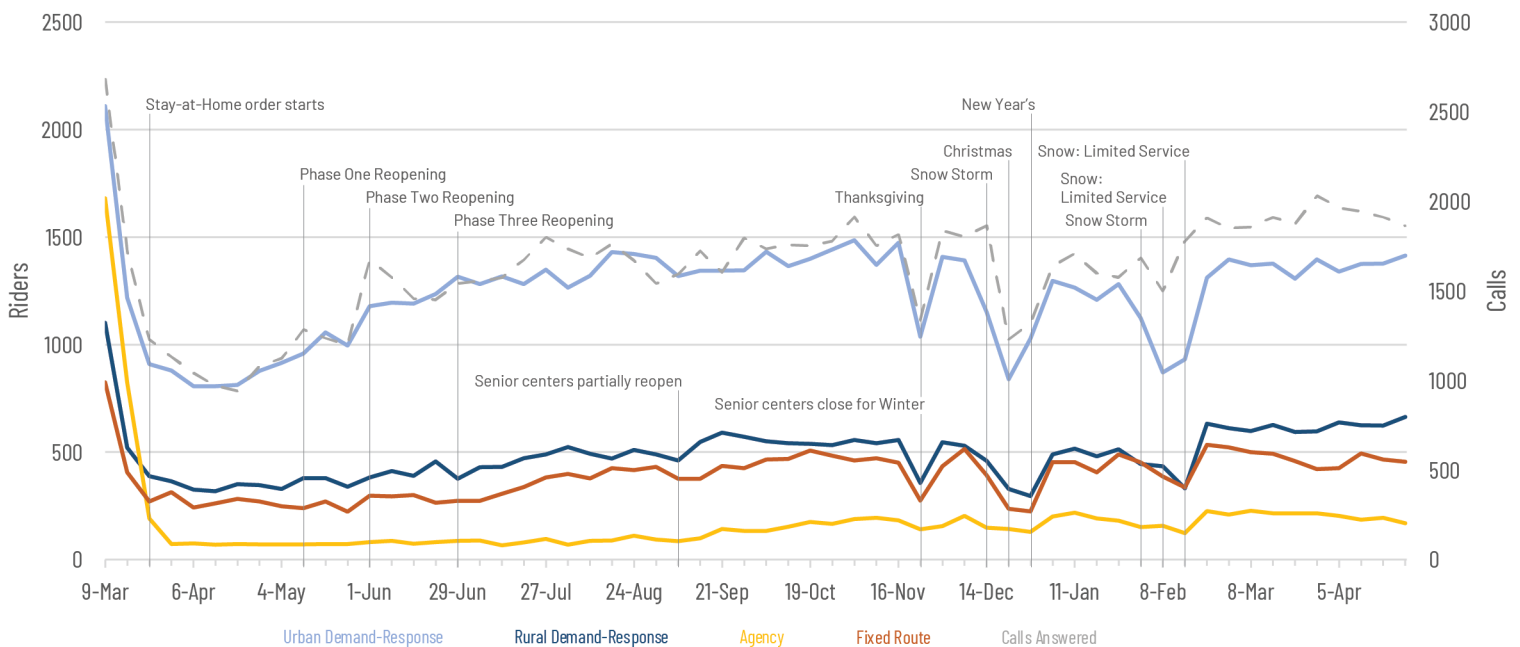
Holidays and winter weather in December, January, and February decreased ridership for the week they fell on. With ten weeks of data since our last big storm, it is clear that ridership has stabilized in all categories, with slight increases from pre-holiday/weather levels in the rural and agency markets.

12,042
PASSENGER
TRIPS

5,416
REVENUE
HOURS

2.10
PASSENGERS
PER HOUR

THE STATE OF JAUNT SERVICES SINCE COVID-19 ¹



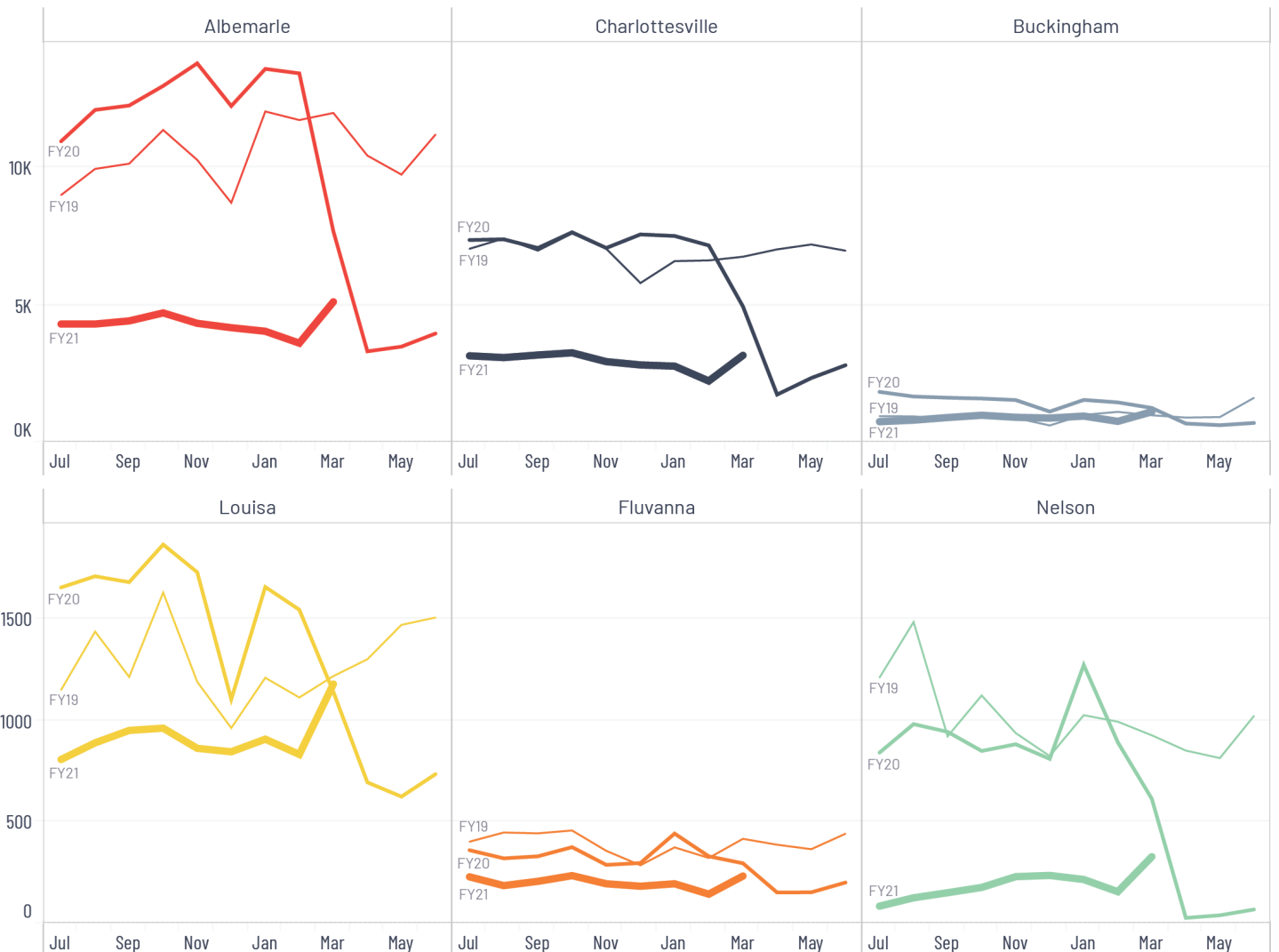
¹Data amended 3/4/2021 to include no-show trips which slightly increased ridership totals compared to previous versions

STANDING REPORTS

Operations Report

By looking at three years of data over the fiscal year, it's easy to compare trends. We can see if ridership was increasing or decreasing year-over-year before, as well as the impact of COVID-19 in each locality. However, since the lines connect totals for each month, and each month consists of different numbers of days, we do not yet know enough to say with confidence that the increase from February to March in all localities indicates an increasing trend overall. Not only was February three days shorter than March, there were also three snow storms which significantly reduced the service Jaunt was able to safely put out to the community. These factors alone may account for the sharp apparent sharp upturn, and we will be able to tell more certainly in the future when we have more data.

PASSENGER TRIPS BY LOCALITY

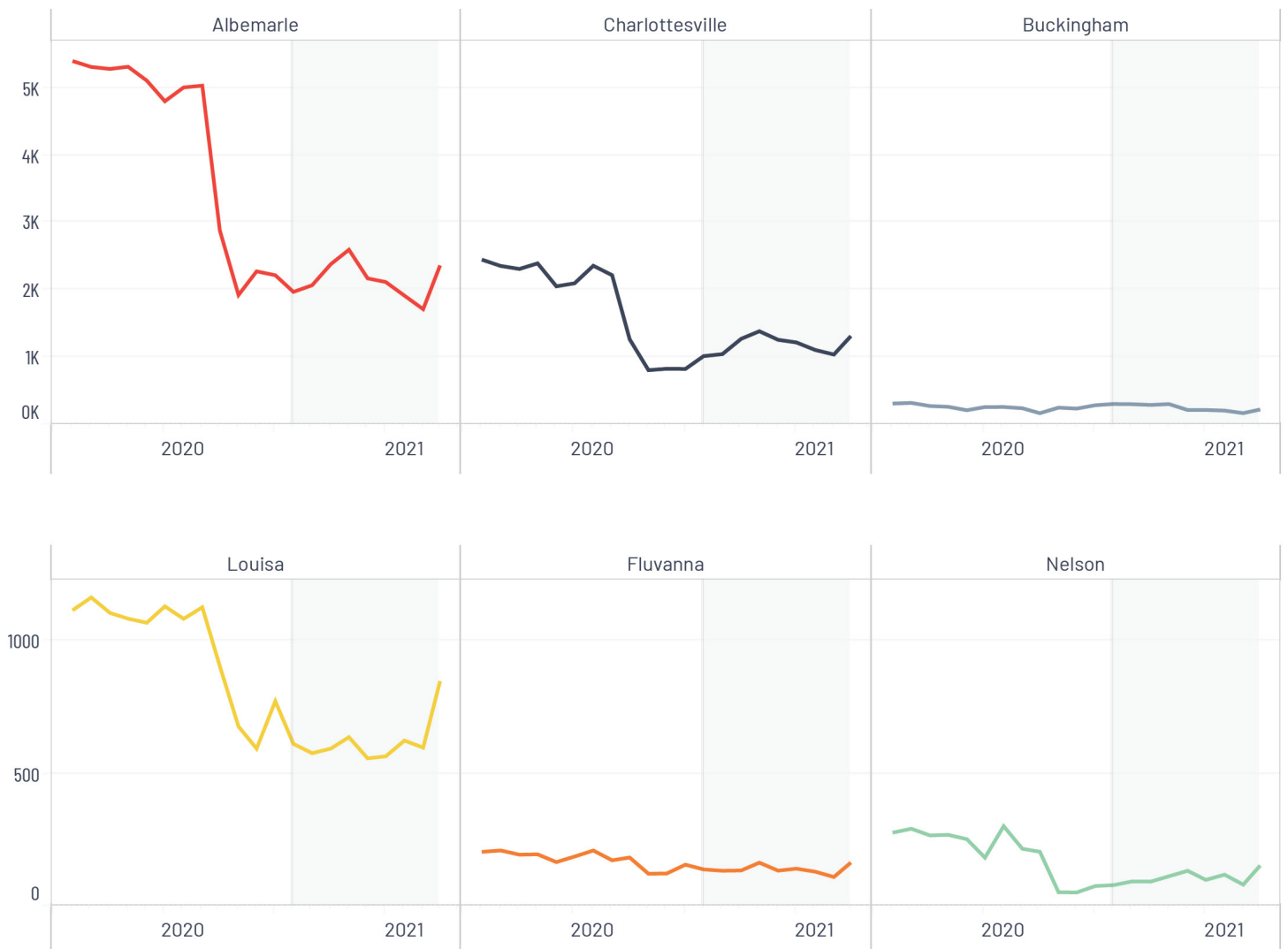


STANDING REPORTS

Operations Report

By looking at revenue hours continuously over the previous and current fiscal years, the trend for each locality is obvious and we can see similarities and differences between hours of revenue service in each area. It is particularly useful to consider ridership and revenue hours side by side to better understand each service area. For example, though we see relative stability in both ridership and revenue hours in Buckingham, in Fluvanna we see that revenue hours have remained fairly stable despite ridership declining. In Albemarle and Charlottesville, we see similar trends in ridership and revenue hours and the impact of COVID-19 on both metrics appear to be similar proportionally to their starting levels.

REVENUE HOURS: PREVIOUS AND CURRENT FISCAL YEAR



STANDING REPORTS

Operations Report

AMERICANS WITH DISABILITIES ACT COMPLIANCE REPORT – PROVIDED BY JAUNT

Monthly Statistical and Performance Summary

	FY2020 Performance Data				FY2021 Performance Data										FY2021 Year-to-Date
	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21		
ADA Unlinked Passenger Trips Provided:	8,461	3,600	4,518	5,282	5,912	5,811	5,898	6,242	5,593	5,322	5,180	4,213	6,067	50,238	
<i>All Services Unlinked Pass Trips Provided:</i>	18,402	6,890	7,349	8,648	12,456	12,527	12,052	12,927	11,816	11,320	11,515	9,819	13,999	108,431	
ADA Revenue Miles Operated:	26,705	20,183	22,787	25,650	24,562	23,910	26,621	29,395	26,025	24,861	23,554	20,795	28,832	228,554	
<i>All Services Revenue Miles Operated:</i>	83,706	59,623	62,363	70,671	84,809	81,707	86,302	92,566	88,777	85,749	85,950	74,182	105,863	785,906	
ADA Revenue Hours Operated:	2,488	1,830	1,820	1,835	2,060	2,127	2,510	2,803	2,527	2,407	2,174	2,011	2,607	21,225	
<i>All Services Revenue Hours Operated:</i>	5,999	3,963	4,124	4,399	6,030	5,770	5,859	6,422	5,588	5,380	5,273	4,686	6,337	51,345	
ADA No Shows:	182	182	52	76	159	136	142	181	164	143	130	113	158	1,326	
<i>All Services No Shows</i>	272	366	272	77	199	177	254	332	279	272	262	258	338	2,371	
ADA Denials:	0	0	0	0	0	0	1	0	0	0	0	0	19²	20	
<i>All Services Denials/Turndowns</i>	0	1	0	0	0	0	14	5	6	2	0	0	56	83	
ADA On-time Performance	94%	98%	98%	92%	92%	92%	94%	96%	92%	93%	94%	92%	89%	93%	
<i>All Services On-Time Performance</i>	96%	98%	98%	96%	96%	96%	96%	96%	90%	92%	93%	92%	89%	93%	
Number of ADA related Complaints:	0	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	0	
ADA Lifts Determined Inoperable:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADA Passenger Incidents/Accidents:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADA Vehicle Accidents:	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
Excessively Long ADA Trips: (exceeds 60 Min)	12	0	0	0	3	13	16	13	8	4	3	2	3	7	
Call Hold Times:	1:52	:54	:52	1:06	0:45	0:41	0:44	0:32	1:54	1:59	1:38	1:46	2:14	1:21	

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

STANDING REPORTS

Financial Report

	Budget	Non-ADA	ADA	Special Grants	Capital	Agency	YTD FY21	Projected Variance <i>(Excluding Capital)</i>
SOURCES OF FINANCIAL RESOURCES								
Revenues								
Fee Revenues:								
Transportation Fees:	\$ 121,893					\$ 122,210	\$ 122,210	\$ (41,054)
Farebox Fees:	\$ -	\$ -	\$ -				\$ -	\$ -
Intergovernmental								
Federal Grants:	\$ 10,715,814	\$ 3,585,159	\$ 932,602	\$ 56,951	\$ 689,616		\$ 5,264,327	\$ 4,616,198
VDRPT:	\$ 1,150,499	\$ -	\$ 452,902	\$ 9,890	\$ 137,923		\$ 600,716	n/a
Local:	\$ 4,669,148	\$ -	\$ 2,078,481	\$ 10,590	\$ 126,989	\$ 452,604	\$ 2,668,664	n/a
Other								
Total Revenues	\$ 16,657,354	\$ 3,585,159	\$ 3,463,985	\$ 77,431	\$ 954,528	\$ 574,814	\$ 8,655,917	\$ 4,575,144
USES OF FINANCIAL RESOURCES								
Expenditures								
Salaries and wages	\$ 5,816,118	\$ 2,040,491	\$ 1,678,581	\$ 53,013		\$ 216,272	\$ 3,988,358	\$ 498,308
Fringe benefits	\$ 3,035,467	\$ 710,726	\$ 584,669	\$ 16,918		\$ 75,330	\$ 1,387,643	\$ 1,185,276
Travel/Business Meals/Meetings	\$ 9,882	\$ 9,412	\$ 7,743	\$ 7,500		\$ 19,785	\$ 44,440	\$ (49,371)
Facility/Equipment Maintenance/Utilities	\$ 380,374	\$ 80,107	\$ 65,899			\$ 10,449	\$ 156,456	\$ 171,767
Supplies & Materials	\$ 1,547,480	\$ 218,105	\$ 179,421			\$ 27,723	\$ 425,248	\$ 980,483
Marketing & Advertising	\$ 23,222	\$ 27,565	\$ 22,676			\$ 2,922	\$ 53,162	\$ (47,661)
Insurance & Bonding	\$ 374,975	\$ 142,204	\$ 116,982			\$ 16,764	\$ 275,950	\$ 7,041
Professional Services	\$ 867,014	\$ 349,833	\$ 287,786			\$ 202,930	\$ 840,549	\$ (253,718)
Miscellaneous	\$ -	\$ 6,715	\$ 5,524			\$ 2,639	\$ 14,879	\$ (19,838)
Accidents	\$ -					\$ -	\$ -	n/a
Capital Outlay					\$ 954,528	\$ -	\$ 954,528	n/a
Total expenditures	\$ 12,054,533	\$ 3,585,159	\$ 2,949,280	\$ 77,431	\$ 954,528	\$ 574,814	\$ 8,141,213	\$ 2,472,286

MISSION AND VISION STATEMENTS

VISION STATEMENT

Jaunt drives independence, opportunity, and empowerment.

MISSION STATEMENT

Jaunt safely delivers caring, attentive, and inclusive service through convenient, innovative, sustainable transit solutions.

The mission statement above represents a slight edit from what had been originally proposed. The words “*caring, attentive*” have replaced “*compassionate*.” If the Board agrees with this revision, we will communicate to staff that these are the final results, explaining the edit was brought about by the Board in an attempt to more accurately capture how we approach customer service.

We are grateful for the Board’s commitment to this process. Through the workshops with Insight Strategies to the recent collaborative effort to fine tune the mission statement, your attention and interest has been invaluable. Thank you.

BOARD MEETING CALENDAR

2021 Dates and Future Agenda Items

- JANUARY 13:**
- Public Hearing: Application for State and Federal Funding
 - Board Strategic Plan Update
-

- FEBRUARY 10:**
- Audit Update
 - Capital Project Planning Update
-

- MARCH 10:**
- Audit
-

- APRIL 14:**
- Public Relations and Marketing Quarterly Report
-

- MAY 12:**
- FY22 Budget Update: Tentative
 - Review, discuss, and approve Jaunt's Financials and Grants Management and Telecommuting Policies
 - Nomination Committee
-

- JUNE 9:**
- Adoption of FY22 Budget
 - Review, discuss, and approve updated Jaunt policies
 - Discuss amending Jaunt By-laws
-

- JULY 14:**
- Annual Shareholders Meeting
 - Board of Directors Annual Meeting – Election of Officers and Committees
 - 2022 Transit Development Plan Update
 - Chief Executive Officer Evaluation
-

- AUGUST 11:**
- TBD
-

- SEPTEMBER 8:**
- Draft FY23 Budget for Discussion
 - FY23-29 Capital Project Discussion
-

- OCTOBER 13:**
- TBD
-

- NOVEMBER 10:**
- Audit Review
-

- DECEMBER 8:**
- Board Strategic Plan Update
 - Capital Project Planning Update

ADDENDUM

May 12, 2021

Prepared for Jaunt, Inc. Board of Directors



FY21 JAUNT OFFICERS

JAUNT OFFICERS:

- President - Randy Parker
- Vice President - Lucas Ames
- Treasurer - Ray East
- Secretary - Hal Morgan

EXECUTIVE COMMITTEE

Includes the four officers and:

- Christine Appert
- Karl Carter

FINANCE COMMITTEE

- Ray East
- Ray Heron
- Fran Hooper

JAUNT FRIENDS

- Chair - Dian McNaught
- Treasurer - Juan Wade
- Secretary - Audrey Dannenberg

REGIONAL TRANSIT PARTNERSHIP

- Randy Parker - Rural Representative
- Lucas Ames - Urban Representative