

# BOARD OF DIRECTORS REGULAR MEETING

---

**December 8, 2021**

Prepared for Jaunt, Inc. Board of Directors



# CONTENTS

---

<b>Agenda</b> .....	<b>3</b>
<b>Consent Agenda</b> .....	<b>4</b>
Resolution Resolution 2021120801 Adopting Title VI Plan and Procedures .....	4
<b>Standing Reports</b> .....	<b>5</b>
Executive Report.....	5
Safety Report .....	6
Operations Report .....	8
Financial Report .....	10

# AGENDA

---

## **I. NEW BUSINESS**

- a. Welcome new CEO, Ted Rieck, AICP
- a. Welcome new Board member, Brad Burdette - representing Nelson County

## **II. CALL FOR ATTENDANCE/AGENDA CHANGES**

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

## **III. MATTERS FROM THE PUBLIC**

## **IV. FOR INFORMATION AND DISCUSSION**

- a. Update on WSP's engagement regarding cost-allocation model

## **V. ACTION ITEMS**

- a. Approve meeting minutes – November 10, 2021
- b. Resolution 2021120801 Adopting Title VI Plan and Procedures

## **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. OTHER BUSINESS**

## **IX. CLOSED SESSION**

## **X. HEADSHOTS**

# ACTION ITEMS

---

## *Resolution 2021120801*

### **ADOPTING TITLE VI PLAN AND PROCEDURES**

**WHEREAS**, pursuant to the Civil Rights Restoration Act of 1987, 42 U.S.C. Section 2000d, and the responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200 and Title 49 CFR Part 21, Jaunt, Inc. is required to establish and update a Title VI policy and program demonstrating its commitment to ensuring that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities re federally funded or not; and

**WHEREAS**, pursuant to the subrecipient grant agreements with the Commonwealth of Virginia’s Department of Rail and Public Transportation and the City of Charlottesville, Jaunt, Inc. must establish and maintain a Title VI program; and

**WHEREAS**, the title VI policy and program shall be updated every three years, or as requested and required by either the Commonwealth of Virginia’s Department of Rail and Public Transportation or the City of Charlottesville; and

**WHEREAS**, an update that meets the requirements for the regulations as identified above covering program implementation between December 2021 to November 2024 has been developed by Jaunt, Inc. staff for the Jaunt Board of Directors to review and approve;

**NOW, THEREFORE**, the Jaunt Board of Directors, in a meeting duly assembled on December 8, 2021 hereby adopts the aforementioned policy update, and directs staff to implement the program using all necessary resources at their disposal.

\_\_\_\_\_  
J. Randolph Parker, President

December 8, 2021

\_\_\_\_\_  
Date

# STANDING REPORTS

---

## *Executive Report*

### **TRANSIT DEVELOPMENT PLAN (TDP)**

DRPT Statewide Transit Planning Manager, Tiffany Dubinsky, is developing a scope of work for the TDP. Once that is reviewed it will be sent out to the bench consultants for consideration.

### **CHARLOTTESVILLE AREA ALLIANCE (CAA)**

Jaunt Director of Public Relations, Jody Saunders, has been asked to serve as the Secretary for the [Charlottesville Area Alliance](#) for FY22. She will be a member of the Transportation subcommittee as well. Thanks for representing Jaunt on an important community partner, Jody!

# STANDING REPORTS

---

## *Safety Report*

### **SUMMARY / HIGHLIGHTS**

During the month of October 2021:

- There were four preventable vehicle accident
  - Driver contacted a parked car down a narrow street; mirror damage only
  - Bus hit a parked vehicle in a parking lot while backing; no damage to either vehicle
  - Bus clipped a different bus while parking at Jaunt; minor damage to both vehicles
  - Driver misjudged a turn and scraped bus against an embankment; moderate damage
- There was one non-preventable accident
  - A SUV hit a Jaunt Bus that was parked at the Downtown Transit Station. Police report indicated that the SUV was at fault.
- There was one customer related incident
  - Client became ill while on board; required EMS attention. Non-preventable and client is now okay.
- There was one staff related incidents
  - Driver passed a school bus while their arm was deployed. Driver was suspended and retrained.

Jaunt traveled 98,976 revenue miles and had four preventable accident from October 1, 2021 to October 31, 2021. Jaunt has a goal of less than one preventable accident for every 100,000 revenue miles driven. Jaunt has had seven preventable accidents since July 1, 2021 and recorded 385,218 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 14,238 revenue miles and had zero preventable accidents from October 1, 2021 to October 31, 2021. Greene County Transit shares Jaunt's goal of one preventable accident for every 100,000 miles driven. Greene County Transit achieved its goal for the month of October 2021.

# STANDING REPORTS

## Safety Report

### SAFETY CONCERNS SHARED AND INVESTIGATED

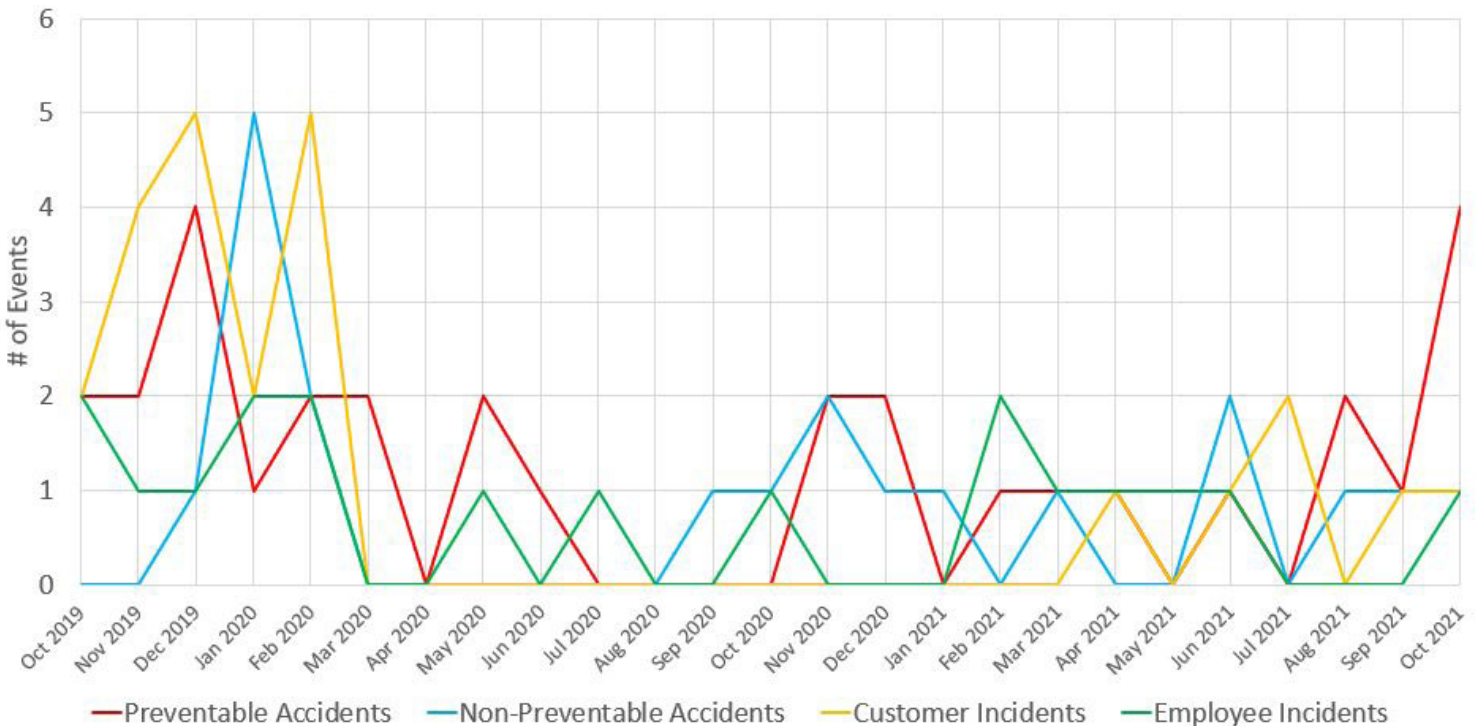
Jaunt and Greene County Transit are responsive to safety concerns brought forth by staff and members of the community.

During the month of October 2021, the Safety Manager investigated a concern brought forth regarding the drop-off location for one facility in the City of Charlottesville and one residence in Fluvanna.

### SAFETY REPORTING

Jaunt and Greene County Transit had zero NTD reportable safety events for the month of October 2021.

### EVENT TRENDS OVER TIME



# STANDING REPORTS

## Operations Report

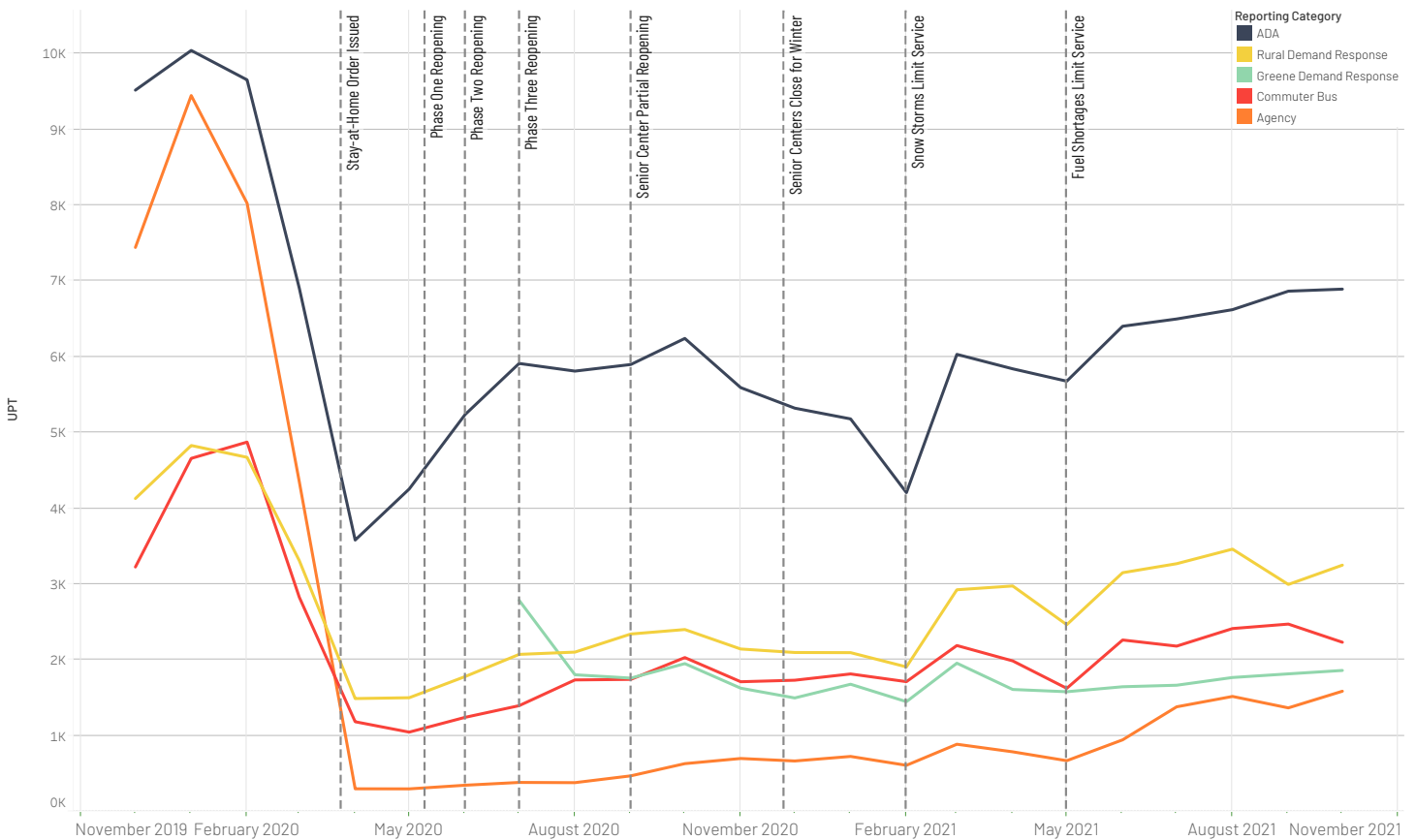
### JAUNT COVID-19 RECOVERY

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%. Jaunt historically experiences seasonal ridership reductions in November and December and we anticipate that these will slow growth in the months ahead. 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				
	Oct-20	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	FY22 YTD
<b>ADA Unlinked Passenger Trips</b>	6,242	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	26,880
All Demand Response UPT	12,927	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	62,399
<b>ADA Revenue Miles</b>	29,395	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	124,712
All Demand Response Revenue Miles	92,556	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	442,219
<b>ADA Revenue Hours</b>	2,803	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	11,629
All Demand Response Revenue Hours	6,422	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	27,342
<b>ADA No Shows</b>	181	164	143	130	113	158	144	133	141	1,744	137	137	166	191	631
All Demand Responses No Shows	332	279	272	262	258	338	228	202	322	3,123	338	369	357	411	1,475
<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	1	0	1	0	0	1	0	0	0	7	0	0	0	0	0
<b>ADA Denials</b>	0	0	0	0	0	19	12	16	19	67	37	22	18	43	120
All Demand Responses Denials	5	6	2	0	0	56	48	27	78	236	132	184	90	122	528
<b>ADA On Time Performance</b>	96%	92%	93%	94%	92%	89%	89%	92%	94%	92%	90%	92%	92%	90%	91%
All Demand Responses OTP	96%	90%	92%	93%	92%	89%	89%	92%	94%	92%	90%	92%	93%	91%	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	0	1	1
<b>ADA Passenger Incidents/Accidents</b>	0	0	0	0	0	0	1	0	1	2	0	0	0	0	0
<b>ADA Vehicle Accidents</b>	0	1	0	0	0	0	0	0	0	1	0	0*	0	0	0
<b>Excessively Long ADA Trips</b>	13	8	4	3	2	3	2	3	9	79	7	7	9	13	36
<b>Demand Response Call Hold Times</b>	0:32	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	2:12

\* Revised based on FTA Vehicle Accident Definition. For more information, consult the safety report

# STANDING REPORTS

## Financial Report

### FY22 MONTHLY FINANCIAL SUMMARY - OCTOBER 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	\$ 1,183.57	\$ 32,266.90	\$ -	\$ -	\$ -	\$ 31,668.44	\$ 598.46	\$ -
<b>Governmental Revenue:</b>									
Federal Grants	\$ 702,806.32	\$ (205,403.21)	\$ 497,403.11	\$ 129,193.39	\$ 368,209.73	\$ -			\$ -
Virginia DRPT	\$ 106,511.65	\$ 17,956.35	\$ 124,468.00	\$ 32,328.79	\$ 92,139.21	\$ -			\$ -
Local Government	\$ 380,989.75	\$ -	\$ 380,989.75	\$ 98,771.72	\$ 281,505.95	\$ 712.08			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 30.18	\$ 30.18				\$ 30.18	\$ -	
<b>Total Revenue</b>	\$ 1,221,391.05	\$ (186,233.11)	\$ 1,035,157.94	\$ 260,293.90	\$ 741,854.88	\$ 712.08	\$ 31,698.62	\$ 598.46	\$ -

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	\$ (139,146.68)	\$ 385,835.75	\$ 80,806.64	\$ 305,029.11	\$ -	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 208,483.53	\$ (61,144.19)	\$ 147,339.34	\$ 23,199.52	\$ 123,427.74	\$ 712.08	\$ -	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 1,750.00	\$ (1,196.67)	\$ 553.33	\$ 553.33	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 17,146.33	\$ (4,301.55)	\$ 12,844.78	\$ 7,937.70	\$ 4,907.08	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 67,851.82	\$ (6,297.08)	\$ 61,554.74	\$ 2,680.71	\$ 58,275.57	\$ -	\$ -	\$ 598.46	\$ -
Marketing & Advertising	\$ 5,583.33	\$ (5,219.33)	\$ 364.00	\$ 348.00	\$ 16.00	\$ -	\$ -	\$ -	\$ -
Insurance & Bonding	\$ 31,689.70	\$ (818.62)	\$ 30,871.08	\$ 26,911.51	\$ 3,959.57	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 23,004.17	\$ 9,763.25	\$ 32,767.42	\$ 31,957.38	\$ 810.04	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 3,041.67	\$ (2,268.31)	\$ 773.36	\$ 633.68	\$ -	\$ -	\$ 139.68	\$ -	\$ -
Equipment (Capital)	\$ 305,031.83	\$ (305,031.83)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (15,675.85)	\$ (42,259.55)	\$ -	\$ 57,935.39	\$ -	\$ -
<b>Total Expenditure</b>	\$ 1,188,564.82	\$ (515,661.02)	\$ 672,903.80	\$ 159,352.62	\$ 454,165.56	\$ 712.08	\$ 58,075.07	\$ 598.46	\$ -
<b>Net change in fund balance</b>	\$ 32,826.23	\$ 329,427.91	\$ 362,254.14	\$ 100,941.27	\$ 287,689.32	\$ -	\$ (26,376.45)	\$ -	\$ -

# STANDING REPORTS

## Financial Report

### FY22 MONTHLY FINANCIAL SUMMARY - OCTOBER 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	\$ 124,333.33	\$ (6,188.25)	\$ 118,145.08	\$ -	\$ -	\$ -	\$ 117,782.40	\$ 362.68	\$ -
<b>Governmental Revenue:</b>									
Federal Grants	\$ 2,811,225.27	\$ (806,674.07)	\$ 2,004,551.20	\$ 518,520.91	\$ 1,486,007.20	\$ 23.09			\$ -
Virginia DRPT	\$ 426,046.59	\$ 71,825.41	\$ 497,872.00	\$ 128,786.94	\$ 369,085.06	\$ -			\$ -
Local Government	\$ 1,523,959.00	\$ 0.02	\$ 1,523,959.02	\$ 393,937.14	\$ 1,128,967.80	\$ 1,054.08			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Other Revenue	\$ -	\$ 1,457.26	\$ 1,457.26				\$ 187.62	\$ 1,269.64	
<b>Total Revenue</b>	\$ 4,885,564.19	\$ (739,579.63)	\$ 4,145,984.56	\$ 1,041,244.99	\$ 2,984,060.06	\$ 1,077.17	\$ 117,970.02	\$ 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	\$ 2,099,929.73	\$ (589,194.62)	\$ 1,510,735.11	\$ 272,629.86	\$ 1,234,070.17	\$ 4,035.08	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 833,934.11	\$ (266,604.52)	\$ 567,329.59	\$ 90,731.24	\$ 475,573.45	\$ (2,957.91)	\$ 3,982.81	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 7,000.00	\$ (4,571.31)	\$ 2,428.69	\$ 2,428.69	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 68,585.33	\$ (8,333.88)	\$ 60,251.45	\$ 40,996.54	\$ 19,254.91	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 271,407.29	\$ (15,596.95)	\$ 255,810.34	\$ 17,346.64	\$ 236,759.50	\$ -	\$ 71.88	\$ 1,632.32	\$ -
Marketing & Advertising	\$ 22,333.33	\$ (18,598.57)	\$ 3,734.76	\$ 1,432.46	\$ 64.00	\$ -	\$ 2,238.30	\$ -	\$ -
Insurance & Bonding	\$ 126,758.80	\$ (3,281.48)	\$ 123,477.32	\$ 107,639.18	\$ 15,838.14	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 92,016.67	\$ 113,272.06	\$ 205,288.73	\$ 168,399.36	\$ 30,948.37	\$ -	\$ 5,941.00	\$ -	\$ -
Miscellaneous	\$ 12,166.67	\$ (4,264.28)	\$ 7,902.39	\$ 3,857.10	\$ -	\$ -	\$ 4,045.29	\$ -	\$ -
Equipment (Capital)	\$ 1,220,127.33	\$ (1,220,127.33)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (58,097.08)	\$ (157,255.41)	\$ -	\$ 215,352.49	\$ -	\$ -
<b>Total Expenditure</b>	\$ 4,754,259.26	\$ (2,017,300.88)	\$ 2,736,958.38	\$ 647,363.99	\$ 1,855,253.13	\$ 1,077.17	\$ 231,631.77	\$ 1,632.32	\$ -
<b>Net change in fund balance</b>	\$ 131,304.92	\$ 1,277,721.26	\$ 1,409,026.18	\$ 393,881.00	\$ 1,128,806.93	\$ -	\$ (113,661.75)	\$ -	\$ -

# STANDING REPORTS

---

## *Statement of Cash Flows*

FOR PERIOD ENDING OCTOBER 31, 2021

### Cash Flows from Operations

Local Match	\$588,033
DRPT / CAT	\$730,203
Agency	\$2,393
Other	\$5,126
Payroll	(\$380,144)
Capital Payments	-
Other Payments	(\$1,289,279)
<b>Total Cash Flows from Operations</b>	<b>(\$343,668)</b>

### Cash Flows from Investing

Interest	\$30
<b>Total Cash Flows from Investing</b>	<b>\$30</b>

**Net Change in Cash** **(\$343,638)**

**Beginning Cash Balance (10/01/2021)** \$5,135,338

**Ending Cash Balance (10/31/2021)** \$4,791,699

**Days of Cash-on-Hand** 185.86

**Months of Cash-on-Hand** 6.20