



## AGENDA

### Meeting of the Board of Directors

June 8, 2022 at 10:00 AM EDT

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

- ⇒ Webinar: <https://us02web.zoom.us/j/85869234258>
- ⇒ Or One tap mobile: +13017158592,,85869234258#
- ⇒ Or Telephone Only: +1 301 715 8592
- ⇒ Webinar ID: 858 6923 4258

Do not use both computer and phone audio together: use one only to avoid audio distortion

- I. **Call to Order**—Randy Parker, President
- II. **Roll 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) or (434) 296-3184, extension 115.
- V. **Action Items**
  - A. May 11, 2022 Board of Directors Meeting Minutes—Christine Appert, Secretary (pg.2)
  - B. Adopt FY2023 Budget—Ted Rieck, CEO (pg.13)
  - C. Appoint Jody Saunders FOIA officer—Ted Rieck, CEO (pg.14)
  - D. Board Officer Elections—Ray East (the slate will be presented at the meeting)
- VI. **Standing Committee Reports**
  - A. Finance Committee—Ray East, Treasurer & Robin Munson, CFO (pg.15)
  - B. Operations and Safety Reports—Karen Davis, DCEO (pg.21)
    1. Denials update
    2. Operations and Safety Committee meeting
  - C. Regional Transit Partnership Update—Christine Jacobs / Hal Morgan / Lucas Ames
  - D. Executive Director Report—Ted Rieck, CEO (pg.24)
- VII. **New Business**—Randy Parker, President
  - By-laws/Articles of Incorporation Update
- VIII. **Announcements and Board Member comments**
- IX. **Adjourn to next meeting:** July 13, 2022 at 10:00 AM EST



# MINUTES

**Meeting of the Board of Directors**

*May 11, 2022 at 10:00 A.M. EST*

Voting Member			
Randy Parker [President], Louisa	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville		X	
Raymond East [Treasurer], Albemarle	X		
Jacob Sumner, Albemarle	X		
Fran Hooper, Albemarle	X		
William Wuensch, Albemarle		X	
Lucas Ames, Charlottesville		X	
Erik Larson, Charlottesville		X	
Ray Heron, Charlottesville		X	
Willie Gentry, Louisa	X		
Brad Burdette, Nelson		X	
Dian McNaught, Nelson		X	
Non-voting Members			
Kevin Hickman, Buckingham		X	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Christine Jacobs, TJPD		X	
Staff			
Ted Rieck, CEO	X		
Karen Davis, Deputy CEO	X		
Robin Munson, CFO	X		
Stephen Johnson, CDO		X	
Jody Saunders, Director of Public Relations	X		
Ben Nemeck, Director of Maintenance		X	
Alex Arce, Human Resource Generalist		X	
Mike Mills, Procurement Specialist		X	
Kyle Trissel, Safety Supervisor		X	
Mariah Powell, Administrative Assistant	X		
Public			
None.			

- I. Call to Order—Randy Parker, President
  - A. The meeting was called to order at 10:02 A.M.
  
- II. Roll Call – Christine Appert, Secretary | Mariah Powell, Board Assistant
  - A. Christine called roll and a quorum was confirmed.
  
- III. Introductions—Randy Parker, President
  - A. Jordan Bowman, legal counsel for Jaunt, and Supervisor Steve Bowman, representative for Greene County, were introduced and welcomed to the board.
  
- IV. Public Comments—Randy Parker, President
  - A. None.
  
- V. Action Items
  - i. April 13, 2022 Board of Directors Meeting Minutes Adoption—Randy Parker, President
    - No additions or corrections needed.

Motioned by Hal, seconded by Ray East. Passed unanimously, with no abstentions.
  
- VI. Standing Committee Reports
  - A. Finance Committee—Robin Munson, CFO
    - a. Financial Report
      - The finance committee incorporated the following additions at the beginning of the financial report this month: 2 pie charts showing percentages of actual revenue versus expenses against the remaining budget, and a bar graph showing the budgeted amount of surplus and the actual amount of surplus (*April 13 2022 Agenda, pg.7*).
        - Actual revenue is \$8.7 million (58% of total annual budget).
        - Actual expenses are \$6.6 million (47% of total annual budget).
        - Actual surplus is \$2.09 million.

Robin clarified for a board member that the sum of the amounts in their respective charts were the total amounts of revenue, expenses, and surplus. Jaunt finances continue to be on target overall, which is easier to determine now - thanks to a 3-spectrum color variance guide of red (negative), yellow (on target), and green (positive). As aforementioned in the previous meeting (April 13), the federal and state income summaries have been split from the operating column. Nine extension capital project requests were approved - with the exception of bus extensions (April 2025) - these will last until the end of the next fiscal year. Technological purchases attributed to \$20,000 in capital spending. Two support vehicles were delivered on April 9.



- A board member wondered if free fares would be extended beyond the current fiscal year. Fare free continuance is substantiated by a recent fare survey (which indicated collecting fares were costlier than revenue taken in from fares paid) and demand being below capacity. Jody reassured board members concerned that free fares were not being promoted as much as they could be that she is planning creative marketing strategies. Randy was pleased that reservations, being free, were not any less valued (evidenced by no spikes in no show/late cancellation metrics) than when clients were charged.
- b. Ted's Submitted Expenses
- \$97.50 was reimbursed to Ted via check. \$54.75 in expenses were also accrued on the Jaunt credit card.
- c. FY2023 Budget Presentation
- Jaunt has faced challenges such as: personnel shortage, supply chain delivery delays, actions stemming from DRPT October 2021 "cure letter," inflation, and COVID-19. The draft budget assumes recapturing near full service in FY2023, full funding from Greene County, inflation moderating, and alternative funding to gaps in transit service that are not funded federally. Expenses in the revised budget are higher than originally anticipated due to increased marketing and future transit development. At the advice of the finance committee, surplus monies are being allocated towards financial reserves; senior staff is working with the finance committee to create reserve policies to bring to the board for consideration.
- B. Operations and Safety Report—Karen Davis, DCEO | Kyle Trissel, Safety Supervisor
- Typo at beginning of **Summary/Highlights**: "month of February 2022" should read "month of March 2022."
- During March there were no accidents and two site visits to investigate mobility and clearance issues.
  - Erik and Hal were recognized for their help in the safety committee's new draft of glossary of terms to accompany the ADA reports; the glossary provided in this month's agenda is intended to serve as a visual model until the draft is brought to the June board meeting.
  - Karen noted ridership within localities has increased and a successful bus operator class has finished under Kyle's leadership. He will assume the role again if a training manager has not been hired in time for the next class. 67 bus operators currently work for Jaunt; staff estimated having a total of 75-80 employed would be optimal. Karen also noted the three ADA denials in the March 22 Compliance Report section should be one (denied due to bus capacity); the other two denials were same day call-ins that weren't able to be accommodated. Randy said the "denials are looking a lot better."
  - The training manager position is aimed to be filled within the next week. Karen, Kyle, and Jody are in the course of reviewing the training program and operator's manual.

- C. Regional Transit Partnership Update–Hal Morgan | Lucas Ames | Christine Jacobs
- In the Regional Transit Partnership’s May Meeting, a transportation provider from the state of Vermont will present about the different services they provide and open a Q&A upon conclusion. Christine welcomed board members to attend. The Regional Transit Vision Plan is expected to be completed in September – the next round will consist of community engagement to get feedback on the draft Vision Plan, as well as consultants presenting a constrained and unconstrained network (feasibility from potential new funding strings). CAT will present in the Regional Transit Partnership’s June meeting.

Cl. Executive Report – Ted Rieck, CEO

- Ted has been meeting with various elected officials, notably Charlottesville’s Deputy City Manager, Sam Sanders, to discuss better servicing in regards to Crescent Hall and the progress on Jaunt’s cure letter from DRPT.
  - Charlottesville City Council has requested an update on Jaunt, which Ted will give on May 16.
  - Banking service solicitation is still in progress.
  - Karen represented Ted at the Regional Transit Partnership’s April 28 meeting.
  - Senior staff had a meeting with a consultant from SRF on May 10 to begin the parking lot workflow study.
  - E-N Computers has been hired to provide IT services and staffing to Jaunt until a permanent solution is found. The new help desk technician started May 10.
  - Ted extended an invitation to board members to attend the employee picnic on June 4.
  - Crediting CAT for the initial project, Jaunt is also looking at alternative to gasoline fueled vehicles; Lucas and Randy will be serving on the advisory committee. Jody asked the board for recommendations of possible candidates from their communities to also serve on the advisory committee. Jordan informed everyone that this committee warrants public meeting notices, as the committee would be advising Jaunt’s board of directors.
  - A poll will be rerun to gauge board members’ availabilities on third Thursdays of the month.
- b. Greene County
- At the present time, Greene County will partially fund Jaunt’s FY2023 budget request, the amount lasting until January 2023. Jaunt will create an MOU with the county to determine a successful outcome of service in Greene. A full year agreement is contingent upon satisfactory performance and additional funding as a result.

- Steve said he believes Greene County was caught in a void after the Greene Transit's merge with Jaunt, the transition of the prior Jaunt director, unfulfilled promises, and the COVID-19 pandemic. He is thankful for Ted's assurance that the problems addressed (*May 11 2022 Agenda, pg. 23-24*) will be rectified and looks forward that being delivered through metrics. Randy let Steve know that Jaunt is committed to providing positive services to Greene and Greene having a voice on the board.

VII. New Business–Randy Parker, President

- Leslie Woodfolk will replace Pamela Bevins as a Fluvanna representative in July 2022.
- The executive committee took up the bylaws draft in their last meeting (May 3). Ted explained that Nancy Schlichting will do a side by side comparison of issues and changes that need to be incorporated in. Ted hopes to sit down with key shareholders to review Nancy's more digestible document. Nancy will work with Jordan to also consolidate options for Jaunt's governing body (stay a private entity, become nonprofit, become an RTA...). The board and funding agencies will be asked to review.
- Fran, Christine Jacobs, Ray East, and Willie volunteered to serve on the nominating committee.

VIII. Announcements and Board Member Comments

- Ray East commended Randy for working through the bylaws.
- Ted had a travel request: North Dakota State University asked him to teach an instructional course in transit management training. Although the training schedule is TBA, he plans to work remote to stay abreast of happenings at Jaunt.
- Motioned by Willie, seconded by Hal. Passed unanimously, with no abstentions.
- Hal recognized Jody for being on NBC29 News. Randy asked Jody to send the board members a link to the video.

Willie moved to adjourn the meeting and Hal seconded. The meeting was adjourned at 11:22 A.M.

**ADJOURNED: *NEXT MEETING: 10:00 AM, JUNE 8, 2022***

Jaunt, Inc.

# FY2023 Budget Statement

June 2022

## FY2023 Budget Statement

*Revised June 2022*

### Introduction

This presents Jaunt's FY2023 operating and capital budget. A preliminary version of this budget was prepared in November 2021 though not presented to the board. In May of 2022 that version was revised and presented as a draft to the Board. It is appropriate to now finalize the budget as community funding requests and updated funding information is now available.

### KEY CHALLENGES

- The ongoing shortage of bus operators prevents Jaunt from meeting all demand.
- The "Great resignation" has affected Jaunt's support staffing including IT and operations.
- Supply chain challenges lengthen the time to acquire vehicles, putting pressure on our maintenance program.
- Addressing "cures" from the Virginia Department of Rail and Public Transit, namely funding "transit deserts" caused by the lack of urban federal funding.
- Competition remains among local transit providers for bus operators.
- Recent inflationary pressures are causing uncertainty in costs including fuel prices.
- Uncertainty over future course of COVID-19 persists.

### KEY ASSUMPTIONS

- Service levels will be close to current levels though still short of pre-pandemic operations. However, continual shortages of operating personnel will likely hamper return to normal service so this is a conservative assumption. If Jaunt misses this target, it is likely we will generate a new budgetary surplus.
- Inflationary pressures for materials and consumables will stabilize in FY2023.
- Jaunt will continue to operate ADA paratransit services for City of Charlottesville.

### Budget Highlights

Table 1 shows the current year budget as originally proposed compared with the revised budget to reflect new information. The revised budget includes the raises granted various personnel – mainly bus operators – in the fourth quarter of FY2022 as well as higher DRPT operating revenue. We propose an increase to the marketing budget to recapture lost ridership and improve Jaunt's community communications.

Table 2 provides cost center detail for the revised FY2023 Budget.

### Five-Year Projections

Table 3 shows five-year combined capital and operating projections. The table indicates a



balanced budget only for FY2023 with deficits beginning in FY2024. Currently, the plan to balance these future deficits will be through the use of reserves, though service efficiencies and new funding sources will be aggressively explored as well.

The following assumptions are made:

#### Sources of Financial Resources

- Federal funds are expected to grow at 1% annually as transit funding may be scaled back as the government deals with large deficits.
- State funding is projected to grow at 2% annually.
- Local funding, contract revenue, and other revenues are projected to grow at 1% annually.

#### Uses of Financial Resources

- Salaries and Wages will grow at 3% annually beginning in FY2025. There is an assumption that in FY2024 labor costs will go down slightly in anticipation of efficiency gains at Jaunt due to better service planning and scheduling.
- Fringe benefits, after a decrease in FY2024, will grow at a rate of 5% starting in FY2025 in anticipation of increasing health insurance costs.
- Travel, Facility, Marketing and Advertising, Insurance, Professional Services, Miscellaneous and Capital expenses are expected to grow at 3% annually reflecting the current but modulating inflationary pressures.
- Supplies and Materials are slated to increase by 5% in FY2024 and FY2025 as supply chain issues will delay new vehicle purchases and fuel prices will continue to grow. After FY2025, we are projecting a 3% inflation rate.

Table 1: FY2023 Original and Revised Budgets with FY2020 to FY2022 Comparisons

Sources of Financial Resources	FY2023			FY2022		FY2021	FY2020
	Revised	Original	Change	Projected	Budget	Actual	Actual
<b>Fee Revenue:</b>							
Farebox Fee		\$ -		\$ -	\$ -	\$ 1,284	\$ 271,975
Contract Revenue	\$ 589,587	\$ 845,552	\$ (255,965)	\$ 306,103	\$ 373,000	\$ 164,764	\$ 759,158
<b>Governmental Revenue:</b>							
Federal Grants	\$ 4,723,121	\$ 4,088,538	\$ 634,583	\$ 4,767,785	\$ 8,433,676	\$ 7,394,904	\$ 4,966,325
Virginia DRPT	\$ 2,608,126	\$ 1,496,330	\$ 1,111,796	\$ 2,241,336	\$ 1,553,140	\$ 896,710	\$ 1,862,867
Local Government	\$ 4,648,689	\$ 4,648,630	\$ 59	\$ 4,571,877	\$ 4,571,877	\$ 4,657,034	\$ 4,253,149
In Lieu of Local						\$ -	\$ 201,120
Account Transfer					\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ 245,257	\$ (245,257)	\$ 73,810	\$ -	\$ 117,094	\$ 178,853
<b>Total Revenue</b>	<b>\$ 12,569,523</b>	<b>\$ 11,324,307</b>	<b>\$ 1,245,216</b>	<b>\$ 11,960,912</b>	<b>\$ 14,931,693</b>	<b>\$ 13,231,790</b>	<b>\$ 12,493,447</b>
<b>Uses of Financial Resources</b>							
Salaries & Wages	\$ 6,117,880	\$ 5,965,110	\$ 152,770	\$ 5,048,405	\$ 6,299,789	\$ 5,327,321	\$ 4,858,468
Fringe Benefits/Staff Development	\$ 2,616,417	\$ 2,635,742	\$ (19,325)	\$ 1,828,509	\$ 2,501,802	\$ 1,919,971	\$ 1,844,279
Travel/Business Meals/Meetings/Training	\$ 19,300	\$ 19,300	\$ -	\$ 4,750	\$ 21,000	\$ 4,065	\$ 180,889
Facility/Equipment Maintenance/Utilities	\$ 160,310	\$ 156,500	\$ 3,810	\$ 183,647	\$ 205,756	\$ 206,074	\$ 164,482
Supplies & Materials	\$ 1,687,077	\$ 973,970	\$ 713,107	\$ 780,734	\$ 814,222	\$ 584,450	\$ 728,662
Marketing & Advertising	\$ 110,000	\$ 65,000	\$ 45,000	\$ 106,509	\$ 67,000	\$ 66,019	\$ 16,432
Insurance & Bonding	\$ 388,500	\$ 380,000	\$ 8,500	\$ 370,444	\$ 380,276	\$ 377,132	\$ 308,625
Professional Services	\$ 728,889	\$ 411,060	\$ 317,829	\$ 519,690	\$ 276,050	\$ 897,891	\$ 450,760
Miscellaneous	\$ 26,794	\$ 20,585	\$ 6,209	\$ 22,217	\$ 36,500	\$ 27,407	\$ 86,146
Equipment (Capital)	\$ 714,356	\$ 697,040	\$ 17,316	\$ 309,132	\$ 3,660,382	\$ 955,763	\$ 2,423,960
Future Transit Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRPT Payment	\$ -	\$ -	\$ -	\$ 103,244	\$ -	\$ 968,640	\$ -
<b>Total Expenditure</b>	<b>\$ 12,569,523</b>	<b>\$ 11,324,307</b>	<b>\$ 1,245,216</b>	<b>\$ 9,277,280</b>	<b>\$ 14,262,778</b>	<b>\$ 11,334,733</b>	<b>\$ 11,062,703</b>
<b>Net Change in Fund Balance</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 2,683,632</b>	<b>\$ 668,915</b>	<b>\$ 1,897,057</b>	<b>\$ 1,430,744</b>

Table 2: FY2023 Revised Budget Detail by Cost Center

Sources of Financial Resources	Total Budgeted	Admin (011)	Public Operations (012)	Special Grants (015, 017, 019)	Discretionary Programs (035)	Agency Operations (040)	Accident Fund (041)	Capital (020)
<b>Fee Revenue:</b>								
Farebox Fee	\$ -	\$ -	\$ -					
Contract Revenue	\$ 589,587	\$ -	\$ -	\$ -	\$ -	\$ 589,587	\$ -	\$ -
<b>Governmental Revenue:</b>								
Federal Grants - Operating	\$ 4,079,100	\$ 939,880	\$ 3,071,674	\$ 67,545				
Federal Grants - Capital	\$ 644,021							\$ 644,021
Virginia DRPT - Operating	\$ 2,551,858	\$ 594,718	\$ 1,943,631	\$ 13,509				
Virginia DRPT - Capital	\$ 56,268							\$ 56,268
Local Government	\$ 4,648,689	\$ 1,085,070	\$ 3,546,175	\$ 3,377	\$ -			\$ 14,067
In Lieu of Local	\$ -	\$ -	\$ -					
Account Transfer	\$ -		\$ -	\$ -	\$ 7,000	\$ (7,000)	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ 12,569,523	\$ 2,619,668	\$ 8,561,481	\$ 84,431	\$ 7,000	\$ 582,587	\$ -	\$ 714,356
<b>Uses of Financial Resources</b>	<b>Total Budgeted</b>	<b>Admin (011)</b>	<b>Public Operations (012)</b>	<b>Special Grants (015, 017, 019)</b>	<b>Discretionary Programs (035)</b>	<b>Agency Operations (040)</b>	<b>Accident Fund (041)</b>	<b>Capital (020)</b>
Salaries & Wages	\$ 6,117,880	\$ 1,061,355	\$ 4,696,485	\$ 60,031	\$ -	\$ 300,009	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 2,616,417	\$ 361,282	\$ 2,102,368	\$ 24,400	\$ -	\$ 128,367	\$ -	\$ -
Travel/Business Meals/Meetings/Training	\$ 19,300	\$ 13,592	\$ -	\$ -	\$ 5,000	\$ 708	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 160,310	\$ 134,213	\$ 18,158	\$ -	\$ -	\$ 7,939	\$ -	\$ -
Supplies & Materials	\$ 1,687,077	\$ 72,401	\$ 1,531,125	\$ -	\$ -	\$ 83,551	\$ -	\$ -
Marketing & Advertising	\$ 110,000	\$ 104,552	\$ -	\$ -	\$ -	\$ 5,448	\$ -	\$ -
Insurance & Bonding	\$ 388,500	\$ 369,260	\$ -	\$ -	\$ -	\$ 19,240	\$ -	\$ -
Professional Services	\$ 728,889	\$ 479,447	\$ 213,345	\$ -	\$ -	\$ 36,098	\$ -	\$ -
Miscellaneous	\$ 26,794	\$ 23,566	\$ -	\$ -	\$ 2,000	\$ 1,228	\$ -	\$ -
Equipment (Capital)	\$ 714,356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714,356
	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	\$ 12,569,523	\$ 2,619,668	\$ 8,561,480	\$ 84,431	\$ 7,000	\$ 582,587	\$ -	\$ 714,356
<b>Net Change in Fund Balance</b>	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ -	\$ -	\$ -	\$ -

Table 3: Five Year Financial Projections—FY2024 to FY2028

	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
Sources of Financial Resources	Projection	Budget Revised	Projected	Projected	Projected	Projected	Projected
<b>Fee Revenue:</b>							
Farebox Fee							
Contract Revenue	\$ 306,103	\$ 589,587	\$ 500,000	\$ 505,000	\$ 510,050	\$ 515,151	\$ 520,302
<b>Governmental Revenue:</b>							
Federal Grants	\$ 4,767,785	\$ 4,723,121	\$ 4,100,000	\$ 4,141,000	\$ 4,182,410	\$ 4,224,234	\$ 4,266,476
Virginia DRPT	\$ 2,241,336	\$ 2,608,126	\$ 2,500,000	\$ 2,550,000	\$ 2,601,000	\$ 2,653,020	\$ 2,706,080
Local Government	\$ 4,571,877	\$ 4,648,689	\$ 4,800,000	\$ 4,848,000	\$ 4,896,480	\$ 4,945,445	\$ 4,994,899
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ 73,810	\$ -	\$ 110,000	\$ 111,100	\$ 112,211	\$ 113,333	\$ 114,466
<b>Total Revenue</b>	<b>\$ 11,960,912</b>	<b>\$ 12,569,523</b>	<b>\$ 12,010,000</b>	<b>\$ 12,155,100</b>	<b>\$ 12,302,151</b>	<b>\$ 12,451,183</b>	<b>\$ 12,602,225</b>
<b>Uses of Financial Resources</b>							
Salaries & Wages	\$ 5,048,405	\$ 6,117,880	\$ 6,000,000	\$ 6,180,000	\$ 6,365,400	\$ 6,556,362	\$ 6,753,053
Fringe Benefits/Staff Development	\$ 1,828,509	\$ 2,616,417	\$ 2,646,000	\$ 2,778,300	\$ 2,917,215	\$ 3,063,076	\$ 3,216,230
Travel/Business Meals/Meetings/Training	\$ 4,750	\$ 19,300	\$ 19,879	\$ 20,475	\$ 21,090	\$ 21,722	\$ 22,374
Facility/Equipment Maintenance/Utilities	\$ 183,647	\$ 160,310	\$ 165,120	\$ 170,073	\$ 175,176	\$ 180,431	\$ 185,844
Supplies & Materials	\$ 780,734	\$ 1,687,077	\$ 1,771,431	\$ 1,860,002	\$ 1,915,802	\$ 1,973,276	\$ 2,032,475
Marketing & Advertising	\$ 106,509	\$ 110,000	\$ 113,300	\$ 116,699	\$ 120,200	\$ 123,806	\$ 127,520
Insurance & Bonding	\$ 370,444	\$ 388,500	\$ 400,155	\$ 412,160	\$ 424,524	\$ 437,260	\$ 450,378
Professional Services	\$ 519,690	\$ 728,889	\$ 750,756	\$ 773,279	\$ 796,477	\$ 820,372	\$ 844,983
Miscellaneous	\$ 22,217	\$ 26,794	\$ 27,597	\$ 28,425	\$ 29,278	\$ 30,156	\$ 31,061
Equipment (Capital)	\$ 309,132	\$ 714,356	\$ 735,787	\$ 757,860	\$ 780,596	\$ 804,014	\$ 828,134
Future Transit Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRPT Payment	\$ 103,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure</b>	<b>\$ 9,277,280</b>	<b>\$ 12,569,523</b>	<b>\$ 12,630,025</b>	<b>\$ 13,097,274</b>	<b>\$ 13,545,758</b>	<b>\$ 14,010,475</b>	<b>\$ 14,492,051</b>
<b>Net Change in Fund Balance</b>	<b>\$ 2,683,632</b>	<b>\$ (0)</b>	<b>\$ (620,025)</b>	<b>\$ (942,174)</b>	<b>\$ (1,243,607)</b>	<b>\$ (1,559,293)</b>	<b>\$ (1,889,827)</b>

## Resolution #20220608- Adoption of FY2023 Budget

**WHEREAS**, the Jaunt, Inc. Board of Directors seeks to appropriately plan for the financial means of balanced revenues and expenditures to operate a regional public transportation service in central Virginia for fiscal year 2023 (July 1, 2022 -- June 30, 2023); and

**WHEREAS**, as a Public Service Corporation, authorized under Virginia Code § 56-1 and as a condition of accepting federal and state grants, Jaunt must adopt a budget that demonstrates its financial viability to operate such services as outlined in the grant contracts; and

**WHEREAS**, Jaunt staff have prepared an FY2023 budget in accordance with the guidance provided by the Board of Directors and its financial management policies; and

**WHEREAS**, the Finance Committee of the Board of Directors has considered and recommends the proposed budget for the FY2023 fiscal year that identifies \$12,569,523 in total planned expenses and revenues; and

**WHEREAS**, the Board of Directors has accepted the Finance Committee's recommendation;

**NOW, THEREFORE**, the Jaunt Board of Directors, in a meeting duly assembled on June 8, 2022, hereby accepts staff's recommendation and adopts the above-identified FY2023 budget.

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J. Randolph Parker, President

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Date



## DESIGNATION OF JAUNT'S FREEDOM OF INFORMATION ACT (FOIA) OFFICER

### Summary

This action empowers the Board of Directors to appoint Jody Saunders as Jaunt's FOIA officer.

### Background

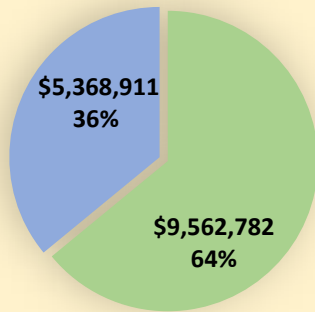
Pursuant to § 2.2-3704.2 of the Code of Virginia, "Public bodies to designate a FOIA officer," Jaunt must designate and publicly identify one or more FOIA officers whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate Jaunt's compliance with the provisions of this code chapter.

Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.

On Tuesday, May 17, 2022, Director of Public Relations, Jody Saunders, underwent FOIA training with Jaunt legal counsel: Jordan Bowman of Litten & Sipe, LLP. Mr. Bowman has certified this training with the FOIA council.

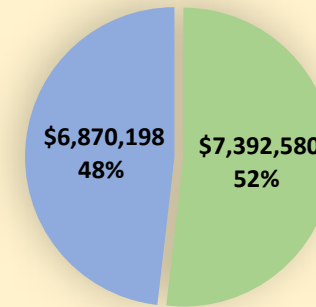


### FY22 YTD Budget v Actual Revenue April 30, 2022



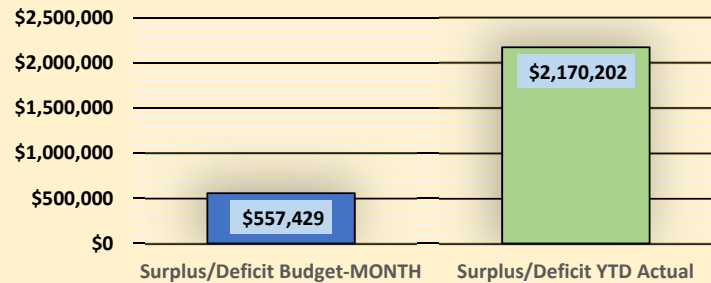
■ Total Rev YTD ■ Remaining Budget

### FY22 YTD Budget v Actual Expenses April 30, 2022



■ Total Exp YTD ■ Remaining Budget

### FY22 YTD Budget v Actual Surplus/Deficit April 30, 2022



■ Surplus/Deficit Budget-MONTH ■ Surplus/Deficit YTD Actual

## Jaunt, Inc. FY2022 Monthly Financial Summary

April 2022										
Sources of Financial Resources	Total Budgeted	Total Actual	Budget Variance	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	\$ 23,860	\$ (7,223)	\$ -	\$ -	\$ -	\$ 23,860	\$ -	\$ -	
<b>Governmental Revenue:</b>										
Federal Operating Grants	\$ 424,789	\$ 166,658	\$ (258,131)	\$ 42,558	\$ 118,766	\$ 5,334				
Federal Capital Grants	\$ 278,017	\$ -	\$ (278,017)							\$ -
Virginia DRPT Operating	\$ 115,316	\$ 379,366	\$ 264,050	\$ 99,796	\$ 278,503	\$ 1,067				
Virginia DRPT Capital	\$ 14,112	\$ -	\$ (14,112)							\$ -
Local Government	\$ 380,990	\$ 380,990	\$ (0)	\$ 100,120	\$ 279,406	\$ 1,464				\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -					
Other Revenue	\$ -	\$ 460	\$ 460				\$ 235	\$ 225		
<b>Total Revenue</b>	\$ 1,244,308	\$ 951,334	\$ (292,974)	\$ 242,473	\$ 676,675	\$ 7,865	\$ 24,095	\$ 225	\$ -	
<b>Uses of Financial Resources</b>	<b>Total Budgeted</b>	<b>Total Actual</b>	<b>Budget Variance</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	\$ 524,982	\$ 430,121	\$ (94,861)	\$ 84,819	\$ 340,562	\$ 4,740	\$ -	\$ -	\$ -	
Fringe Benefits/Staff Development	\$ 208,484	\$ 166,230	\$ (42,254)	\$ 30,674	\$ 132,256	\$ 3,125	\$ 175	\$ -	\$ -	
Travel/Business Meals/Meetings	\$ 1,750	\$ 202	\$ (1,548)	\$ 54	\$ -	\$ -	\$ 149	\$ -	\$ -	
Facility/Equipment Maintenance/Utilities	\$ 17,146	\$ 16,498	\$ (649)	\$ 11,351	\$ 5,147	\$ -	\$ -	\$ -	\$ -	
Supplies & Materials	\$ 67,852	\$ 67,625	\$ (227)	\$ 7,686	\$ 59,939	\$ -	\$ -	\$ -	\$ -	
Marketing & Advertising	\$ 5,583	\$ 13,546	\$ 7,962	\$ 13,381	\$ 165	\$ -	\$ -	\$ -	\$ -	
Insurance & Bonding	\$ 31,690	\$ 30,871	\$ (819)	\$ 26,912	\$ 3,960	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 23,004	\$ 23,354	\$ 350	\$ 18,882	\$ 3,397	\$ -	\$ 1,076	\$ -	\$ -	
Miscellaneous	\$ 3,042	\$ 5,793	\$ 2,751	\$ 2,125	\$ -	\$ -	\$ 3,667	\$ -	\$ -	
Equipment (Capital)	\$ 305,032	\$ -	\$ (305,032)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DRPT Refund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Reconciliation - Agency Transit Operating				\$ (12,110)	\$ (32,565)	\$ -	\$ 44,675	\$ -	\$ -	
<b>Total Expenditure</b>	\$ 1,188,565	\$ 754,239	\$ (434,326)	\$ 183,773	\$ 512,859	\$ 7,865	\$ 49,741	\$ -	\$ -	
<b>Net change in fund balance</b>	\$ 55,743	\$ 197,095	\$ 141,352	\$ 58,700	\$ 163,816	\$ -	\$ (25,646)	\$ 225	\$ -	





## Jaunt, Inc. FY2022 Monthly Financial Summary

April 2022 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Fee Revenue:</b>						
Farebox Fee	\$ -	\$ -	\$ -	\$ -		
Contract Revenue	\$ 310,833	\$ 254,495	\$ (56,339)	\$ 373,000	68%	Ridership lower than expected
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 4,247,895	\$ 3,922,959	\$ (324,936)	\$ 5,097,474	77%	
Federal Capital Grants	\$ 2,780,168	\$ 72,435	\$ (2,707,733)	\$ 3,336,202	2%	Reimbursable: capital expenses lower
Virginia DRPT Operating	\$ 1,153,163	\$ 1,426,142	\$ 272,979	\$ 1,383,796	103%	Uplift awarded beginning in April
Virginia DRPT Capital	\$ 141,120	\$ 2,958	\$ (138,162)	\$ 169,344	2%	Reimbursable: capital expenses lower
Local Government	\$ 3,809,898	\$ 3,809,898	\$ 0	\$ 4,571,877	83%	
In Lieu of Local	\$ -	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ 73,896	\$ 73,896	\$ -		Insurance refund; accident proceeds
<b>Total Revenue</b>	<b>\$ 12,443,077</b>	<b>\$ 9,562,782.15</b>	<b>\$ (2,880,295)</b>	<b>\$ 14,931,693</b>	<b>64%</b>	

Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 5,249,824	\$ 4,060,549	\$ (1,189,275)	\$ 6,299,789	64%	Not at full staffing level
Fringe Benefits/Staff Development	\$ 2,084,835	\$ 1,502,992	\$ (581,843)	\$ 2,501,802	60%	Not at full staffing level
Travel/Business Meals/Meetings	\$ 17,500	\$ 3,765	\$ (13,735)	\$ 21,000	18%	Limited due to COVID-19 pandemic
Facility/Equipment Maintenance/Utilities	\$ 171,463	\$ 154,085	\$ (17,378)	\$ 205,756	75%	Lower COVID exp than expected
Supplies & Materials	\$ 678,518	\$ 654,049	\$ (24,469)	\$ 814,222	80%	
Marketing & Advertising	\$ 55,833	\$ 93,427	\$ 37,594	\$ 67,000	139%	Website, commercials
Insurance & Bonding	\$ 316,897	\$ 308,704	\$ (8,193)	\$ 380,276	81%	
Professional Services	\$ 230,042	\$ 413,178	\$ 183,136	\$ 276,050	150%	2 Studies, Exec Recruit, Bus Wraps
Miscellaneous	\$ 30,417	\$ 22,455	\$ (7,961)	\$ 36,500	62%	lower DOT, memb dues, help wanted
Equipment (Capital)	\$ 3,050,318	\$ 76,132	\$ (2,974,187)	\$ 3,660,382	2%	Delay on availability, no rev vehicles
DRPT Refund	\$ -	\$ 103,244	\$ 103,244	\$ -		
<b>Total Expenditure</b>	<b>\$ 11,885,648</b>	<b>\$ 7,392,579.84</b>	<b>\$ (4,493,068)</b>	<b>\$ 14,262,778</b>	<b>52%</b>	

<b>Net change in fund balance</b>	\$ 557,429	\$ 2,170,202.31	\$ 1,612,773	\$ 668,915	
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**JAUNT, Inc.**  
**Balance**  
**Sheet**  
**Summary**

5/23/2022

3:39 PM

	<b>4/30/2022</b>	<b>4/30/2021</b>
<b>Assets</b>		
Cash and Cash Equivalents	5,619,182.00	3,292,182.86
Receivables, Net of Allowances	87,977.23	(197.71)
Due From Other Governmental Units	2,479,920.71	3,194,008.79
Prepaid Items	108,671.02	102,580.42
Capital Assets	7,237,496.74	7,798,552.62
<b>Total Assets</b>	<b>15,533,247.70</b>	<b>14,387,126.98</b>
Accounts Payable	75,124.84	(21,953.83)
Accrued Payroll & Related Liabilities	387,220.18	381,438.68
Deferred Revenue	730,279.60	-
<b>Total Liabilities</b>	<b>1,192,624.62</b>	<b>359,484.85</b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	108,671.02	102,580.42
Committed:		
Capital/Operations/Fuel Reserve	531,000.00	531,000.00
Assigned:		
Capital Reserve	450,600.00	450,600.00
Unassigned	6,169,841.57	5,321,000.94
<b>Total Fund Balance</b>	<b>7,260,112.59</b>	<b>6,405,181.36</b>
<b>Total Equity</b>	<b>7,260,128.59</b>	<b>6,405,197.36</b>
<b>Total Liabilities and Equity</b>	<b>8,452,753.21</b>	<b>6,764,682.21</b>
Net Position:		
Investment in Capital Assets	7,237,496.74	7,798,552.62
Unrestricted	7,103,094.34	6,229,057.51
<b>Total Net Position</b>	<b>14,340,591.08</b>	<b>14,027,610.13</b>
<b>Total Net Position and Equity</b>	<b>14,340,591.08</b>	<b>14,027,610.13</b>
<b>Total Liabilities and Net Position</b>	<b>15,533,247.70</b>	<b>14,387,126.98</b>

## Jaunt, Inc.

### Statement of Cash Flows for month ended April 30, 2022

Cash flows from Operations for April 2022	
Local Match	\$ 2,174,964
DRPT/CAT	403,776
Agency	3,118
Other	3,228
Payroll	(431,611)
Capital Payments	-
Other Payments	<u>(315,750)</u>
Total cash flows from Operations	1,837,725
Cash flows from Investing for April 2022	
Interest	<u>194</u>
Total cash flows from Investing	194
Net change in cash	1,837,919
Beginning cash balance 4/1/2022	<u>3,769,865</u>
Ending cash balance 4/30/2022	<u><u>\$ 5,607,784</u></u>
Days of cash on hand	217.51
Months of cash on hand	7.25

**Ted Rieck Monthly Expenses**  
**Paid between 4/1/22 - 4/30/22**

**Direct Reimbursement**

Date	Check #	Amount	Purpose
4/14/2022	52207	30.00	Gym Fee Reimbursement - March
4/14/2022	52207	4.99	Coffee/bagels - Exec Comm 3/1/2022
4/14/2022	52207	29.25	Mileage to Greene County Office - 3/17/22
		<b>64.24</b>	<b>Total Reimbursement</b>

**Credit Card Charges**

Date	Check #	Amount	Purpose
4/14/2022	52209	8.40	Personal - funds returned- Deposited 4/13/22
		3.22	Exec Comm Meeting 3/1/22-Ray East, various
		11.54	Exec Comm Meeting 3/1/22-Parker, Morgan, Appert
		<b>23.16</b>	<b>Total Monthly Charges</b>

<b>87.40</b>	<b>Total Expenses</b>
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**SAFETY REPORT**

**Summary/ Highlights:**

During the month of April 2022:

- There were no preventable vehicle accidents
- There were three non-preventable accidents
- There were no customer related incidents
- There were no staff related incidents

Jaunt traveled 114,070 revenue miles and had no preventable accidents from April 1, 2022 to April 30, 2022. Jaunt has a goal of less than one preventable accident for every 100,000 revenue miles driven. Jaunt has had 16 preventable accidents since July 1, 2021 and recorded 1,073,486 revenue miles traveled. Jaunt is currently trailing the goal. However, in April, we did succeed in avoiding any preventable safety events.

During the month of April 2022, the Safety Manager had three safety concerns to address.

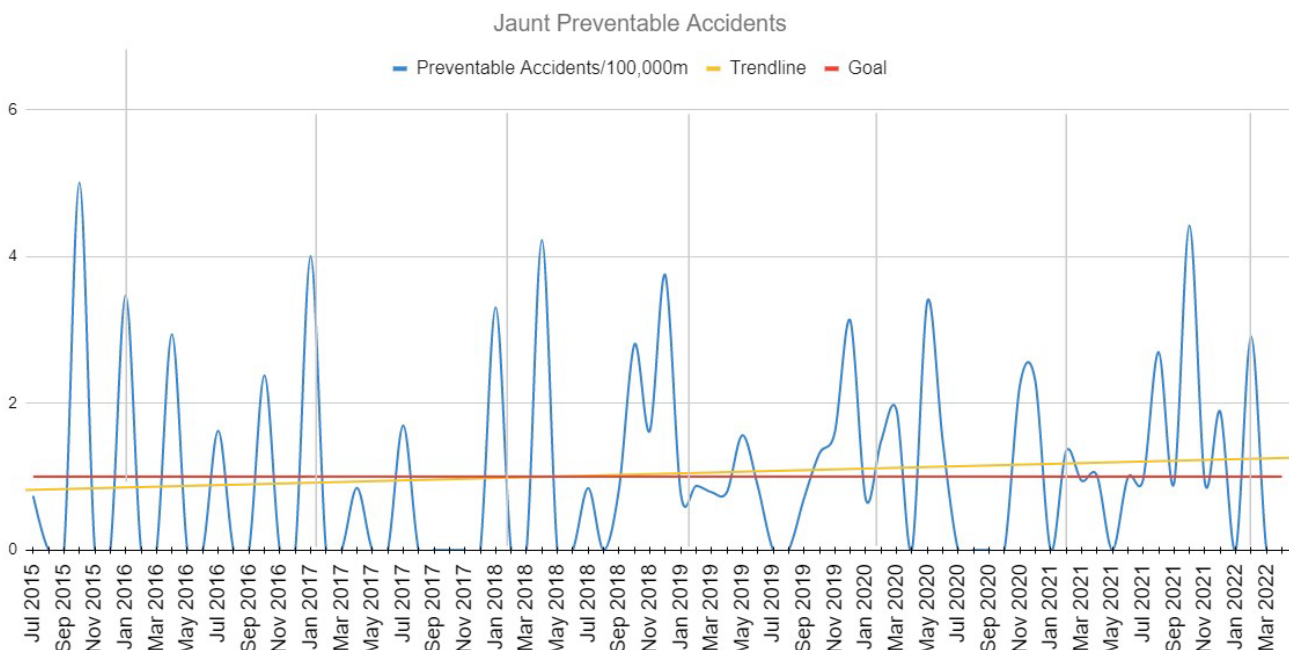
- An address in Albemarle was visited to confirm a ramp repair. Service was reinstated.
- An address in Charlottesville was investigated due to a downed power line. A temporary alternative pickup location was established.
- A new apartment building in Charlottesville was visited to setup and confirm a common pickup location.

**Safety Reporting**

Jaunt had no NTD reportable safety events for the month of April 2022.

**Safety Concerns Shared and Investigated**

Jaunt is responsive to safety concerns brought forth by staff and members of the community.



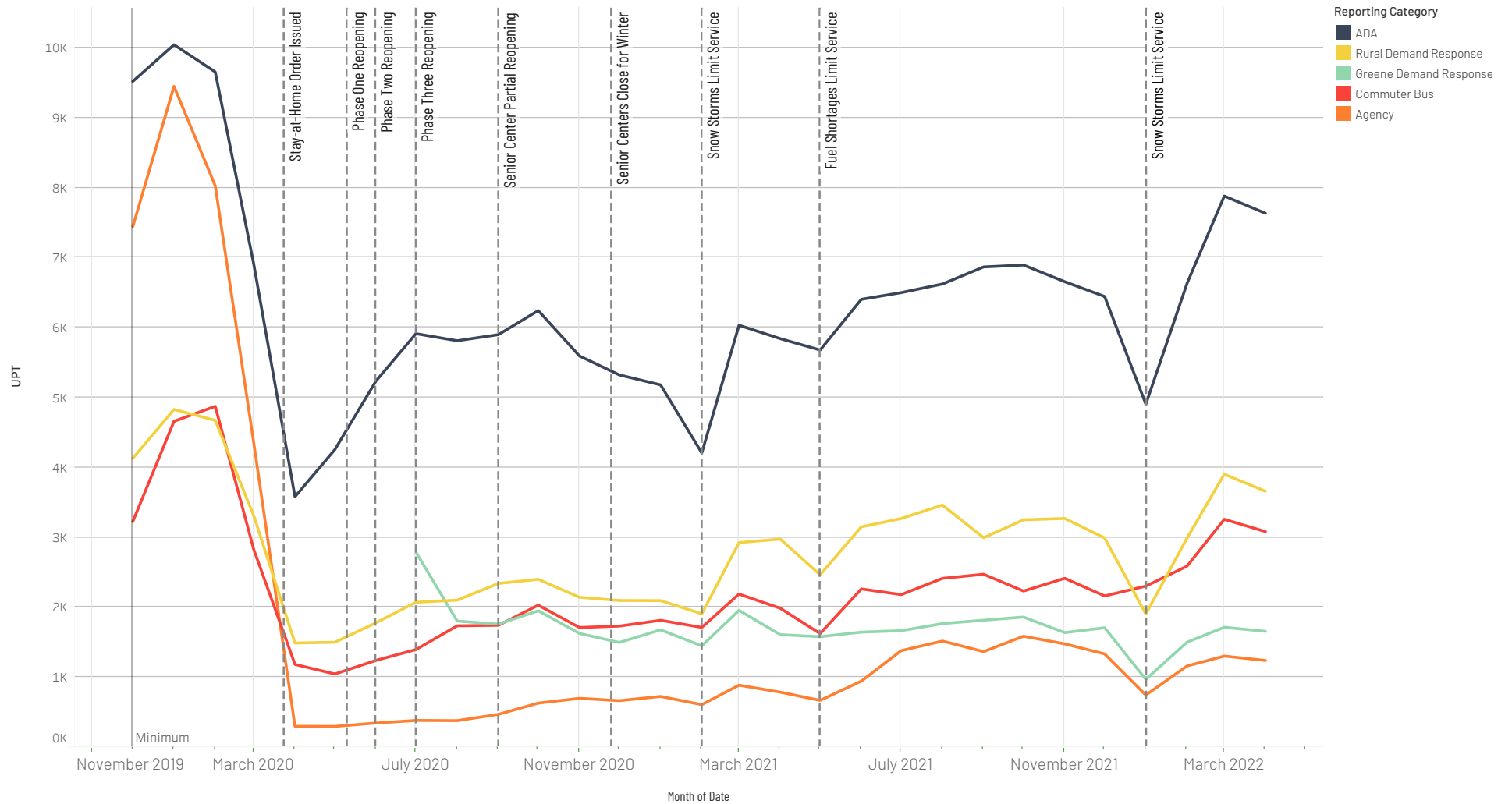
	FY 2021				FY 2022										
	Apr-21	May-21	Jun-21	FY21 Year End	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	FY22 YTD
<b>ADA Unlinked Passenger Trips</b>	5,914	5,715	6,403	68,270	6,499	6,622	6,866	6,893	6,655	6,444	4,904	6,631	7,880	7,633	67,027
All Demand Response UPT	13,209	12,027	14,430	148,097	15,021	15,816	15,625	15,937	13,040	12,550	8,522	12,283	14,798	14,187	137,779
<b>ADA Revenue Miles</b>	27,665	27,552	29,740	313,512	29,754	30,545	32,431	31,982	30,667	29,629	24,319	31,265	35,473	34,022	310,087
All Demand Response Revenue Miles	98,515	88,733	101,791	1,074,934	104,109	112,298	112,435	113,377	90,135	87,437	62,284	85,658	101,433	96,176	965,342
<b>ADA Revenue Hours</b>	2,561	2,610	2,783	29,180	2,679	2,921	3,132	2,897	2,755	2,627	2,287	2,827	3,223	3,084	28,433
All Demand Response Revenue Hours	6,019	5,723	6,368	69,455	6,357	6,925	7,121	6,939	5,953	5,666	4,390	5,782	6,801	6,435	62,369
<b>ADA No Shows</b>	144	133	141	1,744	137	137	166	191	166	188	152	166	189	202	1,694
All Demand Responses No Shows	228	202	322	3,123	338	369	357	411	361	397	314	347	385	381	3,660
<b>ADA Missed Trips</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
All Demand Responses Missed Trips	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0
<b>ADA Denials</b>	12	16	19	67	37	22	18	43	29	71	26	0	3	0	249
All Demand Responses Denials	48	27	78	236	132	184	90	122	92	121	67	29	70	39	946
<b>ADA On Time Performance</b>	89%	92%	94%	92%	90%	92%	92%	90%	93%	92%	94%	95%	96%	95%	93%
All Demand Responses OTP	89%	92%	94%	92%	90%	92%	93%	91%	93%	92%	95%	95%	96%	95%	93%
<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	1	0	0	0	0	0	0	1
<b>ADA Passenger Incidents/Accidents</b>	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0
<b>ADA Vehicle Accidents</b>	0	0	0	1	0	0	0	0	0	0	0	1	0	3	4
<b>Excessively Long ADA Trips</b>	2	3	9	79	7	7	9	13	5	9	6	3	8	5	72
<b>Demand Response Reservations Hold Times</b>	2:39	2:36	2:27	1:44	2:03	2:13	2:11	2:24	2:23	2:12	2:40	2:37	2:12	2:32	2:20



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.

As our region moves into spring, Jaunt ridership continues to recover from COVID service impacts. Many of Jaunt’s rural services have returned to pre-pandemic passenger counts, while Charlottesville and Albemarle are climbing towards 80% of pre-pandemic levels. Ridership growth from last month has slowed, but we must remember that March had 23 weekdays while April had only 21, from which we would expect a ~10% decrease in ridership. The long-term effect of remote work on commuting patterns after COVID-19 is still unknown.

Jaunt Covid Recovery Timeline



The trend of sum of UPT for Date Month. Color shows details about Reporting Category. The data is filtered on Date, which includes dates on or after 12/1/2019. The view is filtered on Reporting Category and Exclusions (MONTH(Date),Reporting Category). The Reporting Category filter keeps ADA, Agency, Commuter Bus, Greene Demand Response and Rural Demand Response. The Exclusions (MONTH(Date),Reporting Category) filter keeps 197 members.



**Executive Director Report**

1. Ted presented a Jaunt update to the Charlottesville City Council on May 16.
2. Also on May 16, University Transit Service (UTS), Charlottesville Area Transit (CAT), and Albemarle County Public Schools (ACPS) met at Jaunt to discuss opportunities to address the bus operator shortage. Jaunt presented an analysis showing CAT routes serving ACPS schools. This would potentially allow ACPS to use CAT to transport students, reducing ACPS's need for bus operators. Also discussed was a joint operator training program with Piedmont Virginia Community College (PVCC) as well as embarking on a joint smartphone mobile transit app.
3. On May 17, Ted attended a "Major Employers" meeting sponsored by the Charlottesville Chamber of Commerce.
4. On May 24, DRPT visited Jaunt. Also in attendance were representatives from Albemarle County, Charlottesville, and Thomas Jefferson Planning District Commission (TJPDC). The purpose of the visit was to discuss Jaunt's progress in complying with DRPT's October 2021 "cure letter."
5. On May 24, Greene County Supervisors provided feedback on Jaunt's proposed "Memorandum of Understanding" (MOU) to operate service with partial funding in FY2023. The MOU outlines steps Jaunt will take to address service complaints and, possibly, have full funding provided by January 2023.
6. Ted attended the Virginia Transit Association (VTA) meeting in Roanoke, VA on June 1 – 2.
7. On June 4 Jaunt's annual family fun day was held at McIntire Park.
8. Alternative Fuels Study will be underway later in June. Most of the advisory committee has been selected and appointed.
9. The Parking Workflow Study is underway with an on-site visit by SRF scheduled for June 14 –16.
10. While SRF is here for the parking workflow study, we have also invited UTS, CAT, and TJPDC to meet with the project manager who has expertise in joint transit development projects.
11. At the April meeting staff inquired about moving board meetings to later in the month. At the May meeting, the 3<sup>rd</sup> Thursday of the month was seen as a possibility. A doodle poll was taken and results are:

Option		Votes
3rd Thursday	10am to 12n	17 (9)
3rd Thursday	12n to 2pm	6
3rd Thursday	2pm to 4pm	5
No response		10

