



## AGENDA

**Meeting of the Board of Directors**

*September 13, 2023 at 10:00 AM EST*

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

- Webinar: <https://us02web.zoom.us/j/82077207859>
- Or One tap mobile: US: +19292056099, 82077207859#
- Or Telephone Only: +1 312 626 6799
- Webinar ID: 820 7720 7859

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

**I. Call to Order** — *Brad Burdette, President*

**II. Roll Call** — *Christine Appert, Secretary*

**III. Introductions** — *Brad Burdette, President*

**IV. Public Comments** — *Brad Burdette, President*

The public may address the board by first contacting Amanda Powell before the start of the meeting. Comments are limited to three minutes at the discretion of the board president. Contact Amanda Powell at [amandap@ridejaunt.org](mailto:amandap@ridejaunt.org) or (434) 296-3184, extension 115.

**V. Action Items**

- A. July 12, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary* **Pgs 2-5 of 36**
- B. Call for Annual Shareholder Meeting-- *Brad Burdette, President* **Pg 6 of 36**

**VI. Standing Committee Reports**

1. Finance Committee--*Jacob Sumner, Treasurer & Robin Munson, CFO*
  - [Compliance Audit](#) **Pg 7 of 36 (Document Hyperlinked)**
  - Financial Audit **Pgs 8-20 of 36**
2. Operations and Safety Reports—*Jacquelyn Spence, Sr. Director of Operations and Zandie Lacy, Transit Planner* **Pgs 21-24 of 36**
3. Regional Transit Partnership Update-- *Christine Jacobs/Hal Morgan/Lucas Ames*
4. Executive Director Report--*Ted Rieck, CEO* **Pg 34 of 36**
  - Facility Master Plan Presentation
    - [Facility Master Plan](#) **Pg 35 of 36 (Document Hyperlinked)**
    - [Facility Master Plan Presentation](#) **(Pg 36 of 36 (Document Hyperlinked))**

**VII. New Business**

**VIII. Announcements and Board Member comments**

**Adjourn to next meeting: October 11, 2023, at 10:00 AM EDST**

## Board Attendance Roster

**Month: July**

**Year: 2023**

Directors	Present In person	Present virtual	Absent
Brad Burdette, [President], Nelson	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville	X		
Jacob Sumner [Treasurer], Albemarle	X		
Mike Murphy, Albemarle			X
William Wuensch, [Immed. Past President], Albemarle	X		
Caetano de Campos Lopes, Albemarle			X
Lucas Ames, Charlottesville		X	
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker Louisa			X
Willie Gentry, Louisa	X		
Dian McNaught, Nelson	X		
Iscella Wittich, Fluvanna	X		
<b>Ex Officio Directors</b>			
Christine Jacobs, TJPDC		X	
Kevin Hickman, Buckingham County		X	
Garland Williams, CAT			X
Katy Miller, DRPT			X
Steve Bowman, Greene County BofS		X	
<b>Staff</b>			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Jacquelyn Spence Director of Operations	X		
Mike Mills, Dir of Procurement		X	
Cassy Kelly, Market/Comm Coord (Juliana Scott)		X	
Ben Rutherford, Sys Admin	X		
Brooke Solderich, GIS Data Analyst		X	
Zadie Lacy, Transit Planner			X
Janet Jackson, Director of HR	X		
Ben Nemec, Director of Maintenance		X	
Amanda Powell, Admin Assist	X		
Jordan Bowman (Legal Counsel)	X		
<b>Public</b>			



## Meeting Minutes

**Meeting of the Board of Directors**

*July 12, 2023, at 10:00 AM*

---

**I. Call to Order** — Brad Burdette, President

Time: 10:00 am

**II. Roll Call** — Christine Appert, Secretary (Read by Amanda Powell)

See roster for attendance

**III. Introductions** — Brad Burdette, President

Hal M. introduced Iscella Wittich, who was elected at the most recent Fluvanna board meeting to fill a vacancy created with the departure of Leslie Woodfolk in March. He noted that she will be an excellent addition to the board due to her strong interests and understanding of Jaunt.

**IV. Public Comments** — Brad Burdette, President

None

**V. Action Items**

- A. **June 14, 2023, Board of Directors Meeting Minutes**— Christine Appert, Secretary

MOTION: Dian M.                      SECOND: Brad B.                      VOTE: Unanimous to accept

- B. **Cancel August 9, 2023 Board Meeting**-- Brad Burdette, President

MOTION: Dian M.                      SECOND: Willie G.                      VOTE: Unanimous to accept

- C. **Excess Funds Policy**-- Robin Munson, CFO & Jacob Sumner, Treasurer

The excess funds policy draft was brought to the board in May's meeting for review. Since there were no issues or objections from the board regarding the draft, Jacob S. proposed the final copy for approval. He mentioned that the purpose of this policy is intended to assist Jaunt in determining how excess funds should be used at the conclusion of a fiscal year and after the audit is completed. In order for everyone to be on the same page, this policy also establishes the expectation that the calculations will be completed and reported back to the board at the same time the completed audit is presented.

MOTION: Jacob S.                      SECOND: William W.                      VOTE: Unanimous to accept

**D. Amendment to Jaunt Retirement Plan--Robin Munson, CFO**

Robin informed the board that a retirement plan had been established with Mutual of America in 1993. Mutual of America recently changed from one platform to another during the fall at which time some complications with our plan surfaced. She said that in order for Jaunt to continue to comply with this policy, there were currently two improvements that needed to be made right away. She informed the board that all of the retirement plan documentation had been hyperlinked for the board to review in further detail. The crucial information on these changes have been highlighted on the hyperlinked document. Hal M. inquired about the financial impact of these updates on the FY2024 budget, to which Robin responded that there would be no impact because the budget was built around what we are currently doing with this plan and that the resolution she was proposing is simply to bring Jaunt into compliance with Mutual of America's retirement plan.

MOTION: Hal M.

SECOND: Jacob S.

VOTE: Unanimous to accept

**E. Changes to Code of Ethics and Business Conduct-- Janet Jackson, Dir. of Human Resources**

In a brief presentation on the final draft of the Code of Ethics, Janet J. informed the board that Jaunt was seeking their approval for the final draft as well as their signatures on the Code of Ethics signature page at the conclusion of the meeting.

MOTION: Jacob S.

SECOND: Hal M.

VOTE: Unanimous to accept

**VI. Standing Committee Reports**

**1. Finance Committee--Jacob Sumner, Treasurer & Robin Munson, CFO**

Although we are in FY2024, Jacob S. began by notifying the board that the financial report being presented is still for FY2023 and that after the audit is complete, the FY2024 budget would start being reported on. Robin M. continued by summarizing the financial reports for May 2023. Although this was the first month that surplus had decreased slightly, she noted that the year to date appeared to be about the same as it had all year. She also mentioned that several of our buses had been wrapped, which Dian M. thought looked fantastic, and that marketing was finally under budget.

**2. Operations and Safety Reports—Jacquelyn Spence Sr Dir of Operations & Brooke Solderich, GIS/Data Analyst**

Jacquelyn gave the board a review of the safety reports for the months of March, April, and May. She also mentioned that monthly safety initiatives were being implemented in terms of safety. One of these programs would be an annual refresher training course for the operators, which would focus on bloodborne pathogens, OSHA training, and defensive driving. Safety management will also begin to undertake daily pre- and post- trip inspections of all buses. All information collected from these daily inspections will be logged through tablets which are directly connected to the maintenance program. She also informed the board that all operators are now required to wear reflector vests while working.

Brooke S. reviewed the ADA reports. She mentioned no shows were still increasing but hoping to see changes in those numbers soon. All demand response denials are still a little high, but the number of ADA missed trips has dropped and that number of ADA denials have returned to zero. She also informed the board that on time performance had somewhat declined, but that she thought this was due to modifications to Trapeze with Texas A&M. There was an issue at the beginning of these modifications where certain reservationist had their pick-up window changed but others did not.

- **Update on Service Operations Efficiency (Texas A&M)** --Jacquelyn Spence

Texas A&M conducted a study on Jaunt's DRT & ADA in order to aid Jaunt in further enhancing service effectiveness and quality, and Jacquelyn S. presented the results to the board. This study offered a variety of suggestions, from short-term adjustments to long-term ones. An implemented script to ensure that everyone is hearing the same information, setting up a 30-minute pick-up window on all trips, real-time views each day, and vehicle GPS are just a few of the immediate changes that were suggested from this study as well as client ID's, which would be specific to each passenger. The last implementation that Jacquelyn brought up to the board was Pass Com, a central hub for client complaints, issues, and/or service feedback.

**3. Regional Transit Partnership Update**-- Christine Jacobs/Hal Morgan/Lucas Ames

The TJPDC did not hold any meetings in June or July, there will however be presentations on transit and health equity in their August meeting. Blue Ridge Health District, CHIP, and The Charlottesville Area Alliances Transportation Group will all be discussing working initiatives towards transportation and transit.

**4. Executive Director Report**--Ted Rieck, CEO

Ted R. offered a brief summary of the meeting he and Robin M. had with the head of the Goochland Community Action Program. He also discussed with the board that Jaunt would be launching our rural transit needs assessment study with North Dakota State University's small urban & rural center on mobility. Additionally, he mentioned that Jaunt would be collaborating with AECOM on a number of upcoming projects, such as the implementation of battery electric buses, for which we are pursuing a grant opportunity with Dominion Energy, the analysis of microtransit, and the development of board strategies that will help Jaunt decide whether to become a transit authority, remain the same, or change in the future. Ted R. is also currently working with a nonprofit consultant in order to create a method and plan for board member on-boarding. The board members would benefit from one on one conversations to assist them better understand their duties and responsibilities as a Jaunt board member.

**VII. New Business**

None

**VIII. Announcements and Board Member comments**

None

**Motion to Adjourn: Ray H.**

**Second: Christine A.**

**Vote: Unanimous**

Time: 11:16 am

**Adjourn to next meeting: September 13, 2023, at 10:00 AM EDST**

**Call for Annual Stockholder Meeting October 11, 2023**

This seeks Board approval to call for an Annual Meeting of Jaunt Stockholders on October 11, 2023, at 9:30 AM. The meeting will be held at Jaunt offices, 104 Keystone Place, Charlottesville, VA. An annual meeting is required under Jaunt's Articles of Incorporation.

The tentative agenda for the Annual Shareholder Meeting:

1. Roll Call and Welcome
2. Election of a Meeting Chair
3. Minutes from July 26, 2023, Special Meeting
4. Vote on the appointment of members of the Board of Directors nominated since the last Shareholder Meeting on July 26, 2023.
5. New Business





# COMMONWEALTH of VIRGINIA

**Jennifer B. DeBruhl**  
Director

**DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION**  
600 EAST MAIN STREET, SUITE 2102  
RICHMOND, VA 23219-2416

(804) 786-4440  
FAX (804) 225-3752  
Virginia Relay Center  
(800)828-1120 (TDD)

July 18, 2023

Mr. Ted J. Rieck, Chief Executive Office  
JAUNT, Inc.  
104 Keystone Place  
Charlottesville, Va. 22902

Dear Mr. Rieck,

The attached report represents the formal conclusion to the DRPT compliance review that was undertaken at JAUNT, Inc. for the period covering FY2018 to FY2021. We would like to thank the management and staff at JAUNT, Inc. for their assistance during this compliance review.

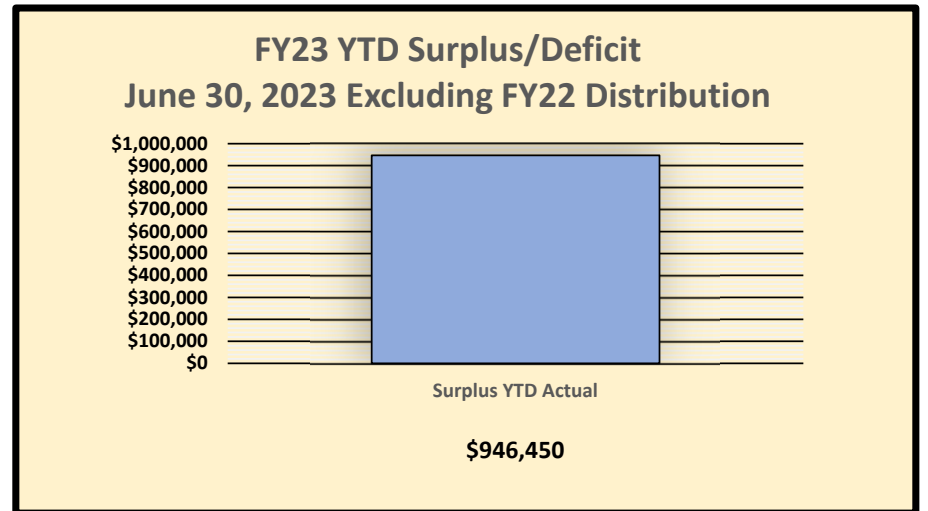
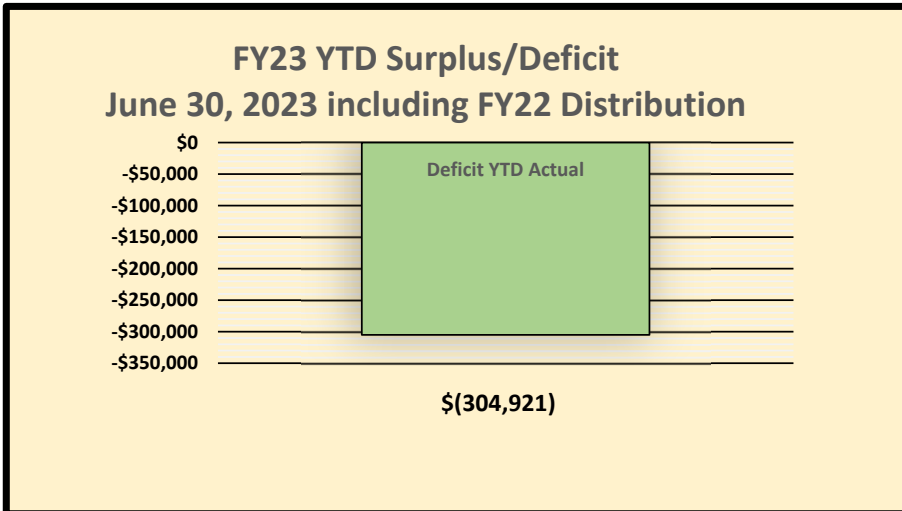
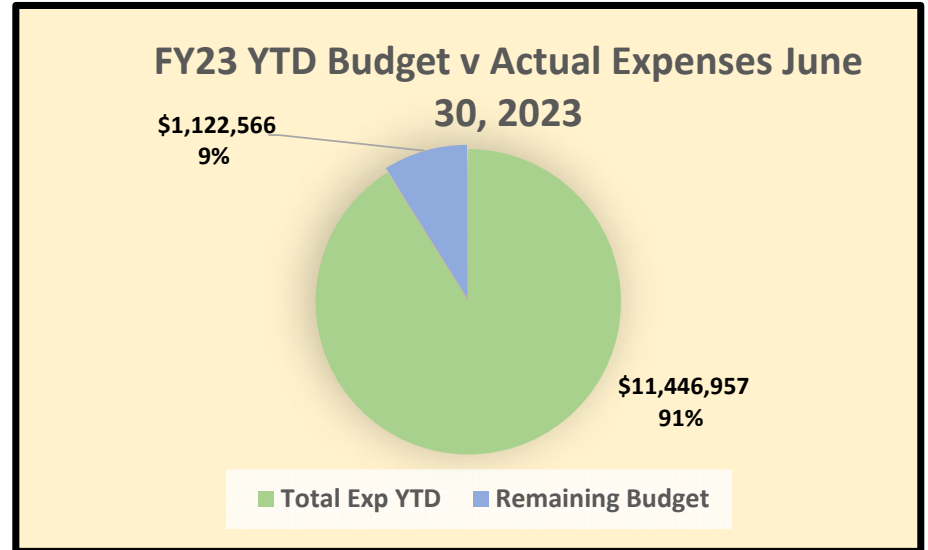
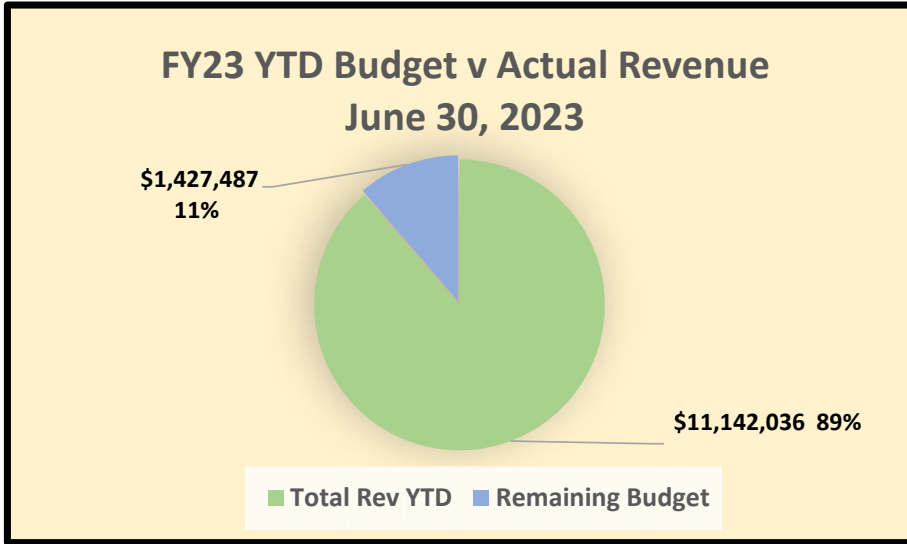
DRPT's compliance review program is part of an integrated process to ensure that state transportation funding is used efficiently, and to help Virginia receive strong consideration for further funding. The compliance review tests adherence to the various agreements and policies and procedures that govern the receipt of DRPT controlled funding. Additionally, the review is designed to ensure, if applicable, that JAUNT, Inc. has properly implemented corrective action for any findings related to previous DRPT Compliance Reviews.

With respect to the detailed findings contained in this report, you should have been briefed by our review team on these issues and the recommendations to address the noted items. If you have any questions regarding this report or the compliance review process, please do not hesitate to contact me or any of my staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Deanna J. Oware".

Deanna J. Oware  
Chief Financial Officer  
Department of Rail and Public Transportation





Jaunt, Inc. FY2023 Monthly Financial Summary

June 2023										
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	\$ 49,132	\$ 17,301	\$ (31,832)	\$ -	\$ -	\$ -	\$ 12,207	\$ 5,094	\$ -	
<b>Governmental Revenue:</b>										
Federal Operating Grants	\$ 339,925	\$ 210,879	\$ (129,046)	\$ 148,074	\$ 60,431	\$ 2,374				
Federal Capital Grants	\$ 53,668	\$ 115,802	\$ 62,134						\$ 115,802	
Virginia DRPT Operating	\$ 212,655	\$ 211,530	\$ (1,125)	\$ 150,222	\$ 61,308	\$ -				
Virginia DRPT Capital	\$ 4,689	\$ 12,851	\$ 8,162						\$ 12,851	
Local Government	\$ 387,391	\$ 387,391	\$ (0)	\$ 275,113	\$ 112,278	\$ -			\$ -	
UVA Contribution	\$ -	\$ 40,000	\$ 40,000	\$ 28,407	\$ 11,593					
Other Revenue	\$ -	\$ 15,843	\$ 15,843				\$ 15,843	\$ -		
<b>Total Revenue</b>	\$ 1,047,460	\$ 1,011,596	\$ (35,864)	\$ 601,816	\$ 245,610	\$ 2,374	\$ 28,049	\$ 5,094	\$ 128,653	

Uses of Financial Resources	Total Budgeted	Total Actual	Budget Variance	Admin (011)	Operations (012)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
Salaries & Wages	\$ 509,823	\$ 460,026	\$ (49,797)	\$ 84,066	\$ 375,961	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits/Staff Development	\$ 218,035	\$ 163,373	\$ (54,661)	\$ 25,793	\$ 137,471	\$ 110	\$ -	\$ -	\$ -	
Travel/Business Meals/Meetings	\$ 1,608	\$ 962	\$ (646)	\$ 61	\$ -	\$ -	\$ 902	\$ -	\$ -	
Facility/Equipment Maintenance/Utilities	\$ 13,359	\$ 14,230	\$ 871	\$ 12,787	\$ 1,444	\$ -	\$ -	\$ -	\$ -	
Supplies & Materials	\$ 140,590	\$ 74,834	\$ (65,756)	\$ 4,409	\$ 70,425	\$ -	\$ -	\$ -	\$ -	
Marketing & Advertising	\$ 9,167	\$ 979	\$ (8,188)	\$ 979	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance & Bonding	\$ 32,375	\$ 29,838	\$ (2,538)	\$ 29,838	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 60,741	\$ 179,716	\$ 118,975	\$ 128,825	\$ 45,797	\$ -	\$ -	\$ 5,094	\$ -	
Miscellaneous	\$ 2,233	\$ 2,579	\$ 346	\$ 2,354	\$ -	\$ -	\$ 225	\$ -	\$ -	
Equipment (Capital)	\$ 59,530	\$ 86,966	\$ 27,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,966	
DRPT Refund	\$ -	\$ 5,892	\$ 5,892	\$ 5,892	\$ -	\$ -	\$ -	\$ -	\$ -	
FY22 Distribution	\$ -	\$ 1,251,371	\$ 1,251,371	\$ 1,251,371	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditure</b>	\$ 1,047,460	\$ 2,270,768	\$ 1,223,307	\$ 1,546,373	\$ 631,098	\$ 110	\$ 1,127	\$ 5,094	\$ 86,966	

<b>Net change in fund balance</b>	\$ (0)	\$ (1,259,172)	\$ (1,259,172)	\$ (944,557)	\$ (385,488)	\$ 2,264	\$ 26,922	\$ -	\$ 41,687	
-----------------------------------	--------	----------------	----------------	--------------	--------------	----------	-----------	------	-----------	--



### Jaunt, Inc. FY2023 Monthly Financial Summary

June 2023 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	\$ 589,587	\$ 230,377	\$ (359,210)	\$ 589,587	39%	Ridership lower than expected
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 4,079,100	\$ 3,109,773	\$ (969,327)	\$ 4,079,100	76%	Reimbursable: operating expenses lower
Federal Capital Grants	\$ 644,021	\$ 323,761	\$ (320,260)	\$ 644,021	50%	Reimbursable: capital expenses lower
Virginia DRPT Operating	\$ 2,551,858	\$ 2,538,349	\$ (13,509)	\$ 2,551,858	99%	
Virginia DRPT Capital	\$ 56,268	\$ 51,618	\$ (4,650)	\$ 56,268	92%	
Local Government	\$ 4,648,689	\$ 4,648,689	\$ -	\$ 4,648,689	100%	
In Lieu of Local	\$ -	\$ 40,000	\$ 40,000	\$ -		
Other Revenue	\$ -	\$ 199,469	\$ 199,469	\$ -		
<b>Total Revenue</b>	\$ 12,569,523	\$ 11,142,036	\$ (1,427,487)	\$ 12,569,523	89%	

Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 6,117,880	\$ 5,536,073	\$ (581,807)	\$ 6,117,880	90%	Not at full staffing level
Fringe Benefits/Staff Development	\$ 2,616,417	\$ 1,843,997	\$ (772,419)	\$ 2,616,417	70%	Not at full staffing level/Health premiums lower
Travel/Business Meals/Meetings	\$ 19,300	\$ 22,214	\$ 2,914	\$ 19,300	115%	Employee banquet/Staff meetings/Transit Appreciation
Facility/Equipment Maintenance/Utilities	\$ 160,310	\$ 147,856	\$ (12,455)	\$ 160,310	92%	
Supplies & Materials	\$ 1,687,077	\$ 877,698	\$ (809,379)	\$ 1,687,077	52%	Fuel prices dropped,actual 47% of budgeted amount
Marketing & Advertising	\$ 110,000	\$ 93,579	\$ (16,421)	\$ 110,000	85%	Marketing Coordinator on leave
Insurance & Bonding	\$ 388,500	\$ 391,132	\$ 2,632	\$ 388,500	101%	
Professional Services	\$ 728,889	\$ 809,334	\$ 80,445	\$ 728,889	111%	MSP over, Texas A&M not in budget
Miscellaneous	\$ 26,794	\$ 35,955	\$ 9,162	\$ 26,794	134%	UVA Sports Sponsorship
Equipment (Capital)	\$ 714,356	\$ 431,856	\$ (282,500)	\$ 714,356	60%	Supply chain delays, other projects in planning stage
DRPT Refund	\$ -	\$ 5,892	\$ 5,892	\$ -		Compliance review - refund owed
FY22 Distribution	\$ -	\$ 1,251,371	\$ 1,251,371	\$ -		To be distributed in July 2023
<b>Total Expenditure</b>	\$ 12,569,523	\$ 11,446,957	\$ (1,122,566)	\$ 12,569,523	91%	

<b>Net change in fund balance</b>	\$ (0)	\$ (304,921)	\$ (304,921)	\$ (0)		
-----------------------------------	--------	--------------	--------------	--------	--	--

<b>Net change in fund balance before distribution</b>	\$ 946,450
---	------------



DRAFT

**JAUNT, Inc.**  
**Balance**  
**Sheet**  
**Summary**

8/24/2023

2:13 PM

	<u>6/30/2023</u>	<u>6/30/2022</u>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 8,329,319.64	\$ 6,729,741.80
Receivables, Net of Allowances	40,452.29	68,679.19
Due From Other Governmental Units	604,640.73	1,129,314.23
Prepaid Items	79,610.28	99,686.47
Capital Assets	6,018,838.05	6,018,838.05
<b>Total Assets</b>	<b><u>\$ 15,072,860.99</u></b>	<b><u>\$ 14,046,259.74</u></b>
<b>Liabilities</b>		
Accounts Payable	\$ 1,534,166.63	\$ 199,390.34
Accrued Payroll & Related Liabilities	425,212.07	423,465.48
Lease Liability	100,745.08	100,745.08
Deferred Revenue	6,198.66	-
<b>Total Liabilities</b>	<b><u>2,066,322.44</u></b>	<b><u>723,600.90</u></b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	79,610.28	99,686.47
Committed:		
Rainy Day	3,000,000.00	531,000.00
Capital Reserve	1,000,000.00	450,600.00
Unassigned	3,174,862.75	6,478,107.41
<b>Total Fund Balance</b>	<b><u>7,254,473.03</u></b>	<b><u>7,559,393.88</u></b>
<b>Total Equity</b>	<b><u>7,254,489.03</u></b>	<b><u>7,559,409.88</u></b>
<b>Total Liabilities and Equity</b>	<b><u>\$ 9,320,811.47</u></b>	<b><u>\$ 8,283,010.78</u></b>
<b>Net Position:</b>		
Investment in Capital Assets	5,918,092.97	5,918,092.97
Unrestricted	7,088,413.58	7,404,533.87
<b>Total Net Position</b>	<b><u>13,006,506.55</u></b>	<b><u>13,322,626.84</u></b>
<b>Total Net Position and Equity</b>	<b><u>13,006,506.55</u></b>	<b><u>13,322,626.84</u></b>
<b>Total Liabilities and Net Position</b>	<b><u>\$ 15,072,860.99</u></b>	<b><u>\$ 14,046,259.74</u></b>

## Jaunt, Inc.

### Statement of Cash Flows for month ended June 30, 2023

Cash flows from Operations for June 2023	
Local Match	\$ 2,349,213
DRPT	\$ 517,425
CAT	\$ -
Agency	\$ 14,716
Other	\$ 2,988
Payroll	(477,169)
Capital Payments	(1,162.03)
Other Payments	(453,299)
Total cash flows from Operations	<u>1,952,711</u>
Cash flows from Investing for June 2023	
Interest	15,833
Transfer from Operating Account	-
Total cash flows from Investing	<u>15,833</u>
Net change in cash	1,968,543
Beginning cash balance 6/1/2023	<u>6,348,912</u>
Ending cash balance 6/30/2023	<u><u>\$ 8,317,455</u></u>
Days of cash on hand	343.69
Months of cash on hand	11.46

**Ted Rieck Monthly Expenses**  
**Paid between 6/1/23 - 6/30/23**

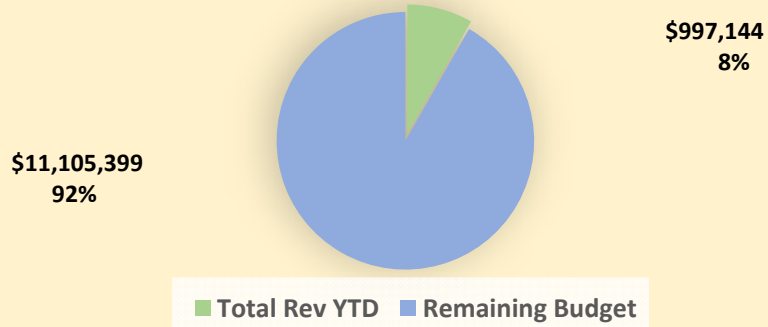
**Direct Reimbursement**

Date	Check #	Amount	Purpose
		\$ -	
		\$ -	<b>Total Reimbursement</b>

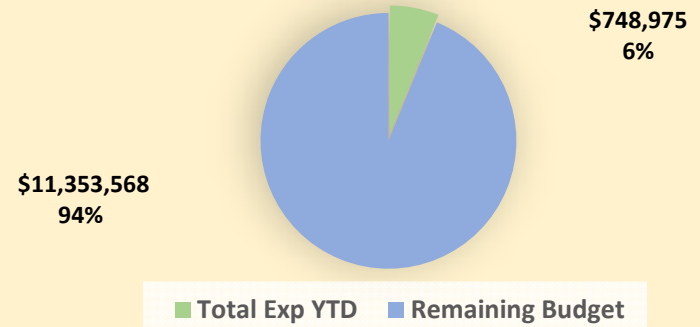
**Credit Card Charges**

Date	Check #	Amount	Purpose
6/8/2023	53396	\$ 36.25	Beer Run - Lunch C Kelly
		\$ 3.35	Lanier Parking - RTP meeting
		\$ 33.38	Timberwood - Lunch Z Lacy
		\$ 65.76	Timberwood - Lunch B Wuensch, C Lopex
		<b>\$ 138.74</b>	<b>Total Monthly Charges</b>
		<b>\$ 138.74</b>	<b>Total Expenses</b>

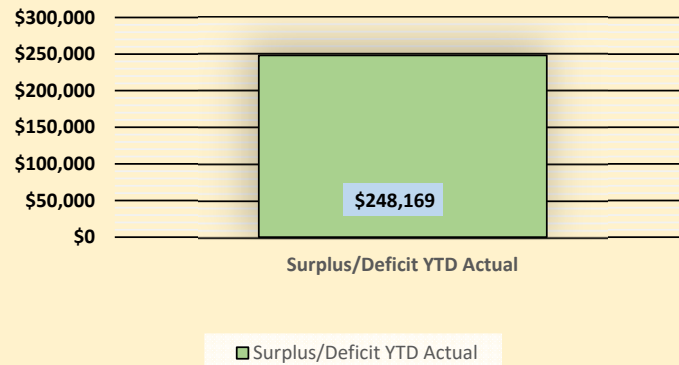
**FY23 YTD Operating Budget v Actual  
Revenue  
July 31, 2023**



**FY23 YTD Operating Budget v Actual  
Expenses  
July 31, 2023**



**FY23 YTD Operating Surplus/Deficit  
July 31, 2023**

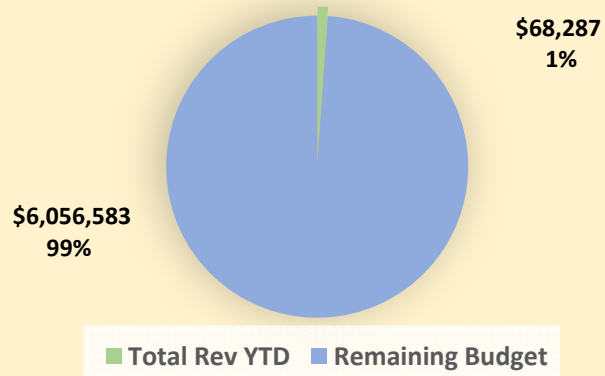


## Jaunt, Inc. FY2024 Monthly Financial Summary

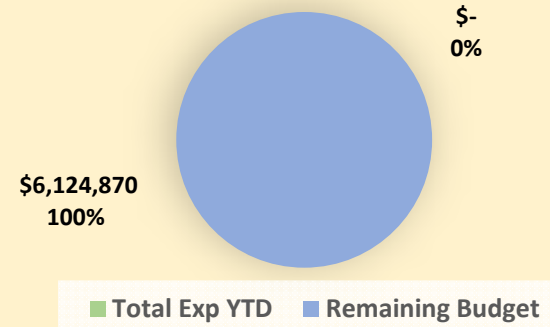
Operating						
July 2023 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Fee Revenue:</b>						
Farebox Fee	\$ -	\$ -	\$ -	\$ -		
Contract Revenue	\$ 24,445	\$ 20,796	\$ (3,650)	\$ 293,344	7%	
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 335,131	\$ 295,390	\$ (39,741)	\$ 4,021,574	7%	
Virginia DRPT Operating	\$ 163,512	\$ 154,532	\$ (8,980)	\$ 1,962,138	8%	
Local Government Operating	\$ 480,199	\$ 481,729	\$ 1,530	\$ 5,762,388	8%	
UVA Contribution	\$ 2,815	\$ 3,333	\$ 518	\$ 33,785	10%	
Other Revenue	\$ -	\$ 41,363	\$ 41,363	\$ -		
Account Transfer (Jaunt Reserves)	\$ 2,443	\$ -	\$ (2,443)	\$ 29,315	0%	
<b>Total Revenue</b>	\$ 1,008,545	\$ 997,143	\$ (11,402)	\$ 12,102,544	8%	
<b>Uses of Financial Resources</b>						
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 539,421	\$ 459,944	\$ (79,477)	\$ 6,473,053	7%	Not at full staffing level, seasonal variation in service
Fringe Benefits/Staff Development	\$ 217,228	\$ 156,808	\$ (60,419)	\$ 2,606,730	6%	Not at full staffing level, seasonal variation in service
Travel/Business Meals/Meetings	\$ 1,707	\$ 263	\$ (1,444)	\$ 20,486	1%	Activity expected later in the year
Facility/Equipment Maintenance/Utilities	\$ 13,700	\$ 14,586	\$ 886	\$ 164,399	9%	
Supplies & Materials	\$ 103,526	\$ 64,533	\$ (38,993)	\$ 1,242,313	5%	Fuel prices dropped, actual 64% of budgeted amount
Marketing & Advertising	\$ 9,167	\$ 1,598	\$ (7,568)	\$ 110,000	1%	Limited marketing activity, will see more in the fall
Insurance & Bonding	\$ 33,648	\$ 32,055	\$ (1,592)	\$ 403,770	8%	
Professional Services	\$ 87,466	\$ 17,383	\$ (70,083)	\$ 1,049,590	2%	Studies not begun yet
Miscellaneous	\$ 2,684	\$ 1,803	\$ (880)	\$ 32,202	6%	
<b>Total Expenditure</b>	\$ 1,008,545	\$ 748,975	\$ (259,571)	\$ 12,102,544	6%	
<b>Net change in fund balance</b>	\$ 0	\$ 248,169	\$ 248,169	\$ -		



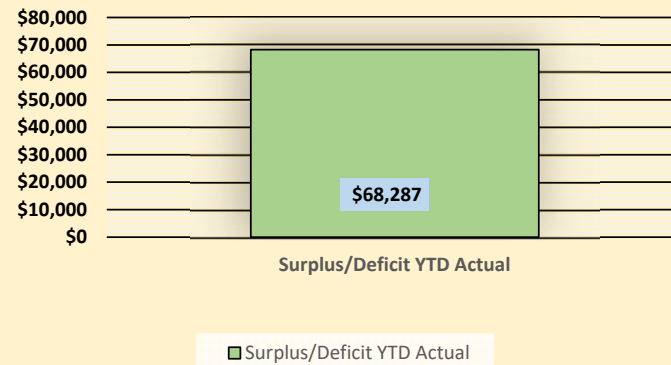
**FY23 YTD Capital Budget v Actual Revenue  
July 31, 2023**



**FY23 YTD Capital Budget v Actual Expenses  
July 31, 2023**



**FY23 YTD Capital Surplus/Deficit  
July 31, 2023**





## Jaunt, Inc. FY2024 Monthly Financial Summary

Capital						
July 2023 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Governmental Revenue:</b>						
Federal Capital Grants	\$ 399,475	\$ -	\$ (399,475)	\$ 4,793,701	0%	Reimbursable: No capital spending
Virginia DRPT Capital	\$ 42,643	\$ -	\$ (42,643)	\$ 511,719	0%	Reimbursable: No capital spending
Local Government	\$ 68,287	\$ 68,287	\$ -	\$ 819,449	8%	
<b>Total Revenue</b>	<b>\$ 510,406</b>	<b>\$ 68,287</b>	<b>\$ (442,118)</b>	<b>\$ 6,124,869</b>	<b>1%</b>	
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Revenue Vehicles	\$ 455,429	\$ -	\$ (455,429)	\$ 5,465,151	0%	Projects not begun yet
Support Vehicles	\$ 4,583	\$ -	\$ (4,583)	\$ 55,000	0%	Projects not begun yet
Spare Parts for Vehicles	\$ 15,927	\$ -	\$ (15,927)	\$ 191,128	0%	Projects not begun yet
Facility	\$ 20,614	\$ -	\$ (20,614)	\$ 247,362	0%	Projects not begun yet
Information Technology	\$ 13,852	\$ -	\$ (13,852)	\$ 166,228	0%	Projects not begun yet
<b>Total Expenditure</b>	<b>\$ 510,406</b>	<b>\$ -</b>	<b>\$ (510,406)</b>	<b>\$ 6,124,869</b>	<b>0%</b>	
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ 68,287</b>	<b>\$ 68,287</b>	<b>\$ -</b>		



DRAFT

**JAUNT, Inc.**  
**Balance**  
**Sheet**  
**Summary**

8/30/2023

1:33 PM

	<u>7/31/2023</u>	<u>7/31/2022</u>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 7,539,052.38	\$ 6,667,317.41
Receivables, Net of Allowances	43,561.89	61,104.48
Due From Other Governmental Units	943,817.90	1,293,761.08
Prepaid Items	64,358.67	75,364.78
Capital Assets	6,018,838.05	6,018,838.05
<b>Total Assets</b>	<b><u>\$ 14,609,628.89</u></b>	<b><u>\$ 14,116,385.80</u></b>
<b>Liabilities</b>		
Accounts Payable	\$ 403,975.68	\$ 163,334.56
Accrued Payroll & Related Liabilities	434,156.29	396,679.97
Lease Liability	100,745.08	100,745.08
Deferred Revenue	347,757.33	31,282.33
<b>Total Liabilities</b>	<b><u>1,286,634.38</u></b>	<b><u>692,041.94</u></b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	64,358.67	75,364.78
Committed:		
Rainy Day	3,000,000.00	531,000.00
Capital Reserve	1,000,000.00	450,600.00
Unassigned	3,506,570.32	6,604,114.12
Total Fund Balance	<u>7,570,928.99</u>	<u>7,661,078.90</u>
Total Equity	<u>7,570,944.99</u>	<u>7,661,094.90</u>
<b>Total Liabilities and Equity</b>	<b><u>\$ 8,857,579.37</u></b>	<b><u>\$ 8,353,136.84</u></b>
Net Position:		
Investment in Capital Assets	5,918,092.97	5,918,092.97
Unrestricted	7,404,869.54	7,506,218.89
Total Net Position	<u>13,322,962.51</u>	<u>13,424,311.86</u>
Total Net Position and Equity	<u>13,322,962.51</u>	<u>13,424,311.86</u>
<b>Total Liabilities and Net Position</b>	<b><u>\$ 14,609,628.89</u></b>	<b><u>\$ 14,116,385.80</u></b>

## Jaunt, Inc.

### Statement of Cash Flows for month ended July 31, 2023

Cash flows from Operations for July 2023	
Local Match	\$ 617,888
DRPT Receipts	\$ 384,432
CAT Receipts	\$ -
Agency Receipts	\$ 21,570
Other Receipts	\$ 24,710
Payroll	(477,169)
Capital Payments	(35,362)
Other Payments	(1,343,006)
Total cash flows from Operations	<u>(806,937)</u>
Cash flows from Investing for July 2023	
Interest	16,670
Transfer from Operating Account	-
Total cash flows from Investing	<u>16,670</u>
Net change in cash	(790,267)
Beginning cash balance 7/1/2023	<u>8,317,455</u>
Ending cash balance 7/31/2023	<u><u>\$ 7,527,188</u></u>
Days of cash on hand	311.03
Months of cash on hand	10.37

**Ted Rieck Monthly Expenses**  
**Paid between 7/1/23 - 7/31/23**

**Direct Reimbursement**

<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Purpose</b>
7/19/2023	53491	\$ 60.00	Gym Fee Reimbursement - May + Jun 2023
		<b>\$ 60.00</b>	<b>Total Reimbursement</b>

**Credit Card Charges**

<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Purpose</b>
7/13/2023	53482	\$ 3.00	Lanier Parking - MPO meeeting
		\$ 3.35	Lanier Parking - RTP meeting
		\$ 39.56	TST - TJPDC
		\$ 46.97	Sq Belle - CHIPS/Community Health Transportation
		\$ 1.00	Lanier Parking - Katie Cohen
		\$ 42.89	TST - Katie Cohen
		\$ 39.73	Miranda's Grill - A Powell, B Solderich
		<b>\$ 176.50</b>	<b>Total Monthly Charges</b>
		<b>\$ 236.50</b>	<b>Total Expenses</b>

## Safety Report June 2023:

**Preventable vehicle accident(s): 0**

**Non-preventable vehicle accident(s): 1**

- On 06/03/2023 our service truck was hit by vehicle was struck by an adverse vehicle, while trying to maneuver around the truck at a light. No injuries

**Customer related preventable incident(s): 0**

**Customer related non-preventable incident(s):4**

- Client fell while walking to vehicle (no injuries)
- Aggressive client causing interruption in service
- Client missed step while departing from bus and fell (no injuries)
- Client hit arm while on bus (no injuries)

**Staff related incident(s): 0**

Jaunt traveled 103,606 revenue miles and had no preventable accidents from 6/1/23 to 6/30/23. Jaunt has a goal of less than 1 preventable accident for every 100,000 revenue miles driven. Jaunt has had 22 preventable accidents since 7/1/22 and recorded 1,437,158 revenue miles traveled. We are currently trailing the goal.

### Safety Concerns Shared and Investigated

Jaunt is responsive to safety concerns brought forth by staff and members of the community. None reported for June

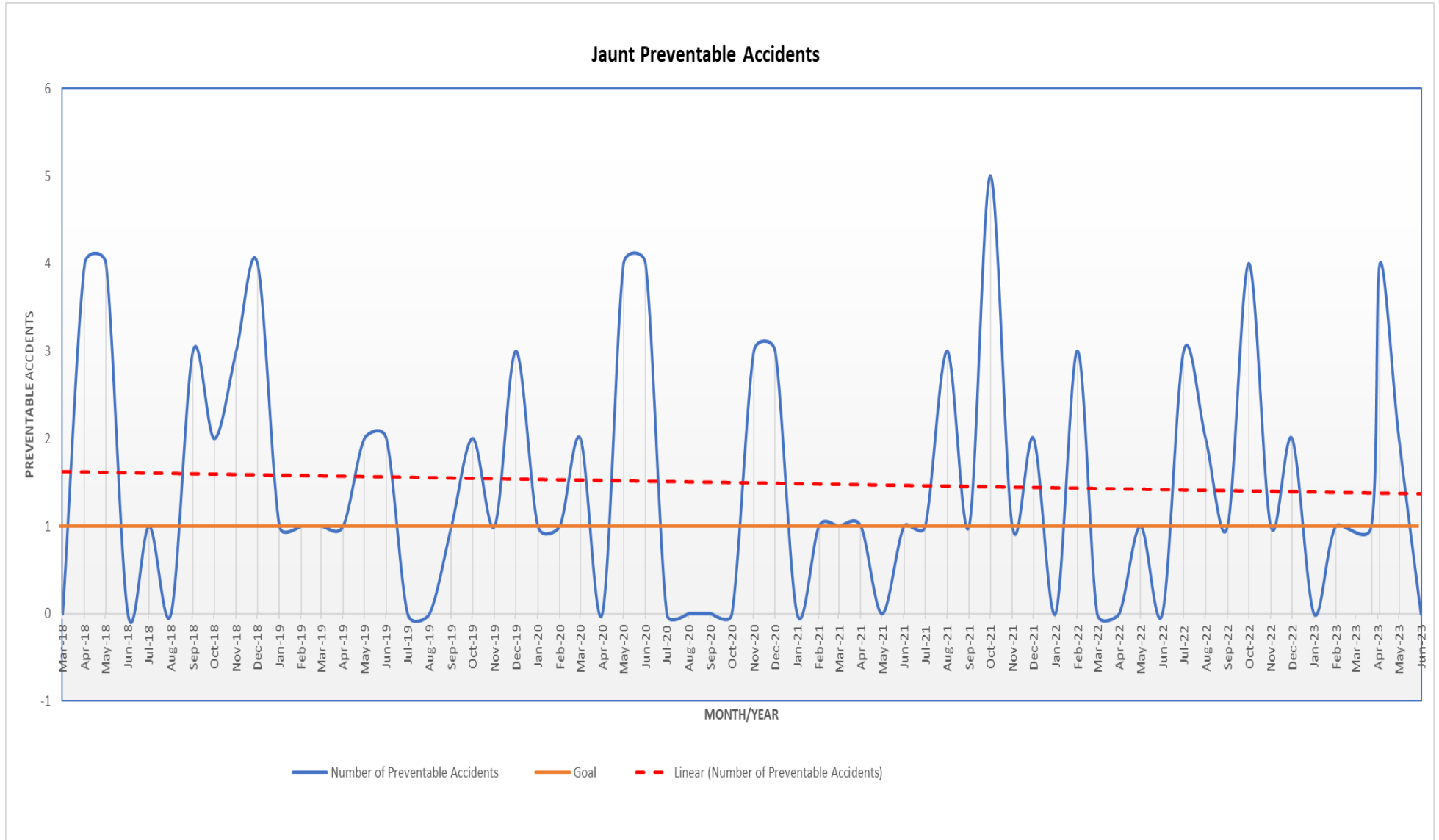
During the month of June 2023, Jaunt conducted ten site visits.

## National Transit Database Reporting

Jaunt had 0 NTD reportable safety events for the month of June

### Safety on The Move

- ✓ Annual Refresher Training-September 2023
- ✓ Safety Blitz-AM and PM-completed
- ✓ CPR Re-Certifications
- ✓ BTW Instructor Certifications
- ✓ Inclement Weather Training-October 2023



## Safety Report July 2023:

### Preventable vehicle accident(s): 1

- 07/02/2023 vehicle 1 side swiped vehicle 2 while attempting to park on Jaunt lot

### Non-preventable vehicle accident/incident(s): 2

- 07/12/2023-Rock hit windshield while traveling westbound on I-64
- 07/21/2023-Adverse vehicle to run off road to avoid collision

### Customer related preventable incident(s): 3

- 07/05/2023 improper WC securement passenger chair tipped over while bus was making turn
- 07/13/2023 improper WC securement passenger chair rolled forward hitting ramp
- 07/17/2023 passenger arm hit by door

### Customer related non-preventable incident(s):

0

### Staff related incident(s): 0

Jaunt traveled 90,621 revenue miles and had no preventable accidents from 7/1/23 to 7/30/23. Jaunt has a goal of less than 1 preventable accident for every 100,000 revenue miles driven. Jaunt has had 1 preventable accident since 7/1/23 and recorded 90,621 revenue miles traveled. We are currently trailing the goal.

### Safety Concerns Shared and Investigated

Jaunt is responsive to safety concerns brought forth by staff and members of the community. None reported for June

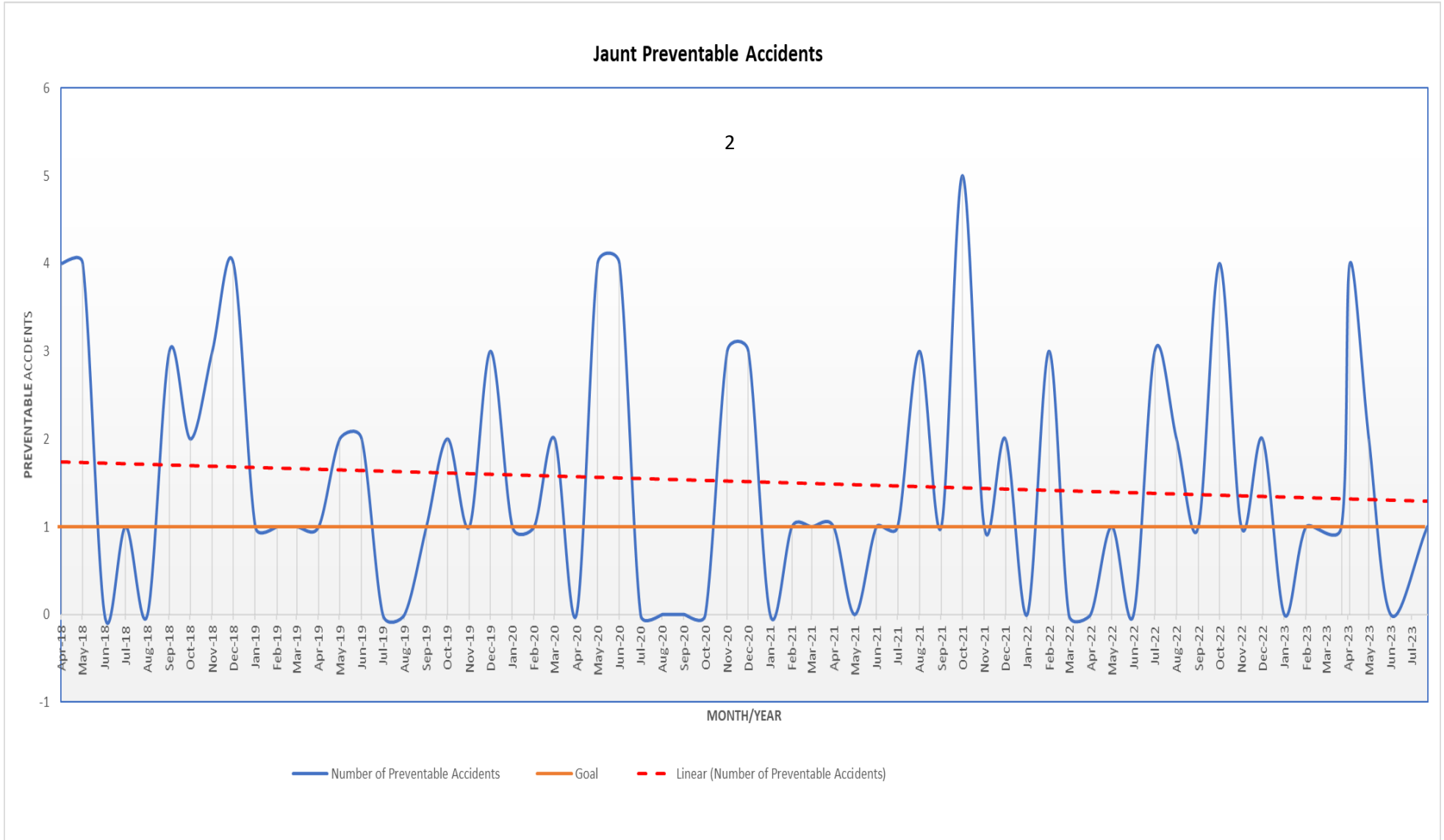
During the month of July 2023, Jaunt conducted sixteen site visits.

## National Transit Database Reporting

Jaunt had 0 NTD reportable safety events for the month of July

## Safety on The Move

- ✓ Completed Annual WC Retraining
- ✓ Annual Refresher Training-September 2023
- ✓ CPR Re-Certifications-in progress
- ✓ BTW Instructor Certifications
- ✓ Inclement Weather Training-October 2023
- ✓ Creating a Safety Committee for employees
- ✓ Creating a Safety Centric Environment







434.296.3184

[www.ridejaunt.org](http://www.ridejaunt.org)

104 Keystone Place  
Charlottesville, VA 22902



## ACRONYMS AND DEFINITIONS

---

- **ACFR:** Albemarle County Fire Rescue
- **ADA:** Americans with Disabilities Act
- **AE:** Accountable Executive
- **AED:** Automated External Defibrillator
- **AHS:** Albemarle High School
- **APTA:** American Public Transportation Association
- **APC:** Automated Passenger Counter
- **ARC:** Arc of the Piedmont
- **AV:** Autonomous vehicle
- **BMP:** Best Management Practice
- **BOC:** Body-on-Chassis
- **BOS:** Board of Supervisors
- **BRT:** Bus Rapid Transit
- **BRHD:** Blue Ridge Health District
- **CARS:** Charlottesville-Albemarle Rescue Squad
- **CAT:** Charlottesville Area Transit
- **CB:** Commuter Bus
- **CCTV:** Closed-Circuit Television
- **CDL:** Commercial Driver's License

- **CEO:** Chief Executive Officer
- **CFD:** Charlottesville Fire Department
- **CHO:** Charlottesville-Albemarle Airport
- **CHS:** Charlottesville High School
- **CIP:** Capital Improvement Program
- **CFR:** Code of Federal Regulations
- **CLRP:** Constrained Long-Range Plan
- **CMAQ:** Congestion Mitigation and Air Quality
- **COOP:** Continuity of Operations Plan
- **CPR:** Cardio-Pulmonary Resuscitation
- **CSO:** Chief Safety Officer
- **CTAA:** Community Transportation Association of America
- **CTAC:** Citizen’s Transportation Advisory Committee
- **CTAV:** Community Transportation Association of Virginia
- **CTB:** Commonwealth Transportation Board
- **CTF:** Commonwealth Transportation Fund
- **D&A:** Drug and Alcohol
- **DDI:** Diverging Diamond Interchange
- **DMV:** Department of Motor Vehicles
- **DO:** Directly Operated
- **DOT:** Department of Transportation
- **DR:** Demand Response
- **DRPT:** Virginia Department of Rail and Public Transit

- **DVIR:** Daily Vehicle Inspection Report
- **DVR:** Digital Video Recorder
- **EOP:** Emergency Operations Plan
- **EPA:** Environmental Protection Agency
- **ESF:** Emergency Support Function
- **ETA:** Estimated Time of Arrival
- **EV:** Electric Vehicle
- **FEMA:** Federal Emergency Management Agency
- **FHWA:** Federal Highway Administration
- **FMCSA:** Federal Motor Carrier Administration
- **FR:** Fixed Route Service
- **FTA:** Federal Transit Administration
- **FY:** Fiscal Year
- **HOS:** Hours of Service
- **HUD:** Housing and Urban Development, U.S. Department of
- **ICS:** Incident Command System
- **ISR:** Internal Safety Review
- **IT:** Information Technology
- **JARC:** FTA Job Access and Reverse Commute Program
- **Jaunt:** not an acronym, just Jaunt
- **JPA:** Jefferson Park Avenue
- **LEPC:** Local Emergency Planning Committee
- **LMS:** Learning Management System

- **LRTP:** Long Range Transportation Plan
- **LR:** Light Rail Transit
- **MAACA:** Monticello Area Community Action Agency
- **MAP-21:** Moving Ahead for Progress in the 21<sup>st</sup> Century
- **MDC:** Mobile Data Computer
- **MDT:** Mobile Data Terminal
- **MJH:** Martha Jefferson Hospital
- **MMIS:** Maintenance Management Information System
- **MPO:** Metropolitan Planning Organization
- **NGIC:** National Ground Intelligence Center
- **NIMS:** National Incident Management System
- **NS:** No Show
- **NTD:** National Transit Database
- **OE:** Operating Expense
- **OJT:** On-the-Job Training
- **OSHA:** Occupational Safety and Health Administration
- **OTP:** On-time Performance
- **PACE:** Program of All-Inclusive Care for the Elderly
- **PASS:** Passenger Service and Safety; for fire extinguisher use – point-aim-squeeze-sweep
- **PASS:** Passenger Assistance, Safety and Sensitivity
- **PCA:** Personal Care Attendant
- **PM:** Preventative Maintenance
- **PMT:** Passenger Miles Traveled
- **POV:** Personally Owned/Operated Vehicle

- **PT:** Purchased Transportation
- **PTASP:** Public Transportation Agency Safety Plan
- **PTSCTP:** Public Transportation Safety Certification Training Program
- **RideShare:** Free carpool matching service for the City of Charlottesville and Albemarle, Fluvanna, Louisa, Nelson, and Greene counties
- **RLRP:** Rural Long Range Transportation Plan
- **RTA:** Regional Transit Authority; also Rail Transit Agency
- **RTP:** Regional Transit Partnership
- **SA:** Safety Assurance
- **SAFETEA-LU:** Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
- **Section 5307:** FTA Urbanized Area Formula Grants
- **Section 5310:** FTA Enhanced Mobility of Seniors and Individuals with Disabilities Grants
- **Section 5311:** FTA Formula Grants for Rural Areas
- **Section 5337:** FTA State of Good Repair Program
- **SGR:** State of Good Repair
- **SMP:** Safety Management Policy
- **SMS:** Safety Management System
- **SP:** Safety Promotion
- **SRM:** Safety Risk Management
- **SOV:** Single Occupant Vehicle
- **STIC:** FTA Small Transit Intensive Cities Formula (Section 5307)
- **STIP:** Statewide Transportation Improvement Plan
- **SYIP:** Six-Year Improvement Plan

- **TAM:** Transit Asset Management
- **TCRP:** Transit Cooperative Research Program
- **TDP** – Transportation Development Plan
- **TIP:** Transportation Improvement Plan
- **TJPCD:** Thomas Jefferson Planning District
- **TRB:** Transportation Research Board
- **TSA:** Transportation Security Administration
- **TSSP:** Transportation Safety and Security Professional
- **TWG:** Technical Working Group
- **UPT:** Unlinked Passenger Trips
- **UTS:** University Transit System
- **UVA:** University of Virginia
- **UZA:** Urbanized Area
- **VAMS** - Vehicles Available for Maximum Service
- **VEC:** Virginia Employment Commission
- **VGA:** Virginia General Assembly
- **VIB:** Virginia Industries for the Blind
- **VMT** – Vehicle Miles Traveled
- **VP:** Vanpool
- **VRH:** Vehicle Revenue Hours
- **VRM:** Vehicle Revenue Miles
- **VOMS:** Vehicles Operated in Annual Maximum Service
- **VTA:** Virginia Transit Association
- **WC:** Wheelchair

## **Glossary for Jaunt's ADA Monthly Performance Summary**

**The Americans with Disabilities Act (ADA)** The [Americans with Disabilities Act \(ADA\)](#) prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services. Source: US Department of Labor

**Jaunt's ADA Monthly Performance Summary report** includes metrics for both Jaunt's ADA Service and the sum of all Demand Response service Jaunt performs (including ADA). Rows labeled as "ADA" are those pertinent to Jaunt's ADA Service.

**Unlinked Passenger Trip** – Passenger travels one-way; picked up from one destination, transported, and dropped off at a different destination. If a passenger books round-trip transportation to a destination and back home, that is two unlinked passenger trips. If the passenger transfers as part of their trip, each time they transfer marks the beginning of a new unlinked trip (this is more common for fixed-route transit). Source: National Transit Database

**Revenue Miles** – The miles that a vehicle is available to the general public and there is an expectation of carrying passengers (NTD Glossary). Vehicle revenue miles are calculated as the miles traveled between the first pickup after leaving the depot and the last drop-off before returning to the depot, excluding breaks and travel to/from breaks. Vehicle revenue miles are allocated to individual demand response trips in proportion to passenger ride distance. Source: Jaunt

**Revenue Hours** - The hours that a vehicle travels while in revenue service. Source: NTD Glossary

Vehicle revenue hours are calculated as the time between the first pickup after leaving the depot, or starting location, and the last drop-off before returning to the depot, excluding breaks and travel to/from breaks. Vehicle revenue hours are allocated to individual demand response trips in proportion to passenger ride time. Source: Jaunt

**No-Show:** A no-show occurs when a Jaunt vehicle arrives at the scheduled location, per GPS/AVL, within the 25-minute pickup window (15 minutes before the scheduled time to 10 minutes after the scheduled time) and the rider fails to appear to board the vehicle within a five-minute wait time. Source: Jaunt

**Missed Trips** – A missed trip occurs when a Jaunt bus arrives outside of the 25-minute pick up window (15 minutes before the scheduled time to 10 minutes after the scheduled time) and the passenger chooses not to ride. A missed trip is not counted against a passenger because it was Jaunt's error. If the passenger is unavailable or no longer wishes to ride, a "Missed Trip No-Show" is recorded. If the passenger rides with Jaunt regardless of the arrival time, or finds alternative transportation, a "Missed Trip but Transported" is recorded. When a passenger has additional trips scheduled after a missed trip, Jaunt will work with the customer to see if they still plan to take those trips. Jaunt strives to minimize Missed Trips to the greatest extent possible.

Missed trips, which are caused by agencies and not by riders, result from trips that are requested, confirmed, and scheduled, but do not take place

because:

- The vehicle arrives and leaves before the beginning of the pickup window without picking up the rider and without any indication from the rider that he or she no longer wants to make the trip. Note that a rider is not obligated to board until the beginning of the pickup window or—for transit agencies that have a 5-minute wait-time policy—from the start of the pickup window until 5 minutes have elapsed.
- The vehicle does not wait the required time within the pickup window, there is no contact with the rider, and the vehicle departs without the rider. Note that if during the wait time the rider indicates he or she no longer wants to take the trip, this is typically recorded as a “cancel at the door.”
- The vehicle arrives after the end of the pickup window and departs without picking up the rider (either because the rider is not there or declines to take the trip because it is now late).
- The vehicle does not arrive at the pickup location.

Source: FTA C 4710.1

A transit agency cannot have substantial numbers of trip denials and missed trips, as they are also considered capacity constraints and are not permitted under FTA ADA Circular § 37.131(f)(3)(i)(B).

**Denials**—Trip denials result when agencies do not accept trip requests.

Examples of trip denials include:

- A rider requests a next-day trip and the transit agency says it cannot provide that trip.
- A rider requests a next-day trip and the transit agency can only offer a trip that is outside of the 1-hour negotiating window. This represents a denial regardless of whether the rider accepts such an offer.
- A rider requests a round-trip and the agency can only provide one leg of the trip. If the rider does not take the offered one-way trip, both portions of the trip are denials. Source: 8.5.4 of the FTA ADA Circular C\_4710.1:

Per § 37.131(b)(2), while a transit agency may negotiate pickup times with the individual, it may not require an ADA paratransit eligible individual to schedule a trip to begin more than 1 hour before or after the individual’s desired departure time.

If Jaunt is unable to provide an ADA trip at the requested time, an alternative time will be offered 60 minutes before or after the requested time. Source: Jaunt

**On-Time Performance** – The percentage of passenger events performed where a rider arrived within the customer’s established time window(s). For most trips, this just refers to the 25-minute pickup window, but some trips also have a specified drop-off window, such as to reach a medical appointment on-time. In those cases, the pickup and drop-off are counted as two separate events for calculating on-time performance.

Note: FTA considers pickups as on time when a driver arrives at the pickup location within the established pickup window.

- Early – FTA considers pickups early if a driver arrives and departs with the rider before the established pickup window begins.
- Late – FTA considers pickups late if a driver arrives after the end of the established pickup window and the rider boards the



vehicle. Source: 8.5.4 of the FTA ADA Circular C\_4710.1:

**ADA Passenger Complaints** – An ADA complaint is when an individual (verbal or written) who has been certified as an ADA rider, indicates that the service provided is inaccessible to someone with a disability or someone with a disability has been denied service due to discrimination of the disability. This measures Jaunt’s adherence to the ADA regulations. Source: Jaunt

**Lifts Determined Inoperable** – The number of times a vehicle was put into service with a lift that was inoperable that prevented Jaunt from providing service to the rider that required the lift for transport. Source: Jaunt

**ADA Passenger Incidents/Accidents** – Accidents or incidents that result in an injury to a passenger who is ADA certified. Source: Jaunt

**ADA Vehicle Accidents** – Accidents that resulted in monetary damage of any size or a service disruption to a vehicle being used for ADA service. Source: Jaunt

**Excessively Long ADA Trips** – It is important to understand that “excessive” is in comparison to the time required to make a similar trip using the fixed route system; while a 1-hour travel time for a 5-mile complementary paratransit trip may seem excessive in the abstract, if the same trip takes an hour using the fixed route system, it is comparable, not excessive. Complementary paratransit service is by nature a shared-ride service. The standard of service is not intended to reflect that of a taxi service, which typically transports passengers directly to their destination Source: Section 8.5.5 of ADA circular C\_4710.1:

**Call Hold Times** – Average length of time a caller is placed on hold while scheduling a demand response trip. Source: Jaunt

**Executive Director Report**

1. Jaunt is meeting with our funding partners to preview our FY2025 funding requests. At this writing, we have met with Albemarle, Louisa, Buckingham, Fluvanna, and Greene Counties. We are scheduling meetings with our other funding partners too.
2. This fall, we are planning on attending funding partner Board of Supervisor meetings to present testimonials from riders, thanking the partners for their support of Jaunt.
3. Jaunt continues to work with the Texas A&M Transportation Institute to implement recommendations it made to improve Jaunt's reservations, scheduling, dispatching, and supervisory functions. We are coordinating this work with various Trapeze upgrades including the installation of a "passenger portal" for on-line management of reservations. We are targeting late Spring/early Summer 2024 for the initial roll out of the portal. This project is being led by Jacquelyn Spence, Sr. Director of Operations.
4. Zadie Lacy, Jaunt's Transit Planner, is working on a redesign of the Buckingham route. The redesign was a recommendation of the Transit Development Plan (TDP) approved by the Board in February.
5. We will be launching our Rural Transit Needs Assessment study with North Dakota State University's Small Urban and Rural Center On Mobility (SURCOM). At this writing, the kickoff meeting was to be held September 12, 2023.
6. We are launching a microtransit operations analysis led by Benesch, a consulting firm with offices primarily in the east.
7. We are working with AECOM to develop and execute Battery Electric Vehicle (BEV) implementation project.
  - Worked with Dominion Energy on another grant to develop one or two "fast charging" stations in the rural areas.
8. On August 30, we held a Jaunt "town hall" meeting for employees with the theme of "Back to Basics."
9. Ted is working with a new consultant to develop a board member on-boarding process and plan.
10. We held our first "labor/management committee" meeting on September 7 to improve communication and problem solving with the workforce.
11. We have selected a "bench" of four consulting firms to assist Jaunt in transit planning projects. One of the firms will assist us in developing an employee satisfaction survey to be conducted in the next couple of months.
12. We are currently recruiting a Planning Manager and a GIS/Data Analyst.

# Jaunt Facility Master Plan

---

*Prepared for:*



*Prepared by:*



*August 25, 2023*

# Facility Master Plan

September 13, 2023

