



AGENDA

Meeting of the Board of Directors
EST

November 8, 2023 at 10:00 AM

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 or (434) 296-3184, extension 115.

V. Action Items

- October 11, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary* Pgs 2-6 of 40
- Authorization to Disburse Retention Bonuses to Frontline Staff--*Ted Rieck, CEO* Pg 7 of 40
- 2024 Service Schedule—*Jacquelyn Spence, Sr Director of Operations* Pgs 8-11 of 40

VI. Standing Committee Reports

- Finance Committee--*Jacob Sumner, Treasurer & Robin Munson, CFO*
 - Financial Audit Update Pgs 12-18 of 40
 - FY2025 Budget Update Pgs 19-22 of 40
- Operations and Safety Reports—*Jacquelyn Spence, Sr. Director of Operations* Pgs 23-29 of 40
- Regional Transit Partnership Update-- *Christine Jacobs/Hal Morgan/Lucas Ames*
- Executive Director Report--*Ted Rieck, CEO* Pg 39 of 40
 - October 3, 2023 Executive Committee Minutes Pg 40 of 40 (Page Hyperlinked)

VII. New Business

VIII. Announcements and Board Member comments

Adjourn to next meeting: December 13, 2023, at 10:00 AM EST

Board Attendance Roster

Month: October

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 (Entered Zoom @ 10;40am)		X	
Ray Heron, Charlottesville	X		
Randy Parker Louisa	X		
Willie Gentry, Louisa	X		
Dian McNaught, Nelson	X		
Iscella Wittich, Fluvanna	X		
Ex Officio Directors			
Christine Jacobs, TJPDC (Sandy Shackelford)		X	
Kevin Hickman, Buckingham County			X
Garland Williams, CAT		X	
Katy Miller, DRPT		X	
Steve Bowman, Greene County BofS		X	
Staff			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Jacquelyn Spence Director of Operations	X		
Mike Mills, Dir of Procurement		X	
Ben Rutherford, Sys Admin	X		
Janet Jackson, Director of HR		X	
Amanda Powell, Admin Assist	X		
Jordan Bowman (Legal Counsel)	X		
Public			

VI. Standing Committee Reports

1. Finance Committee—~~Jacob Sumner, Treasurer~~ & Robin Munson, CFO
 - Financial Audit Update

A summary of the September 2023 financial reports was given by Robin M. She noted that the surplus/deficit for our operational budget is a little on the high side while expenses are a little lower. Additionally, she indicated that we anticipate starting to receive our new buses at the end of October or beginning of November. She concluded by informing the board that we are still awaiting the audit draft reports and that we hope to be able to provide an update to the board at the next board meeting.

2. Operations and Safety Reports—*Jacquelyn Spence, Sr. Director of Operations*

The safety report for August 2023 was examined by Jacquelyn S. For the month of August, there were two non-preventable incidents and four preventable incidents. There were no incidents involving clients or employees for this month. She also mentioned to the board that our target is to have fewer than one preventable accident for every 100,000 revenue miles traveled, in which Jaunt is currently trailing. In order to better comprehend and measure our progress toward the 100,000 objective each month as well as year to date, Mike M. suggested constructing a chart that would display the number of events that occurred and the number of miles that were traveled. Mike M. was given the reassurance by Jacquelyn that she could create this for future tracking. Jacquelyn then continued reading the ADA report. She informed the board that there were presently 348 no-shows and that she had met with the customer service representative who deals with our no-shows to carefully analyze the prior 90 days to see if there was anything we were missing or inaccurately capturing. Through this deep dive, some discrepancies were discovered, such as the fact that some trips that should have been canceled for the whole day were only canceled for the morning trip while the afternoon trip was recorded as a no-show. The customer service representative is currently working on examining this list of trips that were incorrectly recorded and correcting them, so we could start to see a change in the amount of no shows within the last 90 days. Hal M. asked about the one ADA passenger complaint that showed on the August ADA report in which Jacquelyn informed the board that this complaint was found to be invalid. A client put in a complaint stating they were denied the right to proper wheelchair securement, however when the recordings were reviewed they showed that the client was not denied proper wheelchair securement, but unfortunately the wheelchair was improperly secured.

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

Sandy Shackleford spoke on behalf of TJPDC as Christine Jacobs was not available for the October board meeting. She started out by mentioning that UVA's "Who's Driving Program" had been presented to the

Regional Transit Partnership in September. This driver training program works with prospective drivers who might need further support, such as assistance with enhancing their English fluency. Six to eight drivers have already completed the first cycle of this program thus far, and Hal M. indicated that UTS had nine drivers participating in this program and CAT had three. Lucas A. also wanted the board to know that this program is available to all districts including the rural areas. In October TJPDC will have presentations from CAT regarding their “Transit Strategic Plan” they are developing as well as Albemarle County on their “Micro transit Service Launch”. They are also working diligently to launch their “Regional Mobility Management Program” and are working closely with JABA, who will offer direct assistance to clients in the area needing support to identify transportation options for various travel needs. She wrapped up by giving a brief overview of the “Transit Governance Study”. The full document on this study can be found in the board packet as a hyperlinked document.

4. Executive Director Report--*Ted Rieck, CEO*
 - September 2023 Executive Committee Minutes

Ted R. provided a brief presentation on a few meetings and events that took place prior to the October board meeting, including ongoing meetings with our financial partners to discuss our funding request for FY2025. Jaunt is still collaborating with Texas A&M Transportation Institute on the implementation of the recommendations offered to enhance reservations, scheduling, dispatch, and supervisory processes. He also noted that we are working with ETC Institute to create and implement separate employee and customer surveys, as well as engaging a consultant to assess Jaunt’s “Change Management Program”.

VII. New Business

Jaunt's "Facility Master Plan" and a potential midcycle acquisition that might provide the business with additional financing to complete all of Jaunt's renovation phases for the parking lot and building's exterior were briefly summarized by Ted R. and Robin M. The “Facility Master Plan” currently has three phases, but our standard funding would only cover phases two and three. These phases would involve site upgrades like paving, entry gates, and the installation of a new camera-based security system. Jaunt has been encouraged by DRPT to apply for the Transit Ridership Incentive Program, which offers a facility component that could potentially allow Jaunt the ability to cover all 3 phases of the “Facility Master Plan” if approved. By receiving the extra funding, Jaunt would be in a position to work on drainage improvements on the southern portion of the property, allowing us to wash buses on site, as well as hire a construction management team, allowing us to complete all improvements at once. Due to the fact that the deadline for consideration is October 24, 2023, a resolution was presented to the board for approval to allow Jaunt to continue with the application process.

Resolution 20231001

Resolution Authorizing Application for a Transit Ridership Incentive Program Grant

Motion: Dian M.

2nd Randy P.

Vote: Unanimous to accept

VIII. Announcements and Board Member comments

Ted R. announced to the board that both Bill Wuensch and Jacob Sumner were reappointed to the board by Albemarle County for a 3-year term.

Adjourn to next meeting: November 8, 2023, at 10:00 AM EST

TIME: 10:55am

Authorization to Disburse Retention Bonuses to Frontline Staff

Authorization to disburse retention bonuses to frontline staff by December 2023.

Background

The purpose of the retention bonus is to ensure we have sufficient personnel as the labor market continues to be competitive.

- In 2020 and 2021, each frontline staff received on average \$3,645 and \$2,854 in bonuses, respectively. This was during COVID, and our bus operator wages were estimated to be \$3 to \$4/hour *below* comparable pay. The bonuses were intended to bridge this gap.
- In April 2022, the board authorized a 20% average raise for bus operators to address concerns of a labor shortage. The average operator received a \$4/hour increase. This put Jaunt a little ahead of the local driver market. This is about \$8,000 in annualized compensation.
 - Other staff got smaller market pay rates as well.
- Our longer-term compensation strategy is to tie bonuses and pay to performance (e.g., we might have shift differentials for evenings, weekends, and split shift assignments). Staff is still developing this plan with a possible January rollout along with a new process for assigning work. This new assignment process should bring dividends to Jaunt by reducing our operating costs. The compensation adjustments would be in tandem with this change.
- The total cost of providing a retention bonus in December is about \$90,000; we have sufficient funds from the current budget year to cover this expense. The payments would range, pre-tax, from about \$500 to \$1,000 per employee.
- The bonuses would be disbursed based on staff tenure on or about December 5, 2023. Frontline staff are considered employees who are paid hourly including bus operators, maintenance, reservationists, dispatchers, as well as administrative staff. They would not include salaried staff.

Holiday Service Schedule 2024

This presents the services Jaunt operates on key holidays in calendar year 2024.

Jaunt Holiday Services 2024		
New Year's Day, Monday, January 1st, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	No Service	
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT	No Service	
Lovingston CONNECT	No Service	
Martin Luther King's Birthday, Monday, January 15th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	Full Service	7am - 5pm
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT	No Service	
Lovingston CONNECT	No Service	
Memorial Day, Monday, May 27th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	No Service	
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT	No Service	
Lovingston CONNECT	No Service	

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Juneteenth, Wednesday, June 19th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	Full Service	7am - 5pm
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service
Independence Day, Thursday, July 4th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	No Service	
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service
Labor Day, Monday, September 2nd, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	No Service	
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service

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Continued

Thanksgiving, Thursday November 28th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	No Service	
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service

Day After Thanksgiving, Friday, November 29th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	Full Service	7am - 5pm
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service

Christmas Eve, Tuesday, December 24th, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	Full Service	7am - 5pm
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service

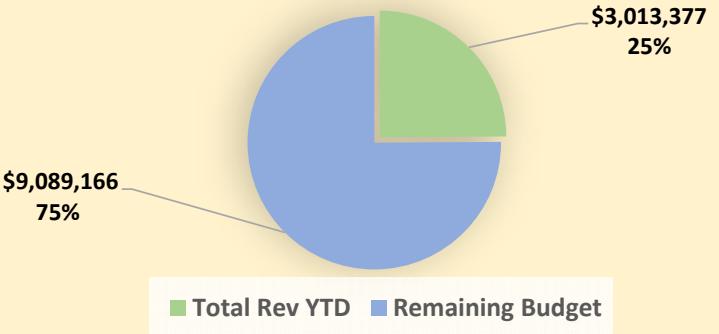
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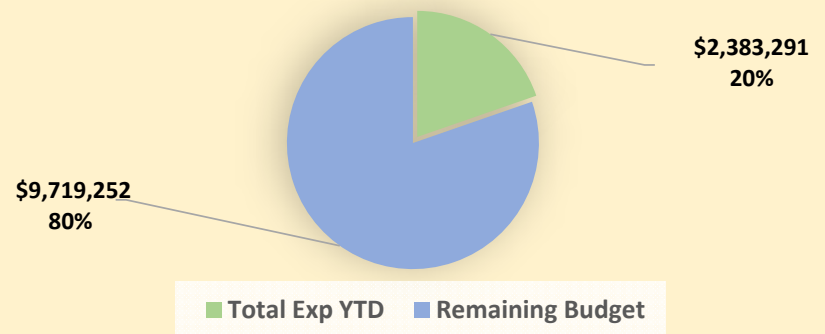
Christmas Day, Wednesday, December 25th, 2024		
Service	Level of Service	Hours
ADA		Closed
Rural		Closed
Greene		Closed
29 North CONNECT		Closed
Crozet CONNECT		Closed
Buck East CONNECT		Closed
Buck North CONNECT		No Service
Lovingston CONNECT		No Service

New Year's Eve, Tuesday, December 31st, 2024		
Service	Level of Service	Hours
ADA	Full Service	6am - 11pm
Rural	Medical Only	Limited
Greene	Full Service	7am - 5pm
29 North CONNECT	Limited	Holiday Hours
Crozet CONNECT	Limited	Holiday Hours
Buck East CONNECT	Full Service	Regular
Buck North CONNECT		No Service
Lovingston CONNECT		No Service

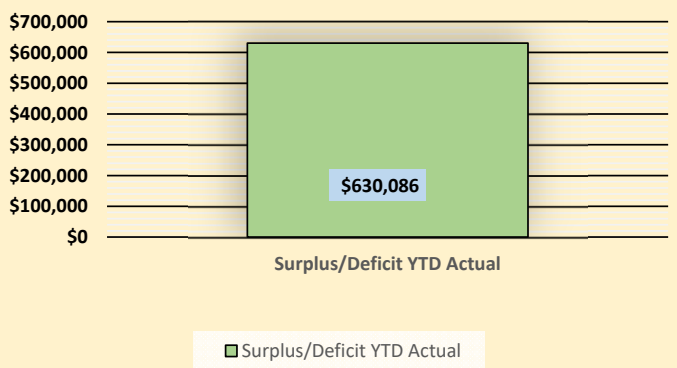
**FY23 YTD Operating Budget v Actual
Revenue
September 30, 2023**



**FY23 YTD Operating Budget v Actual
Expenses
September 30, 2023**



**FY23 YTD Operating Surplus/Deficit
September 30, 2023**

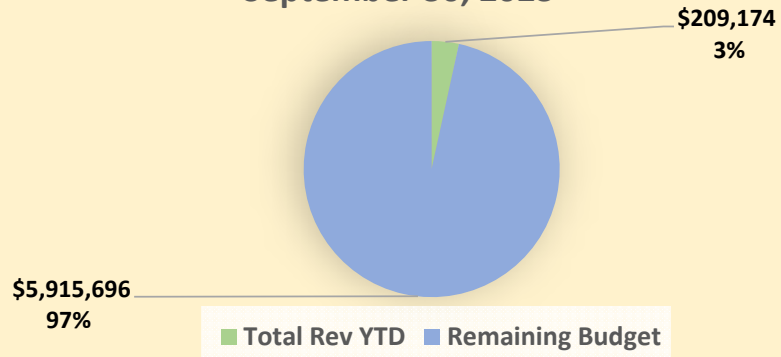


Jaunt, Inc. FY2024 Monthly Financial Summary

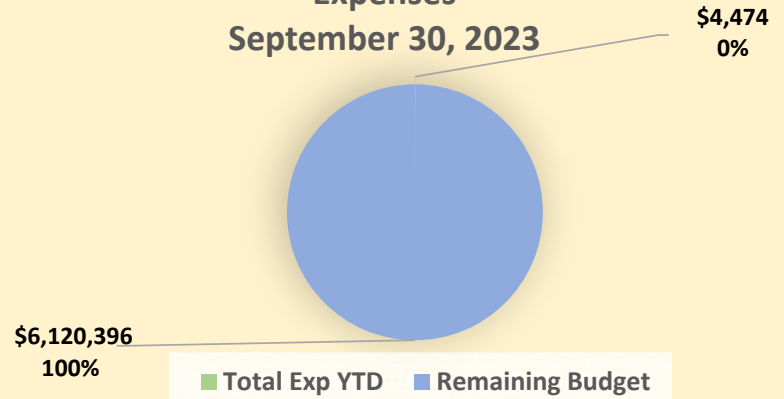
Operating						
September 2023 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
Fee Revenue:						
Farebox Fee	\$ -	\$ -	\$ -	\$ -		
Contract Revenue	\$ 73,336	\$ 53,880	\$ (19,456)	\$ 293,344	18%	Service slightly lower than anticipated.
Governmental Revenue:						
Federal Operating Grants	\$ 1,005,394	\$ 922,531	\$ (82,863)	\$ 4,021,574	23%	
Virginia DRPT Operating	\$ 490,535	\$ 463,596	\$ (26,939)	\$ 1,962,138	24%	
Local Government Operating	\$ 1,440,597	\$ 1,447,926	\$ 7,329	\$ 5,762,388	25%	
UVA Contribution	\$ 8,446	\$ 10,000	\$ 1,554	\$ 33,785	30%	
Other Revenue	\$ -	\$ 115,445	\$ 115,445	\$ -		
Account Transfer (Jaunt Reserves)	\$ 7,329	\$ -	\$ (7,329)	\$ 29,315	0%	
Total Revenue	\$ 3,025,636	\$ 3,013,377	\$ (12,259)	\$ 12,102,544	25%	
Uses of Financial Resources						
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 1,618,263	\$ 1,396,637	\$ (221,626)	\$ 6,473,053	22%	Not at full staffing level, seasonal variation in service
Fringe Benefits/Staff Development	\$ 651,683	\$ 483,872	\$ (167,810)	\$ 2,606,730	19%	Not at full staffing level, seasonal variation in service
Travel/Business Meals/Meetings	\$ 5,122	\$ 3,240	\$ (1,881)	\$ 20,486	16%	Activity expected later in the year
Facility/Equipment Maintenance/Utilities	\$ 41,100	\$ 38,741	\$ (2,359)	\$ 164,399	24%	
Supplies & Materials	\$ 310,578	\$ 227,864	\$ (82,714)	\$ 1,242,313	18%	Fuel prices dropped, actual 70% of budgeted amount
Marketing & Advertising	\$ 27,500	\$ 3,675	\$ (23,825)	\$ 110,000	3%	Limited marketing activity
Insurance & Bonding	\$ 100,943	\$ 93,235	\$ (7,708)	\$ 403,770	23%	
Professional Services	\$ 262,398	\$ 129,801	\$ (132,597)	\$ 1,049,590	12%	Studies and surveys not begun yet
Miscellaneous	\$ 8,051	\$ 6,227	\$ (1,824)	\$ 32,202	19%	Miscellaneous low
Total Expenditure	\$ 3,025,636	\$ 2,383,291	\$ (642,345)	\$ 12,102,544	20%	
Net change in fund balance	\$ 0	\$ 630,086	\$ 630,086	\$ -		



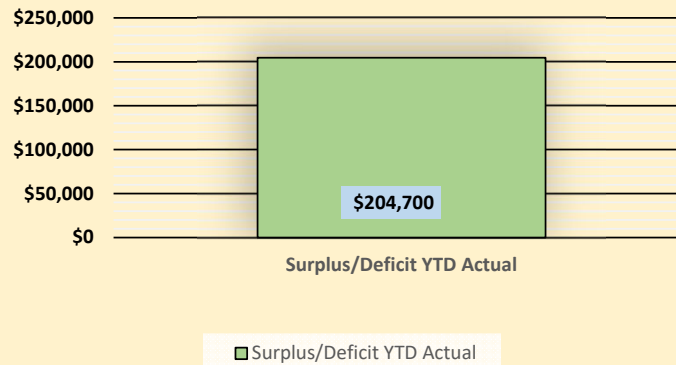
**FY23 YTD Capital Budget v Actual
Revenue
September 30, 2023**



**FY23 YTD Capital Budget v Actual
Expenses
September 30, 2023**



**FY23 YTD Capital Surplus/Deficit
September 30, 2023**



Jaunt, Inc. FY2024 Monthly Financial Summary

Capital						
September 2023 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
Governmental Revenue:						
Federal Capital Grants	\$ 1,198,425	\$ 3,665	\$ (1,194,760)	\$ 4,793,701	0%	Reimbursable: Little capital spending
Virginia DRPT Capital	\$ 127,930	\$ 647	\$ (127,283)	\$ 511,719	0%	Reimbursable: Little capital spending
Local Government	\$ 204,862	\$ 204,862	\$ -	\$ 819,449	25%	
Total Revenue	\$ 1,531,217	\$ 209,174	\$ (1,322,043)	\$ 6,124,869	3%	
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Revenue Vehicles	\$ 1,366,288	\$ -	\$ (1,366,288)	\$ 5,465,151	0%	Projects not begun yet
Support Vehicles	\$ 13,750	\$ 428	\$ (13,322)	\$ 55,000	1%	Vehicle purchased last FY
Spare Parts for Vehicles	\$ 47,782	\$ -	\$ (47,782)	\$ 191,128	0%	Projects not begun yet
Facility	\$ 61,841	\$ -	\$ (61,841)	\$ 247,362	0%	Projects not begun yet
Information Technology	\$ 41,557	\$ 4,046	\$ (37,511)	\$ 166,228	2%	Most projects not begun yet
Total Expenditure	\$ 1,531,217	\$ 4,474	\$ (1,526,743)	\$ 6,124,869	0%	
Net change in fund balance	\$ -	\$ 204,700	\$ 204,700	\$ -		



DRAFT

JAUNT, Inc.
Balance
Sheet
Summary

10/27/2023

5:17 PM

	<u>9/30/2023</u>	<u>9/30/2022</u>
Assets		
Cash and Cash Equivalents	\$ 6,769,151.42	\$ 6,219,291.00
Receivables, Net of Allowances	44,409.24	103,974.05
Due From Other Governmental Units	1,756,736.98	1,983,060.02
Prepaid Items	49,844.25	50,944.28
Capital Assets	5,028,216.66	6,018,838.05
Total Assets	<u>\$ 13,648,358.55</u>	<u>\$ 14,376,107.40</u>
Liabilities		
Accounts Payable	\$ 258,931.33	\$ 163,055.27
Accrued Payroll & Related Liabilities	409,609.66	405,830.90
Lease Liability	85,921.59	100,745.08
Deferred Revenue	28,369.02	49,572.75
Total Liabilities	<u>782,831.60</u>	<u>719,204.00</u>
Fund Balance/Net Position		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	49,844.25	50,944.28
Committed:		
Rainy Day	3,000,000.00	3,000,000.00
Capital Reserve	1,000,000.00	1,000,000.00
Unassigned	4,039,415.08	3,842,694.16
Total Fund Balance	<u>8,089,259.33</u>	<u>7,893,638.44</u>
Total Equity	<u>8,089,275.33</u>	<u>7,893,654.44</u>
Total Liabilities and Equity	<u>\$ 8,872,106.93</u>	<u>\$ 8,612,858.44</u>
Net Position:		
Investment in Capital Assets	4,942,295.07	5,918,092.97
Unrestricted	7,923,199.88	7,738,778.43
Total Net Position	<u>12,865,494.95</u>	<u>13,656,871.40</u>
Total Net Position and Equity	<u>12,865,494.95</u>	<u>13,656,871.40</u>
Total Liabilities and Net Position	<u>\$ 13,648,358.55</u>	<u>\$ 14,376,107.40</u>

Jaunt, Inc.

Statement of Cash Flows for month ended September 30, 2023

Cash flows from Operations for September 2023

Local Match	\$	105,550
DRPT Receipts		365,364
CAT Receipts		-
Agency Receipts		18,316
Other Receipts		95
Payroll		(487,502)
Capital Payments		(4,474)
Other Payments		(329,853)
Total cash flows from Operations		<u>(332,504)</u>

Cash flows from Investing for September 2023

Interest		
Transfer from Operating Account		20,201
Total cash flows from Investing		<u>20,201</u>

Net change in cash (312,303)

Beginning cash balance 9/1/2023 7,069,591

Ending cash balance 9/30/2023 \$ 6,757,287

Days of cash on hand 279.22

Months of cash on hand 9.31

Ted Rieck Monthly Expenses
Paid between 9/1/23 - 9/30/23

Direct Reimbursement

Date	Check #	Amount	Purpose
9/7/2023	53633	\$ 30.00	Gym Fee Reimbursement - Aug 2023
		\$ 18.34	Mileage to Louisa Meeting (W Gentry, Julie M)
		\$ 60.26	Mileage to Louisa and Fluvanna FY25 Budget
		\$ 108.60	Total Reimbursement

Credit Card Charges

Date	Check #	Amount	Purpose
9/13/2023	53653	\$ 3.35	Lanier Parking - MPO meeeting
		\$ 49.56	Beer Run - Lunch R Munson, J Spence
		\$ 63.29	Timberwood - Dinner Halsey King, J Spence
		\$ 116.20	Total Monthly Charges
		\$ 224.80	Total Expenses



FY2025 BUDGET SUMMARY WITH PRIOR YEARS COMPARISON

Updated 10/22/23

Sources of Financial Resources	FY2022 Actual	FY2023 Actual	FY2024 Approved Budget	Total Budgeted	FY2025 Budget							Compare FY2024 and FY2025		
					Admin (011)	Public Operations (012)	State Studies	Discretionary Programs (035)	Agency Operations (040)	Accident Fund (041)	Capital (020)	Amount	%	
Fee Revenue:														
Farebox Fee	\$ -	\$ -	\$ -	\$ -										
Contract Revenue														
<i>Operating</i>	\$ 301,635	\$ 230,377	\$ 293,346	\$ 253,723					\$ 253,723			\$ (39,623)	-13.5%	
<i>Capital</i>	\$ -	\$ -	\$ -	\$ (0)							\$ (0)			
Total Contract	\$ 301,635	\$ 230,377	\$ 293,346	\$ 253,723										
Total Fee Revenue	\$ 301,635	\$ 230,377	\$ 293,346	\$ 253,723								\$ (39,623)	-13.5%	
Governmental Revenue:														
Federal Grants														
<i>Operating</i>	\$ 4,270,257	\$ 3,109,773	\$ 4,021,574	\$ 4,302,379	\$ 1,694,759	\$ 2,607,620						\$ 280,805	7.0%	
<i>Capital</i>	\$ 198,646	\$ 323,761	\$ 4,793,701	\$ 2,029,861						\$ 2,029,861		\$ (2,763,840)	-57.7%	
Total Federal	\$ 4,468,903	\$ 3,433,534	\$ 8,815,275	\$ 6,332,240								\$ (2,483,035)	-28.2%	
Virginia DRPT														
<i>Operating</i>	\$ 2,184,647	\$ 2,538,349	\$ 1,962,138	\$ 1,904,386		\$ 1,688,882	\$ 215,504					\$ (57,752)	-2.9%	
<i>Capital</i>	\$ 2,958	\$ 51,618	\$ 511,719	\$ 573,917						\$ 573,917		\$ 62,198	12.2%	
Total Virginia	\$ 2,187,605	\$ 2,589,967	\$ 2,473,857	\$ 2,478,303								\$ 4,446	0.2%	
Local Government														
<i>Operating</i>	\$ 4,571,138	\$ 4,635,785	\$ 5,762,388	\$ 5,600,421	\$ 1,694,759	\$ 3,905,662						\$ (161,967)	-2.8%	
<i>Capital</i>	\$ 739	\$ 12,904	\$ 819,449	\$ 1,130,995						\$ 1,130,995		\$ 311,546	38.0%	
Total Local	\$ 4,571,877	\$ 4,648,689	\$ 6,581,837	\$ 6,731,416								\$ 149,579	2.3%	
In Lieu of Local (UVA)	\$ -	\$ 40,000	\$ 33,785	\$ 40,000		\$ 40,000						\$ 6,215		
Account Transfer (Jaunt Rebate)	\$ -	\$ -	\$ -	\$ -		\$ -						\$ -		
Other Revenue	\$ 78,335	\$ 199,469	\$ 29,313	\$ -								\$ -		
Total Revenue	\$ 11,608,355	\$ 11,142,036	\$ 18,227,413	\$ 15,835,683	\$ 3,389,518	\$ 8,242,164	\$ 215,504	\$ -	\$ 253,723	\$ -	\$ 3,734,773	\$ (2,391,730)	-13.1%	
Uses of Financial Resources														
Salaries & Wages	\$ 4,976,641	\$ 5,536,073	\$ 6,473,053	\$ 7,034,459	\$ 1,530,764	\$ 5,503,695						\$ 561,406	8.7%	
Fringe Benefits/Staff Development	\$ 1,819,770	\$ 1,843,997	\$ 2,606,730	\$ 2,354,127	\$ 462,853	\$ 1,891,274						\$ (252,603)	-9.7%	
Travel/Business Meals/Meetings/Training	\$ 6,404	\$ 22,214	\$ 20,486	\$ 40,643	\$ 14,593	\$ -			\$ 26,050			\$ 20,157	98.4%	
Facility/Equipment Maintenance/Utilities	\$ 185,790	\$ 147,856	\$ 164,399	\$ 185,510	\$ 166,406	\$ 19,105			\$ -			\$ 21,111	12.8%	
Supplies & Materials	\$ 822,521	\$ 877,698	\$ 1,242,313	\$ 1,080,793	\$ 58,447	\$ 1,022,346			\$ -			\$ (161,520)	-13.0%	
Marketing & Advertising	\$ 110,366	\$ 93,579	\$ 110,000	\$ 110,000	\$ 110,000	\$ -			\$ -			\$ -	0.0%	
Insurance & Bonding	\$ 370,863	\$ 391,132	\$ 403,770	\$ 428,579	\$ 428,579	\$ -			\$ -			\$ 24,809	6.1%	
Professional Services	\$ 510,651	\$ 809,334	\$ 1,049,590	\$ 821,380	\$ 611,307	\$ 110,073	\$ 100,000		\$ -			\$ (228,210)	-21.7%	
Miscellaneous	\$ 30,279	\$ 35,955	\$ 32,202	\$ 45,419	\$ 43,419	\$ -			\$ 2,000			\$ 13,217	41.0%	
Capital Expenditure	\$ 202,343	\$ 431,856	\$ 6,124,870	\$ 3,734,773							\$ 3,734,773	\$ (2,390,097)	-39.0%	
Jurisdictional Distribution	\$ -	\$ 1,251,371	\$ -	\$ -								\$ -		
DRPT Payment	\$ 103,244	\$ 5,892	\$ -	\$ -								\$ -		
Total Expenditure	\$ 9,138,872	\$ 11,446,957	\$ 18,227,413	\$ 15,835,682	\$ 3,426,367	\$ 8,546,493	\$ 100,000	\$ -	\$ 28,050	\$ -	\$ 3,734,773	\$ (2,391,731)	-13.1%	
Net Change in Fund Balance	\$ 2,469,484	\$ (304,921)	\$ -	\$ 0	\$ (36,848)	\$ (304,329)	\$ 115,504	\$ -	\$ 225,673	\$ -	\$ -	\$ 0		



Jurisdictional Summary
FY2025 OPERATING AND CAPITAL BUDGETS

Revised October 2023

Item	FY2025																	
	Albemarle County	City of Charlottesville	Buckingham County	Fluvanna County	Greene County	Louisa County	Nelson County	Subtotal Jurisdictions	Agencies	Grand Total								
OPERATING BUDGET																		
Sources of Financial Resources																		
Fee Revenue:																		
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Contract Revenue																		
	<i>Operating Capital</i>								\$ 253,723	\$ 253,723								
Total Contract Revenue									\$ -	\$ -								
Total Fee Revenue									\$ 253,723	\$ 253,723								
Governmental Revenue:																		
Federal Grants																		
	<i>Operating</i>								\$ 1,763,919	\$ 754,551	\$ 129,364	\$ 113,322	\$ 564,232	\$ 851,201	\$ 125,790	\$ 4,302,379	\$ -	\$ 4,302,379
	<i>Capital</i>								\$ 896,678	\$ 345,480	\$ 66,234	\$ 52,883	\$ 214,449	\$ 390,007	\$ 64,130	\$ 2,029,861	\$ -	\$ 2,029,861
Total Federal	\$ 2,660,598	\$ 1,100,031	\$ 195,597	\$ 166,205	\$ 778,681	\$ 1,241,209	\$ 189,920	\$ 6,332,240	\$ -	\$ 6,332,240								
Virginia DRPT																		
	<i>Operating (incl Tech Assist)</i>								\$ 885,622	\$ 439,687	\$ 41,589	\$ 36,432	\$ 186,962	\$ 273,654	\$ 40,440	\$ 1,904,386	\$ -	\$ 1,904,386
	<i>Capital</i>								\$ 253,524	\$ 97,680	\$ 18,727	\$ 14,952	\$ 60,633	\$ 110,270	\$ 18,132	\$ 573,917	\$ -	\$ 573,917
Total DRPT	\$ 1,139,146	\$ 537,367	\$ 60,316	\$ 51,384	\$ 247,594	\$ 383,924	\$ 58,572	\$ 2,478,303	\$ -	\$ 2,478,303								
Local Government																		
	<i>Operating</i>								\$ 2,870,978	\$ 1,541,054	\$ 36,708	\$ 76,890	\$ 411,895	\$ 577,547	\$ 85,349	\$ 5,600,421	\$ -	\$ 5,600,421
	<i>Capital</i>								\$ 649,364	\$ 407,860	\$ 5,743	\$ 4,585	\$ 24,069	\$ 33,815	\$ 5,560	\$ 1,130,994	\$ (0)	\$ 1,130,994
Total Local	\$ 3,520,342	\$ 1,948,913	\$ 42,451	\$ 81,475	\$ 435,964	\$ 611,362	\$ 90,910	\$ 6,731,416	\$ (0)	\$ 6,731,416								
In Lieu of Local	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000								
Account Transfer:																		
Other Revenue																		
Total Operating Revenue	\$ 5,520,519	\$ 2,735,291	\$ 247,661	\$ 226,644	\$ 1,163,089	\$ 1,702,403	\$ 251,579	\$ 11,847,186	\$ 253,723	\$ 12,100,909								
Total Capital Revenue	\$ 1,799,566	\$ 851,019	\$ 90,703	\$ 72,420	\$ 299,151	\$ 534,091	\$ 87,822	\$ 3,734,773	\$ (0)	\$ 3,734,773								
Total Revenue	\$ 7,320,085	\$ 3,586,311	\$ 338,364	\$ 299,064	\$ 1,462,239	\$ 2,236,494	\$ 339,401	\$ 15,581,959	\$ 253,723	\$ 15,835,682								
Uses of Financial Resources																		
Salaries & Wages	\$ 3,202,736	\$ 1,590,070	\$ 150,402	\$ 131,752	\$ 676,123	\$ 989,635	\$ 146,247	\$ 6,886,966	\$ 147,494	\$ 7,034,459								
Fringe Benefits/Staff Development	\$ 1,071,816	\$ 532,127	\$ 50,333	\$ 44,092	\$ 226,269	\$ 331,188	\$ 48,943	\$ 2,304,767	\$ 49,360	\$ 2,354,127								
Travel/Business Meals/Meetings/Training	\$ 18,504	\$ 9,187	\$ 869	\$ 761	\$ 3,906	\$ 5,718	\$ 845	\$ 39,790	\$ 852	\$ 40,643								
Facilities/Equipment Maintenance/Utilities	\$ 84,462	\$ 41,933	\$ 3,966	\$ 3,475	\$ 17,830	\$ 26,098	\$ 3,857	\$ 181,621	\$ 3,890	\$ 185,510								
Supplies & Materials	\$ 492,077	\$ 244,303	\$ 23,108	\$ 20,243	\$ 103,881	\$ 152,050	\$ 22,470	\$ 1,058,131	\$ 22,661	\$ 1,080,793								
Marketing & Advertising	\$ 50,082	\$ 24,864	\$ 2,352	\$ 2,060	\$ 10,573	\$ 15,475	\$ 2,287	\$ 107,694	\$ 2,306	\$ 110,000								
Insurance & Bonding	\$ 195,129	\$ 96,876	\$ 9,163	\$ 8,027	\$ 41,193	\$ 60,294	\$ 8,910	\$ 419,593	\$ 8,986	\$ 428,579								
Professional Services	\$ 373,968	\$ 185,665	\$ 17,562	\$ 15,384	\$ 78,948	\$ 115,555	\$ 17,077	\$ 804,157	\$ 17,222	\$ 821,380								
Miscellaneous	\$ 20,679	\$ 10,267	\$ 971	\$ 851	\$ 4,366	\$ 6,390	\$ 944	\$ 44,467	\$ 952	\$ 45,419								
Capital Expenditures	\$ 1,799,566	\$ 851,019	\$ 90,703	\$ 72,420	\$ 299,151	\$ 534,091	\$ 87,822	\$ 3,734,773	\$ -	\$ 3,734,773								
Total Expenditure	\$ 7,309,019	\$ 3,586,311	\$ 349,430	\$ 299,064	\$ 1,462,239	\$ 2,236,494	\$ 339,401	\$ 15,581,959	\$ 253,723	\$ 15,835,683								
Net Change in Fund Balance	\$ 11,066	\$ -	\$ (11,066)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ (0)								
Budgeted Service Hours	53,246	28,102	2,096	1,922	10,817	14,557	2,042	112,782	2,422	115,204								
% Total Local to Total Expenditure	48.2%	54.3%	12.1%	27.2%	29.8%	27.3%	26.8%	43.2%	0.0%	42.5%								
% Operating Local to Expenditures w/o Capital	52.1%	56.3%	14.2%	33.9%	35.4%	33.9%	33.9%	47.3%	0.0%	46.3%								
%Capitol Local to Local Capitl Exp	36.1%	47.9%	6.3%	6.3%	8.0%	6.3%	6.3%	30.3%	0.0%	30.3%								
Share of Ops Costs	45.5%	22.6%	2.1%	1.9%	9.6%	14.1%	2.1%	2.1%	100.0%	100.0%								
Share of Capital Costs	48.2%	22.8%	2.4%	1.9%	8.0%	14.3%	2.4%	0.0%										
checks																		
Ops	\$ 5,509,453	\$ 2,735,291	\$ 258,727	\$ 226,644	\$ 1,163,089	\$ 1,702,403	\$ 251,579	\$ 11,847,186	\$ 253,723	\$ 12,100,909								
Cap	\$ 1,799,566	\$ 851,019	\$ 90,703	\$ 72,420	\$ 299,151	\$ 534,091	\$ 87,822	\$ 3,734,773	\$	\$ 3,734,773								
Totals	\$ 7,309,019	\$ 3,586,311	\$ 349,430	\$ 299,064	\$ 1,462,239	\$ 2,236,494	\$ 339,401	\$ 15,581,959	\$ 253,723	\$ 15,835,683								
	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								



updated: 10/22/2023

FIVE YEAR BUDGET PROJECTION

Proposed FY2025 Budget

Item	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Inflation	
	Actual	Adopted	Budget	Projected	Projected	Projected	Projected	FY26 to FY29	Comment
Sources of Financial Resources									
Fee Revenue:									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Contract Revenue									
Operating	\$ 230,377	\$ 293,346	\$ 253,723	\$ 263,872	\$ 274,427	\$ 285,404	\$ 296,821	4.0%	FY26 to FY28 assumption
Capital			\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	4.0%	
Total Contract	\$ 230,377	\$ 293,346	\$ 253,723	\$ 263,872	\$ 274,427	\$ 285,404	\$ 296,820		
Total Fee Revenue	\$ 230,377	\$ 293,346	\$ 253,723	\$ 263,872	\$ 274,427	\$ 285,404	\$ 296,820		
Governmental Revenue:									
Federal Grants									
Operating	\$ 3,109,773	\$ 4,021,574	\$ 4,302,379	\$ 3,758,924	\$ 3,880,441	\$ 4,006,531	\$ 4,137,373	1.0%	Urban only; rural inflationary
Capital	\$ 323,761	\$ 4,793,701	\$ 2,029,861	\$ 2,250,119	\$ 1,888,995	\$ 1,958,801	\$ 935,894		See FY26 to FY29 Cap Plan
Total Federal	\$ 3,433,534	\$ 8,815,275	\$ 6,332,240	\$ 6,009,042	\$ 5,769,436	\$ 5,965,332	\$ 5,073,267		
Virginia DRPT									
Operating	\$ 2,538,349	\$ 1,962,138	\$ 1,904,386	\$ 1,854,386	\$ 1,891,474	\$ 1,929,303	\$ 1,967,889	2.0%	
Capital	\$ 51,618	\$ 511,719	\$ 573,917	\$ 636,192	\$ 534,089	\$ 553,826	\$ 264,612		See FY26 to FY29 Cap Plan
Total Virginia	\$ 2,589,967	\$ 2,473,857	\$ 2,478,303	\$ 2,490,578	\$ 2,425,563	\$ 2,483,129	\$ 2,232,501		
Local Government									
Operating	\$ 4,635,785	\$ 5,762,388	\$ 5,600,421	\$ 5,824,438	\$ 6,057,416	\$ 6,299,712	\$ 6,551,701	4.0%	
Capital	\$ 12,904	\$ 819,449	\$ 1,130,995	\$ 1,318,274	\$ 1,106,703	\$ 1,147,601	\$ 548,311		See FY26 to FY29 Cap Plan
Total Local	\$ 4,648,689	\$ 6,581,837	\$ 6,731,416	\$ 7,142,713	\$ 7,164,119	\$ 7,447,313	\$ 7,100,012		
In Lieu of Local (UVA)	\$ 40,000	\$ 33,785	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		
Account Transfer (Jaunt Rebate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Revenue	\$ 199,469	\$ 29,313	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Revenue	\$ 11,142,036	\$ 18,227,413	\$ 15,835,683	\$ 15,946,205	\$ 15,673,544	\$ 16,221,178	\$ 14,742,600		
Uses of Financial Resources									
Salaries & Wages	\$ 5,536,073	\$ 6,473,053	\$ 7,034,459	\$ 7,315,838	\$ 7,608,471	\$ 7,912,810	\$ 8,229,322	4.0%	
Fringe Benefits/Staff Development	\$ 1,843,997	\$ 2,606,730	\$ 2,354,127	\$ 2,448,292	\$ 2,546,224	\$ 2,648,073	\$ 2,753,996	4.0%	
Travel/Business Meals/Meetings/Training	\$ 22,214	\$ 20,486	\$ 40,643	\$ 42,268	\$ 43,959	\$ 45,717	\$ 47,546	4.0%	
Facility/Equipment Maintenance/Utilities	\$ 147,856	\$ 164,399	\$ 185,510	\$ 192,931	\$ 200,648	\$ 208,674	\$ 217,021	4.0%	
Supplies & Materials	\$ 877,698	\$ 1,242,313	\$ 1,080,793	\$ 1,156,448	\$ 1,202,706	\$ 1,250,814	\$ 1,300,847	4.0%	
Marketing & Advertising	\$ 93,579	\$ 110,000	\$ 110,000	\$ 114,400	\$ 118,976	\$ 123,735	\$ 128,684	4.0%	
Insurance & Bonding	\$ 391,132	\$ 403,770	\$ 428,579	\$ 445,722	\$ 463,551	\$ 482,093	\$ 501,376	4.0%	
Professional Services	\$ 809,334	\$ 1,049,590	\$ 821,380	\$ 646,235	\$ 672,084	\$ 698,967	\$ 726,926	4.0%	
Miscellaneous	\$ 35,955	\$ 32,202	\$ 45,419	\$ 47,236	\$ 49,126	\$ 51,091	\$ 53,134	4.0%	
Capital Expenditure	\$ 431,856	\$ 6,124,870	\$ 3,734,773	\$ 4,204,585	\$ 3,529,786	\$ 3,660,227	\$ 1,748,817	0.0%	See FY26 to FY29 Cap Plan
Future Transit Development	\$ 1,251,371	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
DRPT Payment	\$ 5,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		FY2023 one-time payment
Total Expenditure	\$ 11,446,957	\$ 18,227,413	\$ 15,835,682	\$ 16,613,955	\$ 16,435,531	\$ 17,082,201	\$ 15,707,670		
Net Change in Fund Balance	\$ (304,921)	\$ -	\$ 0	\$ (667,750)	\$ (761,987)	\$ (861,024)	\$ (965,070)		

Five Year Capital Plan - FY2025 to FY2029

Year	Revenue Vehicles	Parts	Non-revenue Vehicles	Facility	IT	Other	Total
FY2025	\$ 3,229,439	\$ 23,042	\$	\$ 174,500	\$ 346,896	\$	\$ 3,773,878
FY2026	\$ 3,950,755	\$ 38,305	\$ 40,000	\$ 164,500	\$ 11,025	\$	\$ 4,204,585
FY2027	\$ 3,162,990	\$ 40,221	\$ 42,000	\$ 273,000	\$ 11,576	\$	\$ 3,529,786
FY2028	\$ 3,319,191	\$ 42,232	\$ -	\$ 286,650	\$ 12,155	\$	\$ 3,660,227
FY2029	\$ 1,173,118	\$ 44,343	\$ 92,610	\$ 368,102	\$ 70,644	\$	\$ 1,748,817
Five Year Total	\$ 14,835,493	\$ 188,143	\$ 174,610	\$ 1,266,752	\$ 452,296	\$	\$ 16,917,293
Five Year Annual Average							\$ 3,383,459

Jaunt Safety Report September 2023**Preventable vehicle accident(s): 3**

- 09/14/2023 Jaunt vehicle side swiped parked bus on lot. No injuries (Demand Response)
- 09/18/2023 Jaunt vehicle struck curb while making U-Turn. No Injuries. (Demand Response)
- 09/25/2023-Jaunt vehicle made contact with adverse vehicle while entering the Jaunt parking lot. No Injuries (Demand Response)

Non-preventable vehicle accident(s): 2

- 09/06/2023-Adverse vehicle sideswiped park Jaunt vehicle while at gas station. (Demand Response)
- 09/20/2023 – Adverse vehicle backed into Jaunt vehicle (ADA)

Customer related incident(s): None**Staff related incident(s): None**

Jaunt traveled 114,190 revenue miles and had 3 preventable accidents from 09/1/2023 to 09/30/2023. Jaunt has had 8 preventable accidents since 7/1/23 and recorded 342,796 revenue travel miles.

Safety Concerns Shared and Investigated

There were no safety concerns reported for September.

Site Visits

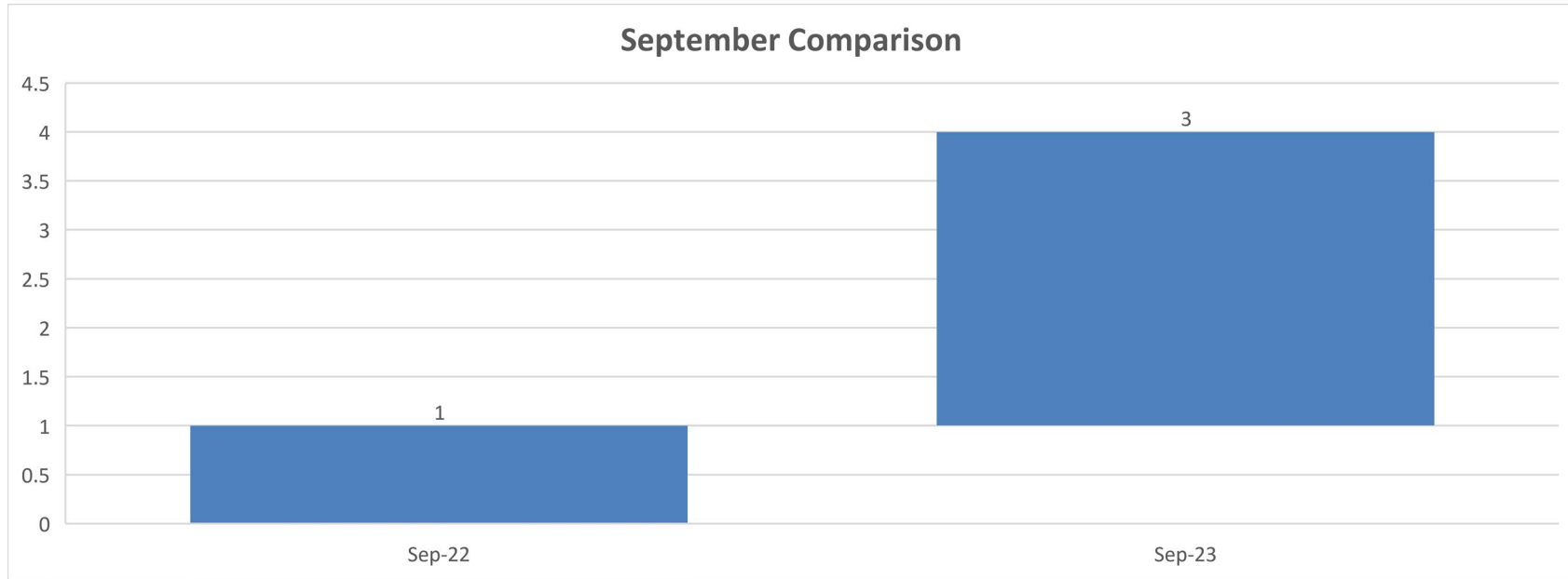
During the month of September 2023, Jaunt conducted 9 site visits.

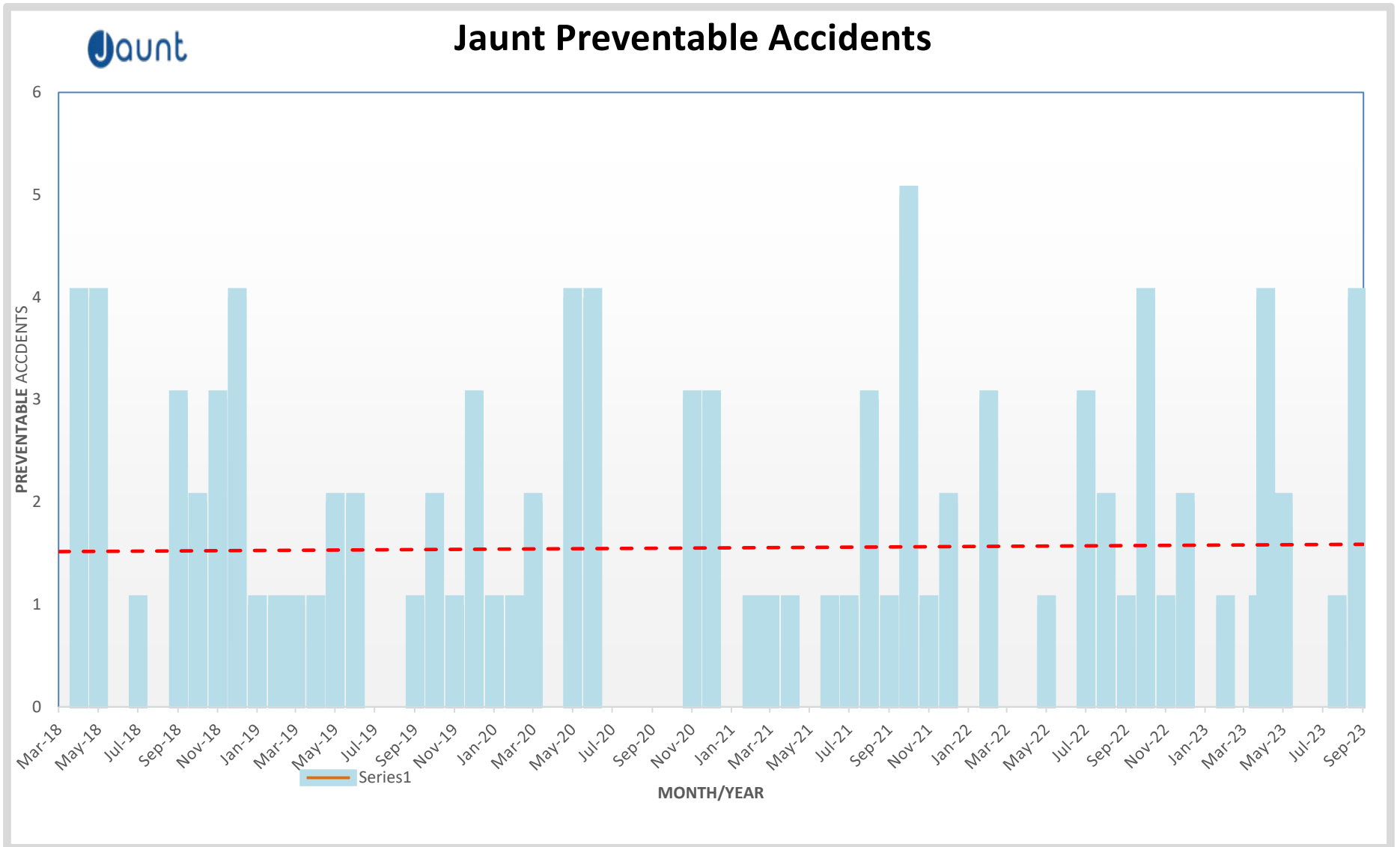
National Transit Database Reporting

Jaunt had 0 NTD reportable safety events for the month of September 2023

Upcoming Monthly Safety Initiatives

- **Annual Refresher Training**
- **New Hire Training (4 in Class)**





Meeting of the Board of Directors

November 8, 2023 at 10:00 A.M. EST

The table below depicts different reporting categories. The ADA Report includes only revenue miles from Demand response services, but this chart encompasses all of the different reporting categories.

Jaunt Revenue Miles

Reporting Category	2022					2023								
	Aug	Sep	Oct	Nov*	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
ADA	37,519	37,976	38,629	35,052	33,601	36,055	36,010	41,370	36,164	38,059	35,295	33,114	36,809	37,119
Agency	8,343	7,716	7,859	5,200	5,662	5,811	5,249	6,393	4,471	5,754	5,224	4,341	3,681	3,349
Commuter Bus	19,611	18,108	18,014	17,811	18,177	18,192	17,325	20,015	17,664	19,404	18,414	16,833	17,287	18,083
Other	867	1,282	943	905	680	791	487	532	547	763	453	309	9,353	7,873
Rural Demand Response	61,000	58,242	58,203	54,776	51,819	57,402	58,821	67,569	59,984	66,874	62,634	52,856	53,766	47,781
Grand Totals	127,339	123,324	123,649	113,744	109,939	118,252	117,891	135,879	118,829	130,855	122,020	107,454	120,896	114,205

*Data has been corrected



Meeting of the Board of Directors

November 8, 2023 at 10:00 A.M. EST

September 2023 ADA Report

Item	FY 2023												FY 2024			
	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23 Year End	Jul-23	Aug-23	Sep-23	FY24 YTD
ADA Unlinked Passenger Trips	8,535	8,627	8,455	7,735	7,485	8,108	8,339	9,289	8,254	8,837	8,229	99,524	8,009	8,976	8,799	25,784
All Demand Response UPT	16,794	16,616	16,450	14,806	14,323	15,515	16,043	18,297	16,078	17,912	16,313	193,993	14,956	16,634	15,523	47,113
ADA Revenue Miles	37,494	37,976	38,629	35,052	33,601	36,055	36,010	41,370	36,164	38,059	35,295	439,130	33,114	36,809	37,119	107,042
All Demand Response Revenue Miles	107,542	105,216	105,634*	95,933	91,762	100,060*	100,566	115,864	101,165	111,451	103,606	1,029,201	90,621	103,608	96,107	290,336
ADA Revenue Hours	3,388	3,339	3,373	3,253	3,126	3,241	3,237	3,724	3,348	3,520	3,238	39,889	3,084	3,432	3,346	9,862
All Demand Response Revenue Hours	7,213	6,984	6,947	6,633	6,400	6,626	6,669	7,694	6,788	7,310	6,834	82,700	6,252	6,983	6,343	19,578
ADA No Shows	210	231	273	216	249	247	212	348	230	264	278	2,955	322	346	332	1,000
All Demand Responses No Shows	460	478	552	532	523	536	525	759**	531	641	657	5,896	631	688	646	1,965
ADA Missed Trips	0	2	0	0	0	2	1	3	16	10	11	45	8	4	16	28
All Demand Responses Missed Trips	5	5	1	0	1	4	0	18	19	23	24	101	13	31	31	75
ADA Denials	1	5	2	1	1	0	4	5	2	0	4	25	0	2	7	9
All Demand Responses Denials	88	63	59	23	54	20	50	60	43	43	42	575	24	26	88	138
ADA On Time Performance	94%	91%	89%	91%	91%	91%	90%	91%	88%	86%	89%	91%	92%	92%	88%	91%
All Demand Responses OTP	94%	91%	89%	91%	90%	91%	90%	90%	88%	83%	84%	90%	90%	90%	86%	89%
ADA Passenger Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
ADA Lifts Determined Inoperable	0	0	0	0	0	1	1	0	1	1	1	5	1	1	0	2
ADA Passenger Incidents/Accidents	1	0	1	0	0	0	0	3	0	0	3	8	3	0	0	3
ADA Vehicle Accidents	1	1	2	1	0	0	0	0	1	1	0	8	1	0	2	3
Excessively Long ADA Trips	17	20	13	15	21	6	14	24	18	21	15	191	22	23	29	74
Demand Response Reservations Hold Times	2:09	2:15	3:40	3:36	2:46	3:45	2:37	3:02	2:36	2:28	2:43	2:49	3:12	3:00	2:35	2:55

*Numbers have been adjusted as of March 2023 Board Meeting

**Numbers have been adjusted as of June 2023 Board Meeting



Meeting of the Board of Directors

November 8, 2023 at 10:00 A.M. EST

Ridership graph in process.





434.296.3184

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 21st 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. On November 14 we are tentatively hosting officials and other stakeholders from Rockingham County to tour our facility and provide information on rural transit. VIA, the nonprofit group coordinating this effort, has been encouraged by DRPT to work with the County Board of Supervisors in putting forth a demonstration grant for FY2025. The grant is due at the end of January 2024. It is possible Jaunt will partner on this opportunity.
2. Jaunt is working MV Professional Services to develop and help implement a new "run cut" and operator bidding procedure. We anticipate these changes will have a significant impact on Jaunt's efficiency. We are also coordinating this work with 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. These projects are being led by Jacquelyn Spence, Sr. Director of Operations.
3. We paused the microtransit operations analysis in October but are starting up again. The project is being led by Benesch.
4. We paused the Battery Electric Vehicle (BEV) implementation project in October with AECOM but should be resuming in November.
5. We have hired ETC Institute from our planning bench of consultants to develop and execute separate employee and customer surveys. They are doing questionnaire development work by reaching out to staff and board members to help provide insights that can help us accurately target areas of concern. We are expecting to have the employee questionnaire finished (with opportunity for Board input) by the end of November, executed in December with a report in January. The customer survey will be about a month behind this schedule.
6. Ted is continuing to work with a consultant to develop a board member on-boarding process and plan. The work includes Board member bios. So far we have 5 bios.
7. On October 30, Ted attended the kickoff ceremony for the new microCAT service launched by CAT and Albemarle County. The ceremony was held at Martha Jefferson Hospital.
8. On October 23rd, we submitted a TRIP grant to DRPT to fund Jaunt's facility projects discussed at the last two board meetings. The projects include parking lot improvements including installing drainage to allow Jaunt to wash vehicle on site. We should know if we are successful by the end of December. In the meantime, we will be soliciting engineering and construction management assistance for this and other future projects.
9. We have scheduled February 9th and 10th for a Board Retreat. The location is to be determined but it will be in a centralized location. The afternoon of the 9th (a Friday) will involve board team building and training while the morning of the 10th will involve strategic planning. We are negotiating with Texas A&M to facilitate these sessions.
10. We attended a report of Texas A&M Transportation Institute that studied CAT and Jaunt's costs and funding as they relate to Albemarle County. While there were no surprises, it does indicate that Jaunt needs to continue to work on becoming more efficient.
11. We are working with the Change Management Committee to help engage a Search Firm to help us fill hard to recruit positions including a Planning Manager.
12. We are interviewing GIS/Data Analyst and maintenance manager candidates. We are also recruiting a communications specialist.



Minutes

**Jaunt, Inc.
EXECUTIVE COMMITTEE OF BOARD OF DIRECTORS**

104 Keystone Place
Charlottesville, VA 22902

October 3, 2023 at 9am EDST

Attendees	
Brad Burdette, President	Hal Morgan, Vice President
Jacob Sumner, Treasurer (zoom)	Christine Appert, Secretary
Bill Wuensch, Immed. Past President	Lucas Ames, Director (zoom)
	Ted Rieck CEO

- I. Call to Order—*Brad Burdette, President*
Call to order 9:05 AM

- II. Action: September 7, 2023 EC Minutes—Christine Appert, Secretary
Motion to approve: Hal Second: Jacob Unanimously approved.

- III. Action: September 25, 2023 EC Minutes—Christine Appert, Secretary
Motion to approve: Hal Second: Jacob Unanimously approved.

- IV. Review of October 11, 2023 Board Agenda — Ted Rieck, CEO
The committee requested that AECOM’s presentation to the Regional Transit Partnership (RTP) be sent to the full Board.

- Under the executive director report:
 - The committee thought a redacted copy of the Halsey report on Jaunt’s maintenance function be sent to the Board.
 - Regarding turnover at Jaunt, Lucas requested a summary of exit data.
 - Hal would like to see a current organization chart.
 - Buckingham funding shortfall for FY2025 should be raised at the RTP in case people have ideas on bridging the deficit.

- V. Closed Session-- Brad Burdette, President
Discuss the performance, assignment, appointment, promotion, demotion, salary, disciplining, or resignation of specific officers or employees of Jaunt, as authorized by section 2.2-3711(A)(1) of the state code. The subject matter of the meeting is performance evaluation of CEO.

Motion: Jacob Second: Hal Voted unanimously to enter closed session.

Following the closed session, Brad read the following certification, which was certified by roll call vote: