



## AGENDA

### Meeting Location Change:

**Water Street Conference (TJPDC) 407 E Water St, Charlottesville, Virginia 22902**

**Meeting of the Board of Directors**

**December 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. November 8, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary* **Pgs 2-5 of 35**
- B. Resolution Authorizing the Application for FY25 Operating and Capital Grants—*Robin Munson, CFO* **Pgs 6-7 of 35**
- C. [Resolution Accepting FY2023 Financial Audit—Robin Munson, CFO](#) **Pg 8 of 35**

**VI. Standing Committee Reports**

1. Finance Committee--*Jacob Sumner, Treasurer & Robin Munson, CFO* **Pgs 9-16 of 35**
  - [Budget Statement](#) **Pg 17 of 35**
  - [FY2025 Draft Budget Presentation](#) **Pg 18 of 35**
2. Operations and Safety Reports—*Levine Hedgepeth, TSSP-Bus, PTSCPT, CSSO, Safety and Training Manager* **Pgs 19-24 of 35**
3. Regional Transit Partnership Update-- *Christine Jacobs/Hal Morgan/Lucas Ames*
4. Executive Director Report--*Ted Rieck, CEO* **Pg 34 of 34**
  - [October 31, 2023 Executive Committee Minutes](#) **Pg 35 of 35**

**VII. New Business**

**VIII. Announcements and Board Member comments**

**IX. Closed Session:** 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 the CEO.

**Adjourn to next meeting: January 10, 2024, at 10:00 AM EST**





## Minutes

### Meeting of the Board of Directors

November 8, 2023 at 10:00 AM EST

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

TIME: 10:01

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

See roster

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

None

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

None

**V. Action Items**

A. October 11, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary*

MOTION: Dian M.

SECOND: Randy P.

VOTE: Unanimous to accept

B. Authorization to Disburse Retention Bonuses to Frontline Staff--*Ted Rieck, CEO*

It was brought to the boards attention that Jaunt was seeking authorization to disburse retention bonuses to hourly employees on December 5, 2023. With these bonuses, Jaunt would be able to let staff know that they are being heard and that all of their hard work has not gone unnoticed. Randy P. expressed interest in seeing a rise in the bonus figures in the future. Additionally, Mike M. mentioned that taxes typically have a significant impact on bonuses and that he would like to see the bonuses grossed up to reflect the flat amount of the bonus after taxes. Lucas A. expressed his support of Mike's suggestion, believing that the bonuses are both worthy and significant for the staff. He did, however express his preference for an actual bonus structure plan to be implemented in the future.

MOTION: Randy P.

SECOND: Lucas A.

VOTE: Unanimous to accept

C. 2024 Service Schedule—*Jacquelyn Spence, Sr Director of Operations*

MOTION: Christine A.

SECOND: Hal M.

VOTE: Unanimous to accept

**VI. Standing Committee Reports**

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

- Financial Audit Update
- FY2025 Budget Update

Robin M. gave a quick presentation on the October financial reports to the board. She also informed the board that our application for the TRIP grant program has been submitted and that we should receive an update in December. The paving section of our Facility Master Plan had to be removed from the application because it was discovered that this type of renovation does not qualify for the type of funding offered by this grant program. Ted R. also informed the board that we are hoping to have a full presentation ready at the December board meeting for Jaunt's FY2025 budget.

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

Jacquelyn S. began by informing the board that she and our manager of Safety & Training, Levine H., have been developing a new accident tracking system for the upcoming year. In order to aid in the tracking of incidents and accidents, this system calculate accident frequency ratio and incident frequency ratio. It would also allow Jaunt to establish new goals for the safety reports. After this announcement she continued with a quick presentation on the safety reports from September. The ADA report is still showing no shows around 2.43% of our trips. For the month of September 9 warning letters and 2 suspension letters were mailed in regards to these no shows. September saw a little rise in denials; however, this can be attributed to the Greene County service cuts, which are causing us to get more trip requests in this area than we can provide.

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

By the end of December, TJPDC hopes to have completed their Regional Transportation Governance Study. The official start of the Regional Mobility Management Program is scheduled for January. The AE Com Transit Governance Study consultants will present with a project update and draft reports at the next regional transit partnership meeting on December 14th. Ted R, CEO of Jaunt, will also provide a presentation on Jaunt's micro transit market analysis.

4. Executive Director Report--*Ted Rieck, CEO*
  - [October 3, 2023 Executive Committee Minutes](#)

Ted R. gave the board an update on several significant upcoming Jaunt initiatives and events, including a planned board retreat for February 2024. This two-day program will include strategy planning, board team development, and training. Since Texas A&M has expertise in this area and is familiar with Jaunt overall from our work with them, we have requested them to assist in facilitating these sessions.

**VII. New Business**

None

**VIII. Announcements and Board Member comments**

None

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

TIME: 10:59



Resolution  
#2023121301

### **Resolution Authorizing**

The Application for FY2025 Operating and Capital Grants

Resolution authorizing the submission of state and federal funding grant applications to the Virginia Department of Rail and Public Transportation and, under an anticipated sub-recipient agreement with the Virginia Department of Rail and Public Transportation and the City of Charlottesville, to the United States Department of Transportation, for assistance to purchase capital assets and operate public transportation services under Section 5311 of the federal transit laws, Chapter 53 of Title 49 U.S.C.

**WHEREAS**, the Federal Transit Administration and the Virginia Department of Rail and Public Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

**WHEREAS**, the Federal Transit Administration authorizes the City of Charlottesville to make grants to sub-recipients for mass transportation projects; and

**WHEREAS**, the agreements for financial assistance will impose certain obligations upon Jaunt, Inc., including the provision of the local share of project costs; and

**WHEREAS**, it is required by the United States Department of Transportation, the Virginia Department of Rail and Public Transportation and the City of Charlottesville in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and under the United States Department of Transportation requirements thereunder; and

NOW THEREFORE, BE IT RESOLVED BY THE JAUNT BOARD OF DIRECTORS  
(Hereinafter referred to as the "Applicant"),

1. That Ted Rieck, Chief Executive Officer or designee, hereinafter referred to as the "Official" is authorized to execute and file an application on the behalf of the Applicant, a public transportation agency, with the Virginia Department of Rail and Public Transportation and the City of Charlottesville to aid in the financing of public transportation assistance pursuant to Section 5311 and Section 5307 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation, the Virginia Department of Rail and Public Transportation and the City of Charlottesville effectuating the purpose of Title VI of the Civil Rights Act of 1964
3. That the Official is authorized to furnish such additional information as the U.S. Department of Transportation, the Virginia Department of Rail and Public Transportation and the

City of Charlottesville may require in connection with the application of the project.

4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Virginia Department of Rail and Public Transportation and the City, of Charlottesville in connection with the application for public transportation assistance.
5. That the applicant while making application to or receiving grants, directly or indirectly, from the Federal Transit Administration will comply with FTA Circular 9040.IG, FTA Certifications and Assurances for Federal Assistance as listed in this grant application.
6. That the applicant has available in the General Fund the required non- Federal funds to meet local share requirements, and certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia.

APPROVED AND ADOPTED this 13<sup>th</sup> day of December 2023

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Signature of Authorized Official

Brad Burdett, Board President

Type Name and Title

CERTIFICATION is provided by the undersigned that, in their presence, this resolution was signed, sealed, and delivered this 13<sup>th</sup> day of December 2023

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Signature of Certifying/ Attesting Officer

Hal Morgan, Board Vice President

Type Name and Title of Certifying/Attesting Officer

THE NOTARY PUBLIC undersigned, duly qualified and acting Notary Public of JAUNT, Inc., certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on December 13, 2023.



Resolution #2023121302

Resolution Accepting  
FY2023 Financial Report

**WHEREAS**, the Board of Directors expects JAUNT's financial records and procedures to adhere to all federal, state and local regulatory requirements; and that an annual independent audit report be performed by a certified public accounting firm in accordance with generally accepted auditing standards; and

**WHEREAS**, JAUNT staff have prepared the fiscal year 2023 financial statements with the assistance of the independent certified public accounting firm Robinson, Farmer, Cox Associates; and

**WHEREAS**, representatives from Robinson, Farmer, Cox Associates have provided the financial statements, independent audit report and management letter for fiscal year 2023 to JAUNT's Board of Directors Finance Committee for review and discussion, and subsequently to the full Board of Directors for review; and

**WHEREAS**, when submitting annual independent audit reports to its funding partners, JAUNT must certify that the information therein has been presented to and accepted by the Board of Directors; and

**WHEREAS**, the accounting firm has found no problems with the accounting procedures used by JAUNT, nor any discrepancies with the financial records for the fiscal year ending June 30, 2023

**NOW, THEREFORE**, the JAUNT Board of Directors, in a meeting duly assembled on December 13, 2023 hereby accepts the aforementioned financial report for fiscal year 2023.

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Brad Burdette, President

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Date

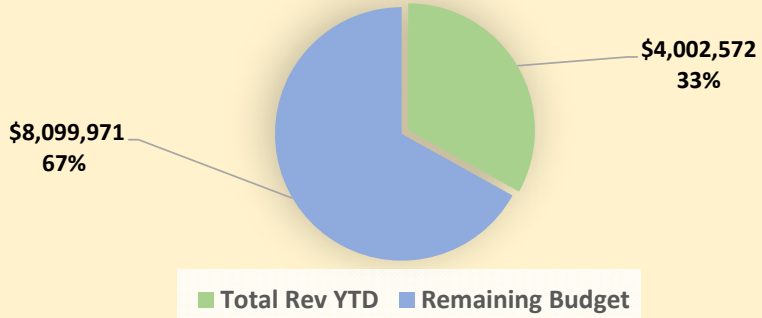


## FY23 Excess Working Capital Calculation

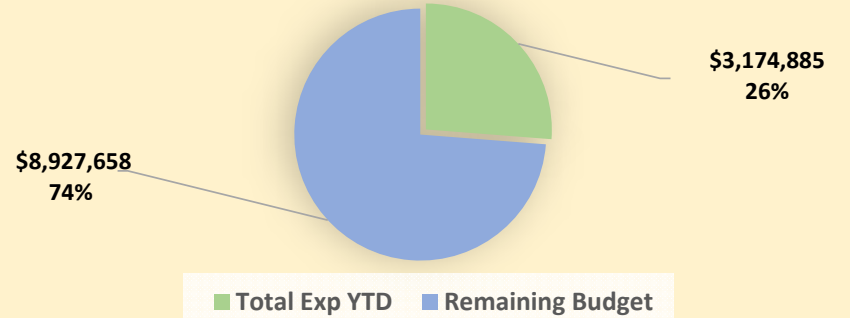
Based on 6/30/23 Audited Financial Statements

		<b>Location on Audited Financial Statements</b>
Fund balance		
Nonspendable: Prepaid items	\$ 79,610	Exhibit 1 (p. 8) Total Governmental Funds
Committed: Rainy Day + Capital	\$ 4,000,000	Exhibit 1 (p. 8) Total Governmental Funds
Unassigned	\$ 3,174,862	Exhibit 1 (p. 8) Total Governmental Funds
Total fund balance	<u>\$ 7,254,472</u>	Exhibit 1 (p. 8) Total Governmental Funds
Operating expenses total	\$ 11,015,105	Exhibit 2 (p.9) General Fund
Less: Return of grant funds	\$ (5,892)	Exhibit 2 (p.9) General Fund
Less: Jurisdiction distributions	\$ (1,251,371)	Exhibit 2 (p.9) General Fund
Eligible operating expenses used for calculation	<u>\$ 9,757,842</u>	
25% of eligible operating expenses - working capital to retain	\$ 2,439,461	(Per Excess Working Capital policy)
Unassigned fund balance	\$ 3,174,862	Exhibit 1 (p. 8) Total Governmental Funds
Less: 25% of eligible operating expenses - WC to retain	<u>\$ 2,439,461</u>	
<b>Unassigned balance less working capital amount to retain</b>	\$ 735,402	
Other items to be deducted:		
Less: reserve funds used to balance FY24 Budget	\$ 29,313	(Per Excess Working Capital policy)
<b>Excess working capital at June 30, 2023</b>	<u><u>\$ 706,089</u></u>	

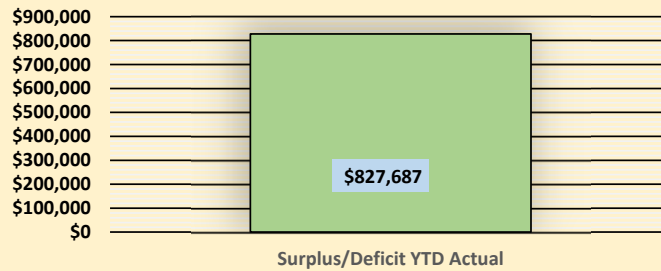
**FY23 YTD Operating Budget v Actual  
Revenue  
October 31, 2023**



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



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



## Jaunt, Inc. FY2024 Monthly Financial Summary

### Operating

#### October 2023 Year To Date

October 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	\$ 97,781	\$ 65,383	\$ (32,398)	\$ 293,344	22%	Service slightly lower than anticipated.
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 1,340,525	\$ 1,232,650	\$ (107,875)	\$ 4,021,574	31%	
Virginia DRPT Operating	\$ 654,046	\$ 624,125	\$ (29,921)	\$ 1,962,138	32%	
Local Government Operating	\$ 1,920,796	\$ 1,930,567	\$ 9,771	\$ 5,762,388	34%	
UVA Contribution	\$ 11,262	\$ 13,333	\$ 2,072	\$ 33,785	39%	
Other Revenue	\$ -	\$ 136,513	\$ 136,513	\$ -		
Account Transfer (Jaunt Reserves)	\$ 9,772	\$ -	\$ (9,772)	\$ 29,315	0%	
<b>Total Revenue</b>	<b>\$ 4,034,181</b>	<b>\$ 4,002,572</b>	<b>\$ (31,609)</b>	<b>\$ 12,102,544</b>	<b>33%</b>	

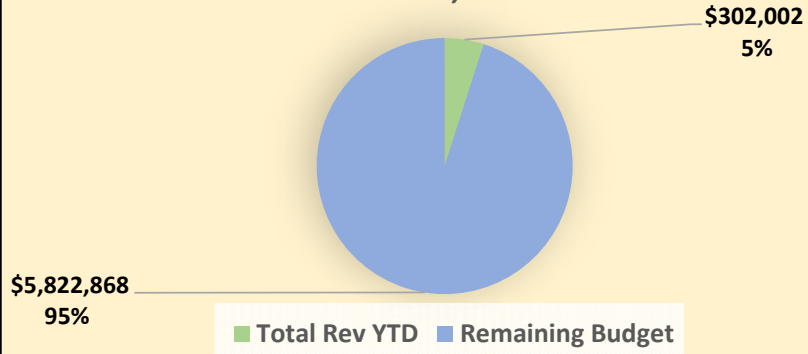
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 2,157,684	\$ 1,866,160	\$ (291,524)	\$ 6,473,053	29%	Not at full staffing level, seasonal variation in service
Fringe Benefits/Staff Development	\$ 868,910	\$ 629,163	\$ (239,747)	\$ 2,606,730	24%	
Travel/Business Meals/Meetings	\$ 6,829	\$ 3,766	\$ (3,063)	\$ 20,486	18%	Activity expected later in the year
Facility/Equipment Maintenance/Utilities	\$ 54,800	\$ 51,486	\$ (3,313)	\$ 164,399	31%	
Supplies & Materials	\$ 414,104	\$ 293,857	\$ (120,248)	\$ 1,242,313	24%	Fuel prices dropped, actual 68% of budgeted amount
Marketing & Advertising	\$ 36,667	\$ 4,445	\$ (32,222)	\$ 110,000	4%	Limited marketing activity
Insurance & Bonding	\$ 134,590	\$ 122,359	\$ (12,231)	\$ 403,770	30%	
Professional Services	\$ 349,863	\$ 193,562	\$ (156,301)	\$ 1,049,590	18%	Studies and surveys just begun
Miscellaneous	\$ 10,734	\$ 10,087	\$ (647)	\$ 32,202	31%	
<b>Total Expenditure</b>	<b>\$ 4,034,181</b>	<b>\$ 3,174,885</b>	<b>\$ (859,296)</b>	<b>\$ 12,102,544</b>	<b>26%</b>	

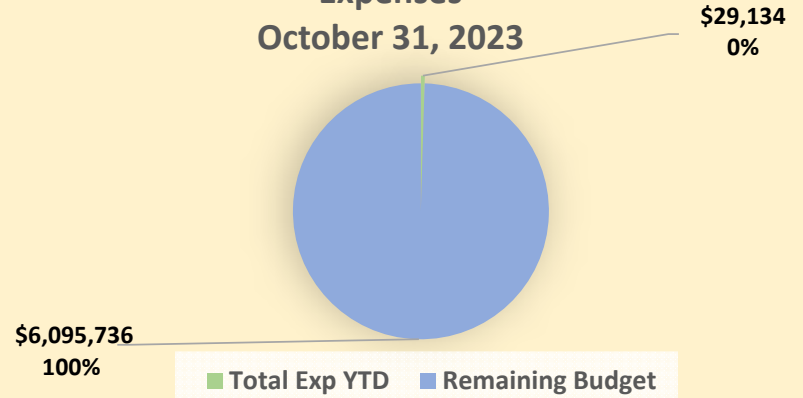
<b>Net change in fund balance</b>	\$ 0	\$ 827,687	\$ 827,687	\$ -		
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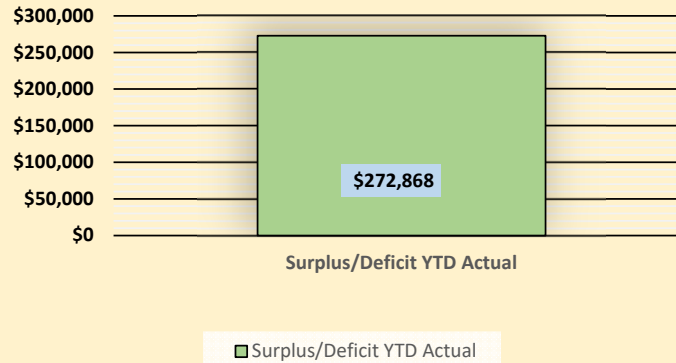
**FY23 YTD Capital Budget v Actual  
Revenue  
October 31, 2023**



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



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



## Jaunt, Inc. FY2024 Monthly Financial Summary

### Capital

#### October 2023 Year To Date

October 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	\$ 1,597,900	\$ 27,723	\$ (1,570,177)	\$ 4,793,701	1%	Reimbursable: Little capital spending
Virginia DRPT Capital	\$ 170,573	\$ 1,129	\$ (169,444)	\$ 511,719	0%	Reimbursable: Little capital spending
Local Government	\$ 273,150	\$ 273,150	\$ -	\$ 819,449	33%	
<b>Total Revenue</b>	<b>\$ 2,041,623</b>	<b>\$ 302,002</b>	<b>\$ (1,739,621)</b>	<b>\$ 6,124,869</b>	<b>5%</b>	
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Revenue Vehicles	\$ 1,821,717	\$ -	\$ (1,821,717)	\$ 5,465,151	0%	Projects not begun yet
Support Vehicles	\$ 18,333	\$ 428	\$ (17,905)	\$ 55,000	1%	Vehicle purchased last FY
Spare Parts for Vehicles	\$ 63,709	\$ -	\$ (63,709)	\$ 191,128	0%	Projects not begun yet
Facility	\$ 82,454	\$ -	\$ (82,454)	\$ 247,362	0%	Projects not begun yet
Information Technology	\$ 55,409	\$ 28,706	\$ (26,703)	\$ 166,228	17%	Most projects not begun yet
<b>Total Expenditure</b>	<b>\$ 2,041,623</b>	<b>\$ 29,134</b>	<b>\$ (2,012,489)</b>	<b>\$ 6,124,869</b>	<b>0%</b>	
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ 272,867</b>	<b>\$ 272,867</b>	<b>\$ -</b>		



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

12/7/2023

5:10 PM

	<b>10/31/2023</b>	<b>10/31/2022</b>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 6,799,182.57	\$ 6,208,266.64
Receivables, Net of Allowances	40,043.55	83,967.05
Due From Other Governmental Units	2,405,906.23	2,443,459.37
Prepaid Items	140,353.38	31,663.50
Capital Assets	5,028,216.66	6,018,838.05
<b>Total Assets</b>	<b>14,413,702.39</b>	<b>14,786,194.61</b>
Accounts Payable	\$ 361,419.07	\$ 142,266.14
Accrued Payroll & Related Liabilities	434,425.35	400,020.64
Lease Liability	85,921.59	100,745.08
Deferred Revenue	400,641.38	367,423.74
<b>Total Liabilities</b>	<b>1,282,407.39</b>	<b>1,010,455.60</b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	140,353.38	31,663.50
Committed:		
Rainy Day	3,000,000.00	3,000,000.00
Capital Reserve	1,000,000.00	1,000,000.00
Unassigned	4,229,497.49	3,980,810.55
Total Fund Balance	8,369,850.87	8,012,474.05
Total Equity	8,369,866.87	8,012,490.05
<b>Total Liabilities and Equity</b>	<b>\$ 9,652,274.26</b>	<b>\$ 9,022,945.65</b>
Net Position:		
Investment in Capital Assets	4,927,471.58	5,918,092.97
Unrestricted	8,203,791.42	7,857,614.04
Total Net Position	13,131,263.00	13,775,707.01
Total Net Position and Equity	13,131,263.00	13,775,707.01
<b>Total Liabilities and Net Position</b>	<b>\$ 14,413,702.39</b>	<b>\$ 14,786,194.61</b>

## Jaunt, Inc.

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

Cash flows from Operations for October 2023	
Local Match	\$ 614,712
DRPT Receipts	154,960
CAT Receipts	-
Agency Receipts	18,331
Other Receipts	2
Payroll	(446,308)
Capital Payments	(6,610)
Other Payments	(326,124)
Total cash flows from Operations	<u>8,963</u>
Cash flows from Investing for October 2023	
Interest	21,018
Transfer from Operating Account	-
Total cash flows from Investing	<u>21,018</u>
Net change in cash	29,981
Beginning cash balance 10/1/2023	<u>6,757,287</u>
Ending cash balance 10/31/2023	<u><u>\$ 6,787,268</u></u>
Days of cash on hand	280.46
Months of cash on hand	9.35

**Ted Rieck Monthly Expenses**  
**Paid between 10/1/23 - 10/31/23**

**Direct Reimbursement**

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

**Credit Card Charges**

Date	Check #	Amount	Purpose
53716	10/13/2023	\$ 3.35	Lanier Parking - Regional Partnership meeeting
		\$ 55.41	Timberwood - Lunch B Burdette
		\$ 25.28	Mooses - Lunch Jen Fleisher VHD
		\$ 33.62	Beer Run - Lunch Z Lacy
		\$ 47.42	Cuban Burger - Lunch Z Lacy Rockingham County
		\$ 81.98	Papa Johns - Reservations Dept Lunch
		\$ <b>247.06</b>	<b>Total Monthly Charges</b>
		\$ <b>247.06</b>	<b>Total Expenses</b>





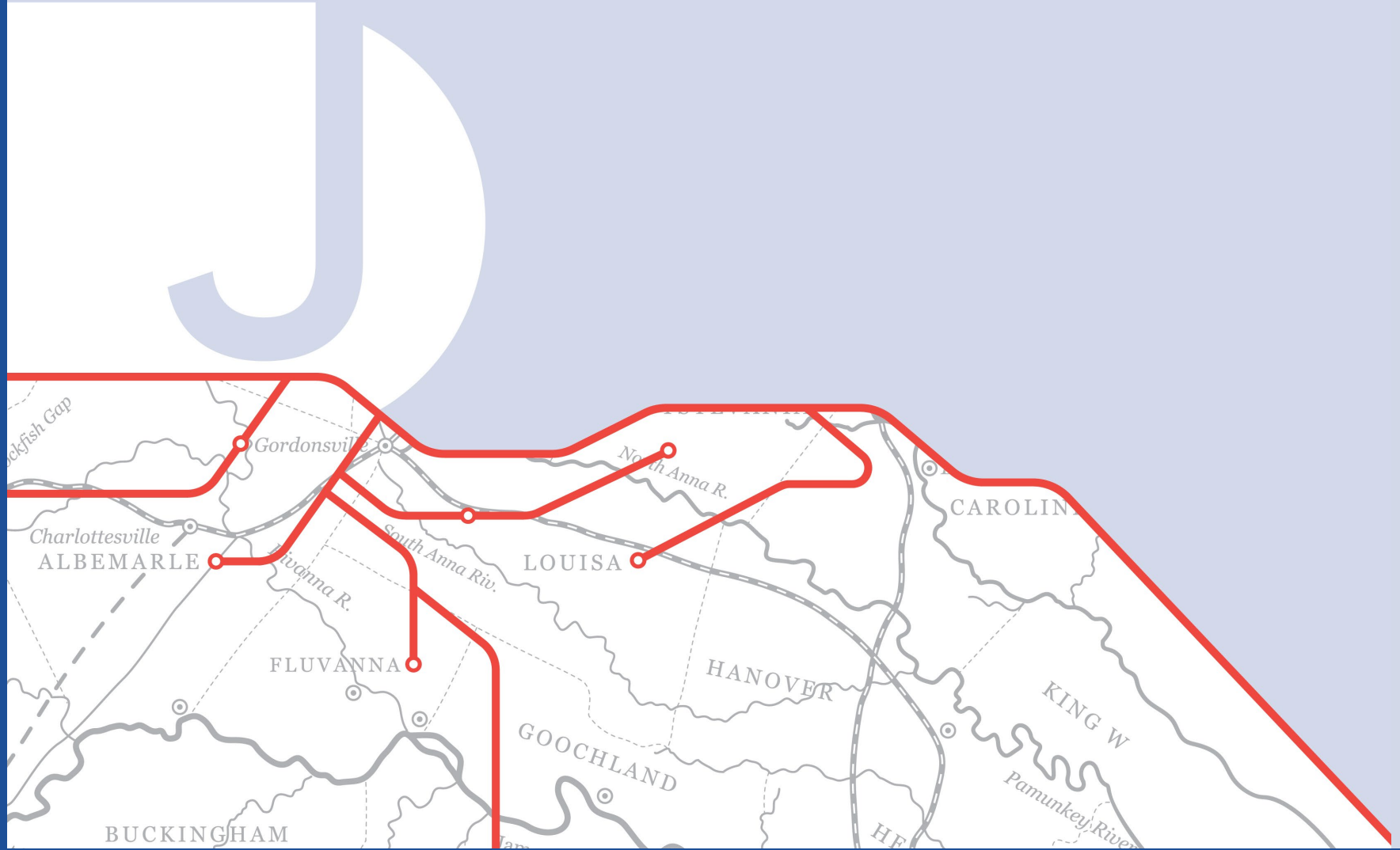
# FY2025

## **FY2025 Budget Statement**

**DRAFT DECEMBER 2023**

# FY2025 Budget: Draft

*December 13,  
2023*



### **Jaunt Safety Report October 2023**

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

- No Preventable Accidents to report

#### **Non-preventable vehicle accident(s): 0**

- No Non-preventable Preventable Accidents to report

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

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

Jaunt traveled 117,973 revenue miles and had no preventable accidents from 10/1/2023 to 10/30/2023. Jaunt has had 8 preventable accidents since 7/1/23 and recorded 460,769 revenue travel miles.

#### **Safety Concerns Shared and Investigated**

There were no safety concerns reported October.

#### **Site Visits**

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

## **National Transit Database Reporting**

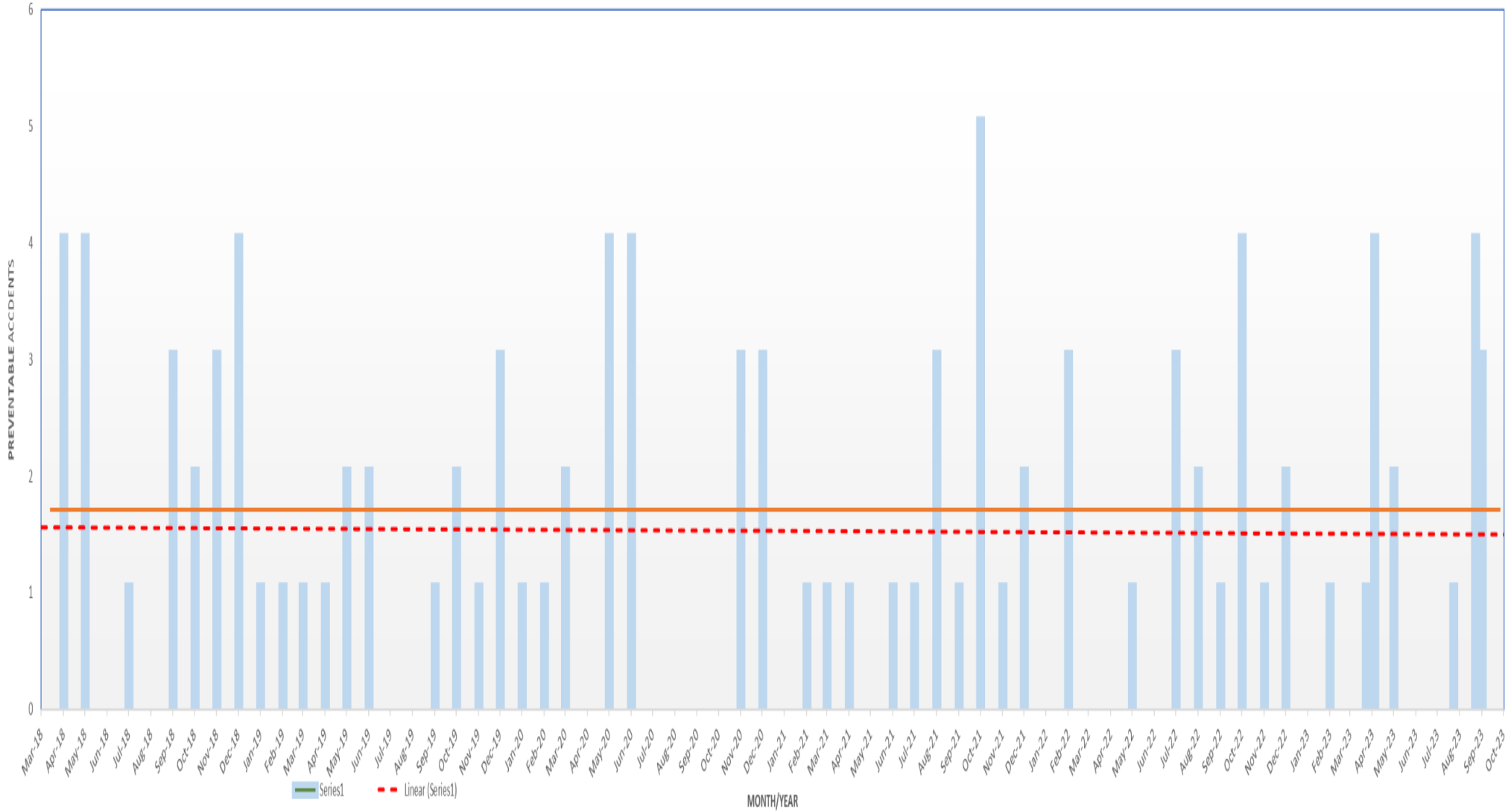
Jaunt had 0 NTD reportable safety events for the month of October 2023

## **Upcoming Monthly Safety Initiatives**

- **Annual Refresher Training Ongoing**
- **BTW Certification for trainers**



### Jaunt Preventable Accidents



The table below depicts different reporting categories split up the same way as the “Jaunt Covid Recovery Timeline” chart. 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									
	Oct	Nov*	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
ADA	38,629	35,052	33,601	36,055	36,010	41,370	36,164	38,059	35,295	33,114	36,809	37,119	39,213
Agency	7,859	5,200	5,662	5,811	5,249	6,393	4,471	5,754	5,224	4,341	3,681	3,349	2,747
Commuter Bus	18,014	17,811	18,177	18,192	17,325	20,015	17,664	19,404	18,414	16,833	17,287	18,083	17,852
Other	943	905	680	791	487	532	547	763	453	309	9,353	7,873	0
Rural Demand Response	58,203	54,776	51,819	57,402	58,821	67,569	59,984	66,874	62,634	52,856	53,766	47,781	58,161
<b>Grand Totals</b>	<b>123,649</b>	<b>113,744</b>	<b>109,939</b>	<b>118,252</b>	<b>117,891</b>	<b>135,879</b>	<b>118,829</b>	<b>130,855</b>	<b>122,020</b>	<b>107,454</b>	<b>120,896</b>	<b>114,205</b>	<b>117,973</b>

\*Data has been corrected



October 2023 ADA Report

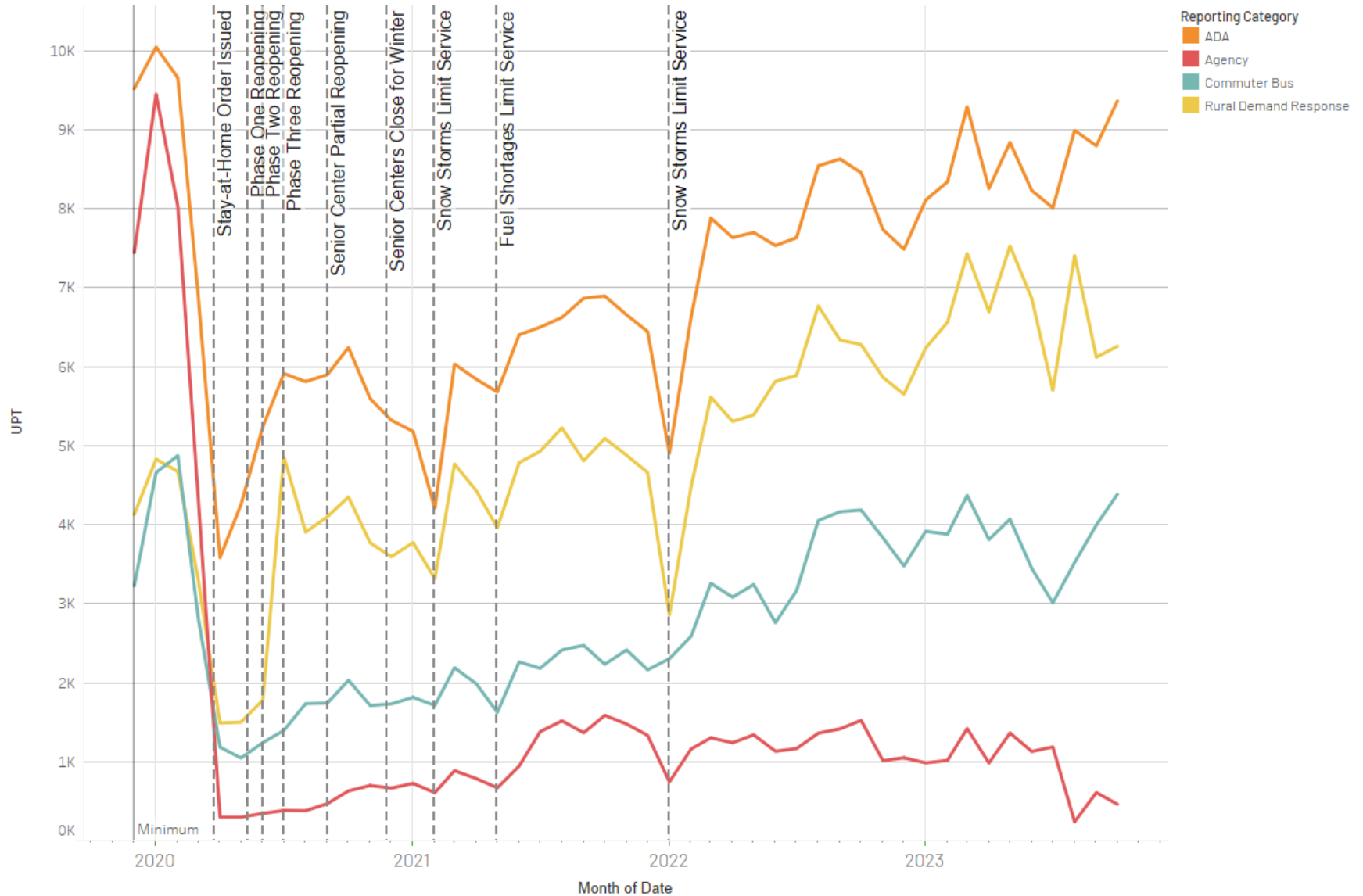
Item	FY 2023										FY 2024				
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23 Year End	Jul-23	Aug-23	Sep-23	Oct-23	FY24 YTD
<b>ADA Unlinked Passenger Trips</b>	8,455	7,735	7,485	8,108	8,339	9,289	8,254	8,837	8,229	99,524	8,009	8,976	8,799	9,363	35,147
All Demand Response UPT	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	16,081	63,194
<b>ADA Revenue Miles</b>	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	39,213	146,255
All Demand Response Revenue Miles	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	100,121	390,457
<b>ADA Revenue Hours</b>	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	3,621	13,483
All Demand Response Revenue Hours	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	6,825	26,403
<b>ADA No Shows</b>	273	216	249	247	212	348	230	264	278	2,955	322	346	332	364	1,364
All Demand Responses No Shows	552	532	523	536	525	759**	531	641	657	5,896	631	688	646	668	2,633
<b>ADA Missed Trips</b>	0	0	0	2	1	3	16	10	11	45	8	4	16	10	38
All Demand Responses Missed Trips	1	0	1	4	0	18	19	23	24	101	13	31	31	20	95
<b>ADA Denials</b>	2	1	1	0	4	5	2	0	4	25	0	2	7	17	26
All Demand Responses Denials	59	23	54	20	50	60	43	43	42	575	24	26	88	188	326
<b>ADA On Time Performance</b>	89%	91%	91%	91%	90%	91%	88%	86%	89%	91%	92%	92%	88%	91%	91%
All Demand Responses OTP	89%	91%	90%	91%	90%	90%	88%	83%	84%	90%	90%	90%	86%	89%	89%
<b>ADA Passenger Complaints</b>	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
<b>ADA Lifts Determined Inoperable</b>	0	0	0	1	1	0	1	1	1	5	1	1	0	0	2
<b>ADA Passenger Incidents/Accidents</b>	1	0	0	0	0	3	0	0	3	8	3	0	0	0	3
<b>ADA Vehicle Accidents</b>	2	1	0	0	0	0	1	1	0	8	1	0	2	0	3
<b>Excessively Long ADA Trips</b>	13	15	21	6	14	24	18	21	15	191	22	23	29	19	93
<b>Demand Response Reservations Hold Times</b>	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	2:47	2:53

\*Numbers have been adjusted as of March 2023 Board Meeting

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



Jaunt COVID Recovery per Service



The trend of sum of UPT for Date Month. Color shows details about Reporting Category. The data is filtered on Reporting Category, Date, Exclusions (MONTH(Date),Reporting Category) and Reporting Category Name. The Reporting Category filter keeps 0. The Date filter ranges from 12/1/2019 to 10/31/2023. The Exclusions (MONTH(Date),Reporting Category) filter keeps 52 members. The Reporting Category Name filter keeps no members. The view is filtered on Reporting Category, sum of UPT and Date Month. The Reporting Category filter excludes Null and N/A. The sum of UPT filter ranges from 4 to 10,043. The Date Month filter ranges from December 2019 to October 2023.







434.296.3184

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

104 Keystone Place  
Charlottesville, VA 22902



## ACRONYMS AND DEFINITIONS

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- **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. On November 30 we hosted stakeholders from Rockingham County to tour our facility and provide information on rural transit. About 12 people attended including the media. 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. Also, Kimley-Horn and Associates is finishing a transit feasibility study for Rockingham recommending microtransit as a service delivery strategy. It is possible Jaunt will partner on this opportunity and should be able to offer a microtransit solution.
2. Jaunt is continuing to work with 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.
3. We hired ETC Institute from our planning bench of consultants to develop and execute separate employee and customer surveys. They have done a "pre-survey" with about 13 Jaunt employees and board members. A draft employee questionnaire has been developed and was reviewed by key Jaunt staff and Board members. The employee survey is to be conducted this month. A customer survey will be conducted in January.
4. On December 7<sup>th</sup>, we discussed our TRIP grant with DRPT to fund Jaunt's facility projects discussed at earlier board meetings. The feedback from DRPT was Jaunt will need some additional engineering related work for the application. We will also be issuing an RFP for Architectural/Engineering and Construction Administration services to support this project.
5. We have scheduled February 9<sup>th</sup> and 10<sup>th</sup> for a Board Retreat. The location is "The Vault" in downtown Charlottesville. The afternoon of the 9<sup>th</sup> (a Friday) will involve board team building and training while the morning of the 10<sup>th</sup> will involve strategic planning. We are negotiating with Texas A&M to facilitate these sessions.
6. We have worked with the Change Management Committee to select TransPro to help us fill hard to recruit positions including a Planning Manager. As of this writing we are negotiating with TransPro.
7. We have hired a GIS/Data Analyst who starts January 2, as well as interviewed transit planner and maintenance manager candidates.



## Minutes

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

Epr PC, 902 E Jefferson St Ste 101, Charlottesville, VA 22902

October 31, 2023 at 9am EDST

Attendees	
Brad Burdette, President ( <i>started by phone then arriving in person 9:26am</i> )	Hal Morgan, Vice President
Jacob Sumner, Treasurer ( <i>arrived 9:15am</i> )	Christine Appert, Secretary ( <i>left 10:08am</i> )
Bill Wuensch, Immediate Past President	Lucas Ames, Director
David Burton ( <i>attorney; zoom</i> )	Jordan Bowman ( <i>attorney; zoom</i> )
Ted Rieck CEO	

- I. Call to Order—*Brad Burdette, President*  
Call to order at 9:05 AM.
- II. Action: October 3, 2023 EC Minutes—*Christine Appert, Secretary*

Motion to approve: Hal, Second, Christine. Passed unanimously.

- III. Closed Session-- *Brad Burdette, President*

Motion by Hal: Consult with legal counsel regarding specific legal matters requiring the provision of legal advice by our attorney, as authorized by section 2.2-3711(A)(8) of the state code. The subject matter of the meeting is potential Collective Bargaining options.

Second: Jacob

Motion carried unanimously.

Closed session.

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

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Executive Committee of the Board of Directors of Jaunt, Inc.