

BOARD OF DIRECTORS REGULAR MEETING

September 8, 2021

Prepared for Jaunt, Inc. Board of Directors



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AGENDA

I. CALL FOR ATTENDANCE/AGENDA CHANGES

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

II. MATTERS FROM THE PUBLIC

III. ACTION ITEMS/PUBLIC HEARINGS

- a. Approve meeting minutes – July 14, 2021

IV. NEW BUSINESS

V. INFORMATION AND DISCUSSION

VI. STANDING REPORTS

- a. Executive Report
- b. Safety Report
- c. Operation Report
- d. Financial Report

VII. FUTURE AGENDA ITEMS FROM BOARD MEMBERS

VIII. OTHER BUSINESS

IX. CLOSED SESSION – PERSONNEL MATTER

STANDING REPORTS

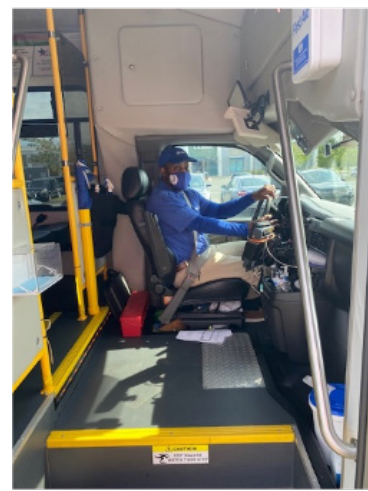
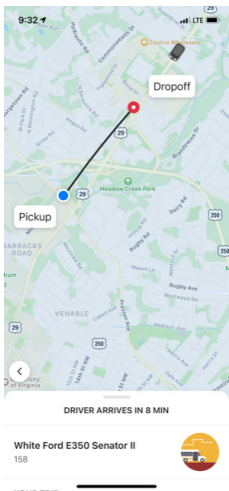
Executive Report

NEW BOARD MEMBER

The Jaunt board welcomes Albemarle Board member Lori Allshouse! Lori Allshouse is the Assistant CFO for Policy and Partnerships for Albemarle. Jaunt staff have had the pleasure of working with Lori during the budget season. Board Chair Randy Parker and I are looking forward to meeting with her on September 2nd.

SPARE DEMO

On August 14th, Jaunt staff spent the day testing out an on-demand platform called Spare. On-demand service provides riders with the opportunity to request an immediate pickup. Director of Transit Planning and Process, Stephen Johnson, designed the test which included both rural and urban areas (Charlottesville, urban Albemarle, and Louisa). Drivers were excited to test the new platform and provide their insights and feedback. Jaunt staff played the role of riders in the community. Next steps include discussions with Spare and exploration of other on-demand service models.



CROZET CONNECT

This route has successfully returned to full schedule in anticipation of increased ridership from UVA employees returning to work. The Operations Team worked together to retrain drivers, update the technology, reexamine the routes, and push out communications.

PLANNING FOR DISCOVER TRANSIT MONTH

Jaunt, RideShare, and CAT are collaborating to spread the word about Discover Transit Month which will be held in October.

STANDING REPORTS

Executive Report

COMMUNITY CONNECTIONS

UTS: On August 17th the University Transit Service (UTS) team visited Jaunt. There was a tremendous amount of synergy between the teams. Ideas to engage on include: driver communication, land use planning, sustainability goals, roadeo, recruiting and retention, ADA rules and regs., system transfers, shared stops, hospital pickups, partnering same roles (safety, ops, communications, maintenance), signage, Transloc, bus washing, EV infrastructure and platform, reporting, emergency planning and communications, bus cameras, field trips. Next steps include identifying the priorities and setting the date for the next meeting which will include small group discussions to move progress forward.



Dr. Ed Freeman: Professor Freeman is a professor of business administration at Darden, specializing in stakeholder management, leadership, business ethics, corporate responsibility, business strategy, and conscious capitalism. He and I met to discuss business ethics and engaging stakeholders.

Dr. Laura Leduc: At Alex Arche's invitation, JMU Professor Laura Leduc is scheduled to visit Jaunt on September 10th to discuss our draft ethics policy and training.

David Newkirk: I met with former Darden Business School CEO David Newkirk to continue the discussion on business ethics and corporate culture.

The Center: On August 23rd Peter Thompson and I met at the Center to tour the facility and discuss how Jaunt can further support its mission. Jaunt already provides demand response (curb-to curb, by reservation) service to the Center. Peter expressed an interest in partnering with Jaunt to conduct a demo of on-demand transportation for his membership.

Lloyd Snook: Regional Transit Partnership (RTP) Vice Chair Lloyd Snook visited Jaunt on August 30th to meet the staff and learn about Jaunt. Board Chair Randy Parker joined the discussion and tour.

Market Central / Ix Art Park / IRC / Jaunt Partnership: Market Central has partnered with the farmers market at Ix Art Park to help provide food for families that use SNAP. Working with the IRC, they have identified a need for transportation for refugee families that live at Michie Drive. Market Central has reached out to Jaunt to see if we can provide transportation on Saturdays (Starting Aug, 14th) for a month as a trial period. If this trial works, and there is a significant demand, they would like to extend this service to the end of October. Jaunt will run the trial period and see if this service gains traction.

Fluvanna Demo: Jaunt is providing transportation for the Kents Store Active Older Adult Center through the end of October to see if it helps increase program participation.

STANDING REPORTS

Executive Report

NATIONAL DRIVER SHORTAGE

- Jaunt staff is finalizing an Employee Driver Referral Program
- Jaunt staff is participating in two hiring events through the Virginia Career Works.
- Jaunt just put two new drivers on the road and welcomed back a former driver.

ROADEO PLANNING:

Jaunt staff is planning for our first post-pandemic roadeo from 8:00 A.M.– 12:00 P.M. on Saturday, September 11th at Albemarle High School. Join us!

FY21 AUDIT:

Finance Committee Chair Ray East attended the initial meeting. CFO Robin Munson and her team provided the requested documents to the audit team so they can begin. The goal is to present the audit to board at the November meeting.

TOWN HALL MEETINGS:

On August 24th employees participated in ethics training.

PROFESSIONAL DEVELOPMENT

Road Supervisors have taken the Strength Finders assessment and discussed the results with Leadership Coach Kelly Kienzle. Next steps include taking the DiSC assessment. The goal of this process is to unify the road supervisors so they work effectively as a team.

FARE FREE STUDY:

Kimley-Horn consultants are currently conducting fare free studies for both ADA and rural Jaunt service areas. The final report will be presented to the board at the October meeting

STANDING REPORTS

Executive Report

COVID 19 POLICY ADJUSTMENTS:

In response to the surge in the Delta virus, Jaunt's COVID policy has added back several layers of protection. Here is the updated policy statement:

Starting immediately, all employees are required to wear masks when in common areas such as, but not limited to, hallways, entryways, stairwells, and other areas throughout the building, as well as in shared offices (two or more people, unless they are fully vaccinated). Vaccinated staff have the option to unmask with others who have been vaccinated. Reasonable accommodations for employees with breathing difficulties will be subject to individualized assessment using guidelines from the CDC. Employees with individual offices are not required to wear a mask while alone in their office. When employees are outside they should mask and maintain a distance of 6 feet if talking to another employee.

The following steps have been taken to encourage non-vaccinated staff to become vaccinated:

- BRHD Educational session: September 8th 10AM and 4PM, This session will be mandatory for all unvaccinated employees.
- BRHD mobile unit onsite at Jaunt: Available Sept 13th from 5-7PM.
- In addition, Safety Manger Kyle Trissel has Jaunt waitlisted to also host a BRHD booster clinic as well.
- Future considerations to be considered include: weekly testing for those who are not vaccinated, mandatory vaccination for all staff

STANDING REPORTS

Safety Report

SUMMARY / HIGHLIGHTS

During the months of June and July 2021:

- There was 1 preventable vehicle accident
- There were 3 non-preventable accidents
- There were 3 preventable passenger injuries
- There was 1 staff related incident

Jaunt traveled 178,093 revenue miles and had one preventable accidents by the close of business on July 31, 2021. Jaunt has a goal of one preventable accident every 100,000 revenue miles driven. Jaunt has had seven preventable accidents since

July 1, 2020 and recorded 987,523 revenue miles travelled. Jaunt has successfully achieved its goal to date.

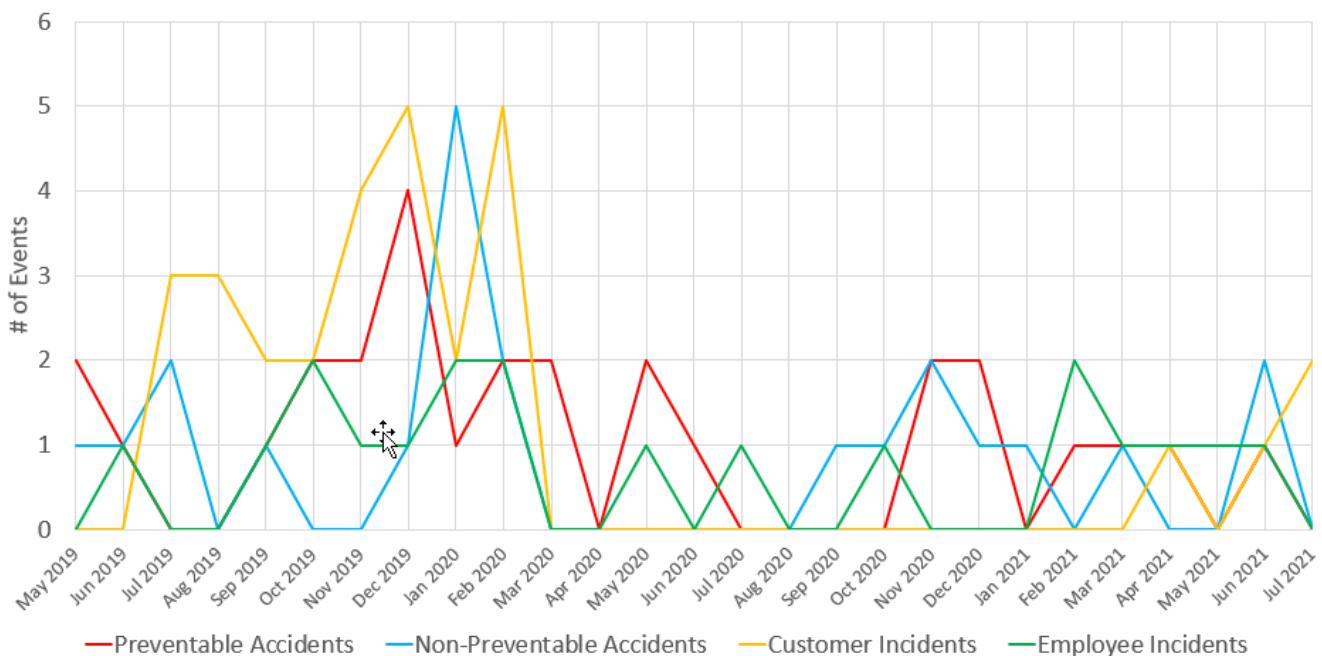
Greene County Transit traveled 27,807 revenue miles and had one preventable accident by the close of business on July 31, 2021. Greene County Transit shares Jaunt's goal of one preventable accident every 100,000 miles driven. Greene County Transit achieved its goal for the month of June and July 2021.

SAFETY CONCERNS SHARED AND INVESTIGATED

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

During the months of June and July 2021, the Safety Manager investigated a concern brought forth regarding the drop-off locations for one Fluvanna resident and one Albemarle resident.

EVENT TRENDS OVER TIME



STANDING REPORTS

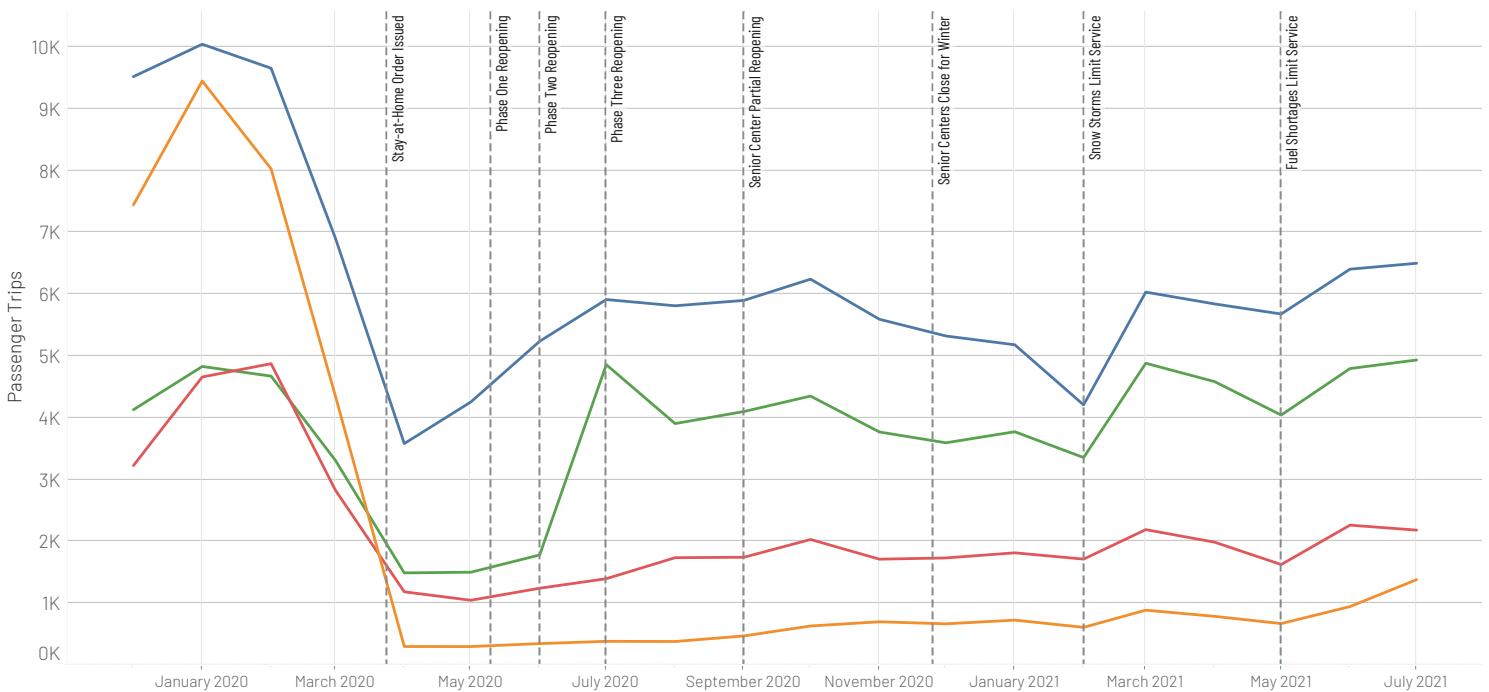
Operations Report

JAUNT COVID-19 RECOVERY

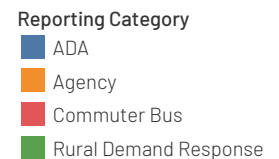
COVID-19 hit Central Virginia in March 2020, resulting in the closure of many human service agencies and businesses which in turn caused a dramatic decrease in public transit ridership. Jaunt’s agency services were hardest hit by this impact, with a 90-95% reduction in service. Public services fared better, with only a 50-75% reduction in service.

Over the summer, Jaunt passenger counts have been slowly increasing, but we have a ways to go before reaching pre-COVID levels. On July 19, Jaunt returned all of its vehicles to 100% seating capacity. We expect that this, along with the reopening of UVA and other businesses, will result in continued ridership increases over the next few months. The long-term effect of remote work on commuting patterns after COVID-19 is still unknown.

JAUNT COVID-19 RECOVERY TIMELINE



The trend of sum of Passenger Trips for Date Month. Color shows details about Reporting Category. The data is filtered on Date, which includes dates on or after 12/01/2019. The view is filtered on Reporting Category, which keeps ADA, Agency, Commuter Bus, and Rural Demand Response.



STANDING REPORTS

Operations Report

AMERICANS WITH DISABILITIES ACT COMPLIANCE REPORT - PROVIDED BY JAUNT

	FY 2021													FY 2022
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY21 Year End	Jul-21
ADA Unlinked Passenger Trips	5,912	5,811	5,898	6,242	5,593	5,322	5,180	4,213	6,067	5,914	5,715	6,403	68,270	6,499
All Demand Response UPT	12,456	12,527	12,052	12,927	11,816	11,320	11,515	9,819	13,999	13,209	12,027	14,430	148,097	15,021
ADA Revenue Miles	24,562	23,910	26,621	29,395	26,025	24,861	23,554	20,795	28,832	27,665	27,552	29,740	313,512	29,754
All Demand Response Revenue Miles	84,809	81,707	86,302	92,556	88,777	85,749	85,950	74,182	105,863	98,515	88,733	101,791	1,074,934	104,109
ADA Revenue Hours	2,060	2,127	2,510	2,803	2,527	2,407	2,174	2,011	2,607	2,561	2,610	2,783	29,180	2,679
All Demand Response Revenue Hours	6,030	5,770	5,859	6,422	5,588	5,380	5,273	4,686	6,337	6,019	5,723	6,368	69,455	6,357
ADA No Shows	159	136	142	181	164	143	130	113	158	144	133	141	1,744	137
All Demand Responses No Shows	199	177	254	332	279	272	262	258	338	228	202	322	3,123	338
ADA Missed Trips	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Demand Responses Missed Trips	2	2	0	1	0	1	0	0	1	0	0	0	7	0
ADA Denials	0	0	1	0	0	0	0	0	19	12	16	19	67	37
All Demand Responses Denials	0	0	14	5	6	2	0	0	56	48	27	78	236	132
ADA On Time Performance	92%	92%	94%	96%	92%	93%	94%	92%	89%	89%	92%	94%	92%	90%
All Demand Responses OTP	96%	96%	96%	96%	90%	92%	93%	92%	89%	89%	92%	94%	92%	90%
ADA Passenger Complaints	0	0	0	0	0	0	0	0	0	0	0	2	2	1
ADA Lifts Determined Inoperable	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Passenger Incidents/Accidents	0	0	0	0	0	0	0	0	0	1	0	1	2	0
ADA Vehicle Accidents	0	0	0	0	1	0	0	0	0	0	0	0	1	0
Excessively Long ADA Trips	3	13	16	13	8	4	3	2	3	2	3	9	79	7
ADA Call Hold Times	0:45	0:41	0:44	0:32	1:54	1:59	1:38	1:46	2:14	2:39	2:36	*	*	*

*ADA Call Hold Times are currently unavailable due to system upgrade but will be included in the next ADA compliance report.

STANDING REPORTS

Financial Report

FY21 MONTHLY FINANCIAL SUMMARY - June 2021

Sources of Financial Resources	Total Budgeted	Budget Variance	Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Fee Revenue:									
Farebox Fee	\$ -	\$ 291.25	\$ 291.25	\$ 66.27	\$ 224.98				
Contract Revenue	\$ 10,157.75	\$ 3,880.87	\$ 14,038.62	\$ -	\$ -	\$ -	\$ 14,038.62	\$ -	\$ -
Governmental Revenue:									
Federal Grants	\$ 892,984.50	\$ (277,007.50)	\$ 615,977.00	\$ 137,844.66	\$ 468,002.34	\$ 10,130.00			\$ -
Virginia DRPT	\$ 95,874.92	\$ (44,950.08)	\$ 50,924.84	\$ 11,586.62	\$ 39,338.22	\$ -			\$ -
Local Government	\$ 389,095.67	\$ (1,009.49)	\$ 388,086.18	\$ 88,298.87	\$ 299,787.31	\$ -			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 26.90	\$ 26.90				\$ 26.90	\$ -	
Total Revenue	\$ 1,388,112.83	\$ (318,768.04)	\$ 1,069,344.79	\$ 237,796.42	\$ 807,352.85	\$ 10,130.00	\$ 14,065.52	\$ -	\$ -

Uses of Financial Resources	Total Budgeted		Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 484,676.51	\$ 11,207.98	\$ 495,884.49	\$ 79,888.63	\$ 408,624.36	\$ 7,371.50	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 252,955.61	\$ (82,843.72)	\$ 170,111.89	\$ 28,503.91	\$ 138,235.28	\$ 2,758.01	\$ 614.69	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 823.50	\$ (381.51)	\$ 441.99	\$ -	\$ -	\$ -	\$ 441.99	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 31,697.87	\$ (16,174.76)	\$ 15,523.11	\$ 10,652.73	\$ 4,870.38	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 128,956.67	\$ (72,358.24)	\$ 56,598.43	\$ 6,449.49	\$ 49,089.93	\$ -	\$ 1,059.01	\$ -	\$ -
Marketing & Advertising	\$ 1,935.17	\$ 2,944.96	\$ 4,880.13	\$ 4,864.13	\$ 16.00	\$ -	\$ -	\$ -	\$ -
Insurance & Bonding	\$ 31,247.92	\$ (31,481.92)	\$ (234.00)	\$ (194.75)	\$ (39.25)	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 72,251.19	\$ 65,171.70	\$ 137,422.89	\$ 47,325.53	\$ 5,344.86	\$ -	\$ 84,752.50	\$ -	\$ -
Miscellaneous	\$ -	\$ 2,006.71	\$ 2,006.71	\$ 1,818.96	\$ -	\$ -	\$ 187.75	\$ -	\$ -
Equipment (Capital)	\$ 383,568.42	\$ (383,568.42)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (8,147.70)	\$ (25,025.73)	\$ -	\$ 33,173.43	\$ -	\$ -
Total Expenditure	\$ 1,388,112.83	\$ (505,477.19)	\$ 882,635.64	\$ 171,160.93	\$ 581,115.83	\$ 10,129.51	\$ 120,229.37	\$ -	\$ -

Total Profit/Loss	\$ 0.00	\$ 186,709.15	\$ 186,709.15	\$ 66,635.49	\$ 226,237.02	\$ 0.49	\$ (106,163.85)	\$ -	\$ -
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STANDING REPORTS

Financial Report

FY22 MONTHLY FINANCIAL SUMMARY - July 2021

Sources of Financial Resources	Total Budgeted	Budget Variance	Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Fee Revenue:									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 5,664.49	\$ 20,417.31	\$ 26,081.80	\$ -	\$ -	\$ -	\$ 25,093.08	\$ 988.72	\$ -
Governmental Revenue:									
Federal Grants	\$ 492,104.97	\$ (399.97)	\$ 491,705.00	\$ 108,598.85	\$ 376,854.15	\$ 6,252.00			\$ -
Virginia DRPT	\$ 161,945.23	\$ (37,477.23)	\$ 124,468.00	\$ 27,844.27	\$ 96,623.73	\$ -			\$ -
Local Government	\$ 566,716.68	\$ (185,726.92)	\$ 380,989.76	\$ 85,229.78	\$ 295,759.98	\$ 0.00			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 108.22	\$ 108.22				\$ 108.22	\$ -	
Total Revenue	\$ 1,226,431.38	\$ (203,078.60)	\$ 1,023,352.78	\$ 221,672.90	\$ 769,237.86	\$ 6,252.00	\$ 25,201.30	\$ 988.72	\$ -

Uses of Financial Resources	Total Budgeted	Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 503,148.02	\$ (124,365.37)	\$ 378,782.65	\$ 66,493.83	\$ 308,253.74	\$ 4,035.08	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 203,510.96	\$ (60,509.46)	\$ 143,001.50	\$ 21,536.03	\$ 119,130.23	\$ 2,216.92	\$ 118.32	\$ -
Travel/Business Meals/Meetings	\$ 1,750.00	\$ (1,750.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 17,146.33	\$ (2,474.39)	\$ 14,671.94	\$ 9,810.08	\$ 4,861.86	\$ -	\$ -	\$ -
Supplies & Materials	\$ 67,851.82	\$ (3,702.07)	\$ 64,149.75	\$ 2,520.99	\$ 60,640.04	\$ -	\$ 988.72	\$ -
Marketing & Advertising	\$ 5,583.33	\$ (5,567.33)	\$ 16.00	\$ -	\$ 16.00	\$ -	\$ -	\$ -
Insurance & Bonding	\$ 31,068.33	\$ (200.75)	\$ 30,867.58	\$ 26,908.08	\$ 3,959.50	\$ -	\$ -	\$ -
Professional Services	\$ 23,004.17	\$ (6,821.48)	\$ 16,182.69	\$ 15,384.89	\$ 797.80	\$ -	\$ -	\$ -
Miscellaneous	\$ 3,041.67	\$ (1,814.11)	\$ 1,227.56	\$ 1,257.56	\$ -	\$ -	\$ (30.00)	\$ -
Equipment (Capital)	\$ 423,849.03	\$ (423,849.03)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (11,109.19)	\$ (36,815.58)	\$ -	\$ 47,924.76	\$ -
Total Expenditure	\$ 1,279,953.66	\$ (631,053.99)	\$ 648,899.67	\$ 132,802.27	\$ 460,843.59	\$ 6,252.00	\$ 48,013.08	\$ 988.72

Total Profit/Loss	\$ (53,522.28)	\$ 427,975.39	\$ 374,453.11	\$ 88,870.63	\$ 308,394.27	\$ -	\$ (22,811.78)	\$ -	\$ -
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STANDING REPORTS

Statement of Cash Flows

FOR PERIOD ENDING JUNE 30, 2021

Cash Flows from Operations	
Local Match	\$ -
DRPT / CAT	\$1,960
Agency	\$6,560
Other	\$4,043
Payroll	(\$353,305)
Capital Payments	-
Other Payments	(\$297,950)
Total Cash Flows from Operations	(\$638,692)

Cash Flows from Investing	
Interest	\$27
Total Cash Flows from Investing	\$27

Net Change in Cash	(\$638,665)
Beginning Cash Balance	\$2,670,906
Ending Cash Balance	\$2,032,241

Days of Cash-on-Hand	78.82
Months of Cash-on-Hand	2.63

FOR PERIOD ENDING JULY 31, 2021

Cash Flows from Operations	
Local Match	\$ 450,182
DRPT / CAT	\$3,181,477
Agency	-
Other	\$14,549
Payroll	(\$507,331)
Capital Payments	-
Other Payments	(\$281,017)
Total Cash Flows from Operations	\$2,857,861

Cash Flows from Investing	
Interest	\$30
Total Cash Flows from Investing	\$30

Net Change in Cash	\$2,857,891
Beginning Cash Balance	\$2,032,241
Ending Cash Balance	\$4,890,132

Days of Cash-on-Hand	189.67
Months of Cash-on-Hand	6.32

BOARD MEETING CALENDAR

2021 Dates and Future Agenda Items

- JANUARY 13:**
- Public Hearing: Application for State and Federal Funding
 - Board Strategic Plan Update
-

- FEBRUARY 10:**
- Audit Update
 - Capital Project Planning Update
-

- MARCH 10:**
- Audit
-

- APRIL 14:**
- Public Relations and Marketing Quarterly Report
-

- MAY 12:**
- FY22 Budget Update: Tentative
 - Review, discuss, and approve Jaunt's Financials and Grants Management and Telecommuting Policies
 - Nomination Committee
-

- JUNE 9:**
- Review, discuss, and approve updated Jaunt policies
-

- JULY 14:**
- Review FY22 Communications Plan
 - Review, discuss, and approve updated Jaunt policies
-

- AUGUST 11:** No meeting
-

- SEPTEMBER 8:**
- CEO Hiring Discussion
-

- OCTOBER 13:**
- Annual Shareholders Meeting – Election of Officers and Committees
 - Adoption of FY22 Budget
 - Draft FY23 Budget for Discussion
 - FY23-29 Capital Project Discussion
 - Electronic Meeting Policy Adoption
-

- NOVEMBER 10:**
- Audit Review
 - Discuss amending Jaunt By-laws
 - 2022 Transit Development Plan Update
-

- DECEMBER 8:**
- Board Strategic Plan Update
 - Capital Project Planning Update