



## AGENDA

### Meeting of the Board of Directors

February 8, 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** – Bill Wuensch, President

#### II. **Roll Call** – Christine Appert, Secretary

#### III. **Introductions** – Bill Wuensch, President

#### IV. **Public Comments** – Bill Wuensch, President

The public may address the board by first contacting Nancy Hunt before the start of the meeting. Comments are limited to three minutes at the discretion of the board president. Contact Nancy Hunt at [nancyh@ridejaunt.org](mailto:nancyh@ridejaunt.org) or (434) 296-3184, extension 114.

#### V. **Action Items**

- January 11, 2023, Board of Directors Meeting Minutes– Christine Appert, Secretary **Pg. 2 of 35**
- Call for Special Shareholder Meeting--Ted Rieck CEO **Pg. 6 of 35**
- Approval of Transit Development Plan--Ted Rieck, CEO  
[Final TDP](#) / [TDP w/ comments & changes](#) **Pg. 7 of 35**
- Authorization to Disburse Excess Working Capital to Jurisdictional Partners--Ted Rieck, CEO **Pg. 8 of 35**
- Board of Director Meeting Procedures--Ted Rieck, CEO, and Jordan Bowman, Legal Counsel **Pg. 9 of 35**

#### VI. **Standing Committee Reports**

- Finance Committee--Jacob Sumner, Treasurer & Robin Munson, CFO **Pg. 14 of 35**
  - Update on FY2024 Funding Requests **Pg. 20 of 35**
- Operations and Safety Reports--Kyle Trissel, Safety Manager, and Brooke Solderich, GIS Data Analyst **Pg. 22 of 35 / Pg. 24 of 35**
- Regional Transit Partnership Update-- Christine Jacobs/Hal Morgan/Lucas Ames
- Executive Director Report--Ted Rieck, CEO **Pg. 35 of 35**

#### VII. **New Business**

#### VIII. **Announcements and Board Member comments**

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

## MINUTES

### Meeting of the Board of Directors

January 11, 2023, at 10:00 AM EST

Voting Member	Present In person	Present virtual	Absent
William Wuensch, [President], Albemarle	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville	X		
Jacob Sumner [Treasurer], Albemarle	X		
Mike Murphy, Albemarle	X		
Caetano de Campos Lopes, Albemarle	X		
Lucas Ames, Charlottesville	X		
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker [Immediate Past President], Louisa	X		
Willie Gentry, Louisa	X		
Brad Burdette, Nelson	X		
Dian McNaught, Nelson	X		
Leslie Woodfolk, Fluvanna			X
<b>Ex Officio Members</b>			
Christine Jacobs, TJPDC		X (joined late)	
Kevin Hickman, Buckingham		X (joined 10:20am)	
Garland Williams, CAT		X	
Michael Mucha, DRPT		X	
Steve Bowman, Greene		X	
<b>Staff</b>			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Mike Mills, Procurement Specialist		X	
Kyle Trissel, Transportation Safety Manager		X	
Brooke Solderich, GIS Data Analyst		X	
Cassy Kelly, Marketing & Comm Coordinator	X		
Zadie Lacy, Transit Planner	X		
<b>Public</b>			
Wood Hudson, DRPT		X	
Joel Eisenfeld, KFH		X	
Will Sutton, KFH		X	

**I. Call to Order** – *Bill Wuensch, President*

Called to order at 10:00 a.m.

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

Christine Appert read the roster.

**III. Introductions** – *Bill Wuensch, President*

Caetano introduced himself and provided a brief background.

**IV. Public Comments** – *Bill Wuensch, President*

None.

**V. Action Items**

A. December 14, 2022, Board of Directors Meeting Minutes– *Christine Appert, Secretary*  
Motion: Dian                      Second: Brad B.                      Vote: Passed unanimously

B. Approval of Transit Development Plan--*Ted Rieck, CEO*

Ted acknowledged flaws in the plan but pointed out that they are mostly editorial. He gave a brief overview of the plan timeline and consultants. He also recognized the short time that the Board had to review the document and offered options. 1. Vote to adopt/proceed today. 2. Convene a special meeting in two weeks' time to vote on the TDP. 3. Wait and vote at the February meeting. Mike Mucha and Wood Hudson from DRPT mentioned that the Plan is updated every 6 years, but can be revised yearly. Erik Larson commented that he does not think these documents are revised yearly and that we should make the necessary revisions now. He also objected and said the issues with the plan are not editorial problems, but rather there are several fundamental mistakes with the plan and he has edits. Mike Murphy spoke and said that it would not be responsible to approve the Plan without further review. Hal Morgan agreed that we needed additional time to review the document. Caetano agreed to delay the vote and had questions regarding Jaunt's all electric busses that were missing from the document and had other recommendations regarding baseline greenhouse emissions. Ted asked Mike Mucha if there would be any problem delaying the vote until February. Mike said it would be fine, but that anything past 30 days would present a problem with capital funding.

Motion: Erik                      Second: Dian                      Vote: Passed unanimously to delay vote  
on TDP Plan to February meeting

C. Resolution Authorizing Application for FY2024 Operating and Capital Grants --*Ted Rieck, CEO*

Ted – We have a deadline of Feb 1<sup>st</sup> to submit our grant requests for FY2024 operating costs – both federal and state as well as capitol. The Authorizing Resolution is a routine application authorizing Ted as CEO to sign the necessary documents to apply for grants through DRPT.

Motion: Randy                      Second: Hal                      Vote: Passed unanimously to approve the resolution authorizing application

D. Board of Director Meeting Procedures--*Ted Rieck, CEO, and Jordan Bowman, Legal Counsel*

Jordan provided a general background of Robert’s Rule of Order. He explained that he had crafted a hybrid or amalgamation of rules to govern the Board that are meant for smaller board for everyone to review and vote to approve. However, after much discussion and various opinions expressed, it was clear a few changes would need to be made. Jordan said he would draft the changes proposed and bring an amended Meeting Procedures document for the Board to review in the February meeting.

Motion: Christine                      Second: Dian                      Vote: Passed unanimously to allow Jordan the time to amend the Meeting Procedures and vote on them in February

## VI. **Standing Committee Reports**

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

Robin reviewed the financial statements. Erik asked for DRPT and CAT funding to be separated. Robin agreed to do this.

**Distribution of Excess Working Capital** document introduced by Ted. He explained the reasons behind the significant local contribution increases requested for FY2024. He mentioned that Louisa as an example is one of the jurisdictions not pleased with the large increase. The question at hand is whether or not Jaunt should use its excess cash above needed working capital and give some of this to the localities to assist in softening the budget increases. Dian asked if the communities would expect this on a regular basis? And suggested we have a policy and messaging that we adhere to if we were to distribute funds. Lucas Ames commented that because we had changed the way we distribute federal funds and calculate our budget requests for the localities, we should use the excess funds to cushion the blow of the increase. Mike Murphy commented that we should make this a regular review process and let the communities weigh in on what to do with the excess funds on an annual basis. This would be like other quasi-governmental entities such as jails and libraries. This demonstrates better stewardship of Jaunt’s funding. Willie mentioned Louisa’s aversion to a 118% funding increase and the request for some assistance during a transitional period to a more formulaic and transparent approach to funding requests. Woody agreed. Jacob provided a background of how the Finance Committee arrived at these numbers and acknowledged that going forward this will be an annual review. He does not anticipate this much of an excess in future years as the point of the new budget calculations and methods is to get Jaunt closer and closer to the mark. The

new math is based on service usage by each locality and meant to be more equitable. If distributed this excess cash could be a reduction in the funding request amount for FY2024 or could be in the form of a check. Mike Murphy again reiterated that he believes this is up to each county to decide how to use the funds rather than let Jaunt decide. Bill W. acknowledged that we would not reach consensus today and that we should decide what next steps to take. Ted agreed to present options for allocating the excess funds to the Board for a vote at the February 8<sup>th</sup> Board meeting.

B. Operations and Safety Reports—*Kyle Trissel, Safety Manager, and Brooke Solderich, GIS Data Analyst*

Due to time constraints these reports were skipped over. Hal Morgan did request a Safety Committee Meeting in the near future.

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

Christine Jacobs provided a Governance Study update letting everyone know that the consultants had completed the Existing Conditions Memo which was one of the deliverables.

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

Ted briefly gave a report on several items including a new phone system in the works and staffing updates.

## **VII. New Business**

Dian asked for additional information on Jaunt's history and that it be distributed to every board member and shareholder. Caetano suggested an orientation for new board members. And Ted made everyone aware that legally a shareholders meeting is needed to affirm a new board member. Jordan agreed to draft a document to allow for an open-ended proxy.

## **VIII. Announcements and Board Member comments**

Motion: Brad B.                      Second:              Dian                      Vote: Unanimous

TIME: 12:12 p.m.

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

Special Stockholder Meeting March 7, 2023

This seeks Board approval to call for a Special Meeting of Jaunt Stockholders on March 7, 2023 at 1:30 PM. The meeting is to be held virtually.

The tentative agenda for the Special Meeting:

1. Roll Call and Welcome
2. Minutes from October 12, 2022 Annual Meeting
3. Vote on the Appointment of Caetano de Campos Lopes to Board of Directors representing Albemarle County.
4. Vote on the removal of a Director from the Board of Directors, representing Fluvanna County.
5. New Business



**Approval of Transit Development Plan**

This is the reconsideration of the same item presented to the Board at the January meeting. At the meeting, directors voiced disapproval of the quality of Transit Development Plan (TDP) and asked for edits to be made.

Since the January meeting, additional comments were solicited and noted. The consultant reviewed the comments and made corrections deemed appropriate. Following these corrections, a technical writing editor hired by Jaunt reviewed the document. The consultant addressed the editor's notations. Another opportunity was given for a final review.

As a reminder, the TDP is a multi-year planning document that is intended to provide direction for a transit system and its community partners. The planning process identifies transit needs, develops potential improvements to meet the needs, prioritizes these potential improvements, and identifies the resources needed to implement the chosen improvements. The planning process for a TDP is typically guided by transit program staff, with input from an advisory committee made up of transit program stakeholders and community partners. Public and rider input is also sought during the process to ensure the plan reflects the needs of the community.

As reported previously, some of the top takeaways from the TDP are:

- Based on a survey of riders and stakeholders, Jaunt services are well regarded.
- A new cost allocation model/procedure has been developed to provide more transparency and equity in sharing costs among Jaunt's funding partners.
- Transit needs exist throughout Jaunt's service area.
- Several service improvement suggestions including:
  - Acquisition of an app-based demand response booking and tracking system
  - Pursuit of microtransit as an alternative service delivery model
  - Modification of services in Nelson, Buckingham, Albemarle, and Greene Counties among other areas.

Below are links to the final document as well as document listing the comments received and the disposition of those comments.

[Jaunt Final TDP – Clean Copy](#)

[Jaunt Final TDP – Copy w/ Track Changes](#)

[Jaunt Final TDP – Comments & Responses](#)

### Authorization to Disburse Excess Working Capital to Jurisdictional Partners

As reported at the January 2023 Board meeting, Jaunt has accumulated working capital cash reserves in excess of policy standards. Working capital is used to bridge cash needs between governmental and grant related receipts. It enables Jaunt to meet important functions such as payroll until funding partner funding is received. These receipts can occur irregularly, while Jaunt's needs for cash are frequent and more regular. We have determined that \$1,251,370 in excess working capital exists.

The Board indicated that disbursing the excess cash to jurisdictional partners would help them better absorb significant increases in Jaunt's funding requests for FY2024. With the guidance of the Finance and Executive Committees, it was deemed that disbursement would be based on the proportion of actual FY2022 operating expenses borne by the jurisdiction. The table below shows the distribution.

Staff proposed to make the distribution at the beginning of FY2024 in July 2023. Further, there would be no conditions attached to funds as the communities can use at their discretion. It will be emphasized, however, that while the jurisdiction can use the funds to offset increases for FY2024, the distribution will not deduct from the funding request. Finally, Jaunt would make it clear that such distributions will likely not be a regular occurrence as budgeting becomes more refined with opportunities for excess cash diminishing with time.

Jurisdiction	Total Ops Expenses* (FY2022 Actual)	Share	Distribution
Albemarle County	\$ 3,576,454	43.9%	\$ 549,519
Buckingham County	\$ 190,781	2.3%	\$ 29,313
Charlottesville City	\$ 1,872,449	23.0%	\$ 287,700
Fluvanna County	\$ 148,127	1.8%	\$ 22,760
Greene County	\$ 1,155,258	14.2%	\$ 177,504
Louisa County	\$ 1,050,600	12.9%	\$ 161,424
Nelson County	\$ 150,672	1.9%	\$ 23,151
<b>Total Jurisdiction</b>	<b>\$ 8,144,342</b>	<b>100.0%</b>	<b>\$ 1,251,370</b>
<i>*Operating expenses for governmental entities only and does not include agencies.</i>			



**Board of Director Meeting Procedures**

At the January meeting, the Board considered the Executive Committee's proposal to formalize board meeting procedures. Included with this item are the noted changes along with a "clean" version of the resolution adopting the procedures,



## **RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE MEETINGS OF THE BOARD OF DIRECTORS OF JAUNT, INC.**

**WHEREAS**, the Board of Directors of Jaunt, Inc. (the “Board”) holds regular meetings throughout each calendar year, typically on a monthly basis; and

**WHEREAS**, the Board desires to adopt rules of procedure to govern and facilitate the conduct of business at its meetings; and

**WHEREAS**, Robert’s Rules of Order are adopted and followed by many entities within the Commonwealth of Virginia, including many of Jaunt’s shareholders; and

**WHEREAS**, the Board desires to adopt Robert’s Rules of Order, together with some but not all of the alternate procedures therein that apply to “small boards”, as the rules of procedure to govern meetings of the Board.

**NOW, THEREFORE**, the Board resolves and adopts the following rules of procedure:

### **Rules of Procedure for Meetings of the Board of Directors of Jaunt, Inc.**

1. Robert’s Rules of Order (“Robert’s Rules”) will apply to all business conducted at meetings of the Board unless (i) suspended or modified as provided in Robert’s Rules or (ii) there is a conflicting provision within this Resolution, Jaunt’s Articles of Incorporation, Jaunt’s Bylaws, or Virginia law, in which instance such conflicting provision shall take precedence over Robert’s Rules.
2. The Board elects to follow the following procedures described in Robert’s Rules as applying to “small boards”:
  - a. Members may remain seated when making motions or speaking, and may seek the floor by raising a hand.
  - b. Informal discussion of a subject is permitted when no motion is pending.
  - c. There is no limit to the number of times a member can speak to a debatable question,<sup>1</sup> but any member who has not yet spoken on a topic shall have priority over a member who has already spoken.
  - d. The president (i) need not rise while putting questions to a vote, (ii) is permitted to speak in informal discussions and in debate, and (iii) is permitted to vote on all questions.
3. The following will be the general order of business of the Board:
  - I. Call to Order
  - II. Roll Call
  - III. Introductions
  - IV. Public Comments
  - V. Action Items
  - VI. Reports of Officers and Standing Committees
  - VII. Announcements and Board Member Comments
  - VIII. New Business

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<sup>1</sup> However, the President shall have the right to close or limit debate as provided in paragraph 4, and motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order.

- IX. Unfinished Business
- X. Closed Session (if any)

- 4. The President of the Board – or, in the absence of the President, the Presiding Officer – shall have the authority to close or limit debate on any topic by limiting the total time spent on such topic, limiting the amount of time allotted to each speaker, or limiting the number of times members of the Board may speak.
- 5. Unless specifically so directed by the Board, these rules do not apply to the conduct of committees or subcommittees.

Signed this \_\_ day of \_\_\_\_\_, 2023

SIGNED:

ATTEST:

\_\_\_\_\_  
William Wuensch, President

\_\_\_\_\_  
Christine Appert, Secretary

## **Roberts Rules of Order – A Basic Summary of Applicable Rules for the Board of Directors of Jaunt, Inc**

### **I. General Principles of Parliamentary Procedure**

- a. To enable an assembly to arrive at the “general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion”.
- b. To provide for “full and free” discussion.
- c. To balance the rights of the majority, subgroups, and individual members.

### **II. Order of Business (a/k/a the Agenda)**

Unless an exception applies, business will follow the “general order” adopted by the assembly. Although Robert’s Rules contains a default order, the general order proposed for Jaunt is slightly different so as to reflect Jaunt’s existing practices.

Robert’s Rules uses the term “class” for each category in the order of business. When each class of business has concluded, the President will announce the next class.

Business that is out of order is not appropriate to discuss or act upon unless action has been taken to deviate from the general order. The most common methods of deviating from the general order are (i) by unanimous consent, or (ii) a motion to suspend the general order.

### **III. Conduct of Business**

#### *a. Role of the President.*

The President, or the Vice-President if the President is absent, presides over the meeting. The President will begin the meeting by calling it to order and proceed to call the different classes of business.

The President moderates discussion by recognizing members who wish to speak on a particular topic, assigning the floor to members who want to speak, and ensuring that applicable rules are being followed. Under Jaunt’s rules of procedure, the President also has the authority to close or limit debate on any topic.

#### *b. Discussion and Debate of Items.*

For each item in the order of business, the President may assign the floor to an officer, member, or employee for a presentation or introduction of a topic. The President may allow an opportunity for questions, but may limit the scope or amount of time spent on questions.

During discussion, every member, including the President, has a right to speak on a topic. Members may speak more than once, but if there is a member who has not yet spoken who wants to speak, the member who has not yet spoken shall first be assigned the floor. Informal discussion or debate is permitted to take place prior to a motion.

The following guidelines apply to discussion and debate:

- i. Remarks should be confined only to the pending question or topic;*
- ii. Personal attacks (attacks on a member’s motives) should be avoided;*
- iii. Members who do not have the floor should refrain from interrupting;*

The President may enforce or remind members of these rules. Similarly, a member who believes a rule is not being followed may ask the President for a “point of order”.

c. *Making a Main Motion.*

Following informal discussion on a topic, if any, a member may make a motion. A motion that brings business before the assembly (e.g. a motion to adopt or approve a particular item) is called a “main motion”. Only one main motion may be considered at a time. The procedures for a main motion are as follows:

- i. *Preliminary discussion, if any.*
- ii. *A main motion is made.*
- iii. *Each main motion requires a second. If there is no second, the motion fails.*
- iv. *If the motion is unclear or confusing, the President or another member may suggest alternate wording. This may occur before or after a second, but if the wording is changed after a motion is seconded, the second may be withdrawn.*
- v. *The President states the question and calls for discussion (“A motion has been made and seconded that \_\_\_\_\_. Is there any discussion?”)*
- vi. *The movant has the right to speak first if they want to.*
- vii. *Each member then has the opportunity to speak.*
- viii. *Following conclusion of discussion, the President puts the motion to a vote (“Is there any further debate? There being none, all those in favor say aye...”)*
- ix. *The President will then state the results (whether the motion passed or failed).*

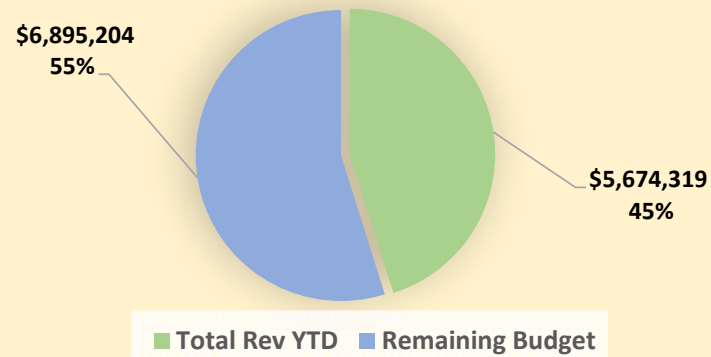
d. *Secondary Motions.*

Secondary motions are, for the most part, motions that are procedural or deal with the treatment of the main motion. A secondary motion may be made while a main motion is pending and, once made, must be acted upon before the main motion is disposed of. A few examples of common secondary motions are:

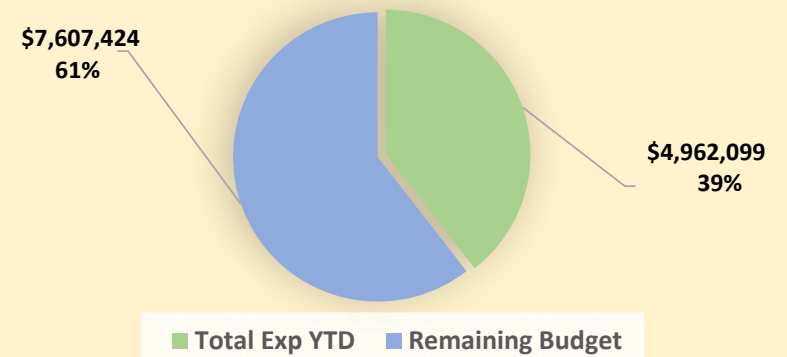
<b>To:</b>	<b>You say:</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote needed</b>
Adjourn	I move that we adjourn	No	No	Majority
Recess	I move that we recess until....	No	Yes	Majority
End Debate	I move the previous question (a/k/a “calling the question”)	No	No	2/3
Limit Debate	I move that we limit debate on this question to _____ minutes per person	No	Yes	2/3
Postpone consideration	I move that we postpone this matter until....	Yes	Yes	Majority
Suspend further consideration	I move that we table this item	No	No	Majority
Amend a motion	I move that the motion be amended by...	Yes	Yes	Majority
Suspend the rules	I move to suspend the rules of procedure and _____ (some action that the rules typically would not allow)	Yes	Yes	2/3
Refer to committee	I move that we refer this matter to [state the name of the committee]	Yes	Yes	Majority
Reconsider <sup>2</sup>	I move that we reconsider ....	Yes	No	Majority

<sup>2</sup> The person making the motion must have voted on the prevailing side of the previously decided matter.

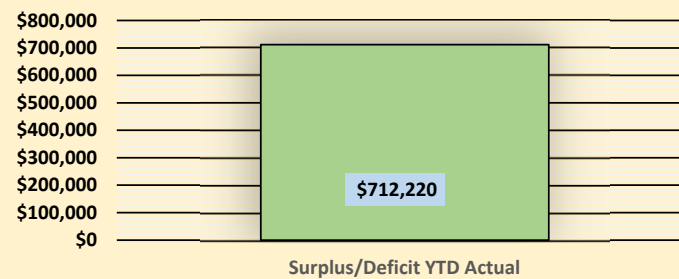
### FY23 YTD Budget v Actual Revenue December 31, 2022



### FY23 YTD Budget v Actual Expenses December 31, 2022



### FY23 YTD Surplus/Deficit December 31, 2022



## Jaunt, Inc. FY2023 Monthly Financial Summary

December 2022										
Sources of Financial Resources	Total Budgeted      Total Actual      Budget Variance			Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
<b>Fee Revenue:</b>										
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -					
Contract Revenue	\$ 49,132	\$ 20,068	\$ (29,064)	\$ -	\$ -	\$ -	\$ 20,068	\$ -	\$ -	
<b>Governmental Revenue:</b>										
Federal Operating Grants	\$ 339,925	\$ 305,696	\$ (34,229)	\$ 86,444	\$ 212,880	\$ 6,372				
Federal Capital Grants	\$ 53,668	\$ 27,664	\$ (26,004)							\$ 27,664
Virginia DRPT Operating	\$ 212,655	\$ 211,529	\$ (1,126)	\$ 61,089	\$ 150,440	\$ -				
Virginia DRPT Capital	\$ 4,689	\$ 5,533	\$ 844							\$ 5,533
Local Government	\$ 387,391	\$ 395,621	\$ 8,230	\$ 112,257	\$ 276,447	\$ -				\$ 6,916
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -					
Other Revenue	\$ -	\$ 15,172	\$ 15,172				\$ 4,870	\$ 10,302		
<b>Total Revenue</b>	\$ 1,047,460	\$ 981,282	\$ (66,178)	\$ 259,791	\$ 639,767	\$ 6,372	\$ 24,938	\$ 10,302	\$ 40,113	
Uses of Financial Resources	Total Budgeted      Total Actual      Budget Variance			Admin (011)	Operations (012)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
Salaries & Wages	\$ 509,823	\$ 462,224	\$ (47,599)	\$ 70,025	\$ 392,199	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits/Staff Development	\$ 218,035	\$ 140,122	\$ (77,913)	\$ 14,062	\$ 126,055	\$ 4	\$ 1	\$ -	\$ -	
Travel/Business Meals/Meetings	\$ 1,608	\$ 2,106	\$ 497	\$ (453)	\$ -	\$ -	\$ 2,558	\$ -	\$ -	
Facility/Equipment Maintenance/Utilities	\$ 13,359	\$ 12,483	\$ (876)	\$ 11,108	\$ 1,375	\$ -	\$ -	\$ -	\$ -	
Supplies & Materials	\$ 140,590	\$ 55,488	\$ (85,102)	\$ 5,334	\$ 50,154	\$ -	\$ -	\$ -	\$ -	
Marketing & Advertising	\$ 9,167	\$ 7,173	\$ (1,993)	\$ 7,173	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance & Bonding	\$ 32,375	\$ 32,894	\$ 519	\$ 32,894	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 60,741	\$ 89,164	\$ 28,423	\$ 87,705	\$ 1,459	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 2,233	\$ 1,973	\$ (260)	\$ 1,864	\$ -	\$ -	\$ 109	\$ -	\$ -	
Equipment (Capital)	\$ 59,530	\$ 34,580	\$ (24,950)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,580	
<b>Total Expenditure</b>	\$ 1,047,460	\$ 838,207	\$ (209,253)	\$ 217,097	\$ 534,628	\$ 4	\$ 51,897	\$ -	\$ 34,580	
<b>Net change in fund balance</b>	\$ (0)	\$ 143,075	\$ 143,075	\$ 42,694	\$ 105,138	\$ 6,368	\$ (26,959)	\$ 10,302	\$ 5,533	

Negative Variance  Positive Variance

## Jaunt, Inc. FY2023 Monthly Financial Summary

December 2022 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Fee Revenue:</b>						
Farebox Fee	\$ -	\$ -	\$ -	\$ -		
Contract Revenue	\$ 294,794	\$ 127,358	\$ (167,436)	\$ 589,587	22%	Ridership lower than expected
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 2,039,550	\$ 1,806,872	\$ (232,678)	\$ 4,079,100	44%	Reimbursable: operating expenses lower
Federal Capital Grants	\$ 322,011	\$ 85,305	\$ (236,706)	\$ 644,021	13%	Reimbursable: capital expenses lower
Virginia DRPT Operating	\$ 1,275,929	\$ 1,269,174	\$ (6,755)	\$ 2,551,858	50%	
Virginia DRPT Capital	\$ 28,134	\$ 14,237	\$ (13,897)	\$ 56,268	25%	Reimbursable: capital expenses lower
Local Government	\$ 2,324,345	\$ 2,324,345	\$ -	\$ 4,648,689	50%	
In Lieu of Local	\$ -	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ 47,028	\$ 47,028	\$ -		
<b>Total Revenue</b>	\$ 6,284,762	\$ 5,674,319	\$ (610,443)	\$ 12,569,523	45%	
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 3,058,940	\$ 2,754,622	\$ (304,318)	\$ 6,117,880	45%	Not at full staffing level
Fringe Benefits/Staff Development	\$ 1,308,208	\$ 888,062	\$ (420,146)	\$ 2,616,417	34%	Not at full staffing level/Health premiums lower
Travel/Business Meals/Meetings	\$ 9,650	\$ 14,732	\$ 5,082	\$ 19,300	76%	Employee Banquet/New Hire Onboarding
Facility/Equipment Maintenance/Utilities	\$ 80,155	\$ 76,484	\$ (3,671)	\$ 160,310	48%	
Supplies & Materials	\$ 843,538	\$ 452,030	\$ (391,508)	\$ 1,687,077	27%	Fuel prices dropped, actual 48% of budgeted amount
Marketing & Advertising	\$ 55,000	\$ 82,377	\$ 27,377	\$ 110,000	75%	Market research and TV ads front loaded, consultant
Insurance & Bonding	\$ 194,250	\$ 197,486	\$ 3,236	\$ 388,500	51%	
Professional Services	\$ 364,445	\$ 329,406	\$ (35,039)	\$ 728,889	45%	Bus wraps and other projects not started yet
Miscellaneous	\$ 13,397	\$ 12,037	\$ (1,360)	\$ 26,794	45%	
Equipment (Capital)	\$ 357,178	\$ 154,862	\$ (202,316)	\$ 714,356	22%	Supply chain delays, other projects in planning stage
<b>Total Expenditure</b>	\$ 6,284,762	\$ 4,962,099	\$ (1,322,662)	\$ 12,569,523	39%	
<b>Net change in fund balance</b>	\$ (0)	\$ 712,220	\$ 712,220	\$ (0)		





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

1/24/2023

1:32 PM

	<u>12/31/2022</u>	<u>12/31/2021</u>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 5,126,654.03	\$ 3,511,325.63
Receivables, Net of Allowances	53,486.86	78,619.81
Due From Other Governmental Units	3,415,040.90	3,109,797.54
Prepaid Items	113,176.64	164,559.13
Capital Assets	6,018,838.05	7,237,496.74
<b>Total Assets</b>	<b><u>14,727,196.48</u></b>	<b><u>14,101,798.85</u></b>
Accounts Payable	136,520.17	87,452.33
Accrued Payroll & Related Liabilities	409,140.79	412,055.86
Lease Liability	100,745.08	-
Deferred Revenue	45,912.16	20,218.96
<b>Total Liabilities</b>	<b><u>\$ 692,318.20</u></b>	<b><u>\$ 519,727.15</u></b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	\$ 16.00	\$ 16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	113,176.64	164,559.13
Committed:		
Rainy Day	3,000,000.00	531,000.00
Capital Reserve	1,000,000.00	450,600.00
Unassigned	4,158,436.68	5,355,402.08
Total Fund Balance	<u>8,271,613.32</u>	<u>6,501,561.21</u>
Total Equity	<u>8,271,629.32</u>	<u>6,501,577.21</u>
<b>Total Liabilities and Equity</b>	<b><u>\$ 8,963,947.52</u></b>	<b><u>\$ 7,021,304.36</u></b>
Net Position:		
Investment in Capital Assets	5,918,092.97	7,237,496.74
Unrestricted	8,116,753.31	6,344,542.96
Total Net Position	<u>14,034,846.28</u>	<u>13,582,039.70</u>
Total Net Position and Equity	<u>14,034,846.28</u>	<u>13,582,039.70</u>
<b>Total Liabilities and Net Position</b>	<b><u>14,727,196.48</u></b>	<b><u>14,101,798.85</u></b>

## Jaunt, Inc.

### Statement of Cash Flows for month ended December 31, 2022

#### Cash flows from Operations for December 2022

Local Match	\$	100,612
DRPT		211,529
CAT		-
Agency		309
Other		12,323
Payroll		(453,911)
Capital Payments		(103,014)
Other Payments		(2,356,072)
Total cash flows from Operations		(2,588,224)

#### Cash flows from Investing for December 2022

Interest		4,870
Transfer from Operating Account		2,000,000
Total cash flows from Investing		2,004,870

Net change in cash (583,354)

Beginning cash balance 12/1/2022 5,698,375

Ending cash balance 12/31/2022 \$ 5,115,021

Days of cash on hand 211.36

Months of cash on hand 7.05

**Ted Rieck Monthly Expenses**  
**Paid between 12/1/22 - 12/31/22**

**Direct Reimbursement**

Date	Check #	Amount	Purpose
12/8/2022	52875	\$ 49.38	Mileage - Greene BOS meeting, Fluvanna Admin meeting
		<b>\$ 49.38</b>	<b>Total Reimbursement</b>

**Credit Card Charges**

Date	Check #		Purpose
12/15/2022	52908	\$ 49.89	Lunch - Z. Lacy, B. Solderich, Planning meeting
		3.35	Lanier Parking - RTP meeting
		3.36	Gearharts - Board appointee meeting
		<b>\$ 56.60</b>	<b>Total Monthly Charges</b>
		<b>\$ 105.98</b>	<b>Total Expenses</b>

**Update on FY2024 Funding Requests**

Jaunt has submitted the below capital and technical assistance grant requests to the Department of Rail and Public Transit (DRPT) for FY2024:

Item	Total Cost	
<b>Replacement Vehicles (17)</b>		\$2,971,539
<b>Parts</b> ( <i>rebuild; engines, transmissions, etc.</i> )		\$191,128
<b>IT</b> ( <i>laptops and server replacements</i> )		\$110,378
<b>Technical Assistance</b>		
Implementation Planning for Battery Electric Vehicles	\$84,800	
Rural Transit Needs Assessment	77,224	
Microtransit Operations Planning	130,704	
<b>Total</b>		\$292,728
<b>Grand Total</b>		<b>\$3,565,773</b>

Depending on whether Jaunt's funding requests are met, these submission will consume much of our capital reserves. See attached.

The capital portion of the grant is expected to consume almost \$906,000 of our \$1 million capital reserve. Jaunt is asking for a total of about \$927,000 in capital contributions for FY2024 to replenish the reserve. It is uncertain how much of Jaunt's capital request will be funded by the local partners.

The technical assistance will require just over \$146,000 in local match. Jaunt expects to have sufficient surplus from FY2023 to carryover for this purpose.

## Jaunt FY2024 Capital and Technical Assistance Requests from DRPT

CAPITAL												
Project	Federal			State			Local				Grand	
	80%	48%	Total	16%	50%	Total	4%	36%	50%	Total	Total	Total
IT - Laptops (18)	\$ -	\$ 12,485	\$ 12,485	\$ 4,162	\$ -	\$ 4,162	\$ -	\$ 9,364	\$ -	\$ 9,364	\$ 26,010	
IT - Server (1)	\$ -	\$ 40,497	\$ 40,497	\$ 13,499	\$ -	\$ 13,499	\$ -	\$ 30,372	\$ -	\$ 30,372	\$ 84,368	
Vehicles DR (13)	\$ -	\$ 1,017,763	\$ 1,017,763	\$ 339,254	\$ -	\$ 339,254	\$ -	\$ 763,322	\$ -	\$ 763,322	\$ 2,120,339	
Vehicles CB (4)	\$ 680,960	\$ -	\$ 680,960	\$ 136,192	\$ -	\$ 136,192	\$ 34,048	\$ -	\$ -	\$ 34,048	\$ 851,200	
Transmissions (7)	\$ -	\$ 10,534	\$ 10,534	\$ 3,511	\$ -	\$ 3,511	\$ -	\$ 7,900	\$ -	\$ 7,900	\$ 21,945	
Engines (7)	\$ -	\$ 43,005	\$ 43,005	\$ 14,335	\$ -	\$ 14,335	\$ -	\$ 32,253	\$ -	\$ 32,253	\$ 89,593	
Floor Heaters (7)	\$ -	\$ 3,824	\$ 3,824	\$ 1,275	\$ -	\$ 1,275	\$ -	\$ 2,868	\$ -	\$ 2,868	\$ 7,966	
Floors (7)	\$ -	\$ 27,552	\$ 27,552	\$ 9,184	\$ -	\$ 9,184	\$ -	\$ 20,664	\$ -	\$ 20,664	\$ 57,400	
Driver Seats (7)	\$ -	\$ 6,828	\$ 6,828	\$ 2,276	\$ -	\$ 2,276	\$ -	\$ 5,121	\$ -	\$ 5,121	\$ 14,224	
<b>Total Capital</b>	\$ 680,960	\$ 1,162,486	\$ 1,843,446	\$ 523,687	\$ -	\$ 523,687	\$ 34,048	\$ 871,864	\$ -	\$ 905,912	\$ 3,273,045	
<b>Tech Assist</b>												
Battery EV	\$ -	\$ -	\$ -	\$ -	\$ 42,400	\$ 42,400	\$ -	\$ -	\$ 42,400	\$ 42,400	\$ 84,800	
Rural Transit	\$ -	\$ -	\$ -	\$ -	\$ 38,612	\$ 38,612	\$ -	\$ -	\$ 38,612	\$ 38,612	\$ 77,224	
MicroTransit	\$ -	\$ -	\$ -	\$ -	\$ 65,352	\$ 65,352	\$ -	\$ -	\$ 65,352	\$ 65,352	\$ 130,704	
<b>Total TA</b>	\$ -	\$ -	\$ -	\$ -	\$ 146,364	\$ 146,364	\$ -	\$ -	\$ 146,364	\$ 146,364	\$ 292,728	
<b>Grand Total</b>	\$ 680,960	\$ 1,162,486	\$ 1,843,446	\$ 523,687	\$ 146,364	\$ 670,051	\$ 34,048	\$ 871,864	\$ 146,364	\$ 1,052,276	\$ 3,565,773	

## Safety Report December 2022:

### Preventable vehicle accident(s): 2

- **A Jaunt bus in Greene County clipped another vehicle - mirror to mirror. Minor damage to both vehicles.**
- **A Jaunt bus clipped a mailbox on a tight street. No damage to the vehicle only the box.**

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

- **A rock hit a Jaunt vehicle's windshield while on i64, minor damage on the vehicle.**
- **A Connect vehicle contacted a construction barrel that fell over right as the vehicle passed. No damage to the vehicle.**

### Customer related incident(s): 1

- **A client fell outside Kroger on Barracks Road before our Jaunt vehicle arrived. The client was cleared by EMS and transported home.**

### Staff related incident(s): 0

Jaunt traveled 109,939 revenue miles and had 2 preventable accidents from 12/1/22 to 12/31/22. Jaunt has a goal of less than 1 preventable accident every 100,000 revenue miles driven. Jaunt has had 17 preventable accidents since 7/1/21 and recorded 711,661 revenue miles travelled. We are currently trailing the goal.

## Safety Concerns Shared and Investigated

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

During the month of December 2022, Jaunt responded to the following concerns:

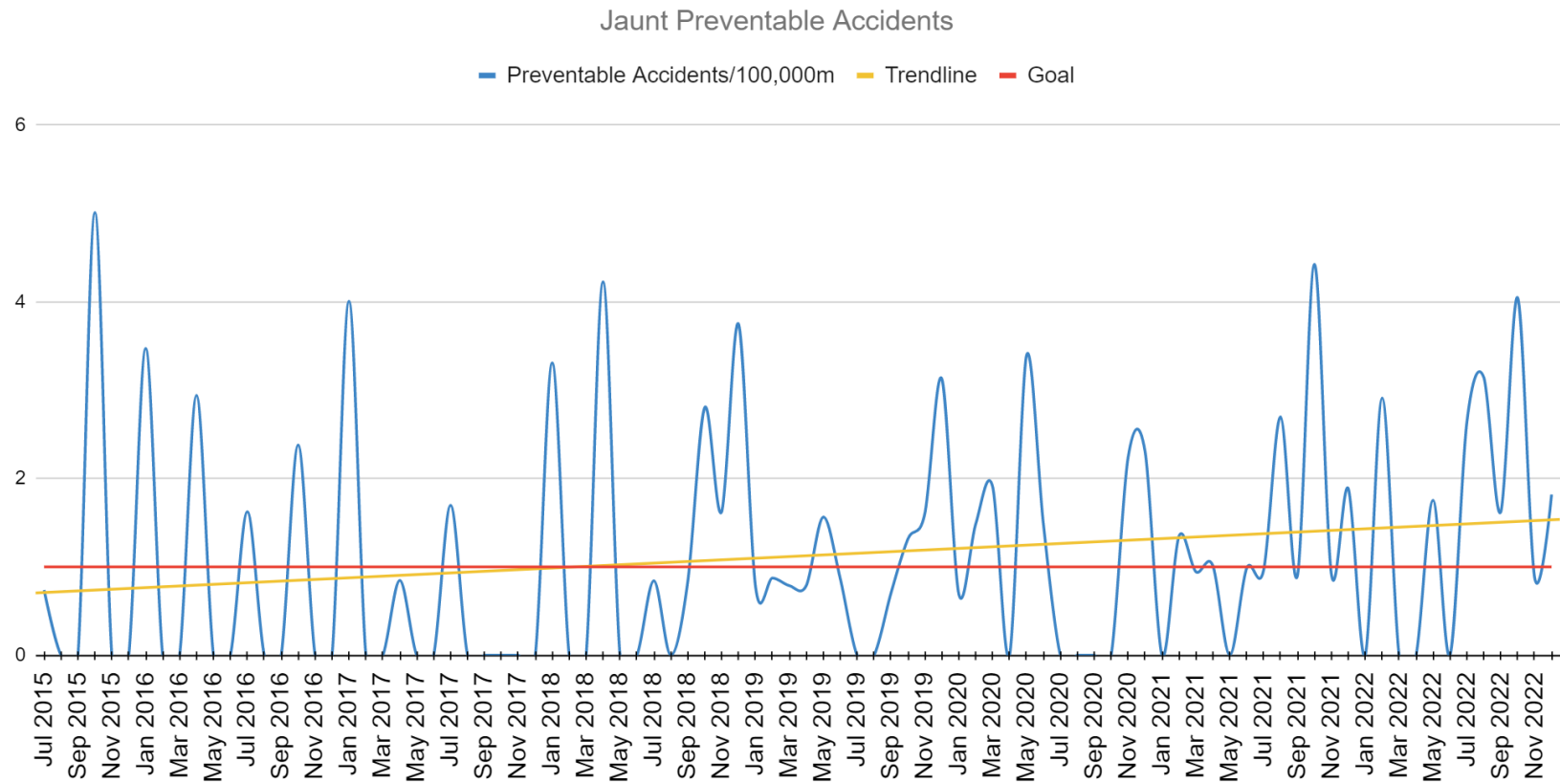
- Jaunt visited the new Sentara Family Medicine building on High Street to create a safe and efficient pickup and drop off plan.
- Jaunt visited a Greene County address due to clearance issues.

## National Transit Database Reporting

Jaunt had 0 NTD reportable safety events for the month of November 2022.

## Jaunt Safety Plan Progress

All projects have been implemented. We will continue to monitor and see if these corrective actions impact our safety data.

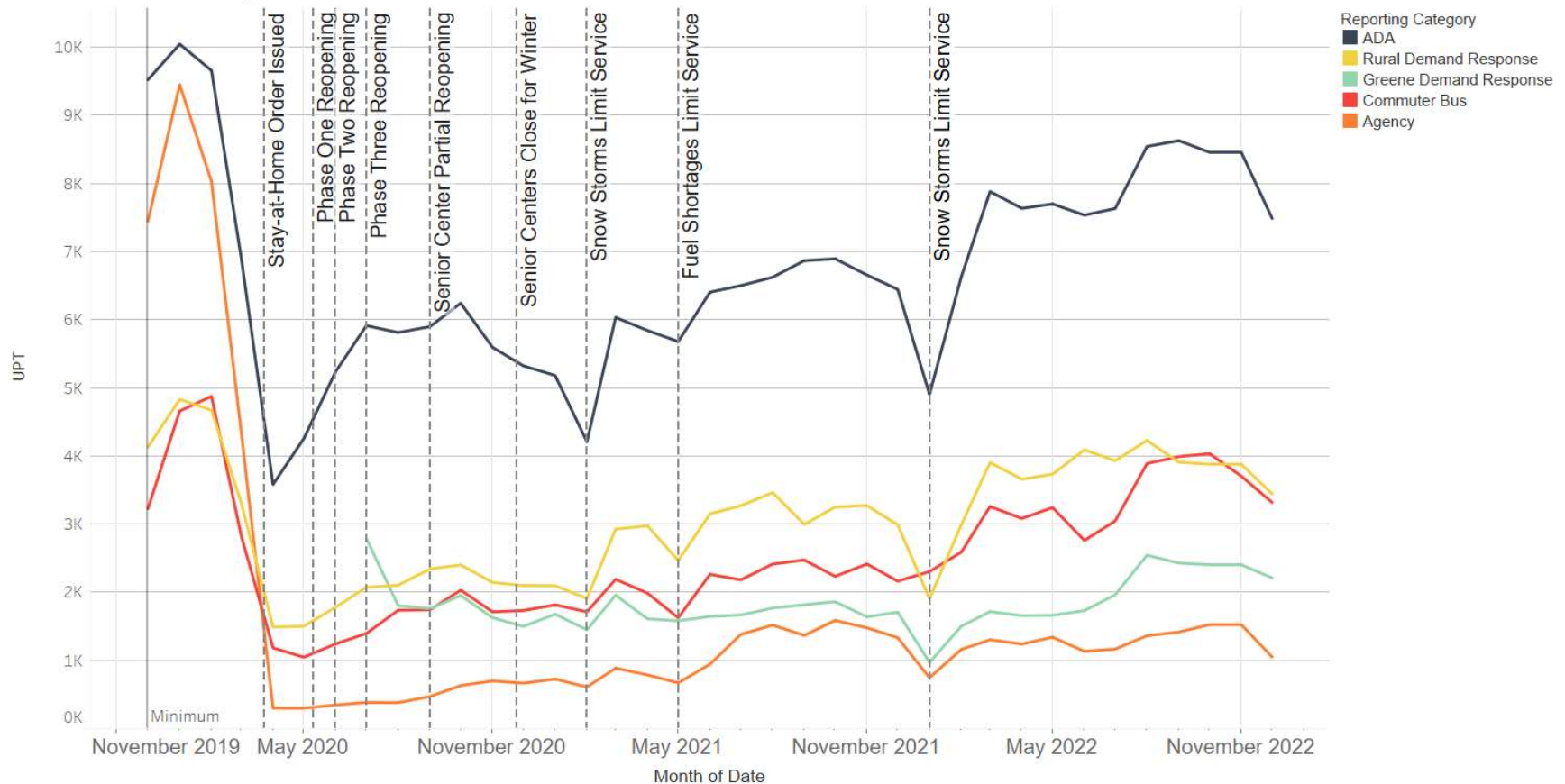


## Meeting of the Board of Directors

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

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.

### Jaunt Covid Recovery Timeline



The trend of sum of UPT for Date Month. Color shows details about Reporting Category. The data is filtered on Date, which includes dates on or after 12/1/2019. The view is filtered on Reporting Category and Exclusions (MONTH(Date),Reporting Category). The Reporting Category filter keeps ADA, Agency, Commuter Bus, Greene Demand Response and Rural Demand Response. The Exclusions (MONTH(Date),Reporting Category) filter keeps 251 members.





## Meeting of the Board of Directors

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

### December 2022 ADA Report

	FY 2022								FY 2023						
	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	FY22 Year End	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	FY23 YTD
<b>ADA Unlinked Passenger Trips</b>	6,444	4,904	6,631	7,880	7,633	7,698	7,533	82,258	7,631	8,535	8,627	8,455	7,735	7,485	48,468
All Demand Response UPT	12,550	8,522	12,283	14,798	14,187	14,431	14,482	166,692	14,846	16,794	16,616	16,450	14,806	14,323	93,835
<b>ADA Revenue Miles</b>	29,629	24,319	31,265	35,473	34,022	33,667	33,395	377,149	33,425	37,494	37,976	41,780	35,052	33,601	219,328
All Demand Response Revenue Miles	67,437	62,284	85,658	101,433	96,176	95,270	95,787	1,156,398	96,096	107,542	105,216	115,795	95,933	91,762	612,344
<b>ADA Revenue Hours</b>	2,627	2,287	2,827	3,223	3,084	3,172	3,232	34,836	3,102	3,388	3,339	3,373	3,253	3,126	19,581
All Demand Response Revenue Hours	5,666	4,390	5,782	6,801	6,435	6,545	6,483	75,397	6,602	7,213	6,984	6,947	6,633	6,400	40,779
<b>ADA No Shows</b>	188	152	166	189	202	202	186	2,082	197	210	231	273	216	249	1,376
All Demand Responses No Shows	397	314	347	385	381	435	427	4,522	461	460	478	552	532	523	3,006
<b>ADA Missed Trips</b>	0	0	0	0	1	0	1	2	0	0	2	0	0	0	2
All Demand Responses Missed Trips	0	0	0	0	0	1	3	4	1	5	5	1	0	1	13
<b>ADA Denials</b>	71	26	0	1	0	0	0	247	0	1	5	2	1	1	10
All Demand Responses Denials	121	67	29	70	39	102	168	1,216	30	88	63	59	23	54	317
<b>ADA On Time Performance</b>	92%	94%	95%	96%	95%	93%	94%	93%	95%	94%	91%	89%	91%	91%	92%
All Demand Responses OTP	92%	95%	95%	96%	95%	92%	93%	93%	94%	94%	91%	89%	91%	90%	92%
<b>ADA Passenger Complaints</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ADA Lifts Determined Inoperable</b>	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
<b>ADA Passenger Incidents/Accidents</b>	0	0	0	0	0	1	0	1	0	1	0	1	0	0	2
<b>ADA Vehicle Accidents</b>	0	0	1	0	3	1	1	6	1	1	1	2	1	0	6
<b>Excessively Long ADA Trips</b>	9	6	3	8	5	14	6	92	7	17	20	13	15	21	93
<b>Demand Response Reservations Hold Times</b>	2:12	2:40	2:37	2:12	2:32	1:57	2:04	2:17	2:15	2:09	2:15	3:40	3:36	2:46	2:46





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
- **TJPDC:** 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. We are pleased to welcome Randy Cantor as Jaunt's new Chief Operations Officer.
2. Jaunt staff met with jurisdictional staff regarding its FY2024 budget. A presentation to the Nelson Board of Supervisors was made on January 10th. A budget meeting with the City of Charlottesville took place on January 24th. At this writing, we were scheduled to meet for a third time with Louisa County staff on February 3rd.
3. We are continuing to work on chronic phone system issues. A new system has been ordered. We expect to be acquiring a new phone system by sometime in March or April 2023 depending on supply availability.
4. Jaunt is in negotiation with a nationally known microtransit firm to form a partnership to pilot and implement that service delivery method.
5. Ted made presentations updating the Rural Transportation Advisory Committee (RTAC) on January 17th and the Regional Transit Partnership (RTP) on January 26th about Jaunt.
6. Jaunt is engaging the Texas A&M Transportation Institute to implement recommendations it made to improve Jaunt's reservations, scheduling, dispatching, and supervisory functions.
7. We are currently still recruiting for a Call Center Manager and Planning Manager. We expect a new IT Systems Administrator to start next week.

