



## AGENDA

### Annual Meeting of the Board of Directors

June 14, 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 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. May 10, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary*
- B. Election of Officers--*Randy Parker, Immediate President*
- C. Adoption of FY2024 Jaunt Budget--*Ted Rieck, CEO*  
[FY2024 Budget Statement](#)  
[FY2024 Budget Presentation](#)

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

1. Finance Committee--*Jacob Sumner, Treasurer & Robin Munson, CFO*
  - Excess Funds Policy Update--*Robin Munson, CFO*
2. Operations and Safety Reports—*Jacquelyn Spence, Director of Operations and Brooke Solderich, GIS/Data Analyst*
3. Regional Transit Partnership Update-- *Christine Jacobs/Hal Morgan/Lucas Ames*
4. Executive Director Report--*Ted Rieck, CEO*
5. Code of Ethics and Business Conduct Review--*Janet Jackson, Dir. of Human Resources*  
[Code of Ethics and Business Conduct](#)

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

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

**Adjourn to next meeting: July 12, 2023, at 10:00 AM EDT**

**Board Attendance Roster**

Month: MAY

Year: 2023

<b>Directors</b>	<b>Present In person</b>	<b>Present virtual</b>	<b>Absent</b>
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 [Immed. Past President], Louisa	X		
Willie Gentry, Louisa			X
Brad Burdette, Nelson	X		
Dian McNaught, Nelson	X		
Vacant, Fluvanna			
<b>Ex Officio Directors</b>			
Christine Jacobs, TJPDC		X	
Kevin Hickman, Buckingham County		X	
Garland Williams, CAT		X	
Katy Miller, DRPT			X
Steve Bowman, Greene County BofS		X	
<b>Staff</b>			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Jacquelyn Spence Director of Operations	X		
Mike Mills, Dir of Procurement		X	
Cassy Kelly, Market/Comm Coord	X		
Ben Rutherford, Sys Admin	X		
Brooke Solderich, GIS Data Analyst		X	
Zadie Lacy, Transit Planner			X
Janet Jackson, Director of HR	X		
Ben Nemeec, Director of Maintenance		X	
Amanda Powell, Admin Assist	X		
Jordan Bowman (Legal Counsel)	X		
<b>Public</b>			



## Meeting Minutes

### Meeting of the Board of Directors

May 10, 2023, at 10:00 AM EST

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

TIME: Called to order at 10:00 am

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

Christine A. read the roster

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

None

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

None

**V. Action Items**

A. April 12, 2023, Board of Directors Meeting Minutes— *Christine Appert, Secretary*

MOTION: Dian M.                      Second: Hal M.                      Vote: Unanimous to accept

B. Call for Annual Meeting--*Bill Wuensch, President*

MOTION: Randy P.                      Second: Dian M.                      Vote: Unanimous to accept

C. Appointment of Nominating Committee-- *Bill Wuensch, President*

Caetano expressed to the board that he would like to represent Albemarle on the nominating committee as well, the board agreed to accept him as Albemarle's representative on the nominating committee.

MOTION: Hal M.

Second: Caetano

Vote: Unanimous to accept

**VI. Standing Committee Reports**

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

- Excess Funds Policy Update--Robin Munson, CFO

Robin M. provided an overview of the financial reports. She did mention that year to date the contract revenue continues to be under budget and marketing is still over budget but the gap is getting lower. She also mentioned that capital spending on April's report should show a significant amount of activity with the new telephone system and the automatic passenger founder that have been purchased.

Ted took a moment to recognize Jacob Sumner for becoming the new interim CFO for Albemarle County.

- FY2024 Budget Adoption Preview June 2023 Update--Ted Rieck, CEO

In addition to informing the board that Jaunt has been recommended to obtain technical assistance grants for Micro Transit Market Analysis and Battery Electric Vehicle Implementation studies, Ted presented a quick presentation on what Jaunt's anticipated budget for FY2024 will look like. Ted agreed to provide a break down on the budget for the board retreat section as requested by Mike M. Jaunt will also be partnering with North Dakota State University's small urban & rural transportation center that specializes in operations like Jaunt to help quantify how much service demand there is in the rural areas for Jaunt. Erik L wanted to know if we had to go after an RFP by partnering with North Dakota State University and if not, what was the reason for not having to, in which Ted explained that no RFP was needed due to the fact that this is a government to government type of arrangement.

2. Operations and Safety Reports—*Jacquelyn Spence, Director of Operations and Brooke Solderich, GIS Data Analyst*

Jacquelyn started by informing the board that the reports for April rather than March were included in the board packet. Assuring the board that the report for March will be included in the June board packet along with April's, she did have that data to go over for the month of March. She then continued by reviewing the data for both preventable and unpreventable incidents as well as overall mileage for the month of March. She was questioned by Erik L. regarding the status of the documentations that were inaccessible from safety & ops. In response she said that she was aware that there might be missing documents and that she was now going through everything to see what might be missing if anything. She also informed the board that she will be implementing a new tracking process in order to properly ensure protocol is being followed.

In addition to the ADA report that is shown each month in the board packet that solely displays revenue miles from demand response services, Brooke presented a new chart to the board that included all of the reporting categories and their revenue miles due to prior comments from the board in past months about differences in numbers. Erik L. requested a detailed explanation of any data on the ADA report that might vary from month to month in future reports to the board. Mike M. mentioned how much higher the numbers were for no shows in the month of March. Brooke stated that we are now implementing our no-show policies and that passengers have been receiving notices in regards to this. Jacquelyn also commented that with the implementation of the portal passenger these numbers should begin to drop. The portal will send out reminders to passengers about their scheduled rides giving them the opportunity to cancel directly from the portal if needed as well as reservations have been cut from 14 days in advance to now 7 days in advance. Dian M. asked if there were particular locations as to where the no shows were happening more often, in which Brooke responded that she would look into and report back at the next board meeting. Brooke finished with stating that Greene County has now been fully merged with rural demand response.

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

Christine J. made a few announcements during the board meeting. She mentioned that TJPDC is continuing to work with consultants on the regional transit government study and that they are currently in phase 3 of 5 on this study. They are also in the early phases of participating in the Charlottesville area AARP project. She also stated that the 6-year improvement program draft that was presented before the Commonwealth Transportation board was recommended for funding the PDC to have a regional mobility management program.

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

Ted R. briefly gave a report on several items. He stated that Greene County's budget will not fully fund Jaunt for 2024 and that we may need to look into service reductions for this area. He did mention that there is still a possibility that Fluvanna will fully fund Jaunt for FY2024 now that they are aware of the rebate being offered to them. Ted also gave recognition to Zandie Lacy for writing the grant for TANF which we were awarded as well as to Cassy Kelly for pulling the CAT proposal together. Ben R. commented that we are on schedule with the new phone system and that it should be fully implemented by the first week of June. Janet J. informed the board that a draft application and agreement for the telecommuting policy has been developed and is currently under review. She will make a presentation to the board after the draft has been approved.

## **VII. New Business**

The board debated briefly whether to have a conversation about a personnel issue and if this should take place in an open or closed session. After key points were made by both Randy P. and Mike M. and for HR reasons it was decided that this would not be a discussion for an open or closed session.

**VIII. Announcements and Board Member comments**

None

**Adjourn to next meeting: *June 14, 2023, at 10:00 AM EDT***

**Motion: Randy P.**

**Second: Hal M.**

**Vote: Unanimous to adjourn**

ADJOURN TIME: 11:40 am

**Election of Officers**

This provides for the election of Board of Director Officers and a re-appointment to the Executive Committee for FY2024, beginning July 1, 2023.

**Background**

The Nominating Committee, Chaired by Immediate Past President Randy Parker unanimously approved the following slate of officers and Executive Committee appointment:

- President—Brad Burdette
- Vice President—Hal Morgan
- Treasurer—Jacob Sumner
- Secretary—Christine Appert

The committee also voted to re-appoint Lucas Ames to the Executive Committee.

The motion would be to accept the recommended slate of appointments.





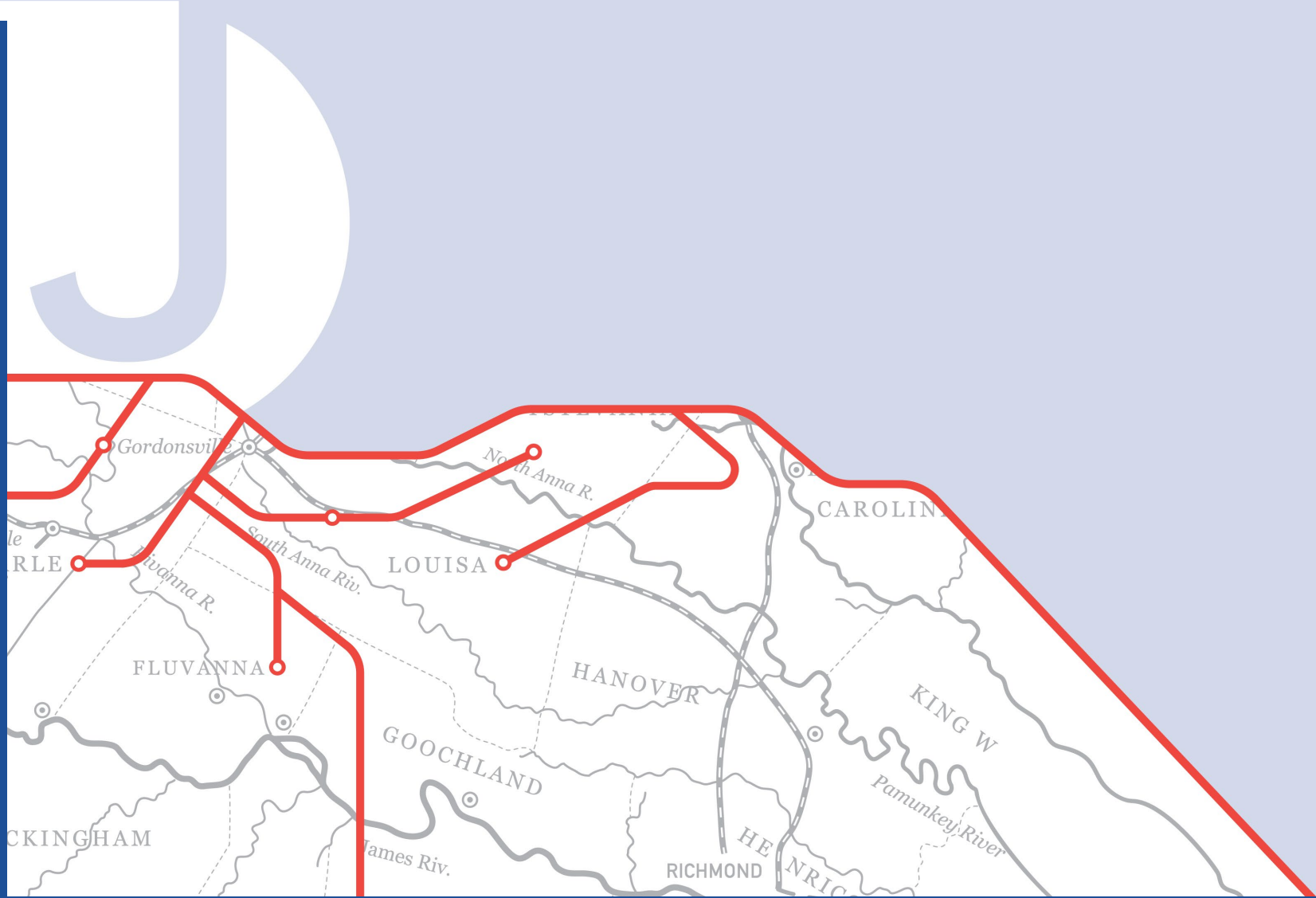
# FY2024 Budget Statement

ADOPTED JUNE 2023

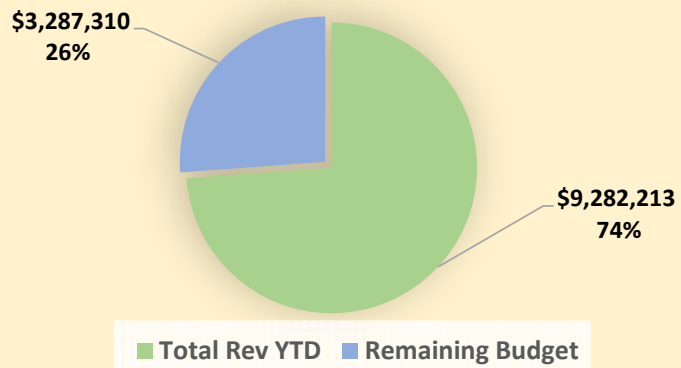


# FY2024 Budget: Adoption

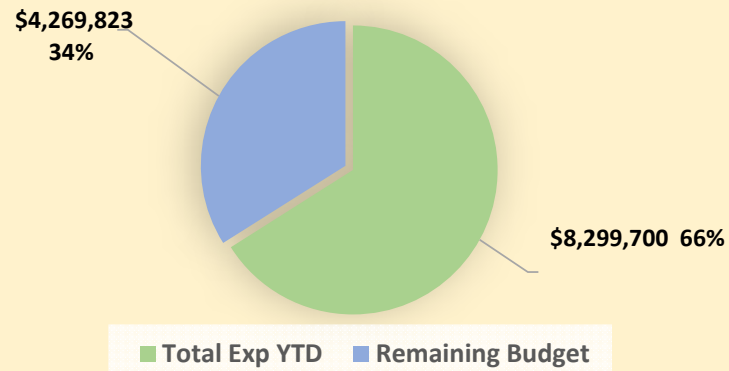
June 14, 2023



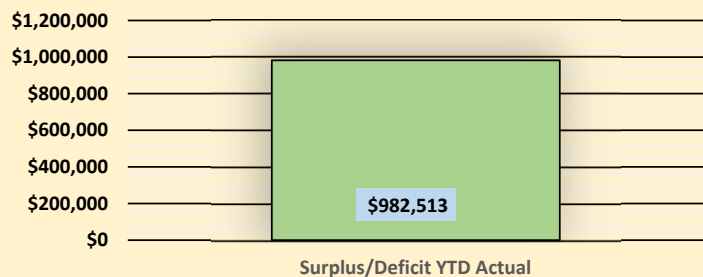
### FY23 YTD Budget v Actual Revenue April 30, 2023



### FY23 YTD Budget v Actual Expenses April 30, 2023



### FY23 YTD Surplus/Deficit April 30, 2023



## Jaunt, Inc. FY2023 Monthly Financial Summary

April 2023										
Sources of Financial Resources	Total Budgeted	Total Actual	Budget Variance	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
<b>Fee Revenue:</b>										
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -					
Contract Revenue	\$ 49,132	\$ 14,811	\$ (34,322)	\$ -	\$ -	\$ -	\$ 14,757	\$ 54	\$ -	
<b>Governmental Revenue:</b>										
Federal Operating Grants	\$ 339,925	\$ 175,668	\$ (164,257)	\$ 43,460	\$ 124,632	\$ 7,576				
Federal Capital Grants	\$ 53,668	\$ 92,012	\$ 38,344							\$ 92,012
Virginia DRPT Operating	\$ 212,655	\$ 211,529	\$ (1,126)	\$ 54,691	\$ 156,838	\$ -				
Virginia DRPT Capital	\$ 4,689	\$ 18,402	\$ 13,713							\$ 18,402
Local Government	\$ 387,391	\$ 387,391	\$ 0	\$ 87,775	\$ 251,716	\$ -				\$ 47,900
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -					
Other Revenue	\$ -	\$ 25,552	\$ 25,552				\$ 25,552	\$ -		
<b>Total Revenue</b>	<b>\$ 1,047,460</b>	<b>\$ 925,365</b>	<b>\$ (122,096)</b>	<b>\$ 185,926</b>	<b>\$ 533,186</b>	<b>\$ 7,576</b>	<b>\$ 40,309</b>	<b>\$ 54</b>	<b>\$ 158,314</b>	
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	\$ 450,330	\$ (59,494)	\$ 93,195	\$ 357,135	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits/Staff Development	\$ 218,035	\$ 156,860	\$ (61,175)	\$ 25,827	\$ 127,156	\$ 3,877	\$ -	\$ -	\$ -	
Travel/Business Meals/Meetings	\$ 1,608	\$ 819	\$ (789)	\$ 77	\$ -	\$ -	\$ 742	\$ -	\$ -	
Facility/Equipment Maintenance/Utilities	\$ 13,359	\$ 10,066	\$ (3,293)	\$ 8,622	\$ 1,444	\$ -	\$ -	\$ -	\$ -	
Supplies & Materials	\$ 140,590	\$ 71,318	\$ (69,272)	\$ 1,221	\$ 70,043	\$ -	\$ -	\$ 54	\$ -	
Marketing & Advertising	\$ 9,167	\$ 3,689	\$ (5,477)	\$ 1,777	\$ -	\$ -	\$ 1,913	\$ -	\$ -	
Insurance & Bonding	\$ 32,375	\$ 32,846	\$ 471	\$ 32,846	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 60,741	\$ 34,855	\$ (25,886)	\$ 27,200	\$ 1,715	\$ -	\$ 5,940	\$ -	\$ -	
Miscellaneous	\$ 2,233	\$ 3,896	\$ 1,663	\$ 3,636	\$ -	\$ -	\$ 259	\$ -	\$ -	
Equipment (Capital)	\$ 59,530	\$ 139,912	\$ 80,382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,912	
<b>Total Expenditure</b>	<b>\$ 1,047,460</b>	<b>\$ 904,591</b>	<b>\$ (142,869)</b>	<b>\$ 184,246</b>	<b>\$ 528,369</b>	<b>\$ 3,877</b>	<b>\$ 48,133</b>	<b>\$ 54</b>	<b>\$ 139,912</b>	
<b>Net change in fund balance</b>	<b>\$ (0)</b>	<b>\$ 20,774</b>	<b>\$ 20,774</b>	<b>\$ 1,680</b>	<b>\$ 4,817</b>	<b>\$ 3,699</b>	<b>\$ (7,824)</b>	<b>\$ -</b>	<b>\$ 18,402</b>	



## Jaunt, Inc. FY2023 Monthly Financial Summary

April 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	\$ 491,323	\$ 195,923	\$ (295,400)	\$ 589,587	33%	Ridership lower than expected
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 3,399,250	\$ 2,710,826	\$ (688,424)	\$ 4,079,100	66%	Reimbursable: operating expenses lower
Federal Capital Grants	\$ 536,684	\$ 194,867	\$ (341,817)	\$ 644,021	30%	Reimbursable: capital expenses lower
Virginia DRPT Operating	\$ 2,126,548	\$ 2,115,290	\$ (11,258)	\$ 2,551,858	83%	
Virginia DRPT Capital	\$ 46,890	\$ 36,149	\$ (10,741)	\$ 56,268	64%	Reimbursable: capital expenses lower
Local Government	\$ 3,873,908	\$ 3,873,908	\$ 0	\$ 4,648,689	83%	
In Lieu of Local	\$ -	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ 155,251	\$ 155,251	\$ -		
<b>Total Revenue</b>	<b>\$ 10,474,603</b>	<b>\$ 9,282,213</b>	<b>\$ (1,192,389)</b>	<b>\$ 12,569,523</b>	<b>74%</b>	
<b>Uses of Financial Resources</b>						
Salaries & Wages	\$ 5,098,234	\$ 4,586,811	\$ (511,422)	\$ 6,117,880	75%	Not at full staffing level
Fringe Benefits/Staff Development	\$ 2,180,347	\$ 1,520,314	\$ (660,033)	\$ 2,616,417	58%	Not at full staffing level/Health premiums lower
Travel/Business Meals/Meetings	\$ 16,083	\$ 20,541	\$ 4,458	\$ 19,300	106%	Employee banquet/Staff meetings/Transit Appreciation
Facility/Equipment Maintenance/Utilities	\$ 133,592	\$ 122,166	\$ (11,426)	\$ 160,310	76%	Telephone under, Electricity over
Supplies & Materials	\$ 1,405,897	\$ 728,587	\$ (677,310)	\$ 1,687,077	43%	Fuel prices dropped,actual 47% of budgeted amount
Marketing & Advertising	\$ 91,667	\$ 91,284	\$ (383)	\$ 110,000	83%	
Insurance & Bonding	\$ 323,750	\$ 329,298	\$ 5,548	\$ 388,500	85%	
Professional Services	\$ 607,408	\$ 543,743	\$ (63,665)	\$ 728,889	75%	MSP over, Texas A&M not in budget, Bus Wraps not done yet
Miscellaneous	\$ 22,328	\$ 28,432	\$ 6,104	\$ 26,794	106%	UVA Sports Sponsorship
Equipment (Capital)	\$ 595,297	\$ 328,524	\$ (266,772)	\$ 714,356	46%	Supply chain delays, other projects in planning stage
<b>Total Expenditure</b>	<b>\$ 10,474,603</b>	<b>\$ 8,299,700</b>	<b>\$ (2,174,903)</b>	<b>\$ 12,569,523</b>	<b>66%</b>	
<b>Net change in fund balance</b>	<b>\$ (0)</b>	<b>\$ 982,513</b>	<b>\$ 982,513</b>	<b>\$ (0)</b>		



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

5/24/2023

4:19 PM

	<b>4/30/2023</b>	<b>4/30/2022</b>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 5,294,852.75	\$ 5,619,182.00
Receivables, Net of Allowances	41,481.80	87,977.23
Due From Other Governmental Units	3,809,002.32	2,479,920.71
Prepaid Items	85,895.62	108,671.02
Capital Assets	6,018,838.05	7,237,496.74
<b>Total Assets</b>	<b><u>\$ 15,250,070.54</u></b>	<b><u>\$ 15,533,247.70</u></b>
<b>Liabilities</b>		
Accounts Payable	\$ 119,432.33	\$ 75,124.84
Accrued Payroll & Related Liabilities	396,395.19	387,220.18
Lease Liability	100,745.08	-
Deferred Revenue	308,645.99	730,279.60
<b>Total Liabilities</b>	<b><u>925,218.59</u></b>	<b><u>1,192,624.62</u></b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	85,895.62	108,671.02
Committed:		
Rainy Day	3,000,000.00	531,000.00
Capital Reserve	1,000,000.00	450,600.00
Unassigned	4,456,011.37	6,169,841.57
Total Fund Balance	<u>8,541,906.99</u>	<u>7,260,112.59</u>
Total Equity	<u>8,541,922.99</u>	<u>7,260,128.59</u>
<b>Total Liabilities and Equity</b>	<b><u>\$ 9,467,141.58</u></b>	<b><u>\$ 8,452,753.21</u></b>
Net Position:		
Investment in Capital Assets	5,918,092.97	7,237,496.74
Unrestricted	8,387,046.98	7,103,094.34
Total Net Position	<u>14,305,139.95</u>	<u>14,340,591.08</u>
Total Net Position and Equity	<u>14,305,139.95</u>	<u>14,340,591.08</u>
<b>Total Liabilities and Net Position</b>	<b><u>\$ 15,230,390.54</u></b>	<b><u>\$ 15,533,247.70</u></b>

## Jaunt, Inc.

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

Cash flows from Operations for April 2023	
Local Match	\$ 484,444
DRPT	\$ 568,071
CAT	\$ -
Agency	\$ 15,868
Other	\$ 32,426
Payroll	(472,880)
Capital Payments	(132,555)
Other Payments	(323,295)
Total cash flows from Operations	<u>172,079</u>
Cash flows from Investing for April 2023	
Interest	10,779
Transfer from Operating Account	-
Total cash flows from Investing	<u>10,779</u>
Net change in cash	182,858
Beginning cash balance 4/1/2023	<u>5,100,169</u>
Ending cash balance 4/30/2023	<u><u>\$ 5,283,027</u></u>
Days of cash on hand	218.30
Months of cash on hand	7.28

**Ted Rieck Monthly Expenses**  
**Paid between 4/1/23 - 4/30/23**

**Direct Reimbursement**

Date	Check #	Amount	Purpose
4/13/2023	53257	\$ 355.50	Meals - APA Conference Philadelphia
		<b>\$ 355.50</b>	<b>Total Reimbursement</b>

**Credit Card Charges**

Date	Check #	Amount	Purpose
4/13/2023	53258	\$ 33.27	Timberwood - Lunch-M. Murphy, Board Feedback
		\$ (18.00)	AmTrak Refund - APA Conference Philadelphia
		\$ 56.48	Timberwood - Lunch-R Cantor, J Charles-Spence, Ops Dept
		\$ 36.61	Timberwood - Lunch R Munson, Finance Dept
		\$ 3.35	Lanier Parking - City of Cville budget hearing
		<b>\$ 111.71</b>	<b>Total Monthly Charges</b>
		<b>\$ 467.21</b>	<b>Total Expenses</b>

# EXCESS WORKING CAPITAL POLICY

## 1. INTRODUCTION

Working Capital is the liquid funds that an organization has available to meet its short-term financial obligations. Adequate working capital is required to ensure that Jaunt can continue its operations efficiently and without interruption, and that it has the capacity to cover current and future expenses. To ensure this, Jaunt must retain sufficient funds in its operating and investment accounts to be able to conduct daily business which can include unanticipated expenditures. Jaunt cannot rely on a smooth inflow of cash from its funding sources, as funding disbursements from governmental partners may be episodic.

To this end, Jaunt has established a Working Capital Fund (WCF) recorded as an Unassigned Fund Balance within its General Fund. Jaunt's Financial Reserve Policy requires that this fund balance shall be at least equal to 10% of the normal operating expenses at each fiscal-year end and sets a target of approximately 25% as recommended by the Federal Transit Administration (FTA). Jaunt has also established two Committed Fund Balance funds: a Rainy-Day Fund (RDF) to protect it from financial risk and a Capital Reserve Fund (CRF) that is maintained for capital purchases. The Capital Improvement Fund which contains the CRF is not subject to the excess working capital calculation.

## 2. PURPOSE

Jaunt receives most of its funding from federal, state, and local governmental sources. Operational and capital expenses are applied against these revenue sources in that order. The purpose of this policy is to improve Jaunt's cash flow management through the efficient use of its resources and to determine its amount of excess working capital funds, if any. It sets forth the operational policies for Jaunt's excess working capital Funds. These guidelines will articulate:

- The calculation of excess working capital.
- The potential uses of excess working capital.

## 3. DEFINITIONS

- Excess Working Capital – any working capital remaining after all federal and state funding has been applied to operating expenses, after subtracting the amounts listed in in **Section 4. Calculation of Excess Working Capital**. No federal or state funding will be deemed excess working capital eligible for potential distribution to the local government funding partners.
- Federal Transit Administration (FTA) – provides federal financial assistance to local public transit systems.
- Working Capital – the pool of resources available from Jaunt's operations to meet its obligations.

## 4. CALCULATION OF EXCESS WORKING CAPITAL

An analysis of excess working capital will be performed after the fiscal year has been closed and the Audited Financial Statements have been produced by an Independent Auditor. All Federal



and State funding will be applied to operational expenses in their entirety and not be part of the excess working capital formula.

The calculation of excess working capital will be determined by subtracting the following items from the Unassigned Fund Balance at June 30<sup>th</sup>:

- Twenty-five percent (25%) of the prior year's operating expenses, excluding one-time or unusual costs.
- Use of Fund Balance included in the subsequent year's approved budget.

The results of the excess working capital calculation will be shared with the Board of Directors when reporting the final, audited financial statements.

## **5. USES OF EXCESS WORKING CAPITAL**

If, at the end of a fiscal year the excess working capital as calculated in accordance with this policy is less than zero there will be no disbursements or credits offered to local jurisdictions for the next budget year.

If, at the end of a fiscal year the excess working capital as calculated in accordance with this policy is greater than zero, the following uses are permissible:

- A refund to the local jurisdictions. The breakdown of amounts assigned to each jurisdiction will be prorated based on each one's share of the operating expenses from that fiscal year .
- Increasing the Rainy-Day Fund
- Other as may be determined by Board of Directors

Any uses of the excess working capital shall be approved by the Board of Directors.

## **6. DISTRIBUTION OF EXCESS WORKING CAPITAL**

If it is recommended by the Board of Directors (subject to approval by the Shareholders) that distributions are to be issued to the local jurisdictions, the distributions can be either in the form of a full refund in the first month of the second fiscal year after the calculation was made, or the distributions can be issued as quarterly credits against a jurisdiction's funding remittance in the new budget cycle (e.g., the calculation for FY2022's excess working capital would be refunded in July 2023 or credited during the year in FY2024). The timing of the distribution will be decided upon by each jurisdiction. If no preference is stated by a jurisdiction, the quarterly credit method will be utilized.

### Safety Report April 2023:

**Preventable vehicle accident(s): 3**

- On 4/4 during a demand-response trip an operator hit a parked car, no injuries
- On 4/7 an operator swung a turn to wide and hit a yellow parking bollard which pulled the bumper off a commuter bus.
- On 4/11 during a demand response trip, an operator was taking a client home, and while passing a roadside tree work removal site, a branch scraped the side of the bus.

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

- On 4/3 an operator was unloading a client in a parking lot while a car was backing up simultaneously. The car hit the rear end of the bus, no injuries

**Customer related incident(s): 3**

**Staff related incident(s): 1**

Jaunt traveled 118,829 revenue miles and had 3 preventable accidents from 4/1/23 to 4/30/23. Jaunt has a goal of less than 1 preventable accident for every 100,000 revenue miles driven. Jaunt has had 20 preventable accidents since 7/1/22 and recorded 947,803 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. None reported for April

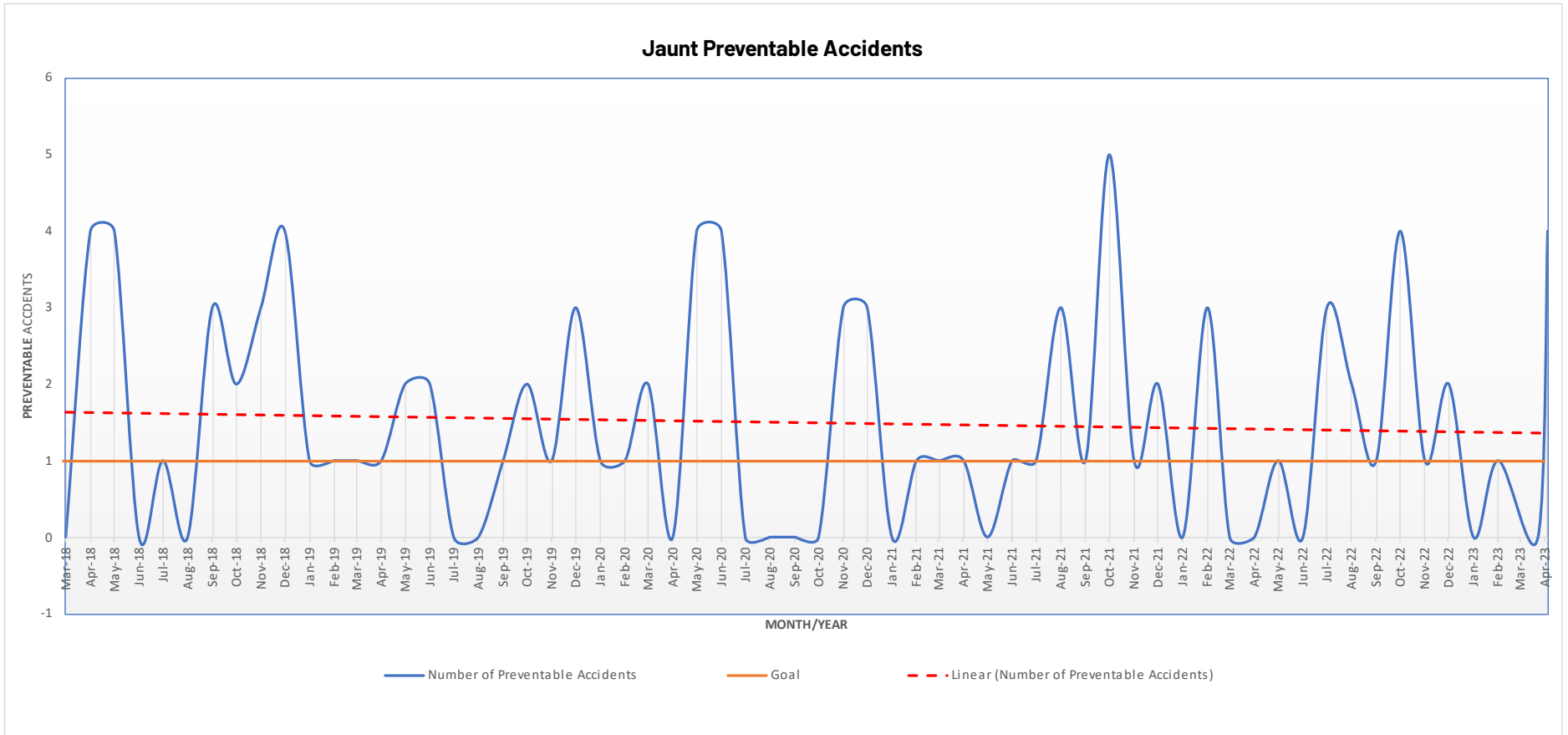
During the month of April 2023, Jaunt conducted four site visits.

### National Transit Database Reporting

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

### New Safety / Training Manager joining Jaunt/

Safety and Training Manager has joined Jaunt.



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 Name	2022									2023			
	Apr	May	Jun	Jul	Aug	Sep	Oct	*Nov	Dec	Jan	Feb	Mar	Apr
ADA	34,022	33,667	33,395	33,425	37,519	37,976	38,629	35,052	33,601	36,055	36,010	41,370	36,164
Agency	8,647	9,155	7,755	8,229	9,209	8,998	8,801	6,098	6,340	6,602	5,735	6,925	5,018
Commuter Bus	17,894	18,144	14,543	17,648	19,611	18,108	18,014	17,918	18,177	18,192	17,325	20,015	17,664
Rural Demand Response	53,956	53,059	55,571	54,442	61,000	58,242	58,204	54,783	51,822	57,402	58,821	67,569	59,984
<b>Grand Total</b>	<b>114,518</b>	<b>114,025</b>	<b>111,264</b>	<b>113,745</b>	<b>127,339</b>	<b>123,324</b>	<b>123,649</b>	<b>113,851</b>	<b>109,939</b>	<b>118,252</b>	<b>117,891</b>	<b>135,879</b>	<b>118,829</b>

\*Data has been corrected



# Annual Meeting of the Board of Directors

June 14, 2023 at 10:00 A.M. EST

## April 2023 ADA Report

	FY 2022				FY 2023										
	Apr-22	May-22	Jun-22	FY22 Year End	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	FY23 YTD
<b>ADA Unlinked Passenger Trips</b>	7,633	7,698	7,533	82,258	7,631	8,535	8,627	8,455	7,735	7,485	8,108	8,339	9,289	8,254	82,458
All Demand Response UPT	14,187	14,431	14,482	166,692	14,846	16,794	16,616	16,450	14,806	14,323	15,515	16,043	18,297	16,078	159,768
<b>ADA Revenue Miles</b>	34,022	33,667	33,395	377,149	33,425	37,494	37,976	38,629	35,052	33,601	36,055	36,010	41,370	36,164	365,776
All Demand Response Revenue Miles	96,176	95,270	95,787	1,156,398	96,096	107,542	105,216	105,634*	95,933	91,762	100,060*	100,566	115,864	101,165	814,144
<b>ADA Revenue Hours</b>	3,084	3,172	3,232	34,836	3,102	3,388	3,339	3,373	3,253	3,126	3,241	3,237	3,724	3,348	33,131
All Demand Response Revenue Hours	6,435	6,545	6,483	75,397	6,602	7,213	6,984	6,947	6,633	6,400	6,626	6,669	7,694	6,788	68,556
<b>ADA No Shows</b>	202	202	186	2,082	197	210	231	273	216	249	247	212	348	230	2,413
All Demand Responses No Shows	381	435	427	4,522	461	460	478	552	532	523	536	525	759**	531	4,598
<b>ADA Missed Trips</b>	1	0	1	2	0	0	2	0	0	0	2	1	3	16	24
All Demand Responses Missed Trips	0	1	3	4	1	5	5	1	0	1	4	0	18	19	54
<b>ADA Denials</b>	0	0	0	247	0	1	5	2	1	1	0	4	5	2	21
All Demand Responses Denials	39	102	168	1,216	30	88	63	59	23	54	20	50	60	43	490
<b>ADA On Time Performance</b>	95%	93%	94%	93%	95%	94%	91%	89%	91%	91%	91%	90%	91%	88%	91%
All Demand Responses OTP	95%	92%	93%	93%	94%	94%	91%	89%	91%	90%	91%	90%	90%	88%	91%
<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	1	0	0	0	0	0	0	1	1	0	1	3
<b>ADA Passenger Incidents/Accidents</b>	0	1	0	1	0	1	0	1	0	0	0	0	3	0	2
<b>ADA Vehicle Accidents</b>	3	1	1	6	1	1	1	2	1	0	0	0	0	1	7
<b>Excessively Long ADA Trips</b>	5	14	6	92	7	17	20	13	15	21	6	14	24	18	155
<b>Demand Response Reservations Hold Times</b>	2:32	1:57	2:04	2:17	2:15	2:09	2:15	3:40	3:36	2:46	3:45	2:37	3:02	2:36	2:52

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

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

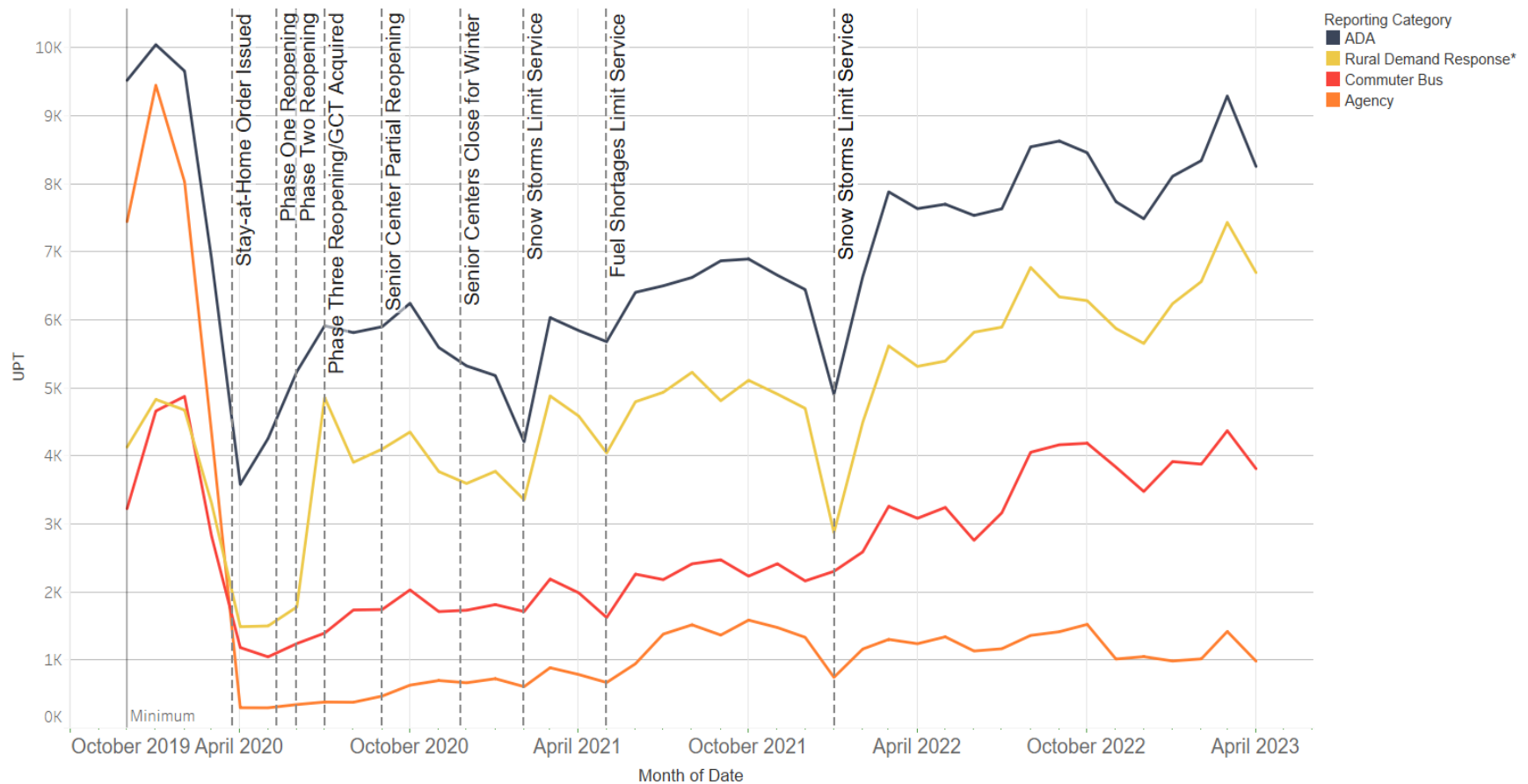


# Annual Meeting of the Board of Directors

June 14, 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



\*Greene County Transit (GCT) merged into "Rural Demand Response" as of March 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. Hal Morgan and Ted Rieck attended the Fluvanna Board of Supervisors meeting on May 17th where they considered maintaining full Jaunt service for FY2024. The Board was previously not aware of the rebate provided by Jaunt which would fill the funding needed for this. The Board subsequently decided to maintain FY2023 service levels by using part of their rebate for his at their June 7th meeting.
2. Jaunt/Spare/Mountain High Media ("GoLynx" Team) interviewed with staff from CAT and Albemarle County on our microtransit proposal on May 17th.
3. Also on May 17th, Bill Wuensch and Ted Rieck met with the Interim Greene County Administrator and two Supervisors regarding Jaunt's FY2024 budget and service reductions. A public meeting was held June 8th in Greene County to receive feedback on the proposed reductions. About 6 people attended the meeting including Supervisor Steve Bowman.
4. We have implemented the new phone system from Ring Central.
5. Jaunt continues to work with the Texas A&M Transportation Institute to implement recommendations it made to improve Jaunt's reservations, scheduling, dispatching, and supervisory functions. We are coordinating this work with various Trapeze upgrades including the installation of a "passenger portal" for on-line management of reservations. Staffing training is expected to take place in June. This project is being led by Jacquelyn Spence, Director of Operations.
6. On May 19th, Ted Rieck and Zadie Lacy met with staff of the Valley Interfaith Action (VIA) in Harrisonburg regarding initiating public transportation in Rockingham County.
7. On May 30th, Mike Murphy, Willie Gentry, Jordan Bowman, and Ted Rieck met virtually to discuss board member training and orientation. It was agreed that Jaunt needs to have a more formal process to on-board new directors including establishing roles and responsibilities of directors and staff. We will work on a process to be drafted by September.
8. On June 1 we had a kick-off meeting with TechDynamism on our technology development project. Ben Rutherford, IT Systems Administrator, is leading the project for Jaunt.
9. We are currently still recruiting for a Call Center Supervisor and Planning Manager/Director.





# CODE OF ETHICS AND BUSINESS CONDUCT

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**November 10, 2021**

Adopted by Jaunt, Inc. Board of Directors

Next Review: October, 2022

