

**People****Service****Connection**

## AGENDA

**Meeting of the Board of Directors**

September 11, 2024, at 10:00 AM EST

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

- Meeting Link: <https://us02web.zoom.us/j/85445056025>
- Or One tap mobile: US: +13052241968, 85445056025#
- Or Telephone Only: +1 312 626 6799
- Webinar ID: 854 4505 6025

*Do not use both computer and phone audio together: use one only to avoid audio distortion.*

**I. Call to Order** — *Brad Burdette, President***II. Roll Call** – *Erik Larson, Secretary***III. Introductions & Welcome** — *Brad Burdette, President***IV. Public Comments** — *Brad Burdette, President*

The public may address the board by first contacting Amanda Powell before the start of the meeting. Comments are limited to three minutes at the discretion of the board president. Contact Amanda Powell at [amandap@ridejaunt.org](mailto:amandap@ridejaunt.org) or (434) 296-3184, extension 115.

**V. Action Items**

- A. July 10, 2024, Board of Directors Meeting Minutes – Erik Larson, Secretary **Pgs 3-6 of 64**
- B. Electronic Meeting Policy Approval – Jordan Bowman **Pgs 7-9 of 64**
- C. Vehicle Disposal Approval – Mike Murphy, Robin Munson **Pg 10 of 64**
- D. Appoint Safety Committee Members – Brad Burdette, President
- E. Call for annual Shareholders Meeting – Brad Burdette, President **Pg 11 of 64**

**VI. Standing Committee Reports**

- A. Finance Committee--*Jacob Sumner, Treasurer* **Pgs 12-23 of 64**
- B. Safety Committee- *Mike Murphy /Jason Espie /Erik Larson /Phyllis Williams*
- C. Operations and Safety Reports—*Jason Espie, Phyllis Williams,* **Pgs 24-32 of 64**
- D. CEO Report--*Mike Murphy* **Pgs 42-43 of 64**

**VII. New Business** –

- A. FOIA Training – *Jordan Bowman* **Pgs 44-47 of 64**
- B. Service Change update – *Mike Murphy, Jason Espie* **Pg 48 of 64**
- C. General Assembly presentation briefing – *Mike Murphy* **Pgs 49-64 of 64**
- D. Future Board Agenda Items - *Mike Murphy*

## VIII. Announcements and Board Member comments

**Adjourn to next meeting: October 9, 2024, at 10:00 AM EST**

**Don't forget to reserve the date of January 17, 2025 for our Board Retreat & Strategy Session**

## Board Attendance Roster

Month: July    Year: 2024

<b>Directors</b>	<b>Present In Person</b>	<b>Present Virtual</b>	<b>Absent</b>
Brad Burdette, [President], Nelson	<b>X</b>		
Lucas Ames, [Vice President], Charlottesville		<b>X</b>	
Erik Larson, [Secretary], Charlottesville	<b>X</b>		
Jacob Sumner, [Treasurer], Albemarle			<b>X</b>
Caetano de Campos Lopes, Albemarle	<b>X</b>		
Nick Pilipowskyj, Albemarle	<b>X</b>		
Christine Appert, Charlottesville	<b>X</b>		
Ray Heron, Charlottesville	<b>X</b>		
Randy Parker, Louisa	<b>X</b>		
Rachel Jones, Louisa			<b>X</b>
Dian McNaught, Nelson	<b>X</b>		
Iscella Wittich, Fluvanna	<b>X</b>		
James Schoenster, Fluvanna	<b>X</b>		
<b>Ex Officio Directors</b>			
Christine Jacobs, TJPDC			<b>X</b>
Garland Williams, CAT		<b>X</b>	
Katy Miller, DRPT		<b>X</b>	
<b>Staff</b>			
Mike Murphy, CEO	<b>X</b>		
Robin Munson, CFO	<b>X</b>		
Mike Mills, Dir of Procurement			<b>X</b>
Ben Rutherford, Sys Admin	<b>X</b>		
Janet Jackson, Chief of People and Operations	<b>X</b>		
Amanda Powell, Executive Asst	<b>X</b>		
Jason Espie, Director of Planning	<b>X</b>		
Jordan Bowman (Legal Counsel)	<b>X</b>		
Corey Houchens, Interim Fleet Manager		<b>X</b>	
Angla Jones, Call Center Supervisor		<b>X</b>	
Phyllis Williams, Operator, Training, and Performance	<b>X</b>		
Michelle Ford, Senior Specialist of Human Resources		<b>X</b>	
<b>Public</b>			
Lucinda Shannon - TJPDC		<b>X</b>	



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## Minutes

**Meeting of the Board of Directors**

July 10, 2024, at 10:00 AM EST

### **I. Call to Order** – *Brad Burdette, President*

10:01 am

### **II. Roll Call** – *Erik Larson, Secretary*

See Roster

### **III. Introductions & Welcome** – *Brad Burdette, President*

At today's meeting, fellow board members welcomed James Schoenster, who will represent Fluvanna County, and Nick Pilipowskyj, who will represent Albemarle County, to the Jaunt board.

### **IV. Public Comments** – *Brad Burdette, President*

None

### **V. Action Items**

#### A. June 12, 2024, Board of Directors Meeting Minutes – *Erik Larson, Secretary*

A minor revision to the minutes of the June 2024 board meeting was proposed by Erik L. Mike Murphy was placed on the roster as Interim CEO; however, as he has officially joined the Jaunt team as CEO, interim should be removed from his name on the June roster.

1<sup>st</sup> Jason S.

2<sup>nd</sup> Dian M.

Vote: Unanimous to approve with amendment

#### B. Accept Rural Transit Needs Study – *Mike Murphy, Jason Espie, Dr. Jeremy Mattson*

A brief synopsis of the Rural Transit Needs Study was provided by Dr. Jeremy Mattson of North Dakota State University. He told the board that the goals he set were derived from both ridership models that would aid in ridership prediction and peer research of other rural transit agencies. The first goal would be providing the basic level of service that would meet basic needs; the second goal would put ridership on par with most rural transit agencies; and the third, although at a higher level, would put ridership around the 90<sup>th</sup> percentile and on par with higher performing agencies. He stated that while Greene County and Albemarle County are currently both meeting the first and second goals, they are falling a little short from the third. He also reported that at the moment, the remaining jurisdictions are falling a little short of the first goal. He continued by providing a brief overview of the study's suggestions for each jurisdiction to

assist in achieving the ridership targets. The study and presentation on the Rural Transit Needs Assessment can be accessed at [www.ridejaunt.org](http://www.ridejaunt.org) under the document center. Before making a vote, the board had a brief discussion about accepting the Rural Transit Needs Assessment. Before proceeding and giving his vote to accept, Erik L. stated that he would like to make sure that an appendix detailing the data sources and their locations throughout the assessment be provided.

1<sup>st</sup> Randy P.

2<sup>nd</sup> Iscella W.

Vote: Unanimous to accept

C. Confirm Annual Code of Ethics – *Mike Murphy, CEO; Brad Burdette, President*

Mike M. gave the board a quick rundown of the Code of Ethics, pointing out that aside from a few small adjustments brought about by position changes, it was essentially the same as what was approved and signed by the board in FY2024.

D. Approve FY2025 Annual Calendar – *Mike Murphy, CEO*

For approval, Mike M. presented the board a calendar he had created outlining important dates and events for FY2025, such as shareholder meetings, board meetings, and executive committee meetings. It was also requested of the board to cancel the August 2024 board meeting, as they have in previous years, because of the CTAV conference that takes place at the beginning of August.

E. Jaunt Friends – *Dian McNaught, Chair-Jaunt Friends*

The discussion on Jaunt Friends was postponed to the September 2024 board meeting per Dian M's request.

## **VI. Standing Committee Reports**

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

Robin M. gave a brief summary of the May 2025 financial reports. She reported that operating revenue was showing at 89% of the budget, and that operating expenses were showing 76% of the budget spent thus far. She went on to summarize capital, which is showing revenue at 58% and expenses at 46% of the budget at the end of May 2024. Additionally, Robin told the board that Jaunt's on-site stage of the audit will take place from August 7, 2024, to August 9, 2024. She concluded by saying that within the next week, the distribution checks would be mailed out to each jurisdiction.

B. Safety Committee – *Mike Murphy/Jason Espie/Erik Larson/Phyllis Williams*

Erik L. mentioned that now with Hal retired from the board there is an opening on the safety committee for anyone who may be interested. He went on to inquire about the parking lot lights, pointing out that they don't seem to be currently functioning properly and that the parking lot is completely dark at night. Mike M. informed the board that Jaunt has been made aware of this situation by our operators and that we have made calls to get this repaired within the week.

C. Operations and Safety Reports – *Jason Espie, Senior Director Planning; Phyllis Williams; Senior Supervisor Operator Training & Performance*

Phyllis W. reviewed the May 2024 safety reports with the board. For the month of May, there were zero preventable accidents and zero non-preventable accidents. Additionally, there were no customer related incidents or staff related incidents. Jason E. then quickly reviewed Jaunt's May 2024 performance data. According to the data, Jaunt is now operating rather steadily overall. He stated that there have been improvements in no shows, missed trips, and denials, and that he is now working on industry benchmarks to see how we are comparing with the rest of the industry. After completing his research, he will report back to the board.

#### D. Regional Transit Partnership Update – *Christine Jacobs*

CAT and Jaunt both gave presentations on their budgets at the June Regional Transit Partnership meeting. There was also a presentation from The Regional Transit Authority Working Group at the June meeting. RTP will not be having a July meeting but currently has a packed agenda for their August meeting. In addition to Mike M. discussing Jaunt studies, they anticipate hearing an update on a CAT field trip. A walk audit was assisted by PATH, the Mobility Management Program for TJPDC, and Jen Fleisher of the Virginia Department of Health will provide an update in the August meeting. PATH is also currently starting to work on TJPDC's partnerships and FY2026 application because it is a federal grant that goes through the state and has advanced significantly.

#### E. CEO Report – *Mike Murphy, CEO*

Mike M. reported that our capital program is advancing and that we are hopeful to meet our timelines to request construction funds for FY2026. We are currently looking to secure an engineering company that will both assist with the planning of parking lot improvements as well as offer environmental protections so that we may bring back out wash facility. Mike M. spent an afternoon in Richmond with Grant Sparks, looking into ways that Jaunt could strengthen their relationship with DRPT. Additionally, he met with Winchester transit officials to discuss their transition to an on-demand service for paratransit operations. Before the fiscal year ends, Jaunt hopes to be able to pilot our own microtransit strategy. Mike M. concluded by informing the board that discussions over fleet electrification have advanced to the final draft level.

#### **VII. New Business –**

##### A. Future Board Agenda Items – *Mike Murphy, CEO*

Mike M. gave a quick overview of a few things that will be on the September 2024 board meeting agenda. These items include a request for the annual shareholders meeting to be held in October and a discussion concerning Jaunt Friends and its future path. Additionally, Mike M. stated that the employee handbook is almost finished and that Jaunt should be prepared to present to the board in either September or October.

#### **VIII. Announcements and Board Member Comments –**

None

**Adjourn to next meeting: September 11, 2024, at 10:00 AM EST**

**ANNUAL RESOLUTION AUTHORIZING AN ELECTRONIC MEETINGS POLICY  
FOR THE BOARD OF DIRECTORS OF JAUNT, INC.**

**WHEREAS**, absent a declared state of emergency, the Virginia Freedom of Information Act authorizes certain limited electronic participation, provided that the public body has first adopted a written policy providing for electronic participation in meetings, and subject to certain other restrictions and requirements; and

**WHEREAS**, the Board of Directors of Jaunt, Inc., a Virginia public service corporation (“Jaunt”), desires to adopt a policy to enable its members to participate remotely in meetings of Jaunt and its committees, under certain circumstances, and to hold a limited number of all-virtual meetings each year; and

**NOW, THEREFORE** Jaunt resolves and adopts the following Electronic Meetings Policy pursuant to Virginia Code § 2.2-3708.3:

**Electronic Meetings Policy**

- I. **Remote participation by individual members in meetings for which there is a physical quorum.**
  - a. ***Remote participation under certain circumstances when a physical quorum is present.*** A member wishing to participate from a remote location in a meeting shall notify the Chairperson, or their designee, on or before the date of a meeting that the member is unable to attend the meeting due to (i) a personal matter, provided that the member identifies with specificity the nature of the personal matter, (ii) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance, (iii) a medical condition of a family member that requires the member to provide care that prevents the member’s attendance or the member is a caregiver who must provide care for a person with a disability at the time the meeting is held, or (iv) because the member’s principal residence is more than 60 miles from the meeting location.
  - b. ***Quorum requirement.*** A quorum must be physically assembled at the primary or central meeting location, unless otherwise authorized by law or Section II of this Electronic Meetings Policy. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.
  - c. ***Audio requirement.*** Arrangements shall be made, to the maximum extent practicable, for the voice of the member participating remotely to be heard by all persons in attendance at the primary or central meeting location.
  - d. ***Limitation on number of meetings in which a member may participate remotely.*** Participation in a meeting through electronic communication due to a personal matter shall be limited for each member and in each calendar year, to two meetings or twenty-five percent of meetings held per calendar year rounded up to the next whole number, whichever is greater.
  - e. ***Requirements for minutes.*** The minutes for the meeting shall record the remote location from which the absent member participated, as well as the specific nature of the personal matter, that the member participated in the meeting electronically due to a medical

condition or disability, or that of a family member, or that the member participated in the meeting electronically due to their principal residence being more than 60 miles away from the meeting location. This information shall be provided by the member to the Chairperson or their designee.

- f. **Remote participation authorized in accordance with this policy.** If the member's remote participation complies with this policy, the remote participation shall be allowed. If the member's remote participation would violate this policy, such remote participation is disapproved and the absent member shall not be allowed to participate. The reason for such disapproval shall be recorded in the minutes.

## II. **All-virtual meetings without a physical quorum.**

- a. **Authorization for all-virtual meetings; limitation on number.** Jaunt may hold all-virtual public meetings without a physical quorum, provided that all-virtual meetings are limited to two meetings per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. Additionally, an all-virtual meeting may not be held consecutively with another all-virtual meeting.
- b. **Method of electronic communication.** The method of electronic communication used will allow the public to hear all members participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members as well.
- c. **Transmission issues.** A monitored phone number or other live contact information will be provided to alert Jaunt if the audio or video transmission of the meeting fails, and a recess will be until public access is restored if the transmission fails for the public.
- d. **Limitation on members appearing from same location.** No more than two members will participate from any one location.
- e. **Public comment.** An opportunity for public comment will be provided.
- f. **Scheduling of all-virtual meetings.** All-virtual meetings will be scheduled at the written direction of Jaunt's Chairperson, a copy of which shall be retained in Jaunt's corporate records, and the public notice of the meeting will include a statement that the meeting will be an all-virtual meeting and a description of the method by which the public may attend the all-virtual meeting.
- g. **Minutes.** Any minutes of an all-virtual meeting will reflect the fact that the meeting was held virtually and state the type of electronic communication by which the meeting was held.

- ## III. **Application of Electronic Meetings Policy.** This Electronic Meetings Policy shall apply to the meetings of the Board of Directors of Jaunt, and all of its committees and subcommittees. It shall in no way be construed to restrict the ability of Jaunt, its committees or subcommittees to meet without a quorum physically assembled at one location during a state of emergency as may be authorized by law, including without limitation Virginia Code § 2.2.3708.2.

Signed this \_\_\_<sup>th</sup> day of September, 2024.



SIGNED:

ATTEST:

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Brad Burdette, Chairperson

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Erik Larson, Secretary



**Resolution 2024091101**

**AUTHORIZING THE DISPOSAL OF VEHICLES**

**WHEREAS**, Jaunt has used the vehicles listed below and the vehicles have reached their useful life in accordance with the Federal Transit Administration (FTA) and the Virginia Department of Rail and Public Transportation (VDRPT);

**WHEREAS**, in accordance with 2 CFR 200, FTA and VDRPT requirements Jaunt will dispose of the vehicles, the following buses have been identified for replacement;

Vehicle #	Asset ID	VIN	Odometer	Model Year	Vehicle Make/Model	In-Service Date
155	13678	1HA6GUBG4HN000553	113,700	2017	ARBOC Spirit of Freedom	4/4/18
156	13679	1HA6GUBG1HN000543	142,447	2017	ARBOC Spirit of Freedom	4/4/18
157	13680	1HA6GUBG9HN000502	122,498	2017	ARBOC Spirit of Freedom	4/14/18
170	13682	1FD4E4FS7HDC67163	195,517	2018	Ford E350 Senator II	5/14/18
175	13681	1HA6GUBG6HN009173	101,276	2018	Chevrolet Senator II	4/19/18
178	13692	1HA6GUBG0KN008009	187,998	2019	Chevrolet Senator II	8/26/19
179	13693	1HA6GUBG4KN007977	140,767	2019	Chevrolet Senator II	8/26/19
180	13694	1HA6GUBG9KN008283	121,267	2019	Chevrolet Senator II	8/26/19
181	13695	1HA6GUBG5KN008135	139,094	2019	Chevrolet Senator II	8/26/19
182	13696	1HA6GUBG1KN008262	113,237	2019	Chevrolet Senator II	9/17/19
183	13697	1HA6GUBG4KN008157	101,077	2019	Chevrolet Senator II	8/26/19
184	13698	1HA6GUBGXKN008194	127,240	2019	Chevrolet Senator II	8/26/19
185	13699	1HA6GUBG6KN008175	84,958	2019	Chevrolet Senator II	9/17/19
186	139700	1HA6GUBG8KN008033	131,086	2019	Chevrolet Senator II	9/17/19
187	13701	1HA6GUBG1KN008052	116,994	2019	Chevrolet Senator II	9/17/19
188	13702	1HA6GUBGXKN008342	94,693	2019	Chevrolet Senator II	9/17/19
189	13703	1HA6GUBG1KN008066	90,026	2019	Chevrolet Senator II	9/17/19
190	13689	1HA6GUBB9KN002651	146,420	2019	ARBOC Spirit of Freedom	7/31/19
715	6590	1GB3GRBG8H1346590	136,128	2017	Chevrolet Senator II	4/2/18
716	7164	1GB3GRBG7H1347164	113,660	2017	Chevrolet Senator II	4/2/18
718	2064	1FDEE3FS8KDC35805	97,777	2019	Ford E450 Senator II	6/3/19
719	3066	1FDEE3FS3KDC35792	79,061	2019	Ford E450 Senator II	6/3/19

**NOW THEREFORE**, the Jaunt Board of Directors hereby authorizes the disposal of the vehicles listed above.

\_\_\_\_\_  
Brad Burdette, President

\_\_\_\_\_  
Date  
Page 1 of 1

**Call for Annual Stockholder Meeting October 9, 2024**

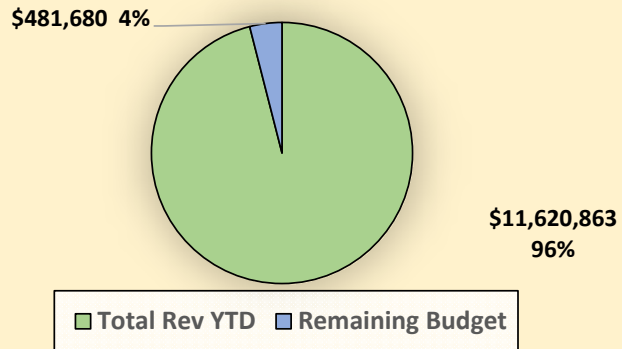
This seeks Board approval to call for an Annual Meeting of Jaunt Stockholders on October 9, 2024, at 9:00 AM. The meeting will be held at Jaunt offices, 104 Keystone Place, Charlottesville, VA. An annual meeting is required under Jaunt's Articles of Incorporation.

The tentative agenda for the Annual Shareholder Meeting:

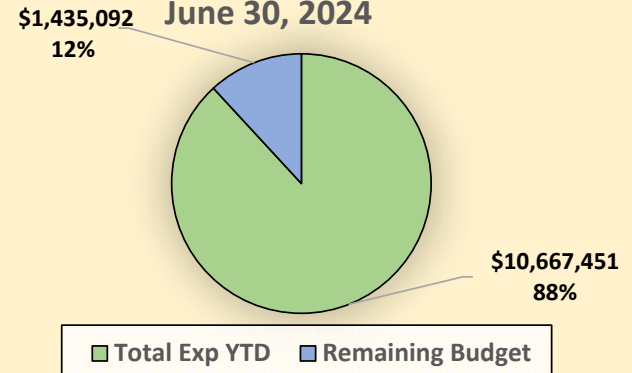
1. Roll Call and Welcome
2. Election of a Meeting Chair
3. Minutes from July 10, 2024, Special Meeting
4. New Business



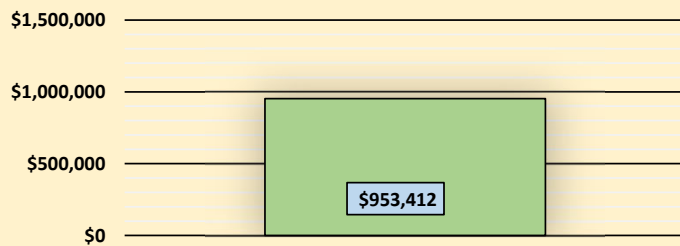
FY24 YTD Operating Budget v Actual Revenue  
June 30, 2024



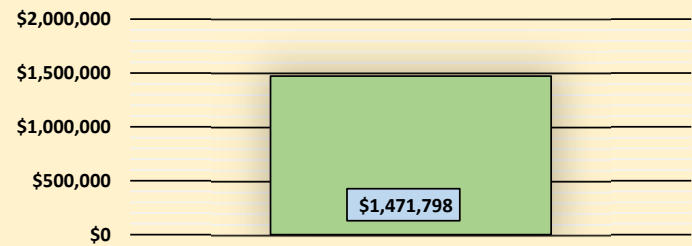
FY24 YTD Operating Budget v Actual Expenses  
June 30, 2024



FY24 YTD Operating Surplus/Deficit  
June 30, 2024



FY24 YTD Operating Surplus/Deficit  
June 30, 2024 Excluding FY23 Distribution



## Jaunt, Inc. FY2024 Monthly Financial Summary

### Operating

#### June 2024 Year To Date

Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Fee Revenue:</b>						
Contract Revenue	\$ 293,344	\$ 128,655	\$ (164,689)	\$ 293,344	44%	Service lower than anticipated, decreased throughout year.
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 4,021,574	\$ 3,410,214	\$ (611,360)	\$ 4,021,574	85%	Reimbursable, expenses under budget.
Virginia DRPT Operating	\$ 1,962,138	\$ 1,927,951	\$ (34,187)	\$ 1,962,138	98%	
Local Government Operating	\$ 5,762,388	\$ 5,791,702	\$ 29,314	\$ 5,762,388	101%	
UVA Contribution	\$ 33,785	\$ 40,000	\$ 6,215	\$ 33,785	118%	
Other Revenue	\$ -	\$ 322,342	\$ 322,342	\$ -		
Account Transfer (Jaunt Reserves)	\$ 29,315	\$ -	\$ (29,315)	\$ 29,315	0%	
<b>Total Revenue</b>	<b>\$ 12,102,544</b>	<b>\$ 11,620,863</b>	<b>\$ (481,680)</b>	<b>\$ 12,102,544</b>	<b>96%</b>	

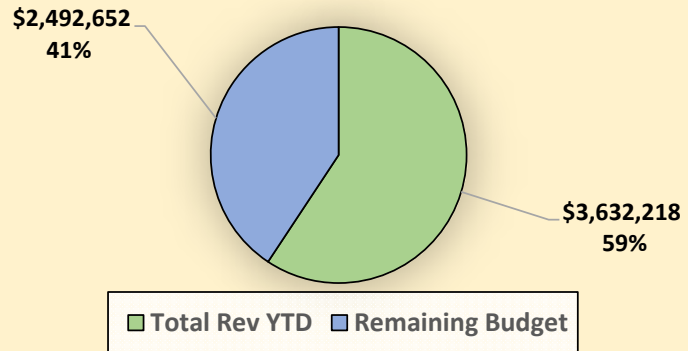
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 6,473,053	\$ 5,857,860	\$ (615,193)	\$ 6,473,053	90%	
Fringe Benefits/Staff Development	\$ 2,606,730	\$ 1,934,035	\$ (672,695)	\$ 2,606,730	74%	Not at full staffing level, seasonal variation in service.
Travel/Business Meals/Meetings	\$ 20,486	\$ 12,737	\$ (7,749)	\$ 20,486	62%	Activity lower than expected.
Facility/Equipment Maintenance/Utilities	\$ 164,399	\$ 149,330	\$ (15,069)	\$ 164,399	91%	
Supplies & Materials	\$ 1,242,313	\$ 845,456	\$ (396,857)	\$ 1,242,313	68%	Fuel prices dropped, actual 61% of budgeted amount.
Marketing & Advertising	\$ 110,000	\$ 14,943	\$ (95,057)	\$ 110,000	14%	Limited marketing activity.
Insurance & Bonding	\$ 403,770	\$ 384,699	\$ (19,071)	\$ 403,770	95%	
Professional Services	\$ 1,049,590	\$ 917,242	\$ (132,348)	\$ 1,049,590	87%	State studies to be carried over to FY25.
Miscellaneous	\$ 32,202	\$ 32,762	\$ 560	\$ 32,202	102%	
FY23 Distribution	\$ -	\$ 518,386	\$ 518,386	\$ -		
<b>Total Expenditure</b>	<b>\$ 12,102,543</b>	<b>\$ 10,667,451</b>	<b>\$ (1,435,093)</b>	<b>\$ 12,102,544</b>	<b>88%</b>	

<b>Net change in fund balance</b>	\$ -	\$ 953,412	\$ 953,412	\$ -		
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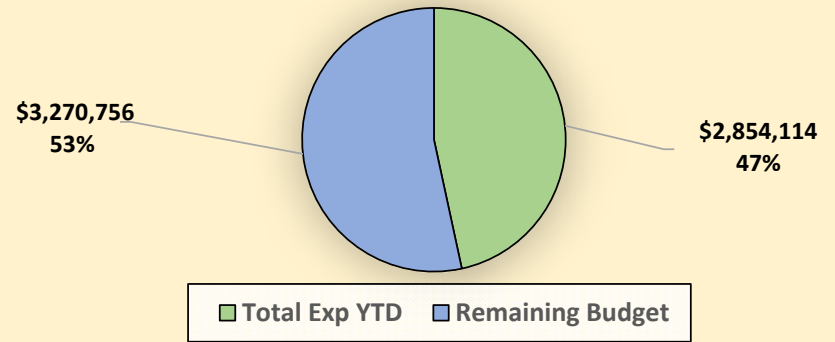
**Net change in fund balance excluding FY23 Distribution**      \$ 1,471,798



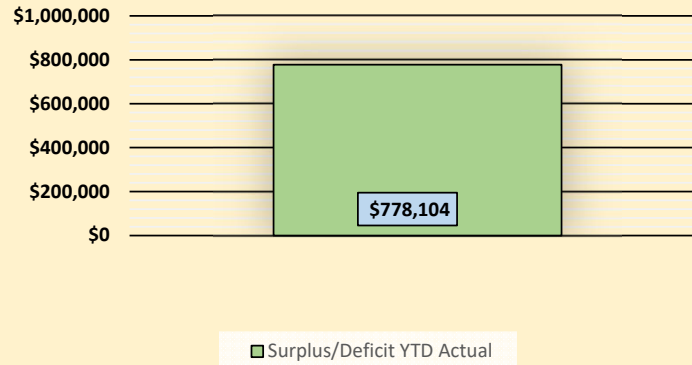
**FY24 YTD Capital Budget v Actual  
Revenue  
June 30, 2024**



**FY24 YTD Capital Budget v Actual  
Expenses  
June 30, 2024**



**FY24 YTD Capital Surplus/Deficit  
June 30, 2024**



## Jaunt, Inc. FY2024 Monthly Financial Summary

### Capital

#### June 2024 Year To Date

June 2024 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Governmental Revenue:</b>						
Federal Capital Grants	\$ 4,793,701	\$ 2,788,848	\$ (2,004,853)	\$ 4,793,701	58%	FY24 vehicles/spare parts to be carried over to FY25
Virginia DRPT Capital	\$ 511,719	\$ 23,921	\$ (487,798)	\$ 511,719	5%	FY24 vehicles/spare parts to be carried over to FY25
Local Government	\$ 819,449	\$ 819,449	\$ -	\$ 819,449	100%	
<b>Total Revenue</b>	<b>\$ 6,124,869</b>	<b>\$ 3,632,218</b>	<b>\$ (2,492,651)</b>	<b>\$ 6,124,869</b>	<b>59%</b>	
<b>Uses of Financial Resources</b>						
Revenue Vehicles	\$ 5,465,151	\$ 2,675,238	\$ (2,789,913)	\$ 5,465,151	49%	FY21 vehicles purchased, FY24 ordered
Support Vehicles	\$ 55,000	\$ 7,718	\$ (47,282)	\$ 55,000	14%	Vehicle purchased FY23
Spare Parts for Vehicles	\$ 191,128	\$ 57,893	\$ (133,236)	\$ 191,128	30%	Majority of project to be carried over to FY25
Facility	\$ 247,362	\$ -	\$ (247,362)	\$ 247,362	0%	Project to be moved to FY25
Information Technology	\$ 166,228	\$ 113,266	\$ (52,962)	\$ 166,228	68%	Server project to be carried over to FY25
<b>Total Expenditure</b>	<b>\$ 6,124,869</b>	<b>\$ 2,854,114</b>	<b>\$ (3,270,755)</b>	<b>\$ 6,124,869</b>	<b>47%</b>	
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ 778,104</b>	<b>\$ 778,104</b>	<b>\$ -</b>		Surplus to be carried over to FY25

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

8/22/2024

1:28 PM

	<b>6/30/2024</b>	<b>6/30/2023</b>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 8,538,918.46	\$ 8,329,319.64
Receivables, Net of Allowances	12,586.95	40,452.29
Due From Other Governmental Units	1,447,536.22	604,640.73
Prepaid Items	94,529.17	79,610.28
Capital Assets	6,266,993.23	5,028,216.66
<b>Total Assets</b>	<b><u>\$ 16,360,564.03</u></b>	<b><u>\$ 14,082,239.60</u></b>
<b>Liabilities</b>		
Accounts Payable	\$ 785,408.44	\$ 1,534,166.63
Accrued Payroll & Related Liabilities	493,412.28	425,212.07
Lease Liability	69,956.08	85,921.59
Deferred Revenue	1,550.36	6,198.66
<b>Total Liabilities</b>	<b><u>1,350,327.16</u></b>	<b><u>2,051,498.95</u></b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	94,529.17	79,610.28
Committed:		
Rainy Day	3,000,000.00	3,000,000.00
Capital Reserve	1,965,808.00	1,000,000.00
Unassigned	3,925,652.16	3,174,862.75
<b>Total Fund Balance</b>	<b><u>8,985,989.33</u></b>	<b><u>7,254,473.03</u></b>
<b>Total Equity</b>	<b><u>8,986,005.33</u></b>	<b><u>7,254,489.03</u></b>
<b>Total Liabilities and Equity</b>	<b><u>\$ 10,336,332.49</u></b>	<b><u>\$ 9,305,987.98</u></b>
Net Position:		
Investment in Capital Assets	6,197,037.15	4,942,295.07
Unrestricted	8,813,183.72	7,088,429.58
<b>Total Net Position</b>	<b><u>15,010,220.87</u></b>	<b><u>12,030,724.65</u></b>
<b>Total Net Position and Equity</b>	<b><u>15,010,236.87</u></b>	<b><u>12,030,740.65</u></b>
<b>Total Liabilities and Net Position</b>	<b><u>\$ 16,360,564.03</u></b>	<b><u>\$ 14,082,239.60</u></b>

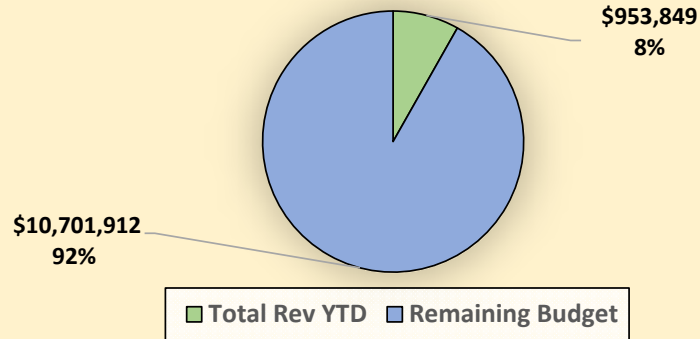


## Jaunt, Inc.

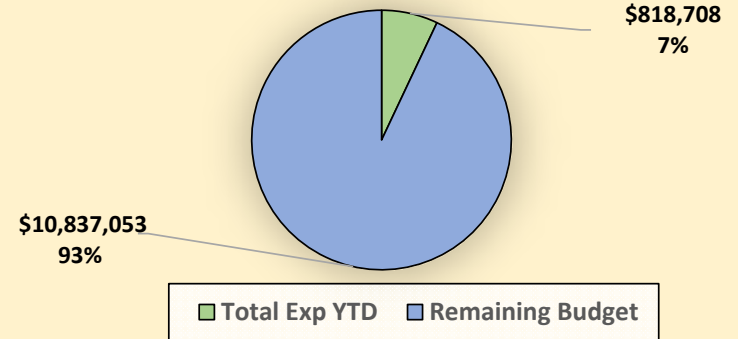
### Statement of Cash Flows for month ended June 30, 2024

Cash flows from Operations for June 2024	
Local Match	\$ -
DRPT Receipts	1,360,801
CAT Receipts	-
Agency Receipts	7,156
Other Receipts	-
Transfer from Investment Account	-
Payroll	(471,860)
Transfer to Investment Account	-
Capital Payments	(22,678)
Other Payments	(399,741)
Total cash flows from Operations	<u>473,678</u>
Cash flows from Investing for June 2024	
Interest	20,709
Transfer from Operating Account	-
Transfer to Operating Account	-
Total cash flows from Investing	<u>20,709</u>
Net change in cash	494,387
Beginning cash balance 6/1/2024	<u>8,032,617</u>
Ending cash balance 6/30/2024	<u><u>\$ 8,527,004</u></u>
Days of cash on hand	257.17
Months of cash on hand	8.57

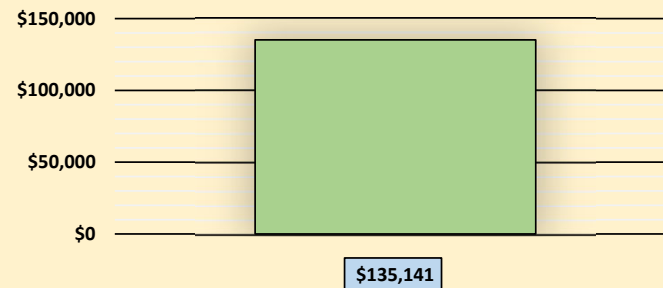
**FY25 YTD Operating Budget v Actual Revenue  
July 31, 2024**



**FY25 YTD Operating Budget v Actual Expenses  
July 31, 2024**



**FY25 YTD Operating Surplus/Deficit  
July 31, 2024**



## Jaunt, Inc. FY2025 Monthly Financial Summary

### Operating

#### July 2024 Year To Date

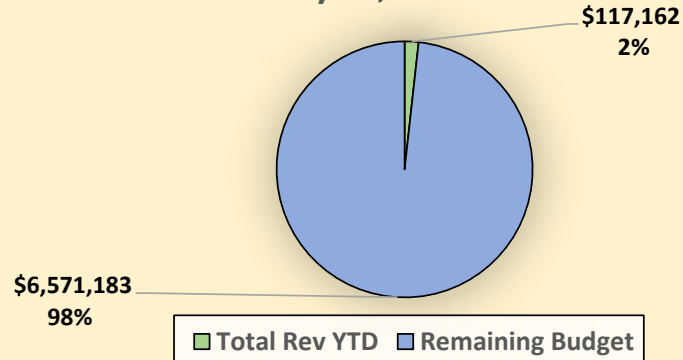
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
Interest Revenue	\$ 19,000	\$ 21,937	\$ 2,937	\$ 228,000	10%	Service lower than anticipated, continues to decrease.
Contract Revenue	\$ 8,000	\$ 4,910	\$ (3,090)	\$ 96,000	5%	
<b>Governmental Revenue:</b>						
Federal Operating Grants	\$ 348,698	\$ 330,962	\$ (17,736)	\$ 4,184,372	8%	
Virginia DRPT Operating	\$ 156,157	\$ 156,157	\$ 0	\$ 1,873,883	8%	
Local Government Operating	\$ 437,151	\$ 439,884	\$ 2,732	\$ 5,245,816	8%	
UVA Contribution	\$ 2,308	\$ -	\$ (2,308)	\$ 27,690	0%	
Other Revenue	\$ -	\$ -	\$ -	\$ -		
Account Transfer (Jaunt Reserves)	\$ -	\$ -	\$ -			
<b>Total Revenue</b>	<b>\$ 971,313</b>	<b>\$ 953,849</b>	<b>\$ (17,463)</b>	<b>\$ 11,655,761</b>	<b>8%</b>	

Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 564,056	\$ 472,271	\$ (91,785)	\$ 6,768,670	7%	Not at full staffing level.
Fringe Benefits/Staff Development	\$ 203,685	\$ 178,270	\$ (25,415)	\$ 2,444,221	7%	Not at full staffing level.
Travel/Business Meals/Meetings	\$ 5,960	\$ 175	\$ (5,785)	\$ 71,516	0%	No activity yet.
Facility/Equipment Maintenance/Utilities	\$ 15,603	\$ 11,369	\$ (4,233)	\$ 187,235	6%	Telephone under budget.
Supplies & Materials	\$ 89,983	\$ 76,224	\$ (13,758)	\$ 1,079,792	7%	Fuel prices dropped, actual 83% of budgeted amount.
Marketing & Advertising	\$ 4,648	\$ 327	\$ (4,321)	\$ 55,780	1%	Limited marketing activity.
Insurance & Bonding	\$ 36,047	\$ 43,678	\$ 7,631	\$ 432,563	10%	Premium costs increased due to greater vehicle costs.
Professional Services	\$ 47,406	\$ 33,359	\$ (14,048)	\$ 568,874	6%	Expenses fluctuate each month.
Miscellaneous	\$ 3,926	\$ 3,035	\$ (891)	\$ 47,109	6%	Recruitment under budget.
<b>Total Expenditure</b>	<b>\$ 971,313</b>	<b>\$ 818,708</b>	<b>\$ (152,607)</b>	<b>\$ 11,655,761</b>	<b>7%</b>	

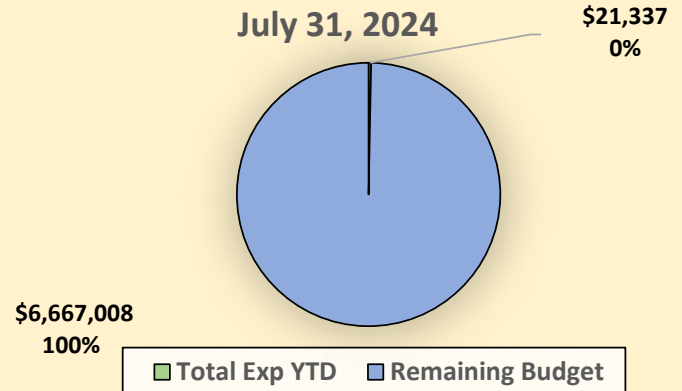
<b>Net change in fund balance</b>	\$ 0	\$ 135,141	\$ 135,141	\$ -		
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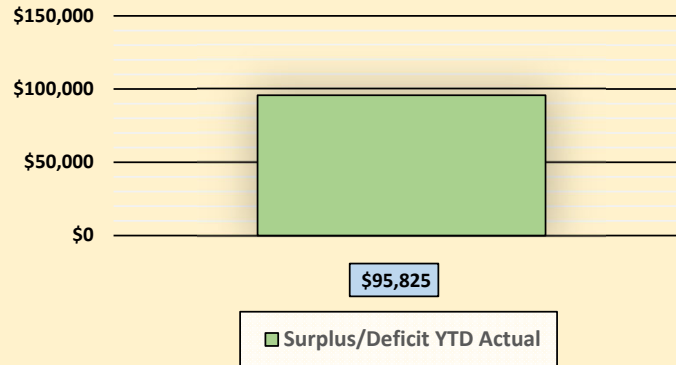
**FY25 YTD Capital Budget v Actual  
Revenue  
July 31, 2024**



**FY25 YTD Capital Budget v Actual  
Expenses  
July 31, 2024**



**FY25 YTD Capital Surplus/Deficit  
July 31, 2024**



## Jaunt, Inc. FY2025 Monthly Financial Summary

### Capital

#### July 2024 Year To Date

July 2024 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
<b>Governmental Revenue:</b>						
Federal Capital Grants	\$ 294,661	\$ 10,242	\$ (284,419)	\$ 3,535,929	0%	Based on expense activity below.
Virginia DRPT Capital	\$ 86,083	\$ 3,414	\$ (82,669)	\$ 1,032,999	0%	Based on expense activity below.
Local Government	\$ 103,506	\$ 103,506	\$ -	\$ 1,242,073	8%	
Account Transfer (Jaunt Reserves)	\$ 73,112	\$ -	\$ (73,112)	\$ 877,344	\$ -	
<b>Total Revenue</b>	<b>\$ 557,362</b>	<b>\$ 117,162</b>	<b>\$ (440,201)</b>	<b>\$ 6,688,345</b>	<b>2%</b>	
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Revenue Vehicles	\$ 478,162	\$ -	\$ (478,162)	\$ 5,737,938	0%	FY24 DR due Sept; FY25 to be ordered in Sept.
Support Vehicles	\$ -	\$ -	\$ -	\$ -	-	
Spare Parts for Vehicles	\$ 23,252	\$ 20,741	\$ (2,511)	\$ 279,023	7%	
Facility	\$ 21,420	\$ -	\$ (21,420)	\$ 257,034	0%	No activity yet.
Information Technology	\$ 34,529	\$ 595	\$ (33,934)	\$ 414,350	0%	Some activity to occur in September.
<b>Total Expenditure</b>	<b>\$ 557,362</b>	<b>\$ 21,337</b>	<b>\$ (536,025)</b>	<b>\$ 6,688,345</b>	<b>0%</b>	
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ 95,825</b>	<b>\$ 95,825</b>	<b>\$ -</b>		



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

8/23/2024

5:49 PM

	<b>7/31/2024</b>	<b>7/31/2023</b>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 8,677,466.38	\$ 7,539,052.38
Receivables, Net of Allowances	10,908.84	43,561.89
Due From Other Governmental Units	1,213,272.04	953,128.40
Prepaid Items	77,793.52	64,358.67
Capital Assets	6,266,993.23	5,028,216.66
<b>Total Assets</b>	<b><u>\$ 16,246,434.01</u></b>	<b><u>\$ 13,628,318.00</u></b>
<b>Liabilities</b>		
Accounts Payable	\$ 168,760.37	\$ 403,975.68
Accrued Payroll & Related Liabilities	414,451.50	434,156.29
Lease Liability	69,956.08	85,921.59
Deferred Revenue	352,063.03	347,757.33
<b>Total Liabilities</b>	<b><u>1,005,230.98</u></b>	<b><u>1,271,810.89</u></b>
<b>Fund Balance/Net Position</b>		
JAUNT Inc. Stock	16.00	16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	77,793.52	64,358.67
Committed:		
Rainy Day	3,000,000.00	3,000,000.00
Capital Reserve	1,965,808.00	1,000,000.00
Unassigned	4,173,353.97	3,515,880.82
Total Fund Balance	<u>9,216,955.49</u>	<u>7,580,239.49</u>
Total Equity	<u>9,216,971.49</u>	<u>7,580,255.49</u>
<b>Total Liabilities and Equity</b>	<b><u>\$ 10,222,202.47</u></b>	<b><u>\$ 8,852,066.38</u></b>
Net Position:		
Investment in Capital Assets	6,197,037.15	4,942,295.07
Unrestricted	9,044,149.88	7,414,196.04
Total Net Position	<u>15,241,187.03</u>	<u>12,356,491.11</u>
Total Net Position and Equity	<u>15,241,203.03</u>	<u>12,356,507.11</u>
<b>Total Liabilities and Net Position</b>	<b><u>\$ 16,246,434.01</u></b>	<b><u>\$ 13,628,318.00</u></b>

## Jaunt, Inc.

### Statement of Cash Flows for month ended July 31, 2024

Cash flows from Operations for July 2024	
Local Match	\$ 631,572
DRPT Receipts	997,537
CAT Receipts	-
Agency Receipts	6,682
Other Receipts	-
Transfer from Investment Account	(1,500,000)
Payroll	(547,344)
Transfer to Investment Account	-
Capital Payments	(3,597)
Other Payments	(968,238)
Total cash flows from Operations	<u>(1,383,389)</u>
Cash flows from Investing for July 2024	
Interest	21,937
Transfer from Operating Account	1,500,000
Transfer to Operating Account	-
Total cash flows from Investing	<u>1,521,937</u>
Net change in cash	138,548
Beginning cash balance 7/1/2024	<u>8,527,004</u>
Ending cash balance 7/31/2024	<u><u>\$ 8,665,552</u></u>
Days of cash on hand	271.36
Months of cash on hand	9.05

## **Jaunt Safety Report June 2024**

### **Preventable Vehicle Accident(s): 3**

6/10/2024 – Jaunt driver was attempting to move out of a parking space in the Jaunt parking lot and made contact with another bus that was parked beside them

6/20/2024 – Jaunt driver pulled to close to a stop sign and scratched the vinyl on the bus

6/24/2024 – Jaunt driver was turning left and clipped the back bumper of another vehicle

### **Non-Preventable Vehicle Accident(s): 3**

6/6/2024 – While the driver of another vehicle was attempting to get behind a Jaunt bus they cut to short and contacted the side of the Jaunt bus

6/20/2024 – A bird hit the top of a Jaunt bus, shattering the top glass

6/25/2024 – Operator was driving down the road when a car sideswiped the bus breaking the left side mirror

### **Customer Related Incident(s): 1**

6/20/2024 – Jaunt driver was picking up a client from UVA Hospital when the client almost fell off of lift, client was caught before falling completely but was taken back into UVA after the incident

### **Staff Related Incident(s): 0**

Jaunt traveled 108,413 revenue miles and had 3 preventable accidents from 6/1/2024 to 6/30/2024. Jaunt has a goal of less than 1 preventable accident for every 100,000 revenue miles driven. Jaunt has had 16 preventable accidents since 7/1/2023 and recorded 1,344,126 total revenue travel miles.

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

There were no safety concerns reported in June 2024

### **Site Visits**

During the month of June 2024, Jaunt conducted 1 site visit.



**National Transit Database Reporting**

Jaunt had 1 NTD reportable safety events for the month of June 2024

## **Jaunt Safety Report July 2024**

### **Preventable Vehicle Accident(s): 4**

7/2/2024 – Jaunt driver was pulling out of a Jaunt parking space and turned to soon making contact with another Jaunt bus that was parked

7/5/2024 – Jaunt driver was turning around out of a client driveway and made contact with a parked vehicle

7/30/2024 – Jaunt driver was turning around and made contact with a parked vehicle

7/31/2024 – Jaunt driver was attempting to park in a parking space when he made contact with a parked vehicle

### **Non-Preventable Vehicle Accident(s): 1**

7/16/2024 – Jaunt driver was driving straight when another vehicle made contact with the Jaunt bus

### **Customer Related Incident(s): 0**

### **Staff Related Incident(s): 0**

Jaunt traveled 120,463 revenue miles and had 4 preventable accidents from 7/1/2024 to 7/31/2024. Jaunt has a goal of less than 1 preventable accident for every 100,000 revenue miles driven. Jaunt has had 4 preventable accidents since 7/1/2024 and recorded 120,463 total revenue travel miles.

## **Safety Concerns Shared and Investigated**

There were no safety concerns reported in July 2024

## **Site Visits**

During the month of July 2024, Jaunt conducted 1 site visit.

## **National Transit Database Reporting**

Jaunt had 0 NTD reportable safety events for the month of July 2024

## Jaunt Board of Directors Meeting

September 11, 2024, 10 AM

This service report introduces data for two months, June and July 2024. Fiscal Year 2024 ended June 30, 2024, and the totals for the full FY are shown below, as well as FY23 year end totals for comparison. The second table below compares FY23 to FY24 totals by metric, and overall metrics decreased between 4-7%. July 2024 saw a rebounding in all metrics from June, close to the May metrics. For example total monthly ridership across all services in May was 27,617, dipping to 23,961 in June, but rebounding in July to 26,698 for UPT.

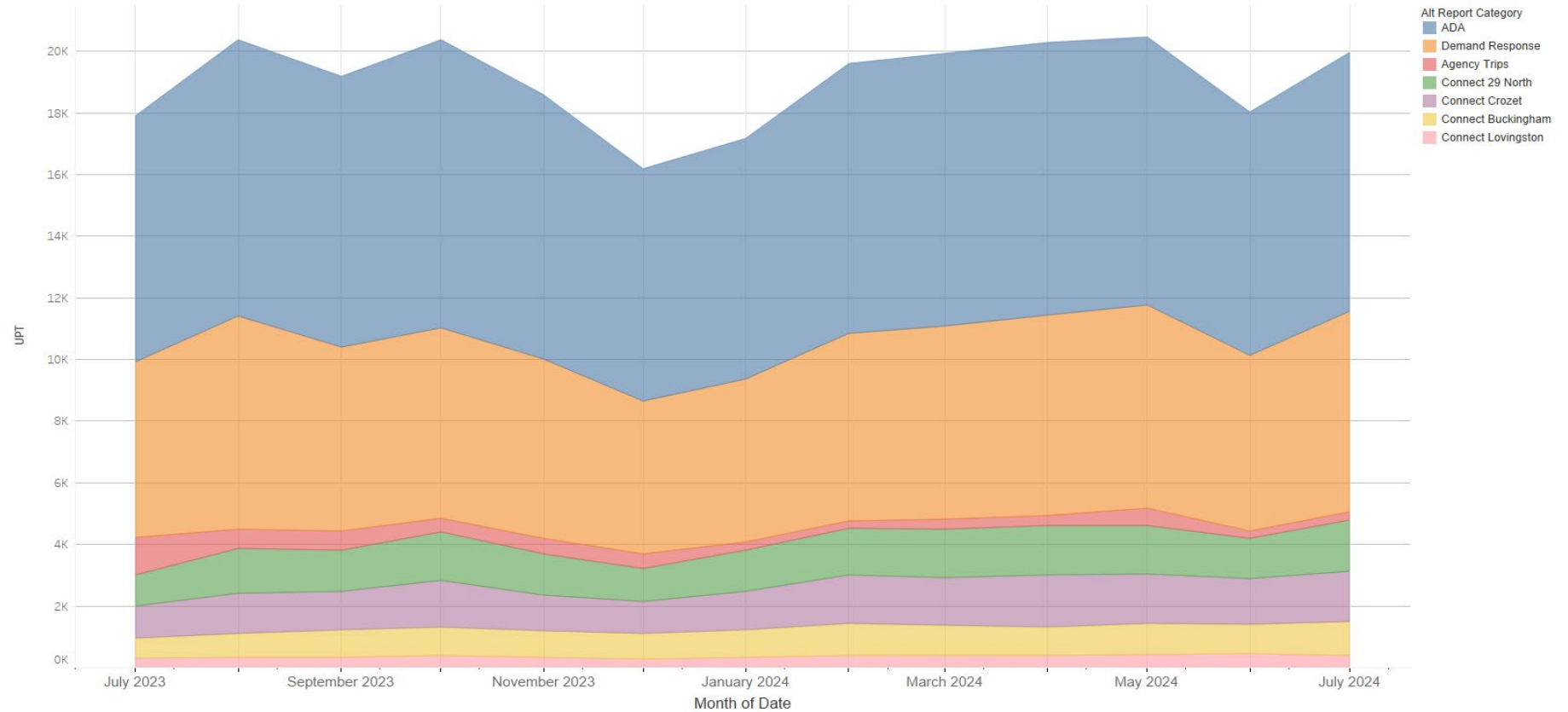
Jaunt Performance Statistics		2023						2024							FY23	FY24	Pct Change
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul			
ADA	Passengers	7,995	8,964	8,791	9,377	8,590	7,555	7,815	8,778	8,871	8,835	8,721	7,906	8,406	99,146	102,198	3.1%
	Revenue Hours	3,133	3,475	3,380	3,656	3,166	2,866	3,055	3,237	3,560	3,709	3,590	3,409	3,710	40,444	40,235	-0.5%
	Revenue Miles	33,102	36,813	37,055	39,261	35,007	30,909	33,715	37,294	37,295	37,802	37,945	35,484	38,032	437,520	431,682	-1.3%
Demand Response	Passengers	5,684	6,918	5,977	6,149	5,792	4,958	5,297	6,072	6,262	6,510	6,567	5,709	6,502	77,821	71,895	-7.6%
	Revenue Hours	2,910	3,329	2,789	3,030	2,787	2,455	2,623	2,878	3,038	3,269	3,305	2,852	3,253	37,979	35,264	-7.1%
	Revenue Miles	52,828	63,015	55,204	57,610	53,584	46,329	49,541	55,618	58,187	61,169	62,642	54,990	61,901	709,366	670,717	-5.4%
Agency Trips	Passengers	1,215	635	603	461	514	458	263	243	310	316	585	228	249	14,578	5,831	-60.0%
	Revenue Hours	251	207	177	143	114	132	100	94	101	100	97	74	65	4,283	1,591	-62.9%
	Revenue Miles	4,414	3,671	3,362	2,738	1,991	2,376	1,767	1,612	1,845	1,846	1,888	1,264	1,145	75,175	28,774	-61.7%
N/A	Passengers	61	53	111	93	87	70	98	139	143	114	72	29	72	1,963	1,070	-45.5%
	Revenue Hours	33	24	32	40	34	28	47	61	60	51	30	15	39	718	455	-36.6%
	Revenue Miles	309	256	392	424	418	320	691	862	841	688	458	198	507	9,161	5,857	-36.1%
Connect 29 North	Passengers	1,025	1,441	1,335	1,555	1,349	1,088	1,340	1,510	1,580	1,622	1,561	1,295	1,668	14,849	16,701	12.5%
	Revenue Hours	145	148	127	144	137	126	143	136	140	145	163	136	159	1,701	1,690	-0.7%
	Revenue Miles	2,381	2,420	2,123	2,245	2,204	1,981	2,242	2,068	2,130	2,281	2,510	2,201	2,443	30,387	26,786	-11.9%
Connect Buckingham	Passengers	652	773	905	937	849	842	905	1,028	956	926	995	964	1,090	11,429	10,732	-6.1%
	Revenue Hours	137	156	144	153	140	132	144	146	144	149	154	131	155	2,018	1,729	-14.3%
	Revenue Miles	3,985	4,449	3,971	4,196	4,011	3,705	3,937	4,071	4,035	4,235	4,322	3,726	4,315	57,709	48,644	-15.7%
Connect Crozet	Passengers	1,029	1,303	1,247	1,521	1,160	1,019	1,222	1,591	1,552	1,673	1,620	1,482	1,645	16,248	16,419	1.1%
	Revenue Hours	408	477	425	458	429	399	421	435	429	446	462	414	483	4,861	5,203	7.0%
	Revenue Miles	9,108	10,405	9,558	9,974	9,422	8,836	9,263	9,495	9,357	9,594	10,271	9,280	10,639	112,127	114,563	2.2%
Connect Lovingson	Passengers	298	328	326	374	326	264	324	382	398	394	416	440	387	4,107	4,270	4.0%
	Revenue Hours	54	55	52	54	49	53	51	47	44	52	58	53	68	588	624	6.1%
	Revenue Miles	1,364	1,535	1,363	1,436	1,445	1,286	1,383	1,457	1,453	1,528	1,467	1,270	1,481	18,011	16,987	-5.7%

Metric	FY23	FY24	Pct Chg
UPT	238,178	228,046	-4.3%
VRH	91,875	86,335	-6.0%
VRM	1,440,295	1,338,153	-7.1%



This area chart that visualizes Jaunt Performance Statistics in the previous table, but only for UPT (Unlinked Passenger Trips). Percentage of total passenger trips for July 1, 2023-June 30, 2024 by service is as follows: **ADA 45%, Demand Response 31%, Agency 3%, NA 0%, and Commuter Bus 21%**. DR is 79% and CB is 21% of total ridership. Percentage of Revenue Hours by service is: **ADA 41%, Demand Response 41%, Agency 2%, and Commuter Bus 11%** of total revenue hours. DR is 89% and CB is 11% of total revenue hours.

Jaunt Service Performance - UPT Area Chart



The plot of sum of UPT for Date Month. Color shows details about Alt Report Category. The data is filtered on Date, Exclusions (MONTH(Date),Reporting Category), Reporting Category and Reporting Category Name. The Date filter includes dates on or after 12/1/2019. The Exclusions (MONTH(Date),Reporting Category) filter keeps 244 members. The Reporting Category filter keeps ADA, CB and DR. The Reporting Category Name filter keeps no members. The view is filtered on Date Month, which ranges from July 2023 to July 2024.



Albemarle Statistics		2023						2024						FY24	
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Jul
ADA	Passengers	3,896	4,507	4,398	4,571	4,298	3,718	3,895	4,462	4,221	4,428	4,249	3,839	4,067	50,482
	Revenue Hours	1,537	1,756	1,691	1,841	1,648	1,450	1,555	1,694	1,738	1,896	1,826	1,692	1,849	20,324
	Revenue Miles	17,286	19,939	20,064	21,117	19,345	16,892	18,213	20,797	19,390	20,675	20,244	18,724	20,020	232,685
Demand Response	Passengers	1,931	2,265	1,922	2,148	2,212	1,812	2,048	2,402	2,338	2,467	2,558	2,225	2,585	26,328
	Revenue Hours	903	1,101	930	1,049	999	866	954	1,061	1,112	1,182	1,211	1,050	1,197	12,419
	Revenue Miles	16,281	20,181	16,994	18,925	18,070	15,637	17,777	20,111	20,384	20,851	22,049	19,342	21,683	226,601
Connect 29 North	Passengers	1,025	1,441	1,335	1,555	1,349	1,088	1,340	1,510	1,580	1,622	1,561	1,295	1,668	16,701
	Revenue Hours	145	148	127	144	137	126	143	136	140	145	163	136	159	1,690
	Revenue Miles	2,381	2,420	2,123	2,245	2,204	1,981	2,242	2,068	2,130	2,281	2,510	2,201	2,443	26,785
Connect Crozet	Passengers	1,029	1,303	1,247	1,521	1,160	1,019	1,222	1,591	1,552	1,673	1,620	1,482	1,645	16,419
	Revenue Hours	408	477	425	458	429	399	421	435	429	446	462	414	483	5,203
	Revenue Miles	9,108	10,405	9,558	9,974	9,422	8,836	9,263	9,495	9,357	9,594	10,271	9,280	10,639	114,562

Buckingham Statistics		2023						2024						FY24	
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Jul
Connect Buckingham	Passengers	652	773	905	937	849	842	905	1,028	956	926	995	964	1,090	10,732
	Revenue Hours	137	156	144	153	140	132	144	146	144	149	154	131	155	1,729
	Revenue Miles	3,985	4,449	3,971	4,196	4,011	3,705	3,937	4,071	4,035	4,235	4,322	3,726	4,315	48,644

Charlottesville Statistics		2023						2024						FY24	
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Jul
ADA	Passengers	4,099	4,457	4,393	4,806	4,292	3,837	3,920	4,316	4,650	4,407	4,472	4,067	4,339	51,716
	Revenue Hours	1,541	1,680	1,655	1,784	1,501	1,387	1,481	1,529	1,804	1,792	1,745	1,705	1,845	19,604
	Revenue Miles	15,816	16,874	16,992	18,144	15,662	14,018	15,502	16,497	17,905	17,127	17,702	16,760	18,012	198,997
Demand Response	Passengers	191	232	181	177	212	150	170	129	171	211	227	212	211	2,263
	Revenue Hours	84	93	71	85	88	68	80	63	76	93	97	96	103	994
	Revenue Miles	1,145	1,189	1,130	1,349	1,391	1,087	1,244	1,036	1,151	1,345	1,603	1,462	1,613	15,131



<b>Fluvanna Statistics</b>		<b>2023</b>						<b>2024</b>							
Reporting Category		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	<b>FY24</b>
Demand Response	Passengers	219	314	304	341	329	268	294	297	295	305	270	237	322	3,473
	Revenue Hours	111	138	135	134	136	103	113	117	117	133	135	118	139	1,491
	Revenue Miles	2,269	2,737	2,712	2,641	2,830	2,374	2,414	2,523	2,390	2,805	2,819	2,545	2,945	31,060

<b>Greene Statistics</b>		<b>2023</b>						<b>2024</b>							
Reporting Category		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	<b>FY24</b>
Demand Response	Passengers	1,673	2,072	1,674	1,467	1,272	1,137	1,184	1,405	1,416	1,427	1,433	1,223	1,433	17,383
	Revenue Hours	878	930	672	689	597	530	576	657	686	717	734	625	717	8,291
	Revenue Miles	11,979	14,174	11,154	10,371	9,317	8,312	9,001	10,560	10,812	11,429	10,998	9,844	11,285	127,951

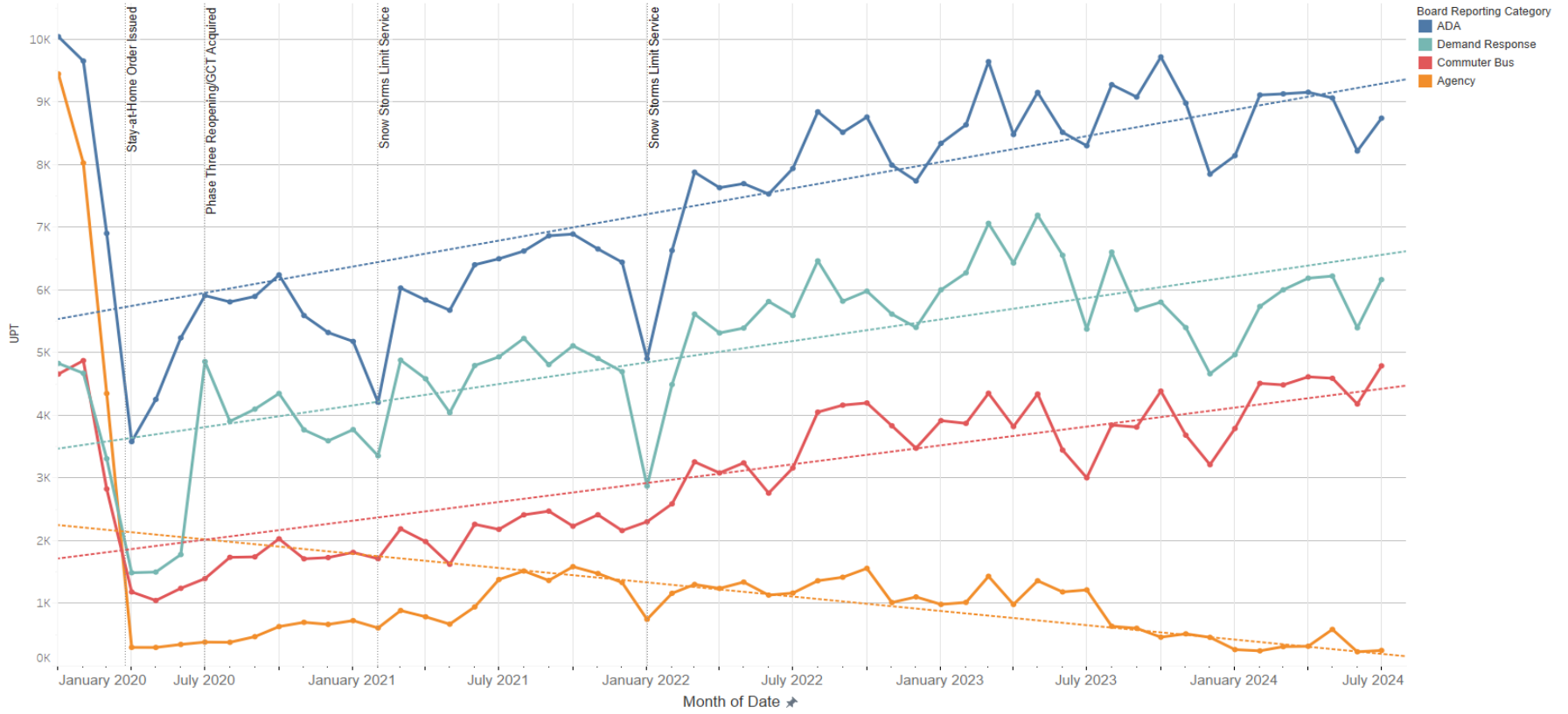
<b>Louisa Statistics</b>		<b>2023</b>						<b>2024</b>							
Reporting Category		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	<b>FY24</b>
Demand Response	Passengers	1,522	1,903	1,736	1,858	1,627	1,459	1,507	1,710	1,848	1,952	1,968	1,694	1,833	20,784
	Revenue Hours	822	974	885	973	892	822	847	906	954	1,051	1,063	888	1,022	11,078
	Revenue Miles	18,994	22,824	21,227	22,021	20,229	17,254	17,717	19,742	21,393	22,732	23,259	19,957	22,447	247,350

<b>Nelson Statistics</b>		<b>2023</b>						<b>2024</b>							
Reporting Category		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	<b>FY24</b>
Demand Response	Passengers	148	131	160	158	140	132	94	129	194	148	111	118	118	1,663
	Revenue Hours	85	74	77	87	60	56	48	70	85	85	58	71	73	856
	Revenue Miles	2,161	1,904	1,986	2,302	1,747	1,665	1,389	1,646	2,058	2,006	1,914	1,839	1,928	22,618
Connect Lovingsston	Passengers	298	328	326	374	326	264	324	382	398	394	416	440	387	4,270
	Revenue Hours	54	55	52	54	49	53	51	47	44	52	58	53	68	624
	Revenue Miles	1,364	1,535	1,363	1,436	1,445	1,286	1,383	1,457	1,453	1,528	1,467	1,270	1,481	16,986



This is the revised graphic favored and approved at the April 10, 2024 Board Meeting. It is cleaned up with fewer reference marks, no NA trips, and with trend lines added. The trend lines since COVID all are consistency upward for ADA, Commuter Bus and Demand Response. Agency ridership has trended down and continues to do so.

**Jaunt Covid Recovery Per Service - UPT**



The trend of sum of UPT for Date Month. Color shows details about Board Reporting Category. The data is filtered on Date, Exclusions (MONTH(Date),Reporting Category), Reporting Category and Reporting Category Name. The Date filter includes dates on or after 12/1/2019. The Exclusions (MONTH(Date),Reporting Category) filter keeps 244 members. The Reporting Category filter keeps ADA, CB and DR. The Reporting Category Name filter keeps no members. The view is filtered on Date Month, which ranges from December 2019 to July 2024.



**FY 24 ADA Compliance Report - September 11, 2024 Board Meeting**

Item	FY 2024													
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	FY24 YTD
ADA Unlinked Passenger Trips	7,995	8,964	8,791	9,377	8,590	7,555	7,815	8,778	8,871	8,835	8,721	7,906	8,406	<b>102,198</b>
All Demand Response UPT	14,894	16,517	15,371	15,987	14,896	12,971	13,375	15,093	15,443	15,661	15,873	13,843	15,157	<b>179,924</b>
ADA Revenue Miles	33,102	36,813	37,055	39,261	35,007	30,909	33,715	37,294	37,295	37,802	37,945	35,484	38,032	<b>431,682</b>
All Demand Response Revenue Miles ^	90,344	103,499	95,620	99,609	90,582	79,615	85,023	94,524	97,327	100,816	102,475	91,738	101,078	<b>1,131,172</b>
ADA Revenue Hours	3,114	3,461	3,367	3,644	3,157	2,856	3,046	3,228	3,554	3,700	3,584	2,928	3,323	<b>39,639</b>
All Demand Response Revenue Hours ^	6,295	7,010	6,346	6,829	6,067	5,453	5,778	6,208	6,700	7,078	6,992	6,336	7,029	<b>77,092</b>
ADA No Shows	291	313	315	360	315	315	256	259	256	190	173	178	201	<b>3,221</b>
All Demand Responses No Shows	585	626	605	654	531	531	481	462	437	375	362	389	409	<b>6,038</b>
ADA Missed Trips	8	4	16	10	4	5	6	8	5	5	8	3	6	<b>88</b>
All Demand Responses Missed Trips	13	31	31	20	27	8	10	9	9	9	9	5	8	<b>189</b>
ADA Denials		2	5	9	2	4	9	13	7	0	0	0	0	<b>51</b>
All Demand Responses Denials	24	26	76	171	145	93	152	149	153	32	50	31	31	<b>1,102</b>
ADA On Time Performance	92%	92%	88%	91%	90%	90%	91%	88%	93%	93%	93%	93%	94%	<b>91%</b>
All Demand Responses OTP	90%	90%	86%	89%	89%	88%	89%	87%	92%	92%	92%	93%	93%	<b>90%</b>
ADA Passenger Complaints	0	1	0	0	0	0	0	0	0	0	0	0	0	<b>1</b>
ADA Lifts Determined Inoperable	1	1	0	0	0	0	1	0	0	0	0	0	1	<b>4</b>
ADA Passenger Incidents/Accidents	3	0	0	0	0	1	0	0	0	0	0	1	0	<b>5</b>
ADA Vehicle Accidents	1	0	2	0	0	0	0	0	0	0	0	0	0	<b>3</b>
Excessively Long ADA Trips	22	23	29	19	19	33	19	37	33	43	25	17	29	<b>348</b>
Demand Response Reservations Hold Times	3:12	3:00	2:35	2:47	2:27	2:22	2:20	1:48	1:40	1:56	1:46	1:48	2:12	<b>2:18</b>

^ DR Revenue Hours & Miles don't include NA trips, but does include Agency trips. NA trips are not reported to NTD/DRPT

Metric	Fiscal Year 2024 Year End Summary
57%	Percentage of ADA Trips of all Demand Response Trips
38%	Percentage of ADA Revenue Miles of all Demand Response Revenue Miles
51%	Percentage of ADA Revenue Hours of all Demand Response Revenue Hours
3.2%	Percentage of ADA No Shows of all ADA Trips
3.4%	Percentage of Demand Response No Shows of all Demand Response Trips
0.09%	Percentage of ADA missed trips of all ADA Trips
0.11%	Percentage of all Demand Response Missed Trips of all DR Trips
0.05%	Percentage of ADA Denials of all ADA Trips
0.6%	Percentage of Denials of all Demand Response Trips
91%	Percentage of ADA trips that were on time of all ADA Trips
90%	Percentage of Demand Response trips that were on time of all DR Trips
0.34%	Percentage of Excessively long ADA trips of all ADA Trips made
2:18	Yearly Average Response Reservations Hold Times





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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

**People****Service****Connection**

## **September 2024 CEO Report**

After some time away in July and a break from Board meetings in August we have been very busy at Jaunt. We joined with colleagues from around the State at the CTAV conference right here in Charlottesville during the month of August. We learned a lot, created some new relationships, and found out about some FREE resources. This month we celebrated Labor Day and will recognize the start of National Hispanic Heritage Month beginning on the 15<sup>th</sup>. In September, we celebrated Davonte Taylor for his outstanding contributions as Jaunt's Employee of the Month. Thank you for all you do Davonte! If you see him, please share your thanks and congratulations.

The Board meeting includes an action item to approve a revised policy for electronic meeting participation. There are some changes in the State Code and annual adoption will be required going forward. The next action item is a request for the Board to authorize disposal of vehicles. This resolution will allow staff, when the time comes, to dispose of vehicles identified as needing replacement because they have reached the end of their useful life as defined by the FTA and DRPT. Our third action item is to request an appointment to the Board's Safety Committee. Volunteers are welcome! Our final action item is the call for our Annual Shareholders Meeting in October.

As you know, we are planning improvements to our parking lot areas. I am pleased to say that representatives of the Spectrum Design Group were on site this week and we look forward to working closely with them during the planning phase of this project. We have a procurement closing later this month for IT services and I expect we will issue RFPs for HVAC services and Communication firms before the end of the calendar year.

Our Microtransit study work has advanced, and I anticipate that we will present the results to the Board in November. It is my hope that the Fleet electrification study will be presented at the same meeting. The report is essentially complete with limited edits remaining. The 10% design document is at 85% completion. The results are less promising than we hoped with only 22% of the fleet meeting the criteria for conversion based on a variety of factors. More

details to come soon. I will be joining a group of local leaders on a trip to Champaign-Urbana to examine their implementation of a fleet fueled by hydrogen. CAT is organizing this trip as they explore their 2040 zero carbon emissions objectives.

During new business we will receive a FOIA training refresher to ensure that all Board members understand their legal obligations. As the Board is aware, Buckingham County was not able to fund the service levels that are currently scheduled. Our team has surveyed riders and studied our Buckingham Connect service data. We are making changes to eliminate stops with below-average ridership and limit excessive wait times. Our new proposed schedule will address these issues and improve the quality of service. Schedule changes will go into effect on Monday, September 30, 2024. I was invited to make a presentation to the Virginia Disability Commission on August 15<sup>th</sup>. During new business I will review the recommendations that I proposed to the legislators and citizen commission members.

A quick note on some ways our values relate to ongoing work:

**PEOPLE:** Nancy brings a lot of heart to her work at Jaunt. She ensures we make it a priority to remember birthdays, anniversaries and to acknowledge important events in people's lives. Nancy gets REALLY excited about a special project! She is happiest when she gets a task that spreads joy. Thanks Nancy.

**SERVICE:** We experienced some stormy weather since we last met. One thing you should know about Janet Jackson and team is that they are AMAZING in responding to emergencies. Many thanks to Simona, Angie, Corey and others who kept us running and surveyed conditions to keep employees and passengers safe long before the rest of the world was awake.

**CONNECTION:** When I think about people who really listen and work to support others every day I think about Amanda Powell. Amanda understands the value of feedback and it fuels her capacity for growth. She communicates clearly and is accountable for her work. You can count on Amanda to connect people and processes.

As always thank you, you are appreciated!

Be well - Mike



**VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL**  
COMMONWEALTH OF VIRGINIA

AO-07-13

July 30, 2013

Glenn Oder  
Executive Director  
Fort Monroe Authority  
Fort Monroe, Virginia

*The staff of the Freedom of Information Advisory Council is authorized to issue advisory opinions. The ensuing staff advisory opinion is based upon the information presented in your letter (undated).*

Dear Mr. Oder:

You have asked whether certain committees and advisory groups are public bodies subject to the open meeting requirements of the Virginia Freedom of Information Act (FOIA). As background, you indicated that the Fort Monroe Authority (the Authority) was created by the General Assembly by statute and is governed by a Board of Trustees (the Board). The Authority has adopted by-laws, under which the Board may create standing committees. Members of those committees are appointed by the Chairman of the Board, and at least two members of each standing committee must be Trustees. The by-laws also provide for the creation of *ad hoc* committees by the Chair, the Board, or the Executive Committee of the Board; such *ad hoc* committees must include at least one Trustee. Additionally, the by-laws allow advisory groups to be created by the Board or by the Chairman of the Board (the Chair). You stated that such advisory groups are not considered to be committees of the Board, and do not require any Trustees to be appointed as members. Finally, you stated that in your capacity as Executive Director of the Authority, you have appointed advisory groups consisting solely of citizen volunteers. You stated that the Authority has appointed a Finance Committee, a Planning Advisory Group, and an Economic Advisory Team, each of which is a committee comprised of two Trustees and a number of citizen members. Additional facts will be set forth as appropriate below.

The policy of FOIA set forth in § 2.2-3700 is to ensure *the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted*. The term *public body* is defined in § 2.2-3701 to include in relevant parts

*any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; ... and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include ... any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members.*

Applying that definition to the facts presented, it is clear that the Authority itself is a public body under the first clause quoted because it is an *authority* and a *political subdivision of the Commonwealth* established by statute.<sup>1</sup> The Board would likewise be a public body under the first clause of the definition as the *board...of [a] political subdivision of the Commonwealth*. While the first clause would include the Authority and its Board, it would not include the various committees and advisory groups about which you inquired. In examining those entities, we must turn to the second and third clauses of the definition, as quoted above.

The second clause of the definition includes as public bodies *other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds*. In this instance the facts you have described do not indicate that any of the committees or advisory groups receive public funds. You explicitly stated that the citizen members serve as volunteers only; they are not paid for their participation, nor do they receive reimbursement for expenses. Given this factual background, we can only conclude that the second clause concerning support by public funds does not apply to the committees or advisory groups you have described. However, it appears that the committees and advisory groups may fall within the definition of public body under the third clause, *as any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body*.

Before addressing each of the different committees and advisory groups you have described, I note that in describing these entities you explicitly stated the minimum number of Trustees that must be appointed to each body, and that each includes citizen members. The fact that there are citizen members on such committees or advisory groups does not change their status under FOIA because the definition of *public body* specifies that it *shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members*. Once a citizen is appointed as a member of a committee or advisory group, then he or she is a member and must be counted as such, just as a Trustee would be counted.

You also stated that the Authority's by-laws provide that notice of committee meetings must be provided for any committee meeting at which three or more Trustees are present. This notice provision would appear to run counter to the provisions of FOIA. FOIA defines a *meeting* to include

*meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.*

This definition does not differentiate between different types or categories of members (whether Trustees or citizen members, voting or non-voting, elected or appointed or ex officio, etc.). Therefore, when applying this definition to meetings of the Authority's various committees, one must count citizen members as well as Trustees when determining whether a sufficient number is present for the gathering to constitute a meeting under FOIA. It is not proper to count only the Trustees and ignore the presence of citizen members. A gathering of any three or more members, or a quorum if less than three - whether Trustees or citizens - of a committee or advisory group would be a meeting subject to FOIA, if the committee or advisory group is a public body subject to FOIA.<sup>2</sup>

Turning now to the different entities you described, you stated that "standing committees" are established by resolution of the Board, with members appointed by the Chair to include at least two Trustees. You did not explicitly state that such committees carry out a delegated function of the Board, or advise the Board, but presuming that they do, then they would appear to fit squarely within the definition of *public body as a committee ... of the [Board] created to perform delegated functions of the [Board] or to advise the [Board]*. Therefore a standing committee of

the Board is a public body subject to FOIA for both public meetings and public records purposes.

You stated that "*ad hoc* committees" are established by the Chair, the Board, or the Executive Committee, and must include at least one Trustee as a member. For FOIA purposes, an *ad hoc* committee established by the Board to perform a delegated function of the Board or to advise the Board would be a public body subject to FOIA, just as a standing committee would be. Similarly, it appears from the facts described that if the Chair were to establish an *ad hoc* committee, it would be on behalf of the Board, because the Chair would be acting pursuant to the Board's by-laws under the authority of the Board. Again, such an *ad hoc* committee would be a public body of the Board created to perform a delegated function of the Board or to advise the Board, even though it was appointed by the Chair, because ultimately it is performing a delegated function of the Board or advising the Board. Regarding *ad hoc* committees established by the Executive Committee, it was not stated explicitly but it is presumed that the Executive Committee is itself a standing committee, and therefore a public body subject to FOIA as described above. An *ad hoc* committee established by the Executive Committee would therefore be a public body as a committee or subcommittee of the Executive Committee created to perform a delegated function of the Executive Committee or to advise the Executive Committee. In each of these instances, it would appear that an *ad hoc* committee would be a public body subject to FOIA for both public meetings and public records purposes.

However, there is one other possibility, under which an *ad hoc* committee would not be a public body for meetings purposes. Prior advisory opinions from this office and the Office of the Attorney General have determined that similar committees created by a city mayor to advise the mayor was not a *public body* because it was *not created by a public body, does not perform delegated functions of a public body, does not advise a public body, and does not receive public funding*.<sup>3</sup> The same reasoning would apply if the Chair were to establish an *ad hoc* committee to act on behalf of the Chair or to advise the Chair, rather than to perform a delegated function of the Board or to advise the Board. In that situation, such an *ad hoc* committee would not be subject to the meetings rules of FOIA, although any records it prepared, owned or possessed in the transaction of public business would be public records.<sup>4</sup>

You also described two different types of advisory groups. The first would be advisory groups created by the Board or the Chair pursuant to the by-laws. You stated that the by-laws specifically provide that such groups are not Board committees and do not require that any Trustees be appointed to them. The same reasoning as applies to *ad hoc* committees would apply to such an advisory group: it would be a public body subject to the meetings rules of FOIA if it performs a delegated function of the Board or advises the Board, but not if it acts solely on behalf of the Chair. Again, records prepared, possessed, or owned by the advisory group in the transaction of public business would be public records subject to FOIA, regardless of whether the advisory group is also subject to the meeting requirements of FOIA.

The second type of advisory group is that which you have appointed in your capacity as Executive Director of the Authority. Such an advisory group created to advise you, rather than to advise the Board, would not be a public body subject to the meeting requirements of FOIA. We have previously considered similar situations. For example, we have stated that generally, a public employee is not a *public body*, and neither is an advisory group appointed by a public employee to advise him or her. To fit within the terms of the definition of *public body*, an entity must be *of the public body created to perform delegated functions of the public body or to advise the public body*. [Emphasis added.] In the prior opinion, the advisory group was an entity of a public employee created to advise the public employee. Those facts do not meet the terms of the definition; given those facts, the group was not a *public body*. However, while it was not a *public body* for FOIA meetings purposes, the group's records would be *public records* subject to FOIA if they are in the transaction of public business.<sup>5</sup> This reasoning is much the same as when an individual member of a public body, such as the Chair, appoints such a group to act on his or her behalf, rather than on behalf of the public body as a whole, as

described above. This same reasoning that applies to public employees and individual members of public bodies would also apply to appointed public officials. The key distinction is that the group in question was created by an individual to perform a delegated function or to advise the individual, rather than being an entity of a public body created to perform a delegated function or to advise the body.

Finally, you specifically asked about the Finance Committee, the Planning Advisory Group, and the Economic Advisory Team. You mentioned the number of Trustees and uncompensated citizen members; as described above, for FOIA purposes, there is no distinction between different types or categories of members. You also noted that "an area of concern is that these groups and committees are created by a public body to advise it on matters specifically related to the business of that public body." If that is the case for each of these bodies, then all of them would be public bodies subject to FOIA, as described above.

Thank you for contacting this office. I hope that I have been of assistance.

Sincerely,

Maria J.K. Everett  
Executive Director

<sup>1</sup>Va. Code § 2.2-2336.

<sup>2</sup>See, e.g., Freedom of Information Advisory Opinions 08 (2008), 10 (2005), and 24 (2001) (each considering whether various entities with citizen members are public bodies under FOIA).

<sup>3</sup>Freedom of Information Advisory Opinion 08 (2008); 1978-1979 Op. Att'y Gen. Va. 316A.

<sup>4</sup>Va. Code § 2.2-3701 (definition of *public records*).

<sup>5</sup>Freedom of Information Advisory Opinion 11 (2009); see also Freedom of Information Advisory Opinion 12 (2009).



# Notice of changes to Buckingham North Connect Route

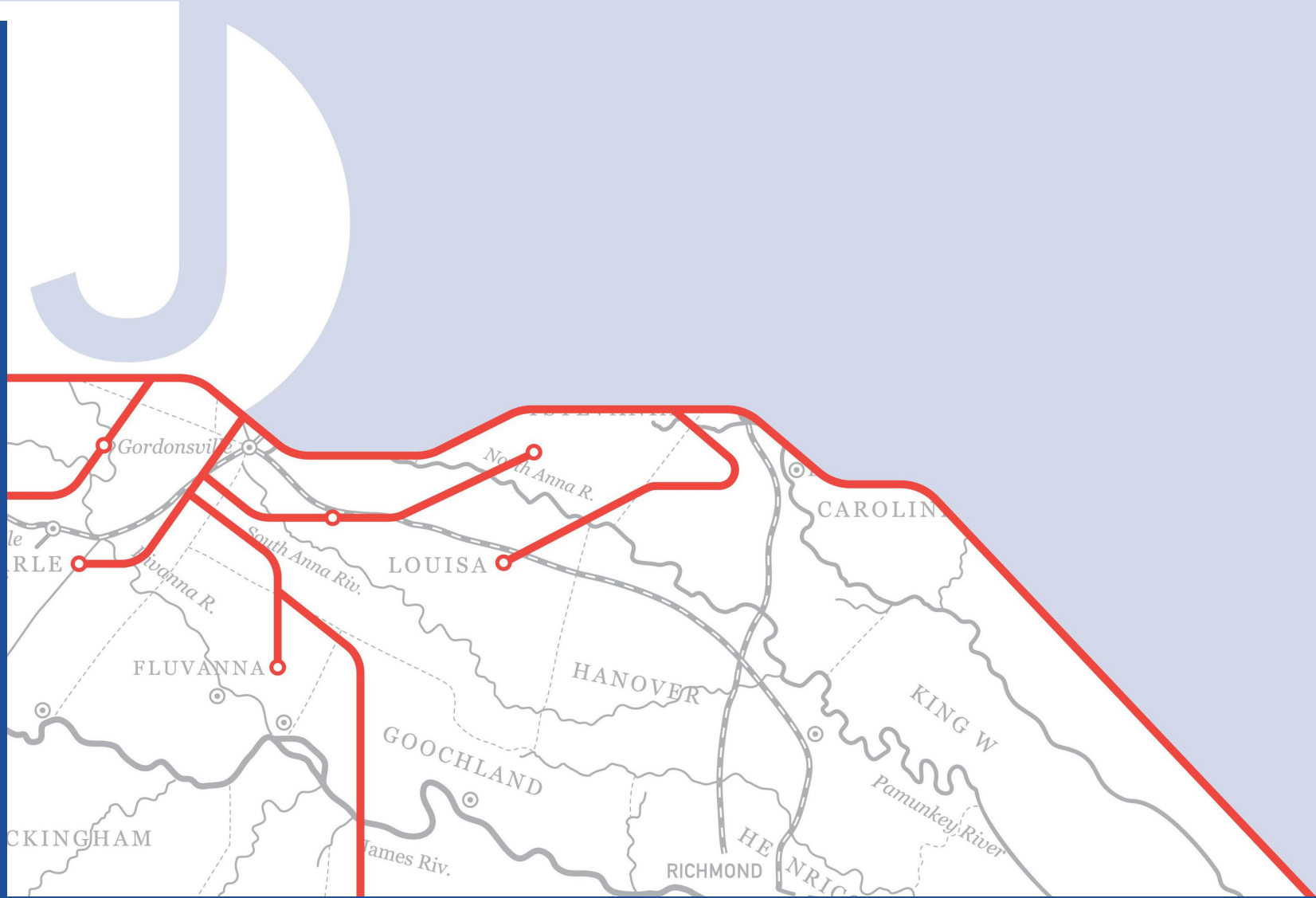
Dear Buckingham Connect Rider,

JAUNT has surveyed riders and studied our Buckingham Connect service data. We are making changes to eliminate stops with below-average ridership and limit excessive wait times. Our new proposed schedule will address these issues and improve the quality of service. Schedule changes will go into effect on Monday, September 30, 2024.

	<b><u>Stop Name</u></b>	<b><u>Current Time</u></b>
	Dilwyn Food Lion	6:13 AM
	Midway Market	6:27 AM
	Re-Store 'N Station	6:32 AM
	Scottsville Farmers Market Pavillion	6:42 AM
	PVCC Stultz Center	7:07 AM
	UVA Pharmacy/Garage	7:17 AM
	Emmet St @ Central Grounds Garage	7:22 AM
	Barracks Road McDonalds	7:30 AM
	Barracks Road McDonalds	5:10 PM
	Emmet St @ Central Grounds Garage	5:15 PM
	Northgate/Primary Care	5:30 PM
	PVCC Stultz Center	5:45 PM
	Scottsville Farmers Market Pavillion	6:10 PM
	Re-Store 'N Station	6:18 PM
	Midway Market	6:23 PM
	Dilwyn Food Lion	6:38 PM



Virginia  
Disability  
Commission:  
August 15, 2024

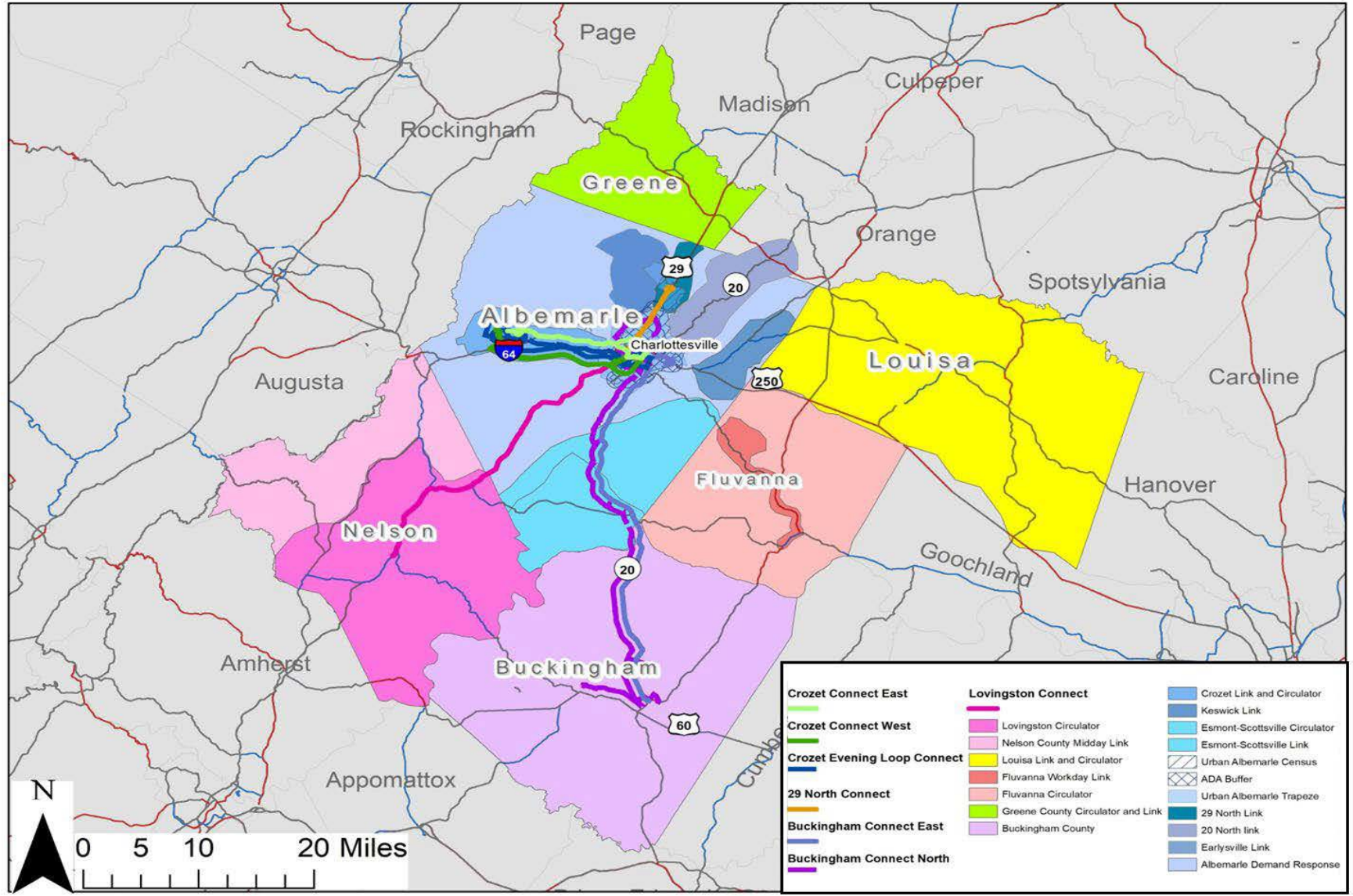


# About Jaunt

- Jaunt is a public service corporation owned by 5 governmental entities, serving 7 jurisdictions plus nonprofit agencies.
- Stockholders:
  - Albemarle County
  - City of Charlottesville
  - Louisa
  - Nelson
  - Fluvanna
- Others—not stockholders:
  - Greene County
  - Buckingham County



# About Jaunt



**Service  
Projections:  
FY2025**

- Jaunt operates 364 days a year
- Service Hours
  - All jurisdictions total: 112,782 - 12.24% increase from FY2024 budget
- Service Miles
  - All jurisdictions total: 1,719,088 - 1.88% increase from FY2024 budget
- Unlinked Passenger Trips
  - 250,000-300,000

## Service Characteristics

80% of all riders are demand response

20% of all riders are commuter bus

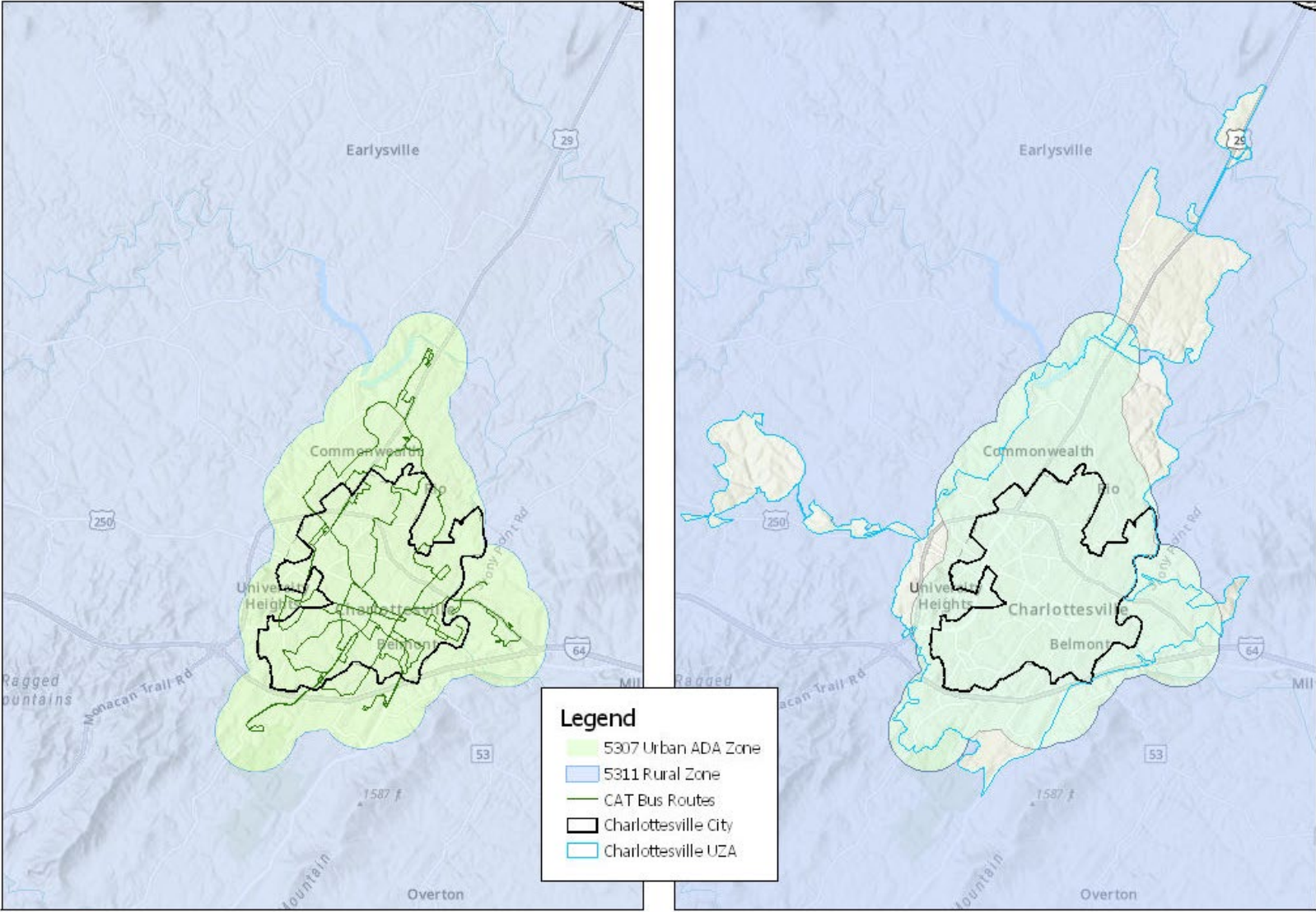
52% of all demand response trips are paratransit

The reality is many more of Jaunt's riders have disabilities that are not captured

Most demand response is intra-jurisdictional versus interjurisdictional



# Defining Urban Rural & the ADA



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasystemen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



**Jaunt.**

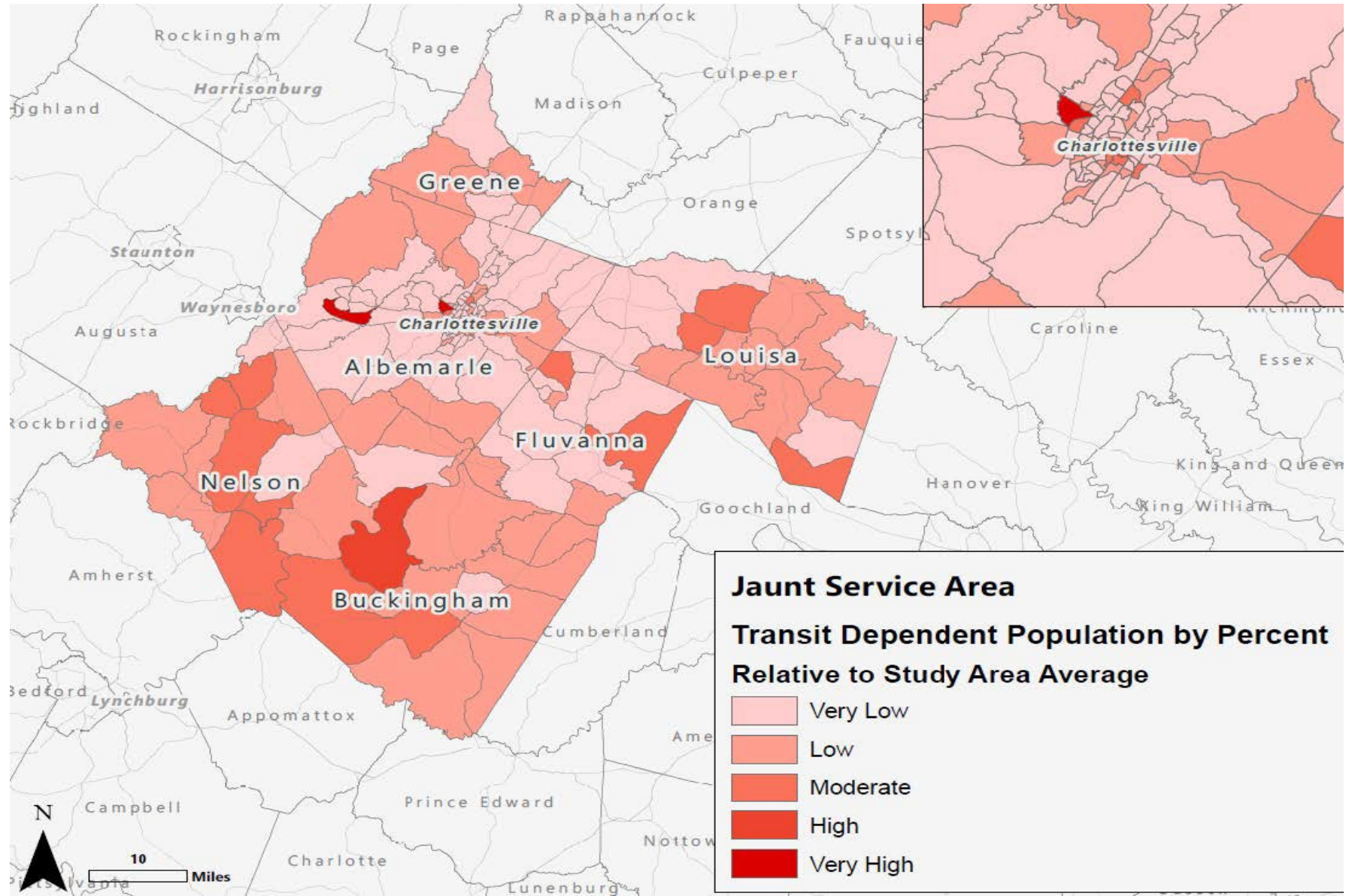
*supports  
independent  
living & aging  
in place*

*contributes to  
healthy  
outcomes*

*is a community  
focused  
investment with  
great returns*

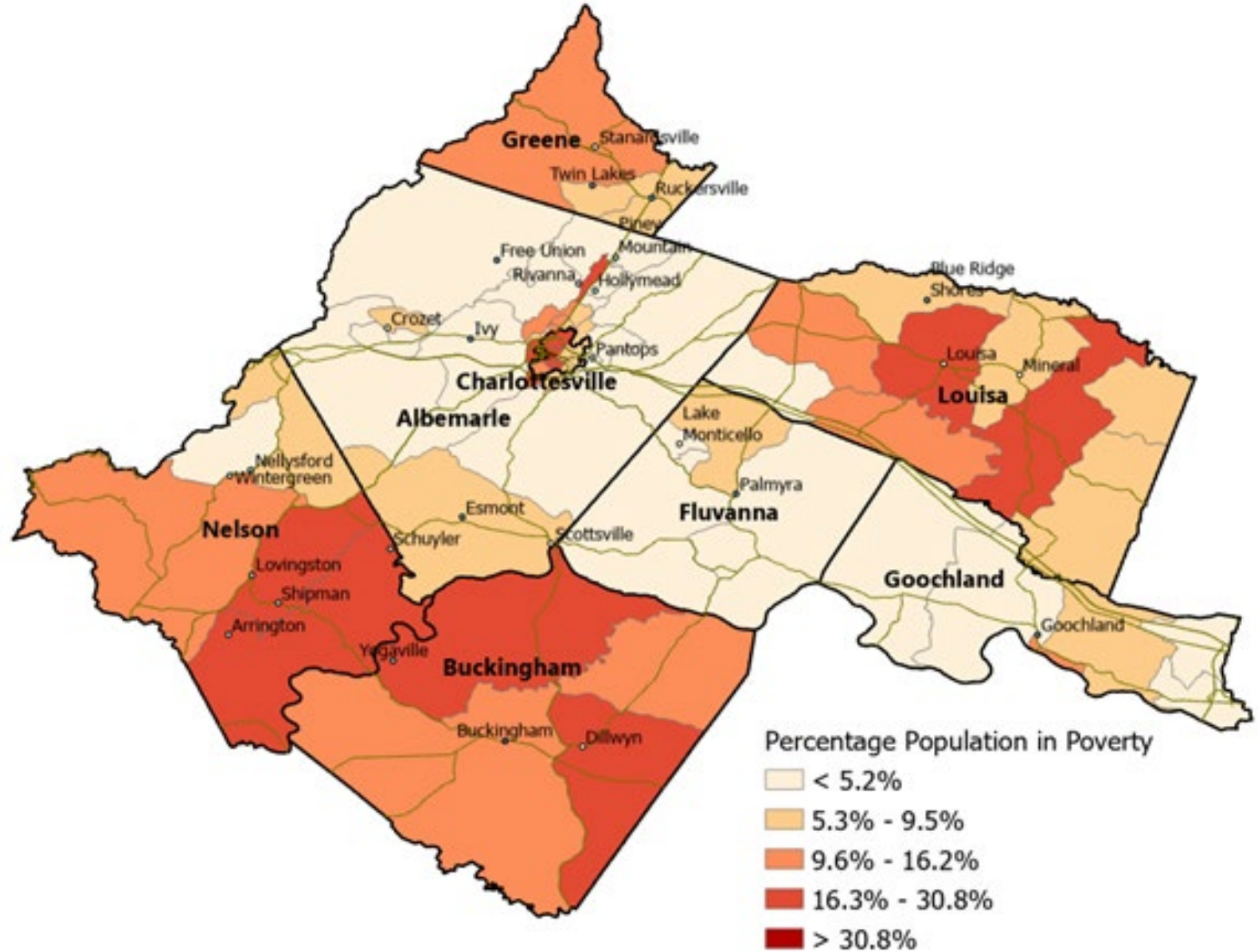


# Transit Dependence

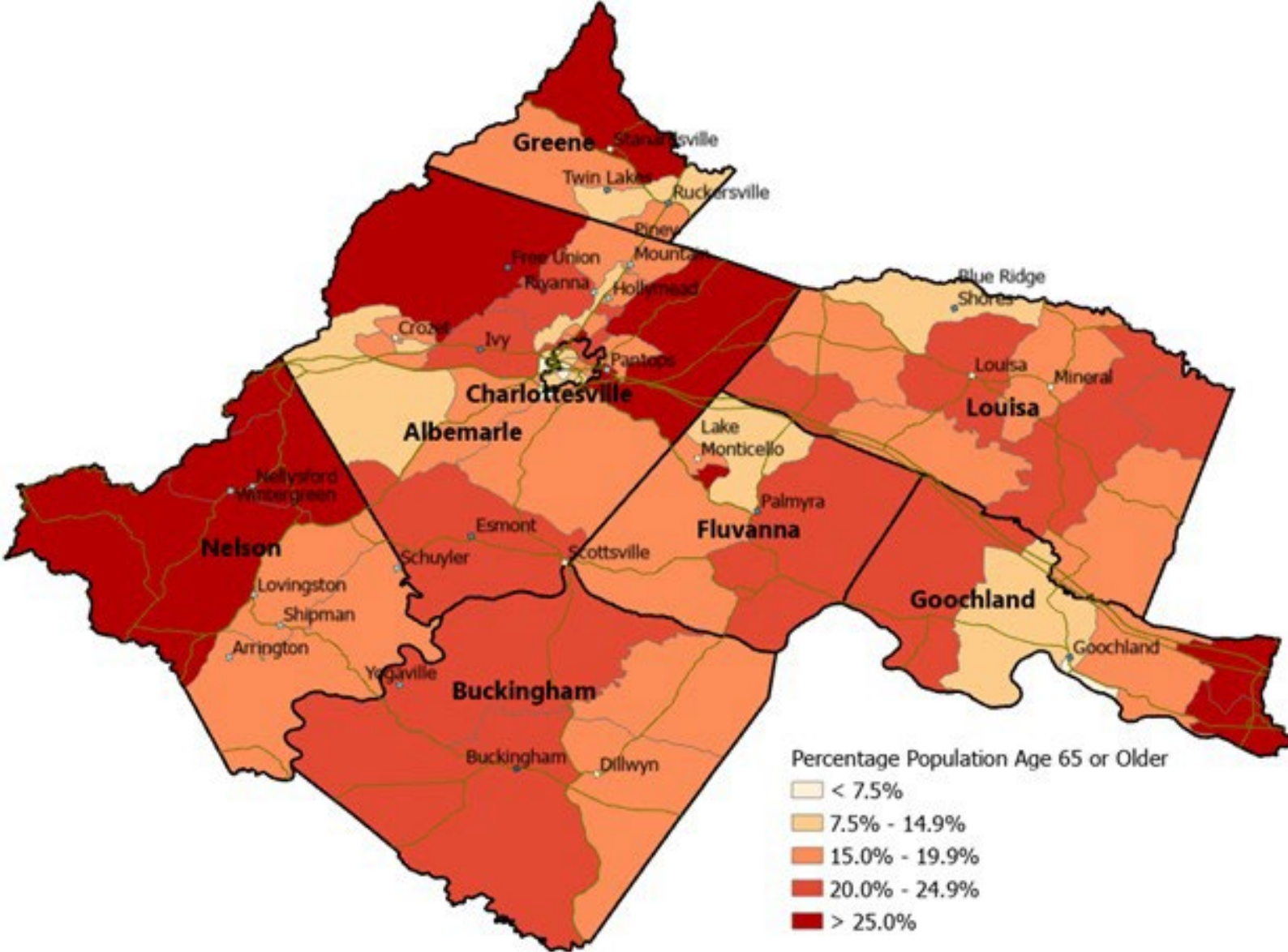




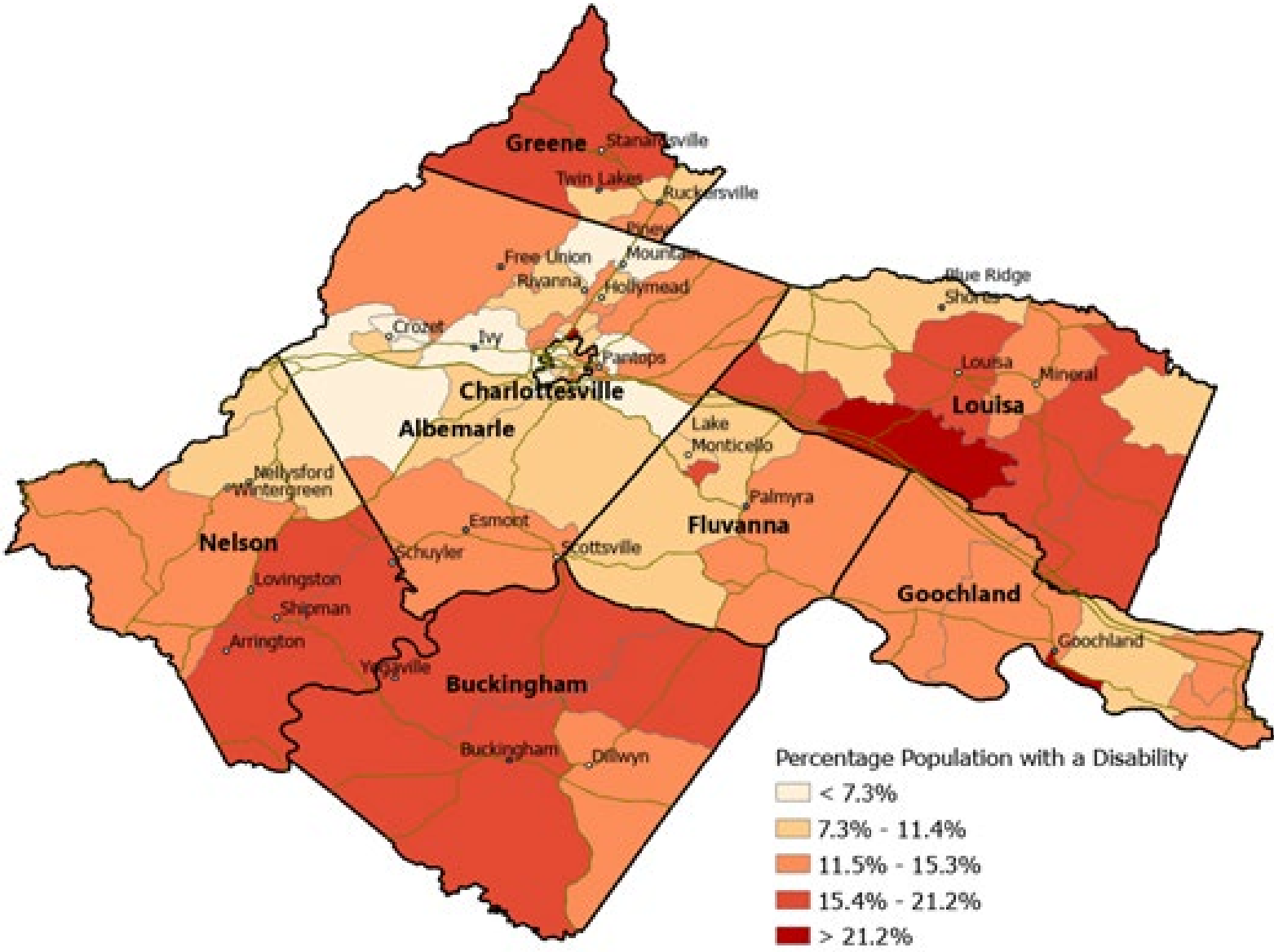
# Percentage of Population in Poverty



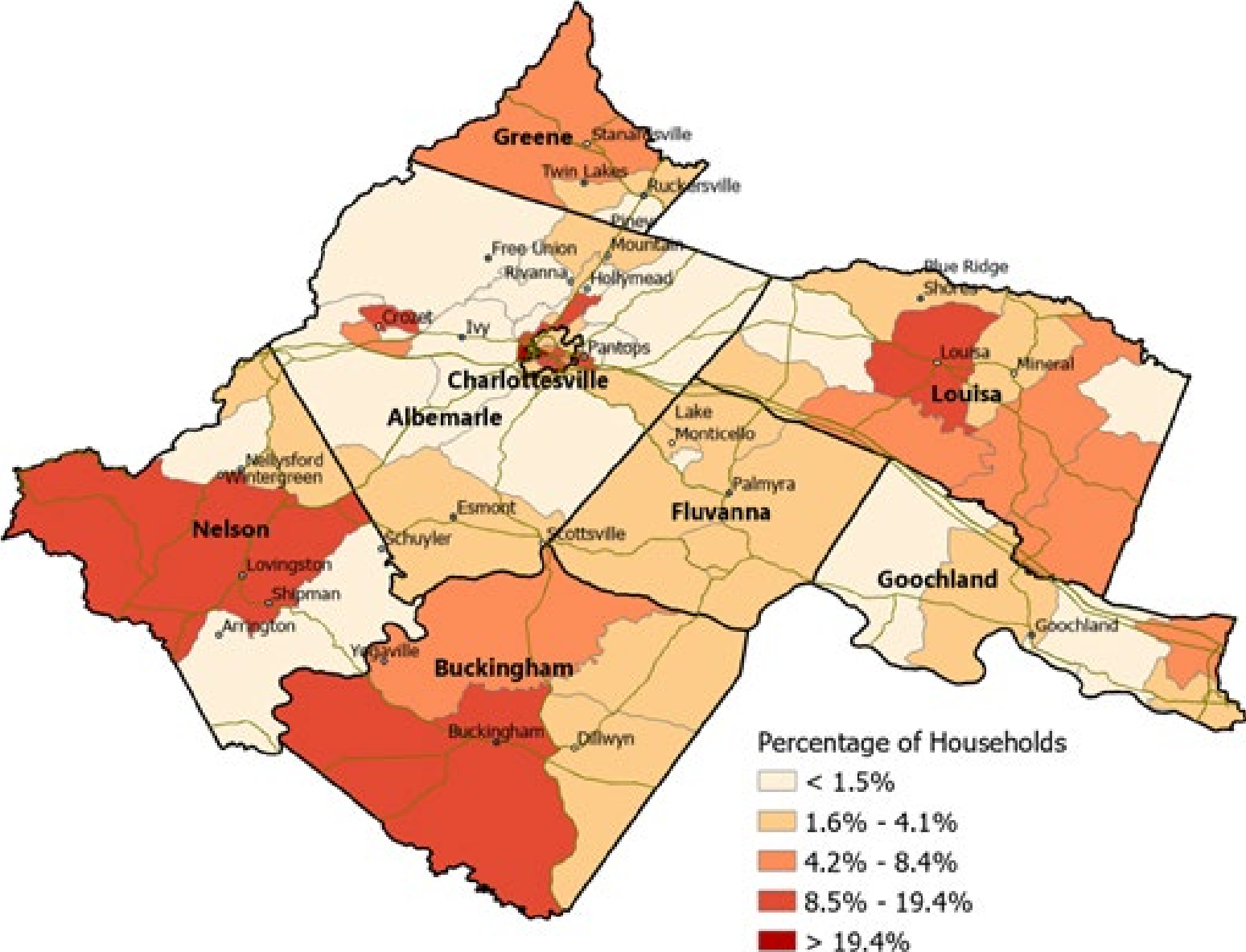
# Percentage of Population Aged 65 and Older



# Percentage of Population with a Disability



# Percentage of Population without a Vehicle



# By the Numbers:

# Our Region's Demography

Jurisdiction	Population Total	Age 65+	Poverty	Disability	Households with No Vehicles
Albemarle	112,513	22,137	7,378	10,339	2,084
Buckingham	16,869	3,340	2,083	2,631	377
Fluvanna	27,442	5,603	1,561	3,023	276
Greene	20,631	3,813	2,273	2,526	159
Louisa	38,106	7,709	4,120	6,258	519
Nelson	14,773	4,203	1,950	2,108	355
City of Charlottesville	46,289	5,853	10,254	4,138	2,293
	<b>276,623</b>	<b>52,658</b>	<b>29,619</b>	<b>31,023</b>	<b>6,063</b>

Jurisdiction	Age 65+	Poverty	Disability	Age 10-17	Households with No Vehicles
Albemarle	20%	7%	9%	9%	5%
Buckingham	20%	12%	16%	8%	6%
Fluvanna	20%	6%	11%	8%	3%
Greene	18%	11%	12%	12%	2%
Louisa	20%	11%	16%	9%	4%
Nelson	28%	13%	14%	7%	6%
City of Charlottesville	13%	22%	9%	6%	12%
	<b>19.86%</b>	<b>11.71%</b>	<b>12.43%</b>	<b>8.43%</b>	<b>5.43%</b>

# FY2025 Budget: Overview

- \$18.34 million-dollar annual budget
  - 64% Operating 36% Capital
  - 42% Federal 16% State 40% Local 2% Other
  - 50% Personnel 37% Capital 13% Other Operating
- Overall increase of 0.64% from FY2024
- Salaries and wages increased by 4.6%
- Demand response and commuter bus service remains fare-free.
- Contract agency service reflects continued decline
- Maintenance costs are impacted by aging fleet and supply chain issues



# How You Can Help

- FY26 is already being discussed as a challenging budget year. Protect transit dollars.
- When dollars are allocated don't forget about the disproportionate impact on rural localities.
- Consider ways to extend fare free service provision.
- Track the future of Infrastructure Investment and Job Act dollars as they phase out and provide advocacy for funding.
- Explore ways to fund desert areas
- Consider State level procurement at DRPT for scheduling software to enhance transit services, simplify access, and create a more seamless experience for riders.
- Explore providing DRPT with the resources to ensure that quality organizational development resources are accessed by all transit entities.
- Incentivize local government transit investments with grant programs for expanded services.
- Provide DRPT with resources to create a work group that develops and publishes best practices policies.

# Questions?