

BOARD OF DIRECTORS REGULAR MEETING

October 13, 2021

Prepared for Jaunt, Inc. Board of Directors



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AGENDA

I. CALL FOR ATTENDANCE/AGENDA CHANGES

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

II. MATTERS FROM THE PUBLIC

III. INFORMATION AND DISCUSSION

- a. Robinson, Farmer, Cox Associates will review and discuss the FY21 audit
- b. Martin Luther King Jr. & Juneteenth holidays: Human Resource Generalist Alex Arce to present

IV. NEW BUSINESS

V. ACTION ITEMS

- a. Approve meeting minutes – September 8, 2021
- b. Accept the FY21 Audit
- c. Consent Agenda:
 - i. Resolution 2021101301 Adopting Ethics Policy
 - ii. Resolution 2021101302 Adopting Electronic Meeting policy
 - iii. Resolution 2021101303 Adopting Martin Luther King Jr. and Juneteenth holidays

VI. STANDING REPORTS

- a. Executive Report
- b. Safety Report
- c. Operation Report
- d. Financial Report
- e. Regional Transit Partnership Update

VII. FUTURE AGENDA ITEMS FROM BOARD MEMBERS

VIII. OTHER BUSINESS

IX. CLOSED SESSION

ACTION ITEMS

Resolution 2021101301

ETHICS POLICY

WHEREAS, the Jaunt Board of Directors recognizes the importance of transparent business practices;

WHEREAS, the Jaunt Board of Directors desires to demonstrate its commitment to make decisions based on sound ethical principles;

WHEREAS, the Jaunt Board of Directors desires to demonstrate its commitment to open channels of communication with all Jaunt staff;

WHEREAS, the Jaunt Board of Directors oversees the approval of Jaunt policies;

NOW, THEREFORE, the Jaunt Board of Directors, in a meeting duly assembled on October 13, 2021 hereby adopts the aforementioned policy, and directs staff to implement the program using all necessary resources at their disposal.

J. Randolph Parker, President

October 13, 2021

Date

ACTION ITEMS

Resolution 2021101302

ELECTRONIC MEETING POLICY

WHEREAS, the Governor of Virginia issued an Executive Order declaring a state of emergency for the Commonwealth of Virginia arising from the COVID-19 pandemic; and,

WHEREAS, § 2.2-3708.2. of the Code of Virginia provides that all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if appropriate conditions exist; and,

WHEREAS, the Jaunt Electronic Meeting Policy identifies specific approved conditions for electronic meetings; and,

WHEREAS, the Jaunt Board of Directors oversees the approval of Jaunt policies,

NOW, THEREFORE, the Jaunt Board of Directors, in a meeting duly assembled on October 13, 2021 hereby adopts the aforementioned policy, and directs staff to implement the policy using all necessary resources at their disposal.

J. Randolph Parker, President

October 13, 2021

Date

ACTION ITEMS

Resolution 202101303

MARTIN LUTHER KING JR. AND JUNETEENTH HOLIDAYS

WHEREAS, the Jaunt Board recognizes that Juneteenth (officially Juneteenth National Independence Day and also known as Jubilee Day, Emancipation Day, Freedom Day, and Black Independence Day) is a federal holiday in the United States commemorating the emancipation of African-American slaves. And that it is also often observed for celebrating African-American culture; and,

WHEREAS, Martin Luther King Jr. Day honors the famous American civil rights leader who dedicated his life to achieving equality for people of all colors. The national holiday that remembers him is a time to learn about history and reflect on some valuable messages that are still meaningful today; and,

WHEREAS, the Jaunt Board of Directors desires to demonstrate its commitment to the needs of a diverse Jaunt staff;

WHEREAS, the Jaunt Board of Directors oversees the approval of Jaunt policies,

NOW, THEREFORE, the Jaunt Board of Directors, in a meeting duly assembled on October 13, 2021 hereby adopts the aforementioned policy, and directs staff to implement the program using all necessary resources at their disposal.

J. Randolph Parker, President

October 13, 2021

Date

STANDING REPORTS

Executive Report

FARE FREE STUDIES

Consultants from Kimley-Horn assisted Jaunt staff with examining the possibility of continuing its services fare free. Initial reports indicate that with expected growth projected by the Transit Development Plan (TDP) coupled with a strategic reduction of costs, Jaunt should be able to continue fare free without impact on its funding partners. The final technical report will be given to Jaunt's new CEO for consideration.

WSP

The work with WSP has concluded with specific recommendations being incorporated into Jaunt's new budgeting spreadsheets. In short? The structure that was created by Jaunt staff, specifically Stephen Johnson and Robin Munson, was sound and well thought out.

PROFESSOR LEDUC

HR Specialist, Alex Arce, invited Prof. Leduc to review Jaunt's proposed Ethics policy and to discuss business ethics in general. She stated that the policy is sound and well written. She recommended that Jaunt delve into updating its values which in turn can create a foundation upon which to make good business decisions on all levels of the corporation.

RETENTION AND RECRUITMENT BONUS

It has become necessary to match the bonus and retention programs that UTS and CAT are offering.

VIRGINIA TRANSIT EQUITY AND MODERNIZATION STUDY

In February 2021, the Virginia General Assembly directed DRPT to perform a two-year study to assess transit equity and modernization, with emphasis on service and public engagement opportunities for underserved communities in the Commonwealth (HJ 542). The study factsheet provides an overview of the study, which explores six different technical topic areas. Each topic area will have a Technical Working Group (TWG) to provide input and feedback on the technical tasks.

The Virginia Department of Rail and Public Transportation (DRPT) requested Jaunt's participation in two TWGs for the Virginia Transit Equity and Modernization Study, kicking off this fall:

1. Transit Accessibility and Adequacy of Infrastructure
2. Technology and Electrification

REGIONAL TRANSIT PARTNERSHIP (RTP) PRESENTATION

Director of Planning and Process, Stephen Johnson, presented Improving Transit Ridership through Customer Experience for the RTP. It was well received and sparked interest from UTS Director Becca White to collaborate on next steps.

ANNUAL MEETING – POSTPONED

The annual meeting has been postponed until late winter / early spring. New date TBD.

STANDING REPORTS

Executive Report

BUS ROADEO

On September 11th Jaunt conducted its first roadeo since the beginning of COVID. The format was changed to reduce the size of the groups and increase distancing. Training Manager Mike Sisler and Safety Manager Kyle Trissel took the lead on pulling this successful event together.



TOWN HALL MEETINGS

The purpose of this town hall meeting was to foster openness and discussion about how things are going at Jaunt as the strain of the pandemic lingers on. Jaunt's management team will be actively engaging with staff on three important areas: Communication, Wages, and Culture.

UNITED WAY ANNUAL DAY OF CARING

On September 22nd Jaunt staff volunteered to deep-clean Georgia's House!

Georgia's House provides programs and services in our community to help women suffering from drug and alcohol addiction and related mental health challenges. It's also a home for women to live in while they find health, healing, and hope in their recovery journeys. We were proud to work alongside the staff and residents of Georgia's House to clean the house, room-by-room! Special thanks to Director of Public Relations, Jody Saunders, for organizing this special event.



STANDING REPORTS

Safety Report

SUMMARY / HIGHLIGHTS

During the month of August 2021:

- There were 2 preventable vehicle accidents:
 - Driver side-swiped a parked vehicle
 - Driver struck a cable line in a visible area
- There was 1 non-preventable accident:
 - Driver struck a fallen branch in roadway which was out of driver's view
- There were 0 customer related incidents
- There were 0 staff related incidents

Jaunt traveled 98,974 revenue miles and had two preventable accidents between August 1, 2021 and the close of business on August 31, 2021.

Jaunt has a goal of one preventable accident every 100,000 revenue miles driven. Jaunt has had nine preventable accidents since July 1, 2020 and recorded 1,086,497 revenue miles travelled. Jaunt has successfully achieved its goal to date.

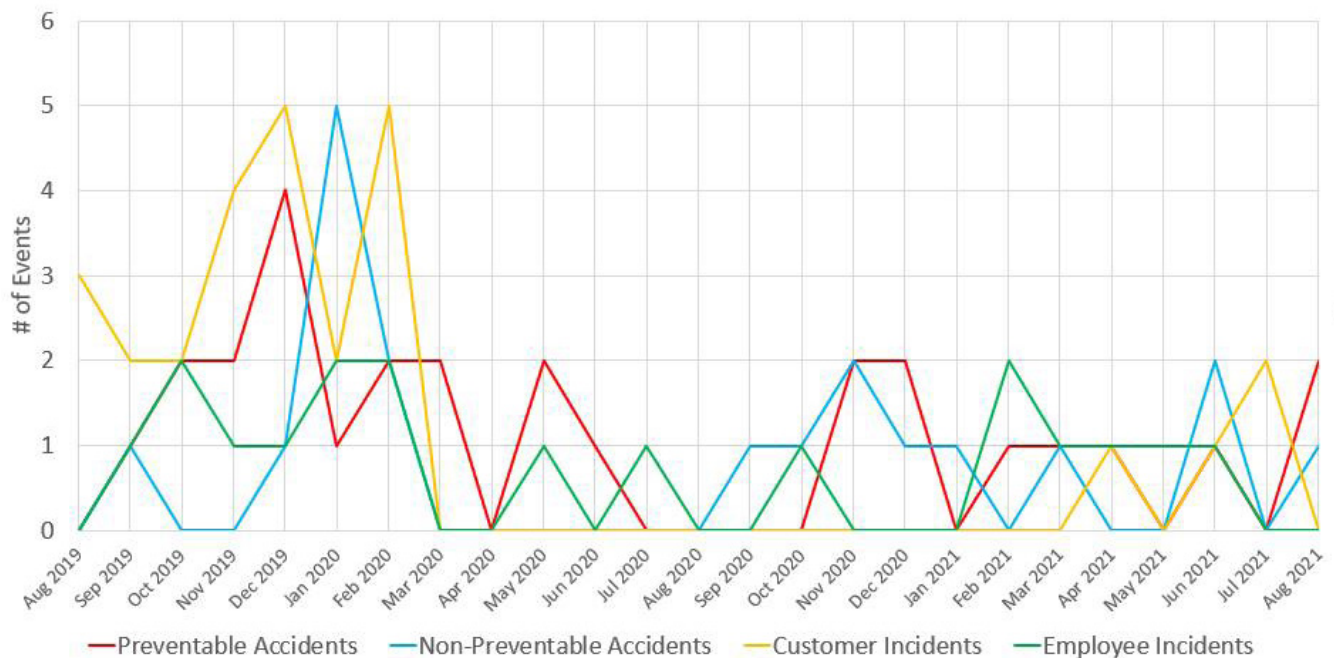
Greene County Transit traveled 13,324 revenue miles and had zero preventable accidents between August 1, 2021 and the close of business on August 31, 2021. GCT shares the Jaunt goal of one preventable accident every 100,000 miles driven. Greene County Transit achieved its goal for the month of August 2021.

SAFETY CONCERNS SHARED AND INVESTIGATED

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

During the month of August 2021, the Safety Manager investigated a concern brought forth regarding the drop-off location for one Louis County resident. We successfully corrected the issue.

EVENT TRENDS OVER TIME



STANDING REPORTS

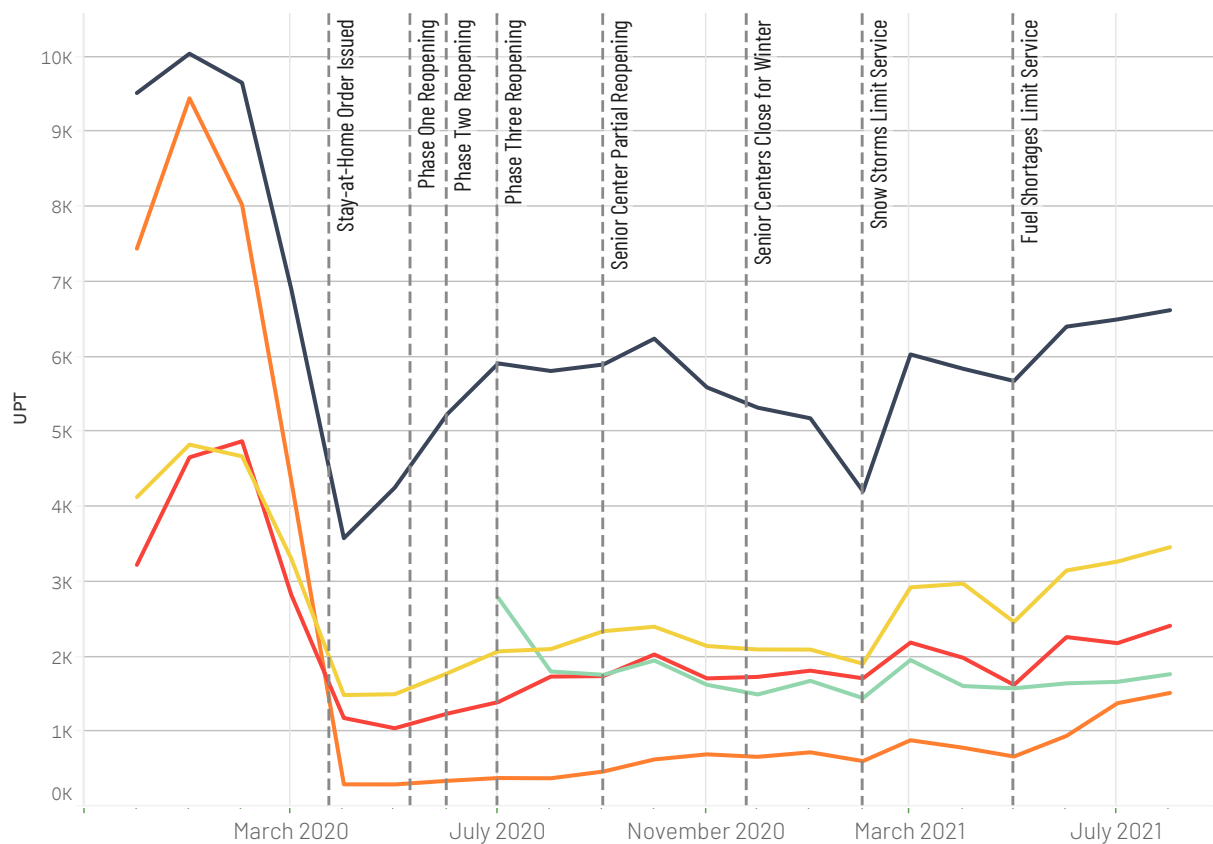
Operations Report

JAUNT COVID-19 RECOVERY

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

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

JAUNT COVID-19 RECOVERY TIMELINE



The trend of sum of UPT for Date Month. Color shows details about Reporting Category. The data is filtered on Date, which includes dates on or after 12/01/2019. The view is filtered on Reporting Category and Exclusions (MONTH(Date), Reporting Category). The Reporting Category filter keeps ADA, Agency, Commuter Bus, Greene Demand Response and Rural Demand Response. The Exclusions (MONTH(Date), Reporting Category) filter keeps 149 members

Reporting Category
■ ADA
■ Rural Demand Response
■ Greene Demand Response
■ Commuter Bus
■ Agency

STANDING REPORTS

Operations Report

AMERICANS WITH DISABILITIES ACT COMPLIANCE REPORT – PROVIDED BY JAUNT

	FY 2021												FY 2022		
	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY21 Year End	Jul-21	Aug-21	FY22 YTD
ADA Unlinked Passenger Trips	5,811	5,898	6,242	5,593	5,322	5,180	4,213	6,067	5,914	5,715	6,403	62,358	6,499	6,622	13,121
All Demand Response UPT	12,527	12,052	12,927	11,816	11,320	11,515	9,819	13,999	13,209	12,027	14,430	135,641	15,021	15,816	30,837
ADA Revenue Miles	23,910	26,621	29,395	26,025	24,861	23,554	20,795	28,832	27,665	27,552	29,740	288,950	29,754	30,545	60,299
All Demand Response Revenue Miles	81,707	86,302	92,556	88,777	85,749	85,950	74,182	105,863	98,515	88,733	101,791	990,125	104,109	112,298	216,407
ADA Revenue Hours	2,127	2,510	2,803	2,527	2,407	2,174	2,011	2,607	2,561	2,610	2,783	27,120	2,679	2,921	5,600
All Demand Response Revenue Hours	5,770	5,859	6,422	5,588	5,380	5,273	4,686	6,337	6,019	5,723	6,368	63,425	6,357	6,925	13,282
ADA No Shows	136	142	181	164	143	130	113	158	144	133	141	1,585	137	137	274
All Demand Responses No Shows	177	254	332	279	272	262	258	338	228	202	322	2,924	338	369	707
ADA Missed Trips	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Demand Responses Missed Trips	2	0	1	0	1	0	0	1	0	0	0	5	0	0	0
ADA Denials	0	1	0	0	0	0	0	19	12	16	19	67	37	22	59
All Demand Responses Denials	0	14	5	6	2	0	0	56	48	27	78	236	132	184	316
ADA On Time Performance	92%	94%	96%	92%	93%	94%	92%	89%	89%	92%	94%	92%	90%	92%	182%
All Demand Responses OTP	96%	96%	96%	90%	92%	93%	92%	89%	89%	92%	94%	92%	90%	92%	182%
ADA Passenger Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Lifts Determined Inoperable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Passenger Incidents/Accidents	0	0	0	0	0	0	0	0	1	0	1	2	0	0	0
ADA Vehicle Accidents	0	0	0	1	0	0	0	0	0	0	0	1	0	2	2
Excessively Long ADA Trips	13	16	13	8	4	3	2	3	2	3	9	76	7	7	14
Demand Response Call Hold Times	0:41	0:44	0:32	1:54	1:59	1:38	1:46	2:14	2:39	2:36	2:27	1:44	2:03	2:13	2:08

STANDING REPORTS

Financial Report

FY22 MONTHLY FINANCIAL SUMMARY - August 2021

Sources of Financial Resources	Total Budgeted	Budget Variance	Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Fee Revenue:									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 31,083.33	\$ (6.16)	\$ 31,077.17	\$ -	\$ -	\$ -	\$ 31,077.17	\$ -	\$ -
Governmental Revenue:									
Federal Grants	\$ 760,589.94	\$ (254,265.94)	\$ 506,324.00	\$ 137,559.07	\$ 368,764.93	\$ -			\$ -
Virginia DRPT	\$ 207,054.99	\$ (82,586.99)	\$ 124,468.00	\$ 33,815.70	\$ 90,652.30	\$ -			\$ -
Local Government	\$ 322,929.41	\$ 58,060.35	\$ 380,989.76	\$ 103,508.02	\$ 277,481.74	\$ -			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 1,282.39	\$ 1,282.39				\$ 12.75	\$ 1,269.64	
Total Revenue	\$ 1,321,657.67	\$ (277,516.35)	\$ 1,044,141.32	\$ 274,882.80	\$ 736,898.96	\$ -	\$ 31,089.92	\$ 1,269.64	\$ -
Uses of Financial Resources	Total Budgeted		Total Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 503,148.02	\$ (137,078.09)	\$ 366,069.93	\$ 61,569.72	\$ 304,500.21	\$ -	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 203,510.96	\$ (68,838.94)	\$ 134,672.02	\$ 22,121.14	\$ 112,785.02	\$ (4,273.63)	\$ 4,039.49	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 1,750.00	\$ (1,750.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 17,146.33	\$ (53.96)	\$ 17,092.37	\$ 12,486.67	\$ 4,605.70	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 67,851.82	\$ (1,824.92)	\$ 66,026.90	\$ 5,055.67	\$ 60,971.23	\$ -	\$ -	\$ -	\$ -
Marketing & Advertising	\$ 5,583.33	\$ (2,794.85)	\$ 2,788.48	\$ 534.18	\$ 16.00	\$ -	\$ 2,238.30	\$ -	\$ -
Insurance & Bonding	\$ 31,689.70	\$ (822.12)	\$ 30,867.58	\$ 26,908.08	\$ 3,959.50	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 23,004.17	\$ 35,971.54	\$ 58,975.71	\$ 54,380.37	\$ 4,244.34	\$ -	\$ 351.00	\$ -	\$ -
Miscellaneous	\$ 3,041.67	\$ (1,503.68)	\$ 1,537.99	\$ 1,182.98	\$ -	\$ -	\$ 355.01	\$ -	\$ -
Equipment (Capital)	\$ 493,073.50	\$ (493,073.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (15,381.09)	\$ (38,412.41)	\$ -	\$ 53,793.50	\$ -	\$ -
Total Expenditure	\$ 1,349,799.51	\$ (671,768.53)	\$ 678,030.98	\$ 168,857.72	\$ 452,669.59	\$ (4,273.63)	\$ 60,777.30	\$ -	\$ -
Net change in fund balance	\$ (28,141.83)	\$ 394,252.17	\$ 366,110.34	\$ 106,025.07	\$ 284,229.38	\$ 4,273.63	\$ (29,687.38)	\$ 1,269.64	\$ -

STANDING REPORTS

Financial Report

FY22 MONTHLY FINANCIAL SUMMARY - August 2021 Year to Date

Sources of Financial Resources	YTD Budgeted	Budget Variance	YTD Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Fee Revenue:									
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -				
Contract Revenue	\$ 62,166.67	\$ (5,007.70)	\$ 57,158.97	\$ -	\$ -	\$ -	\$ 57,158.97	\$ -	\$ -
Governmental Revenue:									
Federal Grants	\$ 1,521,179.88	\$ (523,150.88)	\$ 998,029.00	\$ 246,203.14	\$ 745,573.86	\$ 6,252.00			\$ -
Virginia DRPT	\$ 414,109.98	\$ (165,173.98)	\$ 248,936.00	\$ 61,796.98	\$ 187,139.02	\$ -			\$ -
Local Government	\$ 645,858.83	\$ 116,120.69	\$ 761,979.52	\$ 189,157.19	\$ 572,822.33	\$ -			\$ -
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Revenue	\$ -	\$ 1,390.61	\$ 1,390.61				\$ 120.97	\$ 1,269.64	
Total Revenue	\$ 2,643,315.35	\$ (575,821.25)	\$ 2,067,494.10	\$ 497,157.30	\$ 1,505,535.22	\$ 6,252.00	\$ 57,279.94	\$ 1,269.64	\$ -
Uses of Financial Resources	YTD Budgeted		YTD Actual	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)
Salaries & Wages	\$ 1,006,296.04	\$ (261,443.46)	\$ 744,852.58	\$ 128,063.55	\$ 612,753.95	\$ 4,035.08	\$ -	\$ -	\$ -
Fringe Benefits/Staff Development	\$ 407,021.93	\$ (129,348.41)	\$ 277,673.52	\$ 43,657.17	\$ 231,915.25	\$ (2,056.71)	\$ 4,157.81	\$ -	\$ -
Travel/Business Meals/Meetings	\$ 3,500.00	\$ (3,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility/Equipment Maintenance/Utilities	\$ 34,292.67	\$ (2,528.36)	\$ 31,764.31	\$ 22,296.75	\$ 9,467.56	\$ -	\$ -	\$ -	\$ -
Supplies & Materials	\$ 135,703.65	\$ (5,527.00)	\$ 130,176.65	\$ 7,576.66	\$ 121,611.27	\$ -	\$ -	\$ 988.72	\$ -
Marketing & Advertising	\$ 11,166.67	\$ (8,362.19)	\$ 2,804.48	\$ 534.18	\$ 32.00	\$ -	\$ 2,238.30	\$ -	\$ -
Insurance & Bonding	\$ 63,379.40	\$ (1,644.24)	\$ 61,735.16	\$ 53,816.16	\$ 7,919.00	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ 46,008.33	\$ 29,150.07	\$ 75,158.40	\$ 69,765.26	\$ 5,042.14	\$ -	\$ 351.00	\$ -	\$ -
Miscellaneous	\$ 6,083.33	\$ (3,317.78)	\$ 2,765.55	\$ 2,440.54	\$ -	\$ -	\$ 325.01	\$ -	\$ -
Equipment (Capital)	\$ 986,147.00	\$ (986,147.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reconciliation - Agency Transit Operating				\$ (26,490.27)	\$ (75,227.99)	\$ -	\$ 101,718.26	\$ -	\$ -
Total Expenditure	\$ 2,699,599.01	\$ (1,372,668.36)	\$ 1,326,930.65	\$ 301,660.00	\$ 913,513.18	\$ 1,978.37	\$ 108,790.38	\$ 988.72	\$ -
Net change in fund balance	\$ (56,283.66)	\$ 796,847.11	\$ 740,563.45	\$ 195,497.31	\$ 592,022.04	\$ 4,273.63	\$ (51,510.44)	\$ 280.92	\$ -

STANDING REPORTS

Statement of Cash Flows

FOR PERIOD ENDING AUGUST 31, 2021

Cash Flows from Operations	
Local Match	\$675,566
DRPT / CAT	\$758,836
Agency	\$20,168
Other	\$1,572
Payroll	(\$348,513)
Capital Payments	-
Other Payments	(\$325,627)
Total Cash Flows from Operations	\$782,001

Cash Flows from Investing	
Interest	\$32
Total Cash Flows from Investing	\$32

Net Change in Cash	\$782,033
Beginning Cash Balance	\$4,890,132
Ending Cash Balance	\$5,672,165

Days of Cash-on-Hand	220.01
Months of Cash-on-Hand	7.33

BOARD MEETING CALENDAR

2021 Dates and Future Agenda Items

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

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

- MARCH 10:**
- Audit

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

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

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

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

- AUGUST 11:**
- No meeting

- SEPTEMBER 8:**
- CEO Hiring Discussion

- OCTOBER 13:**
- Annual Shareholders Meeting – Election of Officers and Committees
 - Audit Review
 - FY23-29 Capital Project Discussion
 - Electronic Meeting Policy Adoption

- NOVEMBER 10:**
- Adoption of FY22 Budget
 - Discuss amending Jaunt By-laws
 - 2022 Transit Development Plan Update

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