

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, October 4<sup>th</sup>, 2023**

**8:30 a.m. – 10:30 a.m.**

**Meeting Location:** GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

**Board President:** Cameron Howe  
**Board Vice President:** Randy Woods  
**Secretary-Treasurer:** Mary-Winston Deacon  
**Members:** Benjamin Blanks; Brian Landergan; Charles Spence;  
Tab Sprouse, Greg Patrick;

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### **#1 Call to Order - Public Comment**

- a) Speakers should state their name for the official record
- b) Speakers will be allotted a maximum of 3 minutes
- c) Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record

GLTC Board  
President

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### **#2 Consideration of Meeting Minutes Approval**

August 2<sup>nd</sup>, 2023, Board Meeting (corrections)  
September 6<sup>th</sup>, 2023, Board Meeting

All

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### **#3 Committee & Partner Reports**

- a) Ride Solutions
- b) CVPDC Transportation Planner
- c) RIC Update

Ada Hunsberger  
Kelly Hitchcock  
Staff

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### **#4 Staff Reports**

- a) Staff Reports
- b) Financials
- c) Ridership & Operating Statistics
- d) Capital Projects Report

Josh Moore

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### **#5 Old Business**

- a) No Old Business

Josh Moore

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### **#6 New Business**

- a) Gillig Bus Purchase
- b) FY25 Proposed Capital Budget
- c) Federal Government Shutdown Update

Josh Moore  
Josh Moore  
Josh Moore

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### **#7 President's Report**

GLTC Board  
President

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### **#8 Next Meeting Dates & Adjournment**

Work Session: October 19<sup>th</sup>, 2023, @ 8:30 am – GLTC Board Meeting Room  
Annual Meeting – October 25<sup>th</sup>, 2023, @ 6:00 pm – GLTC O&M Facility  
Board Meeting: November 1<sup>st</sup>, 2023, @ 8:30 am – **CANCELLED**

All



## GLTC Board Agenda Detail

**Item #:** 2

**Item Title:** June 22<sup>nd</sup>, 2023 Work Session and August 2<sup>nd</sup>, 2023 Board Meeting

**Action:** Consideration and Approval



Greater Lynchburg Transit Company (GLTC)  
**BOARD OF DIRECTORS MEETING MINUTES**

August 2<sup>nd</sup>, 2023  
8:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, August 2<sup>nd</sup>, 2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Mary-Winston Deacon, Benjamin Blanks, Randy Woods, Greg Patrick, Charles Spence, Cameron Howe.

Staff included: Josh Moore, Natalie Wilkins, Steve Overstreet, Millie Martin, Scott Poindexter, Chris Poindexter

Guest Included: William Carr, Kyle Trissel, Mayor Stephanie Reed, Vice Mayor Chris Faraldi, Councilman Larry Taylor

### **#1 – Call to Order – Public Comment**

At 8:30 a.m., Ms. Howe called the meeting to order. No public comment was made.

### **#2 – Consideration of Meeting Minutes Approval**

No minutes for consideration.

### **#3 – Committee & Partner Reports**

No Reports presented.

### **#4 - Staff Reports**

Mr. Moore reported that a draft for June financials may be available at the next board meeting.

### **4B- Financials**

No discussion.

### **4C- Ridership & Operating Statistics**

No discussion.

### **4D – Capital Projects**

No discussion.

### **5A – Old Business**



No old business discussed.

## **#6 – New Business**

### **a) APTA Board Member Conference Report**

Ms. Howe discussed her experience while attending APTA Board Member Conference. She highlighted board member participation, transit funding, and the possibility of implementing courtesy stops for riders.

Mr. Woods highlighted the challenges that he learned from larger agencies. He discussed the importance of engagement with local leadership and how to execute strategies for the agency.

Mr. Moore thanked both members for their participation.

### **b) Annual Ride Along**

Mr. Moore re-introduced Mr. Kyle Trissel from DRPT. He did not present any business to report. He expressed his excitement for the GLTC Ride-Along.

Mr. Moore informed the board that about 60% of GLTC vehicles are equipped with real time infotainment monitors. Within the coming days all information will be available in the TRANSIT APP. Over the next month the Transfer Station would undergo maintenance in preparation for platform monitors.

Ms. Howe thanked all members of city council and members of the board for participating.

## **#7 - President Report**

No report. Mr. Blanks asked how much money was collected from the 2<sup>nd</sup> Annual GLTC carshow. Mr. Moore reported that GLTC collected \$2,520.00 for charity.

## **#8 - Next Meeting Dates**

The next GLTC Board Meeting is scheduled to occur on September 9th, 2023, at 8:30 AM.

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Secretary/Treasurer





Greater Lynchburg Transit Company (GLTC)  
**BOARD OF DIRECTORS MEETING MINUTES**  
September 6th, 2023  
8:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, September 6, 2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Mary-Winston Deacon, Benjamin Blanks, Randy Woods, Greg Patrick, Charles Spence, Cameron Howe.

Staff included: Josh Moore, Natalie Wilkins, Steve Overstreet, Millie Martin, Scott Poindexter, Chris Poindexter

Guest Included: Ada Hunsberger of CVPDC

### **#1 – Call to Order – Public Comment**

At 8:30 a.m., Ms. Howe called the meeting to order. No public comment was made.

### **#2 – Consideration of Meeting Minutes Approval**

Ms. Howe asked for consideration of board meeting minutes from June 2023 and July 2023. Mr. Woods asked for edits to be made to both documents. He asked for the title to be labeled as June 2023 Board Meeting and July Board Meeting 2023. Within July Board Meeting document a correction made to line item "New Business #6A" include the noted discussion about conflict of interest for auditors while performing GASB review. Mr. Woods moved to accept the minutes after the edits are made. Mr. Spence and Ms. Howe seconded the motion.

### **#3 – Committee & Partner Reports**

Ada Hunsberger from CVPDC reviewed the following updates with board members:

#### **A RIDE Solutions**

DRPT has just kicked off a new round of Discover Transit advertisements that will run through mid-October.

Later this year, changes will be coming to the RIDE Solutions app, to streamline the app experience for users. A new app will be established that will allow you to find transportation options across any area of the state (instead of needing a region-specific app). More information to be shared when it's available from DRPT.

#### **B CVTPO**

CVTPO staff is working in coordination with GLTC staff and the DRPT, FTA partners to Amend the FY24-27 CVTIP. This process will include a 30-day comment period, prior a November 16, 2023 Public Hearing, and CVTPO adoption consideration.

August 14, 2023 the CVPDC entered into a Federal Highway Administration contract to execute the \$270,000 Safe Streets and Roads for All (SS4A) grant, matched with \$70,000, to execute the Comprehensive Safety Action Plan for the CVPDC area. The Request for Proposals will be issued in September, guided by the TTC, with a goal to have a firm on board and ready to begin the project at the start of 2024.



The CVPDC/CVTPO staff have developed a map and corresponding Census Tract Excel Sheet to show those areas within the CVTPO and CVPDC boundary areas that are, according to Federal Program eligibility tools, defined as Disadvantaged Communities. This information has been shared with GLTC and locality staff to assist in identifying both grant and reduced match eligibility criteria for a number of Federal Programs.

CVPDC staff is available to assist in mapping and grant development.

In September, staff will begin working on a Transportation Demand Management Strategic Plan. This plan will help to assess the transportation needs of individuals and businesses; identify opportunities to improve the existing Commuter Assistance Program (CAP); and will be used to guide the allocation of transportation funding and resources in the future. More information to be included at next meeting.

Mr. Woods asked Mr. Moore if he could explain the importance of a program highlighted by Ms. Hunsberger? Mr. Moore stated that street light data comparison study would begin in 2023. The study will confirm travel patterns that aid in future planning for shelters.

### **C Rider Improvement Committee**

Mr. Moore informed the board that next R.I.C. meeting would be 9/20/23. He gave a list of the member as Gary DuPriest, Sherry Gentry, Jerry Padget, Tim Magee, Linda Campbell, Janelle Sampson, Shannon Ray, and Grace Dean.

### **#4 - Staff Reports**

Mr. Moore reported that staff received positive feedback from the Transit App along with the AVL rollout. Operations Assistant Wendall Watts II was selected into the Virginia Transit Institute program. Maintenance Dept. prepped and cleaned for destination signs installations.

### **4B- Financials**

Mr. Moore informed the board that agenda financials do not include potential GASB 96 information. Other firms are working on providing quotes. He is waiting to receive final copy of end year financials which should be available in next month.

### **4C- Ridership & Operating Statistics**

Mr. Moore stated that on time performance numbers were normal. In the future the way in which missed trips are calculated would change. Ms. Howe asked how many rode during free fare days offered in July? Mr. Moore reported that 2,029 riders.

### **4D – Capital Projects**

Mr. Moore noted that no changes in July. August will show movement due to AVL.

### **5A – Old Business**

#### **Fare Policy**

Mr. Moore noted that no feedback was given from the three public meetings held. Mr. Moore stated that no customer had to pay extra for credit card transactions. Mr. Landergan asked if an increase to fare would happen in the future? Mr. Moore replied currently there was no plan to increase fares to offset credit card processing cost. Mr. Woods made a motion to accept the new fare policy, Ms. Howe and Mr. Blanks accepting, policy was passed.

### **#6 – New Business**

#### **c) Ride A Long Feedback**



Each member expressed their experience during the Ride A Long day. Mr. Blanks stated he liked City Council members participation. Ms. Howe explained how Mr. Spence helped riders. Mr. Woods discussed the concerns he heard about Microtransit. Mr. Spence commented on the questions he received about fare capping. Mr. Patrick commended Mr. Blanks on his assistance and knowledge of the transit system. Mr. Landergan and Ms. Sprouse reported that they did not participate. Ms. Winston-Deacon spoke about the positive feedback she received on the drivers professionalism.

**d) Draft Budget**

Mr. Moore informed the board that the budget will represent what GLTC's anticipates to spend on capital. He gave a guided presentation on the following items. See September Board Agenda for full description:

- Trolley Replacement - This project replaces a 1999 Chance Trolley Replica that is no longer in service due to its age and inability to procure replacement parts.
- Shelter Replacement - To allow for the replacement of three shelters
- BOC Replacement - A replacement vehicle for BOC 1601 which was unable to be replaced in FY23 due to increases in pricing only allowing for the replacement of 5 vehicles instead of the original six. This was originally scheduled for replacement on the 4 LD BOC replacement CIP item from FY22 and FY23.
- 2 Support Vehicles - Includes a replacement service truck and a replacement operations support vehicle. The service truck is a 2013 and the operations vehicle is a 2016.
- IT Upgrades - Replacing GLTC's network switches, the addition of an applicant tracking system.
- A & O HVAC Software Update - Replaces the current control software with our HVAC system to one that is provider agnostic and not a proprietary system.
- Kemper St Bus Bay Engineering - provides for the feasibility study/preliminary engineering for the addition of three bays at Kemper St. This is referenced in the TSP.
- Customer Satisfaction and Route Survey - This project is for a baseline customer satisfaction survey to determine the status of customer satisfaction and develop a plan for improving service and perception. A component of this plan will include evaluating customer perceptions of routes, stops, amenities, and ease of usage for the system.
- Rt. 5 Demonstration Grant - This project would be a demonstration grant for microtransit service to replace the current Rt 5 fixed route buses in line with the Microtransit Feasibility Study.

Mr. Woods proposed to continue the discussion due to time constraints at the next work session. Mr. Moore agreed to continue the discussion in October.

**#7 - President Report**

No report. Ms. Howe made a motion to adjourn the board meeting. The motion was seconded by Mr. Woods and Mr. Blanks, the meeting ended.

**#8 - Next Meeting Dates**

The next GLTC Board Meeting is scheduled to occur on October 4th, 2023, at 8:30 AM.

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Secretary/Treasurer





## GLTC Board Agenda Detail

**Item #:** 3  
**Item Title:** Committee & Partner Reports  
**Action:** None

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### Committee Reports

- a) Rider Improvement Committee (RIC) - Staff

### Partner Reports

- a) Ride Solutions / Marketing Updates - Ada Hunsberger
- b) Transportation Planner Updates - Kelly Hitchcock

**Contacts:** Josh Moore

**Attachments:** None

**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 4a  
**Item Title:** Staff Reports  
**Action:** For Your Information

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The General Manager's report for the previous month is provided below:

- I attended Neil Sherman's retirement celebration along with Natalie Wilkins
- Met with staff from CVCC, Park View Mission, and Dept of the Blind regarding our upcoming changes to the fare program and the deployment of our new mobile fare collection system
- Attended several VDOT meetings regarding upcoming major construction projects in the area
- Met with consultants for DRPT to begin work on a pilot program for stop grading and serviceability guidelines to help evaluate stops and amenities on a uniform scale across the state
- Working with DRPT and FTA staff to evaluate changes to the TIP process requested by FTA

The Assistant General Manager's report for the previous month is provided below:

- Attended the DRPT Retirement Celebration for Neil Sherman
- Held the DBE Public Meeting and completed GLTC's 3 year update to the DBE plan
- Working with the Employee Relations Committee for planning for internal and community events for the holiday seasons
- Attended the CTAV Board of Directors retreat
- Attended the meeting of the Adult and Career Education of Central Virginia chapter

The Transportation Manager's report for the previous month is provided below:

- Started a new class on 8/21 of 5 fixed route and 1 PTS operators
- Wendell "Gus" Watts II, Ops Assistant, was selected for the 1<sup>st</sup> class of the Virginia Transit Association – Virginia Transit Leadership Institute
- Continuing work on fine-tuning our new AVL system and cleaning up the GTFS data, stop names, and announcements

The Maintenance Manager's report for the previous month is provided below:

- Worked with the IT Manager to prep and install the first of the new signs at the Transit Station
- Working on a new preventative maintenance campaign and worked with the Operations Manager to transition the process for vehicle prechecks to allow for better mechanic access to records

The Finance and Grants Manager's report for the previous month is provided below:

- Waiting on outcome of GASB96 to finish making journal entries for June 2023 financial statements
- Working with MPO and DRPT on FY24-27 TIP
- Completed draft July financial statements pending final June 2023 statements
- Working on August financial statements
- Working on unclaimed property and outstanding Account Receivables reports

The IT Manager's report for the previous month is provided below:

- Continued work on GASB 96 items for auditors
- Working with Maintenance Manager to install signs at the Transit Station
- Working on finalizing setup for Apple and Google stores for mobile payment app deployment





The Human Resources Manager's report for the previous month is provided below:

- Worked with Maintenance and Operations Managers to pull all staff MVR's and DOT cards to check that they were up-to-date and valid
- Working on updating several policies and procedures to meet new PTASP safety requirements and allow for automatic DMV status change notifications

The Marketing Manager's report for the previous month is provided below:

- Met with RIC to discuss the mobile fare payment system implementation
- Assisted with prep for mobile payment store app integration
- Working on annual meeting





## GLTC Board Agenda Detail

**Item #:** 4b

**Item Title:** Financials

**Action:** For Your Information

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### **REPORTS:**

We are still working on closing the FY23 Financials and do not have our opening position for this year yet.

**Contacts:** Josh Moore

**Attachments:** None

**Action Required:** None





**GLTC Board Agenda Detail**

**Item #:** 4c

**Item Title:** August 2023 Ridership & Operational Statistics

**Action:** For Your Information

**Summary:**

Maintenance Activities are summarized below with associated graphs depicting year over year statistics following.

Ridership was up 6.1% compared with our monthly average and was up 0.13% over last month.

**Ridership:**

Total Fixed Route Ridership for the month of August was 41,289. Paratransit ridership for August was 1,314.

**Service Impacts:**

System wide on-time performance was 78.9%, which was down up July by 0.7%

9.79% of the service was lost due to missed trips.

Routes not listed have on-time performance greater than 85%

Route	1A	1B	3A	3B	4	5	6	7	8
On-time	76.4%	71.6%	70.3%	79.6%	72.9%	76.4%	74.5%	77.3%	81.9%

Route	10	11	6/7X
On-time	76.2%	82.9%	76%

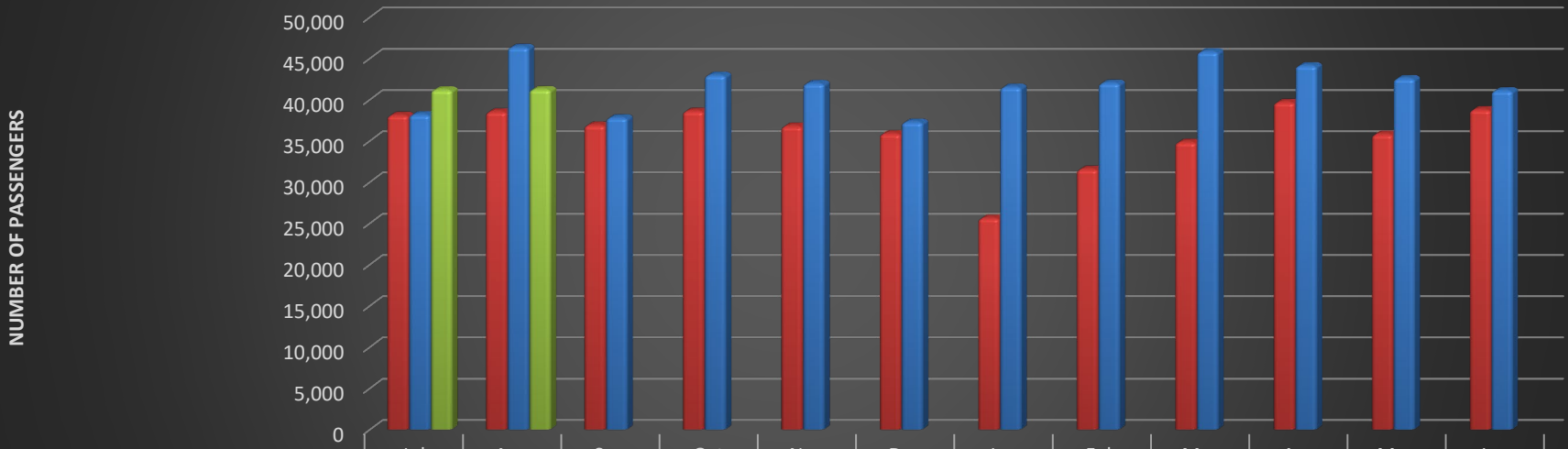
**Maintenance:**

Maintenance activities are reported as follows for June 2023:

- Total mileage for fixed route – 85,585
- Paratransit total mileage – 12,583
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 1.3%



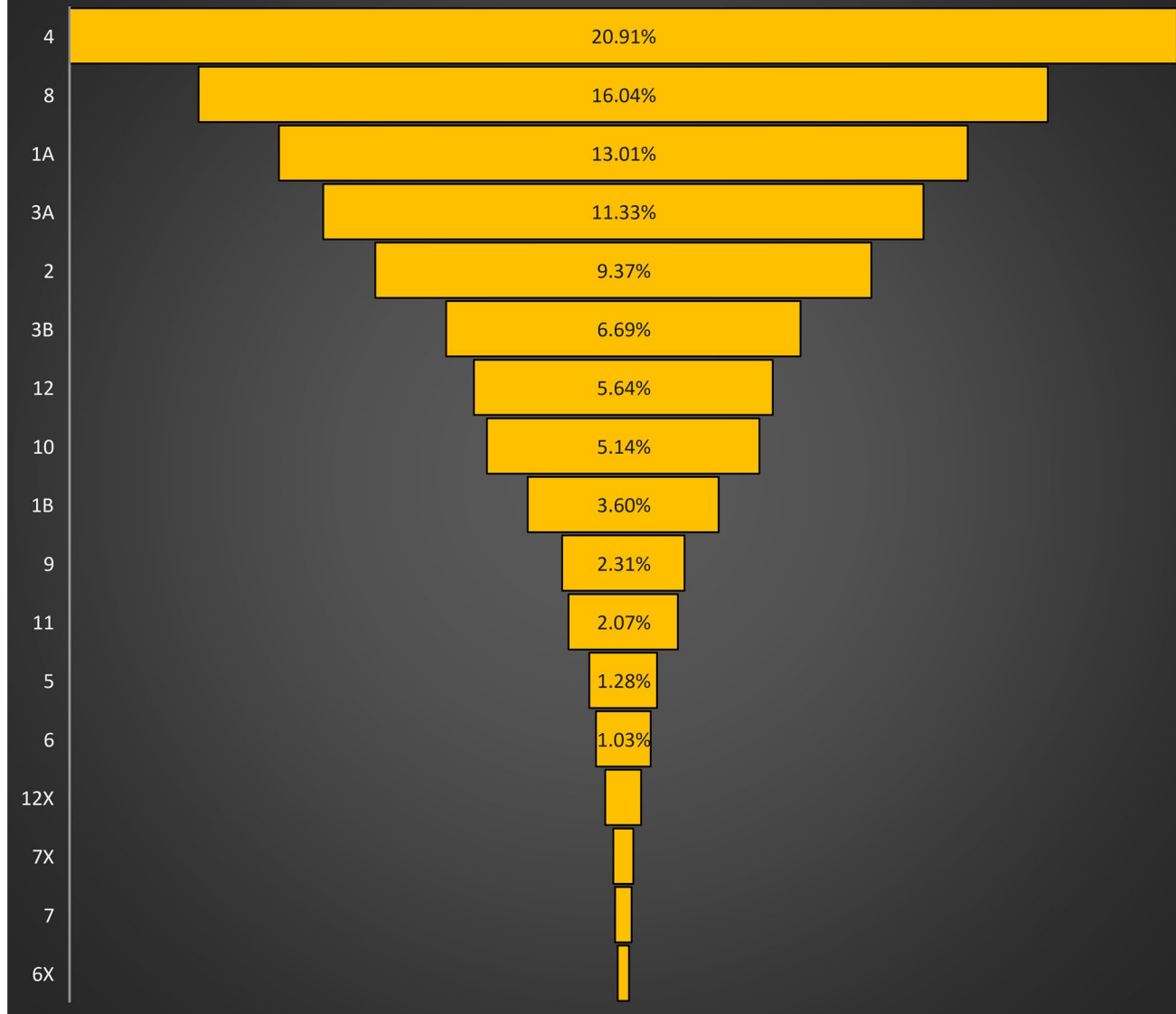
## Monthly System Ridership FY22 - FY24



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Total Ridership 2021 - 2022 (FY '22)	38,162	38,579	36,960	38,662	36,828	35,918	25,671	31,610	34,886	39,727	35,850	38,831
■ Total Ridership 2022 - 2023 (FY '23)	38,224	46,410	37,859	43,017	42,017	37,324	41,571	42,068	45,856	44,175	42,604	41,139
■ Total Ridership 2023 - 2024 (FY '24)	41,237	41,289										



## Ridership Percentage by Route

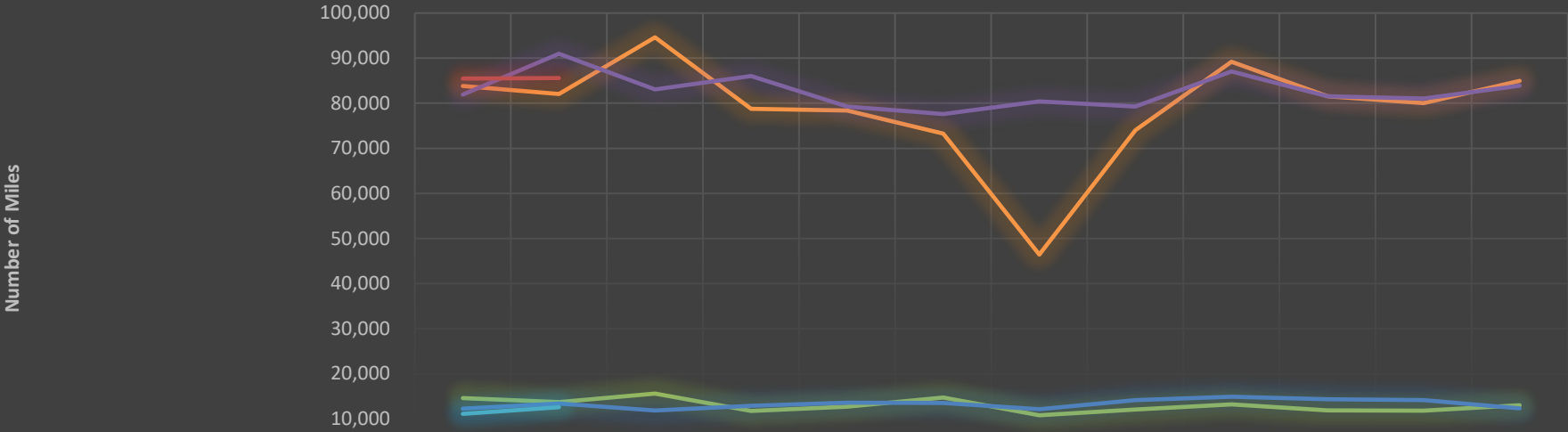


Aug-23

Route	Ridership	Percentage
4	8,635	20.91%
8	6,621	16.04%
1A	5,370	13.01%
3A	4,680	11.33%
2	3,868	9.37%
3B	2,761	6.69%
12	2,330	5.64%
10	2,124	5.14%
1B	1,488	3.60%
9	953	2.31%
11	853	2.07%
5	528	1.28%
6	425	1.03%
12X	280	0.68%
7X	156	0.38%
7	130	0.31%
6X	87	0.21%
<b>Total</b>	<b>41,289</b>	<b>100.00%</b>



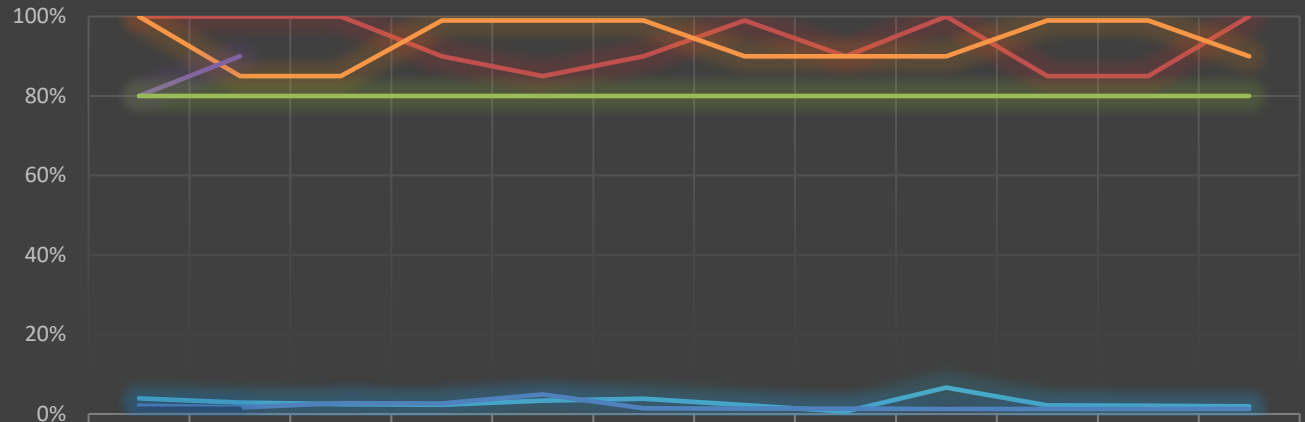
### GLTC Mileage FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Fixed Route Mileage 2021-2022 (FY-22)	83,795	82,020	94,617	78,785	78,407	73,253	46,434	74,050	89,199	81,531	80,011	84,929
Fixed Route Mileage 2022-2023 (FY-23)	81,923	90,977	83,050	86,014	79,276	77,601	80,415	79,252	87,060	81,566	81,019	83,870
Fixed Route Mileage 2023-2024 (FY-24)	85,467	85,585										
Paratransit Mileage 2021-2022 (FY-22)	14,613	13,702	15,601	11,776	12,714	14,704	10,791	12,042	13,229	11,877	11,807	12,987
Paratransit Mileage 2022-2023 (FY-23)	12,280	13,397	11,857	12,872	13,596	13,508	12,158	14,142	14,905	14,369	14,161	12,298
Paratransit Mileage 2023-2024 (FY-24)	11,107	12,583										



## Maintenance Performance FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
On Time Performance FY'22 (FTA Requires 80%)	100%	100%	100%	90%	85%	90%	99%	90%	100%	85%	85%	100%
On Time Performance FY'23 (FTA Requires 80%)	100%	85%	85%	99%	99%	99%	90%	90%	90%	99%	99%	90%
On Time Performance FY'24 (FTA Requires 80%)	80%	90%										
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'22 (Industry Average 5%)	3.90%	2.90%	2.48%	2.30%	3.33%	3.80%	2.20%	0.60%	6.64%	2.15%	2.04%	1.89%
Fleet Downtime FY'23 (Industry Average 5%)	2.07%	1.69%	2.70%	2.59%	4.92%	1.41%	1.34%	1.36%	1.24%	1.24%	1.24%	1.27%
Fleet Downtime FY'24 (Industry Average 5%)	1.30%	1.30%										





## GLTC Board Agenda Detail

**Item #:** 4d  
**Item Title:** Capital Projects  
**Action:** For Your Information

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### **Summary:**

Currently we are closing FY23 Financials and do not yet have a report for June. We will not have a final report for our financial year until the audit is completed in October. We have not had any significant changes to capital projects during this time.

**Contacts:** Josh Moore

**Attachments:** None

**Action Required:** None







**GLTC Board Agenda Detail**

**Item #:** 5a

**Item Title:** Old Business

**Action:** Discussion and Approval

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**No Old Business**

**Contacts:** Josh Moore

**Attachments:** None

**Action Required:** None





**GLTC Board Agenda Detail**

**Item #:** 6a  
**Item Title:** New Business  
**Action:** Discussion and Approval

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**Gillig Bus Purchase**

We have funding for the purchase of nine (9) Gillig heavy-duty buses. Staff is asking the board to concur on the purchase of these vehicles. Please see the attached memo and detail sheets for more information.

**Contacts:** Randy Woods  
**Attachments:** FY24 Gillig Bus Purchase  
**Action Required:** Discussion and Approval





# GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

September 25<sup>th</sup>, 2023

Re: Purchase of Nine Gillig Buses

Dear GLTC Board of Directors,

GLTC staff are proposing to purchase nine (9) heavy-duty transit buses to replace vehicles that have reached the end of their useful life in GLTC's fixed route fleet. GLTC had originally requested the purchase of 15 vehicles, but due to the substantial cost increases for vehicles of this type coupled with anticipated service changes, GLTC is modifying its proposed purchase to only encompass nine vehicles in this order.

The buses will be configured similar to vehicles currently in GLTC's fleet with updates to equipment and hardware as appropriate. These vehicles will have a useful life of twelve to fifteen years. Staff are proposing that these vehicles be diesel powered as the costs for alternative fuel vehicles, especially electric vehicles, substantially add to the costs of acquisition and GLTC does not have an approved alternative fuel transition plan.

GLTC will be utilizing VA State Contract: CTR010076 with Gillig, Inc. for the purchase of nine (9) heavy-duty diesel transit buses with a price of \$573,399 each for a total price of \$5,160,591. In-service costs (radios and final outfitting), bus line inspection, and travel for preproduction and final inspection add \$87,250.

With the additional items, this brings the total cost of the vehicles to **\$5,247,841**.

## **Funding**

We will be utilizing funding from grant VA-2019-011, VA-2020-006, and DRPT 5339 funding. The chart below shows the breakdown of Federal, State, and local funds within the purchase.

Funding	Federal	State	Local	Total
5339	\$824,972	\$2,977,260	\$1,445,609	\$5,247,841

Sincerely,

Josh Moore  
General Manager



August 18, 2023

Mr. Josh Moore  
1301 Kemper Street  
Lynchburg, Virginia  
24505

Dear Mr. Moore:

Thank you for your interest in purchasing five 35-foot Low Floor Diesel buses using options off the State of Virginia Contract.

Attached you will find the price summary that would pertain to your next order. Gillig is pleased to quote the following:

**(5) 35'X102"**

**LOW FLOOR DIESEL**

**\$573,399.00 Each**

This price is valid for 60 days and is FOB, Lynchburg, Virginia. The price excludes any taxes, bank fees, and license fees. The production of your buses can be scheduled within a maximum of 12-14 months from receipt of the purchase order. To maintain this production schedule, we will require a firm purchase order in 60 days.

We thank you for this opportunity and appreciate your interest in Gillig and our products. Should you have any questions, please do not hesitate to contact us.



Randy Brewer  
Regional Sales Manager



**GLTC Board Agenda Detail**

**Item #:** 6b

**Item Title:** New Business

**Action:** Discussion and Approval

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**FY25 Proposed Capital Budget**

Attached is the FY25 Proposed Capital Budget with the updates from our previous discussions included.

**Contacts:** Josh Moore

**Attachments:** FY25 Proposed Capital Budget

**Action Required:** Discussion and Approval



Project Name:  
Project Description:

Shelter Replacements

Project Type:

Facilities

This is to allow for the replacement of three shelters

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 50,400	\$ -	\$ -	\$ -	\$ -	\$ 50,400
State	\$ -	\$ 7,560	\$ -	\$ -	\$ -	\$ -	\$ 7,560
Local	\$ -	\$ 5,040	\$ -	\$ -	\$ -	\$ -	\$ 5,040
Total	\$ -	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ 63,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Shelter Replacement	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Shelter Replacement	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Shelter Replacement	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Install	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 63,000	\$ -	\$ -	\$ -	\$ -	\$ 63,000

Estimated Operating Costs Impact:

There will be no change to operating costs as these shelters will be replacing existing shelters in the system.

Notes:

Tentaive locations for the shelter replacements are Wal-Mart (Wards Rd) and the two shelters at CVCC.

Project Name: 1 LD Replacement BOC Project Type: Revenue Vehicles

Project Description:

This is a replacement vehicle for BOC 1601 which was unable to be replaced in FY23 due to increases in pricing only allowing for the replacement of 5 vehicles instead of the original six. This was originally scheduled for replacement on the 4 LD BOC replacement CIP item from FY22 and FY23.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 108,800	\$ -	\$ -	\$ -	\$ -	\$ 108,800
State	\$ -	\$ 16,320	\$ -	\$ -	\$ -	\$ -	\$ 16,320
Local	\$ -	\$ 10,880	\$ -	\$ -	\$ -	\$ -	\$ 10,880
Total	\$ -	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ 136,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Vehicle		\$ 115,500	\$ -	\$ -	\$ -	\$ -	\$ 115,500
BLI	\$ -	\$ 5,600	\$ -	\$ -	\$ -	\$ -	\$ 5,600
Radio	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ 3,800
Microtransit Hardware	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Inspection Travel	\$ -	\$ 1,980	\$ -	\$ -	\$ -	\$ -	\$ 1,980
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 4,120	\$ -	\$ -	\$ -	\$ -	\$ 4,120
Total	\$ -	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ 136,000

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

This pricing has been highly volatile in the past two years and may change before final ordering. Staff will be watching this to ensure that we are able to complete the purchase as needed.

Project Name:  
Project Description:

2 Support Vehicles

Project Type: Support Vehicles

This includes a replacement service truck and a replacement operations support vehicle. The service truck is a 2013 and the operations vehicle is a 2016.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 119,200	\$ -	\$ -	\$ -	\$ -	\$ 119,200
State	\$ -	\$ 23,840	\$ -	\$ -	\$ -	\$ -	\$ 23,840
Local	\$ -	\$ 5,960	\$ -	\$ -	\$ -	\$ -	\$ 5,960
Total	\$ -	\$ 149,000	\$ -	\$ -	\$ -	\$ -	\$ 149,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Maint Vehicle		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Ops Vehicle	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ 42,000
Radio	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ 3,800
In-Service	\$ -	\$ 28,200	\$ -	\$ -	\$ -	\$ -	\$ 28,200
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 149,000	\$ -	\$ -	\$ -	\$ -	\$ 149,000

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

The Maint truck will include a work truck body including fluid reservoirs, generator, and air compressor unit. This accounts for the greater cost of both the truck and the large in-service cost.



Project Name: IT Upgrades

Project Type: Other Capital

Project Description:

This project includes replacing GLTC's network switches, the addition of an applicant tracking system, and various smaller IT purchases

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ 64,000
State	\$ -	\$ 12,800	\$ -	\$ -	\$ -	\$ -	\$ 12,800
Local	\$ -	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ 3,200
<b>Total</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Replacement Switches	\$ -	\$ 26,500	\$ -	\$ -	\$ -	\$ -	\$ 26,500
Server Replacement	\$ -	\$ 24,500	\$ -	\$ -	\$ -	\$ -	\$ 24,500
HR Applicant Tracking	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Computer Replacements	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Misc/Assorted Hardware	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Communications Updates	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>

Estimated Operating Costs Impact:

Most items will be replacements with minimal operating cost changes from current hardware, there may be additional costs for the applicant tracking system depending on which system is procured and what options and add-ons are selected

Notes:

This includes an applicant tracking system for HR/online applications; server and switch replacements; computer and telephone replacements; and radio accessory/battery replacements. These items are subject to funding availability and scoring in the selection process and may only be partially or not funded in the award.

Project Name:  
Project Description:

A & O HVAC Software Update

Project Type: Facilities

This replaces the current control software with our HVAC system to one that is provider agnostic and not a proprietary system.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
State	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Local	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
HVAC Control Software	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Operating Costs Impact:

This should reduce the usage of utilities as currently the vendor proprietary software does not always perform correctly in automatic mode and must be manually controlled by staff.

Notes:

The current proprietary software is only servicable by a single vendor who has been unable to provide adequate staffing or service to effectively maintain the system.

Project Name:  
Project Description:

Rt. 6 & 7 Demonstration Grant

Project Type: Demonstration Grant

This project would be a demonstration grant for microtransit service to replace the current Rt 6 and 7 fixed route buses in line with the Microtransit Feasibility Study. This will be an operating grant.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ 617,280	\$ 617,280	\$ 617,280	\$ -	\$ -	\$ -	\$ 1,851,840
State	\$ 154,320	\$ 154,320	\$ 154,320	\$ -	\$ -	\$ -	\$ 462,960
Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 771,600</b>	<b>\$ 771,600</b>	<b>\$ 771,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,314,800</b>

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Microtransit Operating	\$ 771,600	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ -	\$ 2,314,800
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 771,600</b>	<b>\$ 771,600</b>	<b>\$ 771,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,314,800</b>

Estimated Operating Costs Impact:

There will be additional yearly costs for the SaaS and data for the tablets to power the service. Data costs are incorporated in the SaaS agreement. Local match for the service will be paid for out of savings through the Rt 6 and 7 fixed route services. Employees will be current GLTC employees and will utilize vehicles already purchased by GLTC.

Notes:

The first year of this grant was awarded in FY24 with the maximum years for this grant as three, but must be applied for each year. This grant may also be converted into a TRIP grant depending on the scoring and availability of funding.

Project Name:  
Project Description:

Rt. 5 Demonstration Grant

Project Type: Demonstration Grant

This project would be a demonstration grant for microtransit service to replace the current Rt 5 fixed route buses in line with the Microtransit Feasibility Study. This will be an operating grant.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 617,280	\$ 617,280	\$ 617,280	\$ -	\$ -	\$ 1,851,840
State	\$ -	\$ 154,320	\$ 154,320	\$ 154,320	\$ -	\$ -	\$ 462,960
Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ 771,600	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ 2,314,800

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Microtransit Operating	\$ -	\$ 771,600	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ 2,314,800
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ 771,600	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ 2,314,800

Estimated Operating Costs Impact:

There will be additional yearly costs for the SaaS and data for the tablets to power the service. Data costs are incorporated in the SaaS agreement. Local match for the service will be paid for by Amherst County. Employees will be current GLTC employees and will utilize vehicles already purchased by GLTC.

Notes:

This would request demonstration grant funding to replace the Rt 5 fixed route with a microtransit service similar to what we have set up for Rt 6 & 7. This grant would have a maximum of three years, but must be applied for each year.



**GLTC Board Agenda Detail**

**Item #:** 6c  
**Item Title:** New Business  
**Action:** Discussion

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**Federal Government Shutdown Update**

Staff will give an update on the current state of the Federal Government and the potential impacts to GLTC.

**Contacts:** Josh Moore

**Attachments:** None

**Action Required:** Discussion





**GLTC Board Agenda Detail**

**Item #:** 7

**Item Title:** Presidents Report

**Action:** Discussion

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-- Optional Report/Comments by GLTC Board President --





## GLTC Board Agenda Detail

**Item #:** 8  
**Item Title:** Next Meeting & Adjournment  
**Action:** Adjournment

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-- Opportunity for any final Board Member Comments or Remarks --

The next GLTC Work Session is scheduled to occur on October 19<sup>th</sup>, 2023, at 8:30 am.

The GLTC Annual Meeting is scheduled for October 25<sup>th</sup>, 2023, at 6:00 pm at the O&M Facility at 419 Bradley Dr.

The next GLTC Board Meeting scheduled to occur on November 1<sup>st</sup>, 2023, at 8:30 am is **CANCELLED**.

The meetings will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

*Consider Adjournment*





## GLTC Board Agenda Detail

**Item #:** N/A  
**Item Title:** Board Roster and Attendance Log  
**Action:** None

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	<a href="mailto:bblanks@gltconline.com">bblanks@gltconline.com</a>
Mary-Winston Deacon	<a href="mailto:mdeacon@gltconline.com">mdeacon@gltconline.com</a>
Cameron Howe	<a href="mailto:chowe@gltconline.com">chowe@gltconline.com</a>
Brian Landergan	<a href="mailto:blandergan@gltconline.com">blandergan@gltconline.com</a>
Greg Patrick	<a href="mailto:gpatrick@gltconline.com">gpatrick@gltconline.com</a>
Charles Spence	<a href="mailto:cspence@gltconline.com">cspence@gltconline.com</a>
Tab Sprouse	<a href="mailto:tsprouse@gltconline.com">tsprouse@gltconline.com</a>
Randy Woods	<a href="mailto:rwoods@gltconline.com">rwoods@gltconline.com</a>
Vacant	Vacant

Members may be reached by mail by addressing items to:

*[Board Member]*  
GLTC Board of Directors  
PO Box 11286  
Lynchburg, VA 24506

-- Attendance Log on Next Page --





