

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, September 6th, 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;

#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

#2 Consideration of Meeting Minutes Approval

June 22nd, 2023, Work Session and August 2nd, 2023, Board Meeting

All

#3 Committee & Partner Reports

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

Ada Hunsberger
Kelly Hitchcock
Staff

#4 Staff Reports

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

Josh Moore

#5 Old Business

- a) Fare Policy Updates

Josh Moore

#6 New Business

- a) Ride Along Feedback
- b) FY25 Draft Capital Budget
- c) Strategic Plan Priorities
- d) OTP and Missed Service Report

Randy Woods
Josh Moore
Randy Woods
Josh Moore

#7 President's Report

GLTC Board
President

#8 Next Meeting Dates & Adjournment

Work Session: September 21st, 2023, @ 8:30 am – GLTC Board Meeting Room
Board Meeting: October 4th, 2023, @ 8:30 am – GLTC Board Meeting Room

All





GLTC Board Agenda Detail

Item #: 2

Item Title: June 22nd, 2023 Work Session and August 2nd, 2023 Board Meeting

Action: Consideration and Approval



Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS

WORK SESSION

MINUTES



June, 22nd, 2023

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, June 22nd, 2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Cameron Howe; Mary-Winston Deacon; Benjamin Blanks; Randy Woods; Charles Spence; Tabitha Sprouse; Brian Landergan.

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

Guest Included: William Carr, Patrice Strachan of DRPT, Kyle Trissel of DRPT.

#1 – Call to Order – Public Comment

At 8:30 a.m., Ms. Howe called the meeting to order there were no public comments. Patrice Strachan informed the board that staffing changes had occurred at Department of Rail and Public Transportation. She introduced Kyle Trissel to the board as her replacement. He will serve as a new representative.

#2 – Consideration of Meeting Minutes Approval

Ms. Howe asked for consideration of approval of the minutes from April 20th, 2023, and May 18th Board of Directors Meetings. Ms. Mary-Winston Deacon made a motion to approve minutes, Mr. Blanks seconded the motion and the minutes were approved.

#3 – Committee & Partner Reports

A – Rider Improvement Committee

Mr. Moore informed the board that there would be a potential meeting for the committee members in July, 2023.

#4 - Staff Reports

4B – May Financials

Mr. Moore noted that fuel usage had lowered along with tire expenses. Utilities reflect a change due to new rates. Mr. Woods asked about 2023 balance sheet. Mr. Moore explained that the month of May 2023 would not show any receivables because the bus purchases happened during May, 2022. There were no applicable expenses in May 2023.



Mr. Woods asked when the future Information Technology cost would be included in the financials? Mr. Moore replied that it would be within the revised next fiscal year budget. Some items will need to be reclassified. He informed the board that the finance department is improving the processes to federal reporting. The staff is actively shopping new software to streamline the reporting process which would make sharing information easier. Mr. Moore explained that what is reported to IT department budget would change because some items could be placed within Maintenance budget.

4C Ridership & Operating Stats

Mr. Moore stated that ridership figures reflected a small increase.

4D Capital Projects Report

Capital projects reflected changes due to van purchases and AVL equipment purchases. Ms. Winston asked how many shuttles van would GLTC receive? Mr. Moore explained that 6 vans would be in the fleet, no timeline given. Every older vehicle must be inspected that they met the required usage to be decommissioned. Mr. Landergan asked what the lifespan of a bus? Mr. Moore replied 12 years.

5A – Old Business

No old business discussed.

#6 – New Business

6A FY2024 BUDGET Appropriation

Mr. Moore asked the board to allocate the presented budget. An adjusted version of the budget would be brought back in September upon approval. Some of the budget total figures would be adjusted because the prices of items had dramatically changed. For example, a contract with Central Virginia Community College has increased. Mr. Moore explained that at the time of the initial budget creation the cost of diesel fuel was at a rate of 4.96. The latest rate reflected a substantial drop to 2.76. Overall, to prepare for funding uncertainties from the City of Lynchburg and the General Assembly the submitted budget was originally higher.

Mr. Woods asked what would happen if the board does not approve the allocated budget? Mr. Moore explained that nothing officially changes if the board does not approve. The presented budget had been submitted to the city and state because the submission timeline was in October. Mr. Moore informed the members that the budget process had changed to include a proposed and allocated budget. It is only the second time that there has been an allocated budget by the request of Mr. Moore. The prior process did not include a two-step allocated budget process. The board agreed to table the budget allocation and delay and decision on the budget until the next board meeting. Mr. Moore stated that he was open to ideas for changing budget procedures and policies for voting on budget submissions.

6B Future Work Session Items

Mr. Moore proposed that future work session topics for the next couple months derive from the strategic goals and priorities set forth by the board. July work session be reserved to discuss the short-term goals. August work session be reserved to discuss long-term goals. Mr. Landergan added that he would like to discuss how successful the incentives had been that were offered to employees over the last year. Mr. Moore stated that he would also use the work sessions to educate board members about AVL system. Mr. Woods asked about the RFP update for the Microtransit system. Mr. Moore stated that a selection committee was being formed and he estimated to have results back to the board in September. Zoning boundaries are still in the process of being formed.

#7 - President Report

No report. Mr. Blanks reminded the board to take a ride on the bus before the shareholders meeting in October. Ms. Howe asked members to ride to a destination. Mr. Spence asked about Microtransit zones. Mr. Moore stated



that the zones for microtransit had not been completely set. Various studies are being performed that will reveal the best operating areas.

Ms. Howe made a motion to adjourn the work session, Mr. Woods seconded, and the meeting ended.

#8 - Next Meeting Dates

The next GLTC Board Meeting is scheduled to occur on July 20th, 2023, at 8:30 am.

Secretary/Treasurer





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



July 20th, 2023
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, July 20th, 2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Cameron Howe; Mary-Winston Deacon; Benjamin Blanks; Randy Woods; Tabatha Sprouse; Greg Patrick; Brian Landergan.

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

Guest Included:

#1 – Call to Order – Public Comment

At 8:30 a.m., Ms. Howe called the meeting to order there were no public comments.

#2 – Consideration of Meeting Minutes Approval

Ms. Howe asked for consideration of approval of the minutes from June 7th, 2023, Board of Directors meeting. Mr. Woods made a motion to approve minutes, Mr. Landergan seconded the motion, and the minutes were approved.

#3 Committee & Partner Reports

- a) Ride Solutions
No reports.
- b) CVPDC Transportation Planner
No Reports.
- c) RIC Update
Mr. Moore stated that the first RIC meeting was successfully held on July 19th, 2023. The next meeting will be held on September 20th, 2023.

#4 Staff Reports

- a) Staff Reports
Mr. Moore informed the board that the AVL products are being stalled on vehicles and will begin broadcasting live tracking information. Installation of platform signs will begin in August 2023. No exact date given due to shipping inconsistencies. The signage will be able to broadcast Greyhound Bus Service information. Some of GLTC staff will attend various training classes at C.T.A.V. Human Resources department will host a job fair on August 12th, 2023.

b) May Financials

Mr. Moore stated that GLTC was waiting for auditors to conclude the audits. The final report should be completed by September or October of 2023.

c) Ridership & Operating Statistics



Mr. Moore noted that ridership showed an upward trend for the overall year. Mr. Woods asked for an update on trending service report for the last year. Mr. Moore replied that charts would be available at August 2023 work session.

d) Capital Projects Report

No updated report was available.

5A – Old Business

No old business discussed.

#6 – New Business

a) Audit Services Addition – GASB 96

Mr. Moore educated the board on government regulation GASB 96 and its importance to GLTC. Auditing firm Brown Edwards would need to review all subscription services that GLTC pays to ensure reporting standards are met. For Brown Edwards to perform additional analysis of contracts the cost is \$5K. Mr. Woods asked would the firm review prior years? Mr. Moore replied yes FY2023. The board members did not agree on a resolution for the additional cost and services needed. The discussion was extended to the next board meeting.

b) FY24 Appropriated Budget

As stated in the board packet:

“The total change for the budget between the FY23 Adopted budget and the FY24 Proposed budget is \$872,426 or 9.3%. The primary driver for the change is in fuels and lubricants, utilities, health insurance, and wage growth in line with our Collective Bargaining Agreement.”

Mr. Moore led the discussion by explaining the different line items. He pointed out that the total budget did not change even though some line-item figures had been updated. The largest changes are visible under Administration – “Other Materials &Supplies”. This line item reflects a \$65K difference. Mr. Moore informed the board that the funding would be for additional security at the GLTC Transfer Station. He presented information obtained from the city police department that compared incidents/calls to the Kemper St. area in downtown Lynchburg.

Mr. Landergan asked what are the expected amount of hours per week for security officers. Mr. Moore replied an estimated 20 hours per week. Ms. Sprouse asked if there are systems in place that track employee assaults? Mr. Moore replied yes.

As stated in the board packet:

“The Administration budget has increased by 12.16%,. Staff were able to negotiate only a 5% increase in commercial health insurance, which is better than the market rate of 11-15%. Rates for Worker’s Compensation have increased this year as well, accounting for the change in fringe benefits.

Utilities have been further increased to correspond with the anticipated changes in the fall to the sewer and electric rates. IT expenses have increased 20.8% due to increases in the costs of services, including Microsoft, VMWare, and antivirus and malware packages. Other materials and supplies include items for the Microtransit demonstration project as well as two intern positions, one funded by DRPT and the other currently locally funding but staff is exploring options with CVCC and the Virginia Employment Commission (VEC) for potential funding for this position.

Miscellaneous includes the addition of anticipated expenses for the TRIP grant (\$326,080), dues, marketing, training and travel for training, and the local and state rodeos as well as \$7,500 for multiple small uncategorized items.”



Mr. Woods asked what was the TRIP grant funds used for? Mr. Moore replied that the grant pays for the additional 3rd route 4 fixed route bus service. GLTC is entering the 2nd year of funding out of 5 years available. Furthermore, the TRIP grant funds are only allowed for one specific bus.

Mr. Woods made a motion to approve the FY24 Appropriated Budget. The motion was seconded by Ms. Howe, Ms. Mary Winston-Deacon and Mr. Blanks. The budget passed unanimously by the board members.

c) Strategic Plan Finalization

Mr. Moore introduced strategic goals to the board members in response to the Long-Term Strategy set forth by the board. He reviewed the following Objectives with the members and asked for input. The staff will begin steps to achieving benchmarks in the coming months. Following items are included in agenda:

Objective: Be an Employer of Choice for Transportation Employees in Central VA

Key Result 1: Increase Employee Satisfaction and Engagement

- Reduce employee turnover rate by 10% compared to the previous year.
- Develop new and existing employee engagement plan and communication plan (including job perks such as student loan forgiveness, CDL training, et cetera).

Key Result 2: Enhance Training and Development Opportunities

- Implement a comprehensive training program for all employees, covering both technical skills and professional development. Minimum number of employees participating in at least one training or development program equals 20%. Establish mentorship program to support the growth and career progression of transportation employees.

Key Result 3: Safe Work Environment

- Achieve zero preventable workplace accidents or injuries in maintenance within a year.
- Achieve less than 1 per 100,000 miles accidents or injuries in operations within a year.
- Conduct regular employee feedback sessions to identify and address any issues related to workplace safety, diversity, or inclusion.

Objective: Become a Transportation Option of Choice

Key Result 1: Increase Customer Adoption and Usage

Increase the ridership by 28% this year. (Equals pre-Covid ridership)

- Achieve 33% adoption of mobile fare collection system by riders.

Key Result 2: Enhance Service Reliability and Convenience

- Achieve an 85% on-time performance rate for all transportation services.
- Implement real-time tracking and notifications system to provide customers with accurate and up-to-date information on service availability and estimated arrival times.
- Develop plan for implementing route changes based on customer and agency feedback to improve the overall convenience and user experience.

Key Result 3: Expand Service Coverage and Accessibility

- Increase the number of amenities (shelters, benches, lighting, et cetera) by 25%. Improve accessibility by ensuring at least 80% of the shelters are wheelchair accessible. Conduct research to identify underserved areas or specific customer segments and develop targeted strategies to cater to their transportation needs.

Objective: Be Financially Stable and Sustainable, and Responsive and Accountable to Stakeholders

Key Result 1: Achieve Financial Stability and Sustainability

- Reduce operational costs by 5% through process optimization and efficiency improvements.

Key Result 2: Enhance Stakeholder Engagement and Satisfaction

- Conduct regular stakeholder meetings to measure satisfaction and determine future potential partnership opportunities.
- Implement a feedback mechanism for stakeholders to voice their concerns or suggestions and ensure timely responses or actions.



- Develop and communicate a transparent and comprehensive annual report that highlights the organization's financial performance, sustainability initiatives, and stakeholder engagement activities.

Key Result 3: Strengthen Accountability and Governance

- Establish and track key performance indicators (KPIs) to measure progress in meeting stakeholder expectations and organizational goals.
- Conduct regular internal audits to ensure compliance with financial regulations and ethical standards.
- Enhance the board's oversight and governance practices, including the establishment of an independent audit committee and regular board performance evaluations.

Objective: Imagine and Move into the Next Evolution of Public Transit

Key Result 1: Foster Innovation and Research

- Allocate resources and establish a dedicated team to explore emerging technologies and trends in the transportation industry.
- Develop partnerships with research institutions and industry experts to stay at the forefront of innovative public transit solutions.
- Conduct pilot projects or experiments to test and evaluate new transportation technologies or modes of operation.

Key Result 2: Improve Efficiency and Sustainability

- Implement data-driven decision-making processes to optimize route planning, scheduling, and resource allocation, resulting in a 10% increase in operational efficiency.
- Explore and integrate multimodal transportation options to enhance connectivity and reduce congestion, with a goal of increasing the share of trips made using public transit in the Central Virginia area by 5% for CY2024.

Key Result 3: Enhance the Passenger Experience

- Complete implementation and marketing of digital solutions, such as mobile ticketing, real-time information systems, and user-friendly mobile apps, to enhance the overall passenger experience.
- Conduct passenger information gathering and feedback sessions to understand customer needs and preferences and use the insights to improve service quality and satisfaction.
- Develop and launch innovative pilot programs or initiatives to address specific passenger pain points or to provide enhanced services.

- d) FY22-FY23 Service Metrics Comparison
No discussion recorded.

#7 - President Report

No President report.

Mr. Woods stated that he attended an APTA conference along with President Howe. At a future date he will give a summarization about the experience.

Ms. Sprouse asked if the board member ride-a-long had to be scheduled in August. Mr. Woods elected to discuss at a later date.

Mr. Woods made a motion to adjourn the work session, Ms. Howe seconded, and the meeting ended.

#8 - Next Meeting Dates

The next GLTC Board Meeting is scheduled to occur on August 2nd, 2023, at 8:30 am.

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

- a) Rider Improvement Committee (RIC) - Staff
 - a. Next Meeting September 20th, 2023

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

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

- We have completed the install of our new AVL system on buses and will begin to install signage at bus stops and the Transfer Station as it arrives
- We are in the final preparation stages of our mobile fare collection system and are waiting for the creation of our developer accounts with Apple and Google
- We have been working with a number of our partners to promote Transit app and have received positive feedback from many, including the LCS Transitions program, University of Lynchburg, Parkview Mission, and Daily Bread

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

- Back to School Event for Lynchburg City Schools at the University of Lynchburg
- Attended the CTAV Expo
- LCS/CVCC Transitions Class transportation meeting
- Working on Updates to the DBE policy
- Working with the employee relations committee for holiday/community events

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 1st class of the Virginia Transit Association – Virginia Transit Leadership Institute
- Continuing work on fine-tuning our new AVL system and cleaning up the GTFIS data, stop names, and announcements

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

- Working with staff to clean the Transfer Station canopy and platform while assisting the IT Director in preparing for the installation of the digital signage
- Beginning preparations for fall weather changeover later in the month, including checking heating systems and checking automatic vehicle chains for equipped vehicles

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

- Attended the budget analyst training with plans to implement new processes to our budget
- Entered and received grant funds for vehicle locator, digital signage, and fare collection equipment
- Working on final year-end adjustments for auditors
- Completed reclassification of technology expenses in June 2023 Financial Statements
- Working on outstanding accounts receivables

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

- Repaired failed drive on SAN
- Repaired failed smoke detector sensor on main air exchange unit
- Worked with Maintenance Director and Staff for new signage on platform
- Started work on drivers' lounge heating system repairs



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

- Coordinated the "Drive the Bus" day to allow potential employees a chance to learn about GLTC, operate a bus for a brief period, and complete an interview on-the-spot. Interviewed 16 and hired 6 who started 8/21
- Help Open enrollment for all our employees who wished to make changes before benefit renewal on 9/1
- Worked with the Operations Manager and GM to improve efficiency and best practices for our training classes
- Worked with GM on finalizing the non-union merit increase scale and evaluation program

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

- Showcased the GLTC/Amtrak partnership with the Miss VA Volunteer photo shoot
- Attended the GLTC on-site job fair
- Attended the GLTC Board of Directors Ride Along
- Worked with Equans on signage design for the CAD AVL system





GLTC Board Agenda Detail

Item #: 4b

Item Title: June 2023 Financials

Action: For Your Information

REPORTS:

Currently we are closing FY23 Financials and have attached a tentative report for June. Please note that this is tentative and does not include our GASB 96 adjustments or the end-of-year close and any adjustments from the City. We will not have a final report for our financial year until the audit is completed in late September or early October.

Contacts: Josh Moore
Attachments: June 2023 Tentative Statement
Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
INCOME STATEMENT
AS OF JUN 30, 2023

	MONTH TO DATE			YEAR TO DATE		
	FY2023 JUN ACTUAL	FY2023 JUN BUDGET	% VAR	FY2023 YTD ACTUAL	FY2023 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 44,370	\$ 31,416	41%	\$ 473,057	\$ 376,992	25%
DRT Passenger Revenue	3,170	2,922	8%	38,662	35,064	10%
Contracts (CVCC Access)	3,938	3,938	0%	47,256	47,256	0%
Non-Operating Revenue	13	542	-98%	7,100	6,500	9%
Advertising Revenue	2,974	4,583	-35%	32,134	55,000	-42%
City Operating Assistance	105,538	105,538	0%	1,266,454	1,266,454	0%
County Operating Assistance	6,483	6,483	0%	77,800	77,800	0%
State Operating Assistance	261,700	203,344	29%	2,299,721	2,440,128	-6%
Federal Operating Assistance	586,324	414,900	41%	4,875,887	4,978,805	-2%
TOTAL REVENUE	\$ 1,014,510	\$ 773,667	31%	\$ 9,118,071	\$ 9,283,999	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 143,065	\$ 138,752	3%	\$ 1,697,234	\$ 1,665,029	2%
Operator-Overtime	11,881	17,691	-33%	158,465	212,297	-25%
Other Salaries & Wages	41,842	32,113	30%	514,011	385,353	33%
Supervisors-Overtime	343	1,652	-79%	10,153	19,824	-49%
Fringe Benefits	121,447	92,829	31%	1,094,141	1,113,943	-2%
Information Technology	86,272	6,497	1228%	86,272	77,960	11%
TOTAL FIXED ROUTE	\$ 404,850	\$ 289,534	40%	\$ 3,560,277	\$ 3,474,406	2%
DEMAND RESPONSE						
Operator Labor	\$ 23,570	\$ 29,617	-20%	\$ 292,871	\$ 355,406	-18%
Operator-Overtime-PTS	842	885	-5%	11,010	10,621	4%
Other Salaries & Wages	7,663	9,187	-17%	90,137	110,240	-18%
Fringe Benefits	19,856	20,082	-1%	181,150	240,984	-25%
Information Technology	32,426	2,746	1081%	32,426	32,950	-2%
TOTAL DEMAND RESPONSE	\$ 84,356	\$ 62,517	35%	\$ 607,593	\$ 750,201	-19%
MAINTENANCE						
Other Salaries & Wages	\$ 63,540	\$ 65,683	-3%	\$ 763,653	\$ 788,200	-3%
Inspection&Maint,Srvc-Overtime	1,544	4,592	-66%	18,305	55,100	-67%
Fringe Benefits	40,043	34,243	17%	359,505	410,916	-13%
Fuel & Lubricants	56,978	74,189	-23%	860,967	890,270	-3%
Tires & Tubes	6,198	11,208	-45%	67,444	134,500	-50%
Information Technology	13,638	966	1312%	13,638	11,590	18%
Other Materials & Supplies	112,594	38,474	193%	440,095	461,689	-5%
TOTAL MAINTENANCE	\$ 294,535	\$ 229,355	28%	\$ 2,523,608	\$ 2,752,265	-8%
ADMINISTRATION						
Other Salaries & Wages	\$ 41,117	\$ 58,426	-30%	\$ 507,043	\$ 701,110	-28%
Fringe Benefits	25,482	22,816	12%	233,113	273,794	-15%
Services	48,854	46,098	6%	577,657	553,170	4%
Utilities	17,004	15,740	8%	208,372	188,874	10%
Casualty & Liability Expenses	22,309	23,940	-7%	242,517	287,282	-16%
Information Technology	(121,283)	3,586	-3482%	80,140	43,029	86%
Other Materials & Supplies	5,282	5,506	-4%	45,417	66,076	-31%
Miscellaneous	18,162	16,149	12%	83,352	193,792	-57%
TOTAL ADMINISTRATION	\$ 56,928	\$ 192,261	-70%	\$ 1,977,611	\$ 2,307,127	-14%
TOTAL EXPENSES	\$ 840,668	\$ 773,667	9%	\$ 8,669,089	\$ 9,283,999	-7%
NET INCOME/(LOSS)	\$ 173,842	\$ -	100%	\$ 448,982	\$ -	100%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF JUNE 30, 2023

	MONTH TO DATE			YEAR TO DATE		
	FY2023 JUN ACTUAL	FY2022 JUN ACTUAL	% VAR	FY2023 YTD ACTUAL	FY2022 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	\$ 44,370	\$ 35,205	26%	\$ 473,057	\$ 404,210	17%
DRT Passenger Revenue	3,170	924	243%	38,662	32,099	20%
Contracts (CVCC Access)	3,938	2,815	40%	47,256	33,780	40%
Non-Operating Revenue	13	131	-90%	7,100	29,339	-76%
Advertising Revenue	2,974	8,402	-65%	32,134	126,580	-75%
City Operating Assistance	105,538	230,836	-54%	1,266,454	1,642,346	-23%
County Operating Assistance	6,483	6,483	0%	77,800	77,800	0%
State Operating Assistance	261,700	393,472	-33%	2,299,721	2,855,125	-19%
Federal Operating Assistance	586,324	(750,113)	-178%	4,875,887	2,873,705	70%
TOTAL REVENUE	\$ 1,014,510	\$ (71,844)	-1512%	\$ 9,118,071	\$ 8,074,984	13%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 143,065	\$ 178,995	-20%	\$ 1,697,234	\$ 1,357,215	25%
Operator-Overtime	11,881	15,829	-25%	158,465	201,804	-21%
Other Salaries & Wages	41,842	61,350	-32%	514,011	397,344	29%
Supervisors-Overtime	343	1,241	-72%	10,153	19,763	-49%
Fringe Benefits	121,447	127,620	-5%	1,094,141	989,693	11%
Information Technology	86,272	-	100%	86,272	-	100%
TOTAL FIXED ROUTE	\$ 404,850	\$ 385,035	5%	\$ 3,560,277	\$ 2,965,819	20%
DEMAND RESPONSE						
Operator Labor	\$ 23,570	\$ 29,418	-20%	\$ 292,871	\$ 230,014	27%
Operator-Overtime-PTS	842	915	-8%	11,010	12,588	-13%
Other Salaries & Wages	7,663	8,751	-12%	90,137	82,565	9%
Fringe Benefits	19,856	19,358	3%	181,150	162,852	11%
Information Technology	32,426	-	100%	32,426	-	100%
TOTAL DEMAND RESPONSE	\$ 84,356	\$ 58,442	44%	\$ 607,593	\$ 488,019	25%
MAINTENANCE						
Other Salaries & Wages	\$ 63,540	\$ 87,431	-27%	\$ 763,653	\$ 694,440	10%
Inspection&Maint,Srvc-Overtime	1,544	3,165	-51%	18,305	50,353	-64%
Fringe Benefits	40,043	44,878	-11%	359,505	373,011	-4%
Fuel & Lubricants	56,978	111,203	-49%	860,967	752,367	14%
Tires & Tubes	6,198	10,329	-40%	67,444	97,001	-30%
Information Technology	13,638	-	#DIV/0!	13,638	-	#DIV/0!
Other Materials & Supplies	112,594	60,735	85%	440,095	448,407	-2%
TOTAL MAINTENANCE	\$ 294,535	\$ 317,742	-7%	\$ 2,523,608	\$ 2,415,579	4%
ADMINISTRATION						
Other Salaries & Wages	\$ 41,117	\$ 56,798	-28%	\$ 507,043	\$ 440,876	15%
Fringe Benefits	25,482	28,155	-9%	233,113	220,801	6%
Services	48,854	44,282	10%	577,657	518,856	11%
Utilities	17,004	13,710	24%	208,372	194,084	7%
Casualty & Liability Expenses	22,309	23,365	-5%	242,517	243,427	0%
Information Technology	(121,283)	19,470	-723%	80,140	172,532	-54%
Other Materials & Supplies	5,282	7,051	-25%	45,417	49,449	-8%
Miscellaneous	18,162	19,101	-5%	83,352	119,467	-30%
TOTAL ADMINISTRATION	\$ 56,928	\$ 211,929	-73%	\$ 1,977,611	\$ 1,959,493	1%
TOTAL EXPENSES	\$ 840,668	\$ 973,149	-14%	\$ 8,669,089	\$ 7,828,910	11%
NET INCOME/(LOSS)	\$ 173,842	\$ (1,044,994)	-117%	\$ 448,982	\$ 246,074	82%



GLTC Board Agenda Detail

Item #: 4c

Item Title: July 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% compared with our monthly average and was up 0.001% over last month.

Ridership:

Total Fixed Route Ridership for the month of July was 41,237. Paratransit ridership for June was 1,233.

We ran fare free on July 27th and 28th due to the extreme temperatures.

Service Impacts:

System wide on-time performance was 78.2%, which was down from June by 1.5%

8.04% of the service was lost due to missed trips.

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

Route	1A	1B	3A	4	5	6	7	8	10
On-time	76.1%	70.5%	73.3%	76.2%	78.5%	69.9%	71.5%	82.4%	73.2%

Route	11	6/7X
On-time	80.9%	76.6%

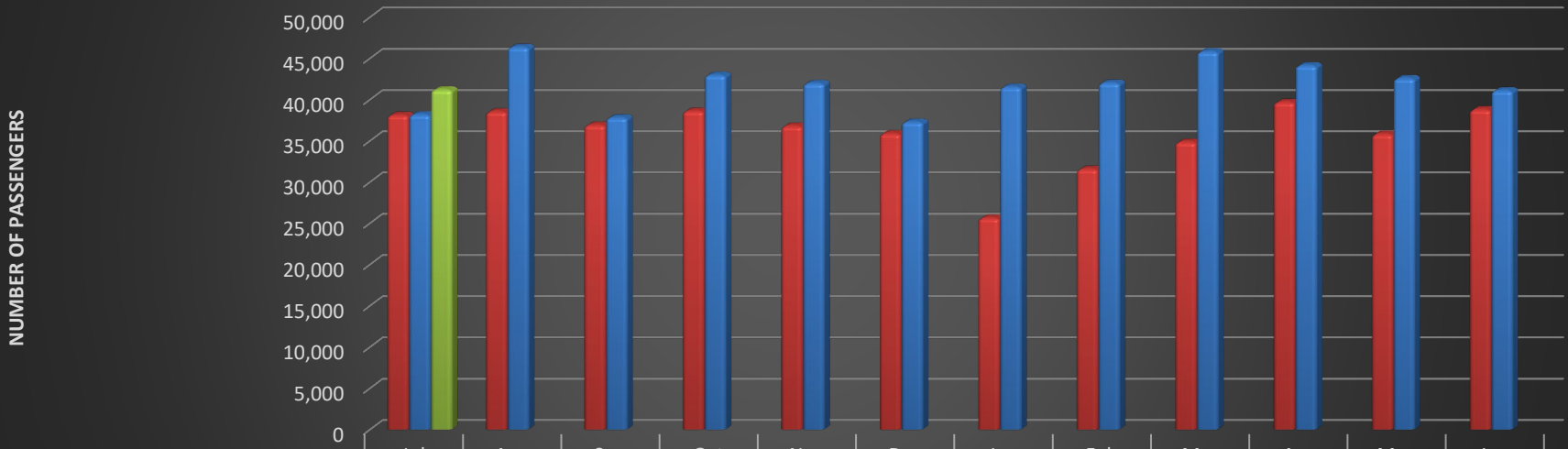
Maintenance:

Maintenance activities are reported as follows for June 2023:

- Total mileage for fixed route – 85,467
- Paratransit total mileage – 10,786
- On-time performance for preventative maintenance activities – 80%
- Fleet downtime – 1.3%



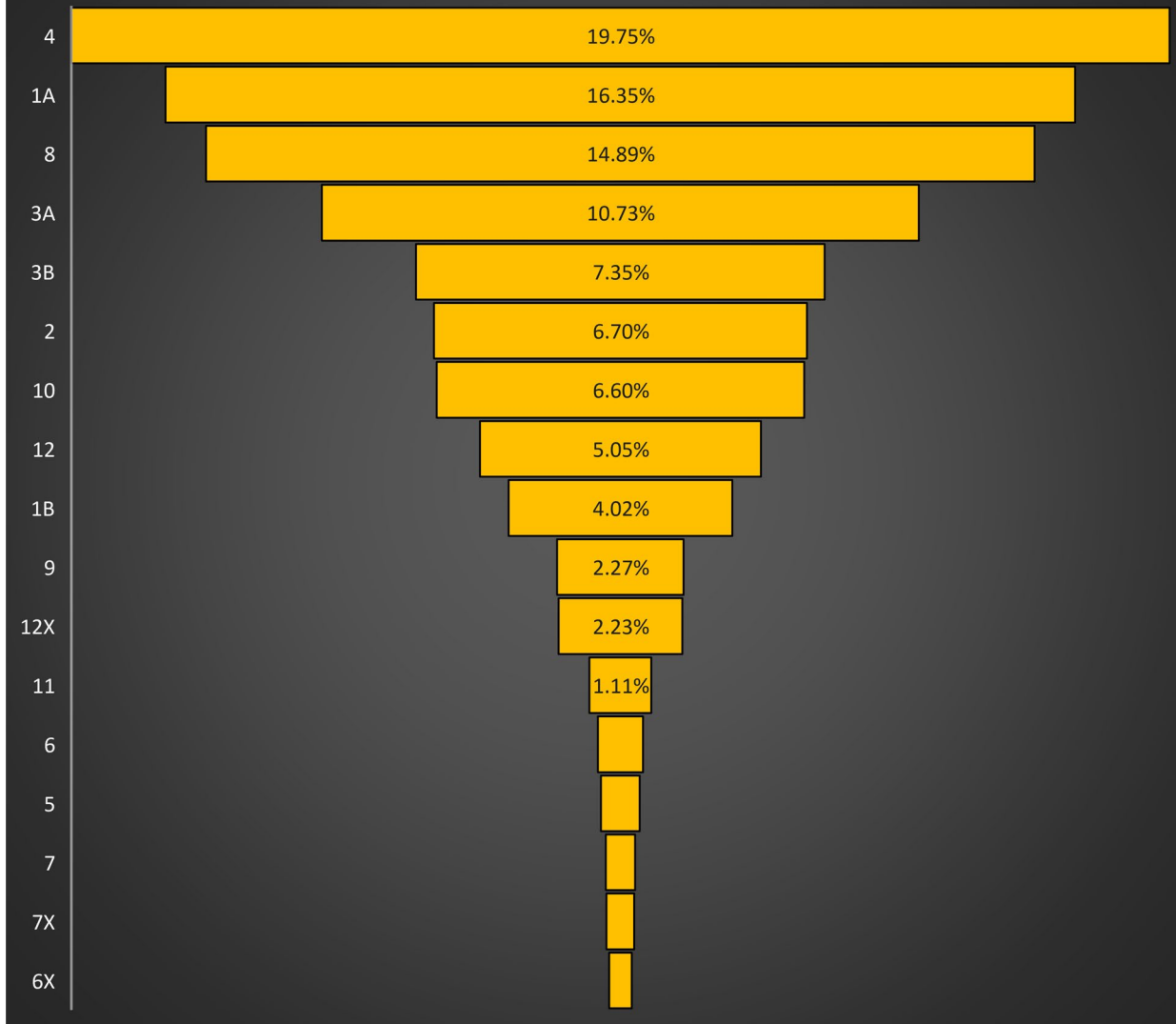
Monthly System Ridership FY22 - FY24



	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											



Ridership Percentage by Route

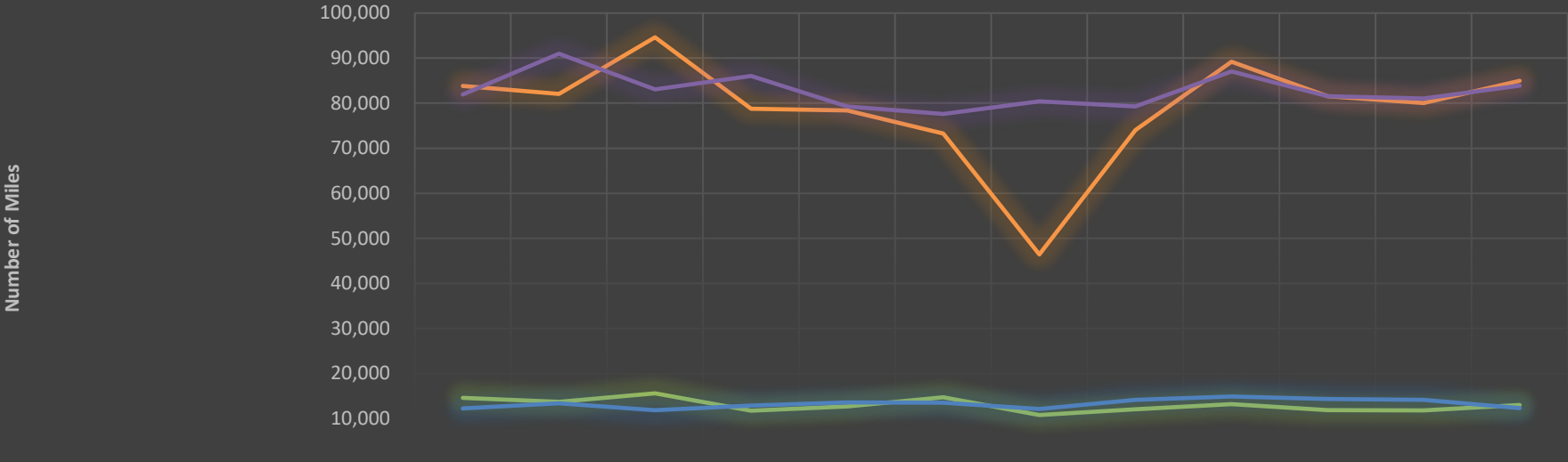


Jul-23

Route	Ridership	Percentage
4	8143	19.75%
1A	6744	16.35%
8	6142	14.89%
3A	4425	10.73%
3B	3029	7.35%
2	2764	6.70%
10	2723	6.60%
12	2084	5.05%
1B	1658	4.02%
9	938	2.27%
12X	918	2.23%
11	458	1.11%
6	333	0.81%
5	287	0.70%
7	218	0.53%
7X	205	0.50%
6X	168	0.41%
Total	41,237	100.00%



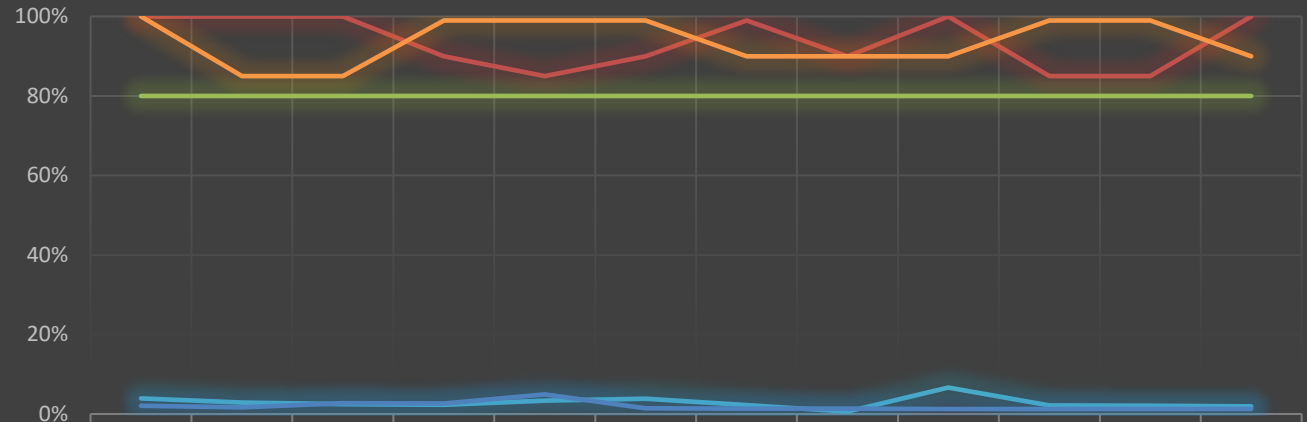
GLTC Mileage FY22, FY23, FY24



	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											
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											



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%											
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%											





GLTC Board Agenda Detail

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

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 late September or early October.

Contacts: Josh Moore
Attachments: Draft June FY23 Capital Projects
Action Required: None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT# DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	4/30/2023 Balance
VA-95-X120						
Revision approved 1/3/1	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 55,927
Revision approved 1/3/1	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
		\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 164,169
VA-95-X145						
Revision approved 1/3/1	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
		\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
VA-2016-022-00 Executed 9/23/16						
VA-2016-022-01-00	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73021-51 PURCHASE TRANSIT ENHANCEMENTS FOR	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 222,093
		\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,498,432
VA-2019-011-00 Executed 3/28/19						
Budget Revision 2 - approved 12/22/22						
VA-2019-011-01	73019-29 Purchase 35FT Replacement Bus	\$ 365,398	\$ 56,751	\$ 12,074	\$ 434,223	\$ 365,398
		\$ 365,398	\$ 56,751	\$ 12,074	\$ 434,223	\$ 365,398
VA-2020-006-00 Executed 1/2/2020						
Budget Revision 2 - approved 1/3/2023						
VA-2020-006-01-00	73020-22 Purchase 35FT Replacement Bus	\$ 54,406	\$ 10,880	\$ 2,719	\$ 68,005	\$ 68,005
		\$ 54,406	\$ 10,880	\$ 2,719	\$ 68,005	\$ 68,005
VA-2021-014-00 Executed 4/29/2021						
VA-2021-014-01-00	73021-50 Purchase Spare Parts, ACM Items	\$ 120,000	\$ 168,000	\$ 12,000	\$ 300,000	\$ 215,430
VA-2021-014-01-00	73021-49 Purchase Vehicle Locator System	\$ 201,600	\$ 282,240	\$ 20,160	\$ 504,000	\$ 344,744
		\$ 321,600	\$ 450,240	\$ 32,160	\$ 804,000	\$ 560,174
VA-1455-2022-1 Executed in FTA 4/26/2023; state waiting on MPO adjustments before writing contracts						
	73022-26 Purchase 35Ft Buses	\$ 824,972	\$ 5,610,001	\$ 1,815,027	\$ 8,250,000	\$ 8,250,000
		\$ 824,972	\$ 5,610,001	\$ 1,815,027	\$ 8,250,000	\$ 8,250,000
VA-1455-2023-1 Federal Grant in progress						
	73023-32 Purchase Replacement Support Vehicle (2	\$ 26,362	\$ 64,022	\$ 3,766	\$ 94,150	\$ 94,150
	73023-33 Purchase Spare Parts/ACM Items	\$ 61,320	\$ 148,920	\$ 8,760	\$ 219,000	\$ 219,000
STATE/LOCAL ONLY Executed 10/1/2021						
	73022-27 Purchase Small-size,light duty bus or BOC	\$ -	\$ 299,200	\$ 140,800	\$ 440,000	\$ 440,000
	73022-28 Purchase Medium-size,medium duty bus c	\$ -	\$ 197,200	\$ 92,800	\$ 290,000	\$ 290,000
		\$ -	\$ 496,400	\$ 233,600	\$ 730,000	\$ 730,000
STATE/LOCAL ONLY Executed						
	50054-01 Route 4 Regional Connectivity Improve	\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 690,986
		\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 690,986



GLTC Board Agenda Detail

Item #: 5a

Item Title: Old Business

Action: Discussion and Approval

GLTC Fare Policy Updates

The public comment process for our proposed fare policy changes closed at 5:00PM on Thursday, August 31st, 2023. We did not have any comments on the policy during that time period. Staff is recommending that the updates to the policy be enacted.

Contacts: Josh Moore

Attachments: Fare Policy Updates

Action Required: None





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

August 31st, 2023

Re: Fare Policy Updates

Dear GLTC Board of Directors,

GLTC held a public comment period beginning Wednesday July 16th, 2023, and concluding Thursday, August 31st, 2023, with public meetings on July 19th, August 17th, and August 30th, 2023. At the end of the comment period on Thursday, August 31st, 2023, at 5:00PM, staff had not received any comments on the proposed changes.

Staff are proposing that the policy be enacted in two steps. The changes to fare capping and the time limit for day passes would go into effect after October 1st, 2023, when the Masabi mobile fare collection system comes online. Changes to the agency passes will go into effect on January 1st, 2024, to allow time to set up and train agencies in our new programs as well as communicate the changes and allow for any additional documentation needed.

Fare Capping

Currently GLTC policy does not allow fare capping. Fare capping allows a customer to pay the “best available” fare for the period that they are utilizing the service.

As an example, if a customer used their account linked app to pay for a single ride on a bus, they would be charged \$2. If they then boarded another bus, they would be charged \$2 again, and their payments converted into a day pass. Any further trips during that day would then not be charged.

If they then rode multiple times over the next thirty days and spent up to the price of a monthly pass, it would then convert their payment to a monthly pass from the earliest usage of the fare capping.

Day Pass Time Limit

Staff were requested to examine changing the time limit for passes from the end of the transit day (23:59) to a 24-hour period. Staff feel that this would be feasible for the day pass offered through Transit (app) for purchase without an account. This could also be applied to the standard day pass, but staff noted that there would need to be significant outreach as the changing time of expiration for the passes would need to be communicated explicitly to customers to ensure that they are not surprised by the expiration time of the pass.

Bulk and Agency Passes

Please see the Bulk and Agency Pass Draft Fare Policy for more information.





GREATER LYNCHBURG TRANSIT COMPANY

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Mobile Fare Payments by Third Parties

Currently GLTC does not allow third parties to accept payments for fares or passes on GLTC's behalf. This change would be the final piece of the mobile fare collection and Microtransit systems which would allow for third parties to recharge accounts or sell passes and collect fares on GLTC's behalf. This would allow select stores to load funds or passes onto customer accounts as well as allow for the collection of fares through apps such as Transit or the Microtransit platform. The allowance of select stores to load accounts will also increase the availability of the account services for customers who are unbanked or wish to utilize cash so that they are able to complete these transactions at more locations than just our Operations and Maintenance Facility or our Transit Center.

Please do not hesitate to reach out if you have any questions.

Sincerely,

Josh Moore
General Manager





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

April 17th, 2023

Re: Draft Agency and Bulk Fare Policy

Dear GLTC Board of Directors,

Below is draft language for discussion regarding bulk and agency passes. Currently our program requires that non-profit human services organizations purchase single ride or day passes in quantities greater than 100 to receive a 50% discount. The proposed changes would not require a minimum pass limit for purchase as we would expect that most agencies would utilize the ability to purchase passes through our pending mobile ticketing system.

Agencies cannot resell passes for more than the discounted purchase price. Agencies may charge less than the discounted price. Fares available for discounted purchase are:

50% Discount on select fares:

- Single Ride Ticket
- Day Pass
- 14 Day Pass
- Monthly Pass

Employment Assistance:

Agency must provide IRS form 990 or copy of by-laws showing that they assist individuals seeking employment.

Homelessness Assistance:

Agency must provide IRS form 990 or copy of by-laws showing that they assist individuals experiencing homelessness. Agencies may not charge for passes or tickets distributed under this program.

Human Service Agencies:

Agency must provide IRS form 990, copy of by-laws, or incorporation reference via Federal, State, or local code showing that they assist individuals or families with human services activities. Agencies may not charge for passes or tickets distributed under this program.





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Lynchburg City Schools Summer Youth Pass:

GLTC and LCS partner for a summer youth pass administered by GLTC. This pass is a special limited time pass which runs for the summer break. GLTC charges \$25 for passes under this program. This pass is only open to students enrolled in LCS schools with a valid school ID, report card, or enrollment form.

City of Lynchburg Employees:

City of Lynchburg employees are eligible to receive an annual pass through their employee ID administered by the City of Lynchburg.

Universal Pass Program (open to all entities):

Any organization, business, or non-profit with more than 20 users may elect to join GLTC's Universal Pass Program. This program allows an entity to purchase the fares listed below at a 25% discount:

- Single Ride Ticket
- Day Pass
- 14 Day Pass
- Monthly Pass
- Annual Pass

Please note that this is not the final version of this policy, but is intended to begin the discussion process. Please let me know if you have any questions.

Sincerely,

Josh Moore
General Manager





GLTC Board Agenda Detail

Item #: 6a
Item Title: New Business
Action: Discussion

Ride Along Feedback

This discussion will collect feedback from board members on the ride along conducted on August 2nd, 2023.

Contacts: Randy Woods

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

Item #: 6b
Item Title: New Business
Action: Discussion

FY25 Draft Capital Budget

This discussion will be for the Capital Improvement Plan (CIP) for FY25 and discussion of strategic priorities and the preparation of the capital budget for adoption in October 2023.

Contacts: Josh Moore

Attachments: Preliminary Draft FY25 Capital Budget

Action Required: Discussion



Project Name:
Project Description:

Trolley Replacement

Project Type: Revenue Vehicles

This project replaces a 1999 Chance Trolley Replica that is no longer in service due to its age and inability to procure replacement parts.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 520,000	\$ -	\$ -	\$ -	\$ -	\$ 520,000
State	\$ -	\$ 78,000	\$ -	\$ -	\$ -	\$ -	\$ 78,000
Local	\$ -	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ 52,000
Total	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Production	\$ -	\$ 587,400	\$ -	\$ -	\$ -	\$ -	\$ 587,400
BLI	\$ -	\$ 9,800	\$ 1,094	\$ -	\$ -	\$ -	\$ 10,894
Travel	\$ -	\$ 19,840	\$ 19,840	\$ -	\$ -	\$ -	\$ 39,680
Radio/In-service	\$ -	\$ 12,000	\$ 13,500	\$ -	\$ -	\$ -	\$ 25,500
Equans	\$ -	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ 32,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 4,960	\$ -	\$ -	\$ -	\$ -	\$ 4,960
Total	\$ -	\$ 650,000	\$ 50,434	\$ -	\$ -	\$ -	\$ 700,434

Estimated Operating Costs Impact:

This vehicle will replace a vehicle that is no longer safely operational or can reasonably be maintained due to the scarcity of parts.

Notes:

This vehicle should score very well in state of good repair funding due to its age and maintenance issues.

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:

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:

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	\$ -	\$ 121,600	\$ -	\$ -	\$ -	\$ -	\$ 121,600
State	\$ -	\$ 24,320	\$ -	\$ -	\$ -	\$ -	\$ 24,320
Local	\$ -	\$ 6,080	\$ -	\$ -	\$ -	\$ -	\$ 6,080
Total	\$ -	\$ 152,000	\$ -	\$ -	\$ -	\$ -	\$ 152,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Maint Vehicle		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Ops Vehicle	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Radio	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ 3,800
In-Service	\$ -	\$ 25,800	\$ -	\$ -	\$ -	\$ -	\$ 25,800
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ 2,400
Total	\$ -	\$ 152,000	\$ -	\$ -	\$ -	\$ -	\$ 152,000

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 operations vehicle was originally scheduled for replacement in FY23 but due to the increase of vehicle prices and the subsequent closing of many of the eVA purchasing contracts, the original vehicle (Tahoe) was no longer available and a Suburban had to be procured.

Project Name: IT Upgrades
 Project Description:

Project Type:

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

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

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28
Replacement Switches	\$ -	\$ 26,500	\$ -	\$ -	\$ -
Server Replacement	\$ -	\$ 24,500	\$ -	\$ -	\$ -
HR Applicant Tracking	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Computer Replacements	\$ -	\$ 6,000	\$ -	\$ -	\$ -
Misc/Assorted Hardware	\$ -	\$ 6,000	\$ -	\$ -	\$ -
Communications Updates	\$ -	\$ 3,000	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 81,000	\$ -	\$ -	\$ -

Estimated Operating Costs Impact:

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

Notes:

Other Capital

and various smaller IT

FY29	Total
\$ -	\$ 64,000
\$ -	\$ 12,800
\$ -	\$ 3,200
\$ -	\$ 80,000

FY29	Total
\$ -	\$ 26,500
\$ -	\$ 24,500
\$ -	\$ 15,000
\$ -	\$ 6,000
\$ -	\$ 6,000
\$ -	\$ 3,000
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 81,000

be additional costs for
ns are selected

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: Kemper St Bus Bay Engineering
 Project Description:

Project Type: Facilities

This provides for the feasibility study/preliminary engineering for the addition of three bays at Kemper St. This is referenced in the TSP.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
State	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Local	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 800
Total	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Prelim Engineering	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Estimated Operating Costs Impact:

No operating costs changes as this is a preliminary engineering study to determine total costs for a full engineering and building project for the Kemper St. facility.

Notes:

This is a project that was identified in the TSP as a pending need, but may be revisited before implementation depending on possible changes in service types or levels.

Project Name: Customer Satisfaction and Route Survey

Project Type: Other Capital

Project Description:

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.

Revenues	Prior Funding	FY24	FY25	FY26	FY27	FY28	Total
Federal	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
State	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Local	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY24	FY25	FY26	FY27	FY28	Total
Customer Survey	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Operating Costs Impact:

None

Notes:

The exact amount for individual tasks in the survey have not been determined due to there not being a task order associated with this project currently

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

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 617,280	\$ 617,280	\$ -	\$ -	\$ -	\$ 1,234,560
State	\$ -	\$ 154,320	\$ 154,320	\$ -	\$ -	\$ -	\$ 308,640
Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ -	\$ 1,543,200

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Microtransit Operating	\$ -	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ -	\$ 1,543,200
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 771,600	\$ 771,600	\$ -	\$ -	\$ -	\$ 1,543,200

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 5 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. This grant may also be converted into a TRIP grant depending on the scoring and availability of funding.

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

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 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 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. This grant may also be converted into a TRIP grant depending on the scoring and availability of funding.

Project Name: Timberlake Microtransit Demo Project Type: Demonstration Grant
 Project Description:

This project would be a demonstration grant for additional microtransit service to enhance the microtransit service replacing Route 6 and 7 fixed route buses in line with the Microtransit Feasibility Study. This expansion (Pg 37) to the UZA boundaries would be in line with requests from riders and community leaders. This zone would encompass the remaining areas of Timberlake Rd to the Hwy 460 boundary allowing for access to the residential and commercial areas which currently do not have transit service.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 312,800	\$ -	\$ -	\$ -	\$ -	\$ 312,800
State	\$ -	\$ 78,200	\$ -	\$ -	\$ -	\$ -	\$ 78,200
Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 391,000	\$ -	\$ -	\$ -	\$ -	\$ 391,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Microtransit Operating	\$ -	\$ 391,000	\$ -	\$ -	\$ -	\$ -	\$ 391,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 391,000	\$ -	\$ -	\$ -	\$ -	\$ 391,000

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 would be paid by Campbell Co. Employees will be current GLTC employees and will utilize vehicles already purchased by GLTC.

Notes:

This project would be eligible for up to three years of service under demonstration funding but must be applied for each year.

Project Name:
Project Description:

Forest Microtransit Demo

Project Type: Demonstration Grant

This project would be a demonstration grant for additional microtransit service to enhance the microtransit service replacing Route 6 and 7 fixed route buses in line with the Microtransit Feasibility Study. This expansion (Pg 37) to the UZA boundaries would be in line with requests from riders and community leaders. This zone would encompass the remaining areas of Forest to the UZA boundary allowing for access to the residential and commercial areas which currently do not have transit service.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 303,840	\$ -	\$ -	\$ -	\$ -	\$ 303,840
State	\$ -	\$ 75,960	\$ -	\$ -	\$ -	\$ -	\$ 75,960
Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 379,800	\$ -	\$ -	\$ -	\$ -	\$ 379,800

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Microtransit Operating	\$ -	\$ 379,800	\$ -	\$ -	\$ -	\$ -	\$ 379,800
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 379,800	\$ -	\$ -	\$ -	\$ -	\$ 379,800

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 would be paid by Bedford Co. Employees will be current GLTC employees and will utilize vehicles already purchased by GLTC.

Notes:

This project would be eligible for up to three years of service under demonstration funding but must be applied for each year.



GLTC Board Agenda Detail

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

Strategic Plan Priorities

This will begin our deeper dive into the objectives that were produced as part of the board's strategic plan. This will continue our work from August in refining our strategic plan language.

Contacts: Randy Woods

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

Item #: 6d
Item Title: New Business
Action: Discussion

On-Time Performance and Missed Service Report

This is a review of our On-Time Performance (OTP) and missed service for FY23. Please see the reports hosted on our TEAM site. We will also have these displayed at the meeting.

Contacts: Josh Moore

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8

Item Title: Next Meeting & Adjournment

Action: Adjournment

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

The next GLTC Work Session is scheduled to occur on September 21st, 2023, at 8:30 am.

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

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	bblanks@gltconline.com
Mary-Winston Deacon	mdeacon@gltconline.com
Cameron Howe	chowe@gltconline.com
Brian Landergan	blandergan@gltconline.com
Greg Patrick	gpatrick@gltconline.com
Charles Spence	cspence@gltconline.com
Tab Sprouse	tsprouse@gltconline.com
Randy Woods	rwoods@gltconline.com
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 --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2023 to 2024 REGULAR BOARD MEETINGS AND WORK SESSIONS

("P" present - "PR" present remotely - "A" absent – "EA" excused absence - "NA" Not Appointed)

	Benjamin Blanks	Vacant	Mary-Winston Deacon	Cameron Howe	Brian Landergan	Charles Spence	Tab Sprouse	Greg Patrick	Randy Woods
Meeting Date									
7/22/2023	P		P	P	P	A	P	P	P
8/2/2023	P		P	P	P	P	P	P	P
8/17/2023	P		P	PR	P	P	P	PR	P

Note: Attendance is reported to City Council members when considering reappointments, or as requested as Council requires appointees to attend 75% of the yearly meetings. Absences may be excused because of illness, death of family member, unscheduled or unforeseen business trips, and emergency work assignments. If you are absent and one of the above events was the reason, please let Chris Poindexter know at 434-455-7640 or cpoindexter@glitconline.com so he can indicate the reason on the record.

