

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, April 3rd, 2024

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; Gary DuPriest; Brian Landergan;
Charles Spence; Tab Sprouse, Greg Patrick

#1	Call to Order – 8:30 a.m.	GLTC Board President
#2	Consideration of Meeting Minutes Approval March 6 th , 2024, Board Meeting	All
#3	Committee & Partner Reports a) Ride Solutions b) CVPDC Transportation Planner	Ada Hunsberger Kelly Hitchcock
#4	Staff Reports a) Staff Reports b) Financials c) Ridership & Operating Statistics d) Capital Projects Report	Josh Moore
	Public Comment a) Speakers should state their name for the official record b) Speakers will be allotted a maximum of 3 minutes	GLTC Board President
	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	
#5	Old Business a) No Old Business	Josh Moore
#6	New Business a) Resolution of Appreciation b) Lynchburg Transportation Action Plan c) Three Micortransit ADA Minivan Order	Cameron Howe Leslie King Josh Moore
#7	President's Report	GLTC Board President
#8	Next Meeting Dates & Adjournment Work Session: April 18 th , 2024, @ 8:30 am – GLTC Board Meeting Room Board Meeting: May 1 st , 2024 @ 8:30 am – GLTC Board Meeting Room	All





GLTC Board Agenda Detail

Item #: 2
Item Title: March 6th, 2024, Board Meeting Minutes
Action: Consideration of Approval

March 6th, 2024
8:30 A.M. – 10:30 A.M.
800 Kemper St.
Lynchburg, VA 24501

Board members attending:

President: Cameron Howe
Vice President: Randy Woods
Secretary: Mary-Winston Deacon
Members: Benjamin Blanks, Brian Landergan, Tab Sprouse, Charles Spense, Greg Patrick, Gary Dupreist

GLTC staff attending: Josh Moore, Natalie Wilkins, Steve Overstreet, Millie Martin, Chris Poindexter

Guest: Mary Beth Nash Attouney of Glenn Robinson Cathey Skaff & White Attourney at Law, Ada Hursberger, Jared Varner, Kyle Trissel, Tim Magee

CLOSED SESSION 8:30AM – 8:55AM

At 8:30 a.m. Ms. Howe read the code of conduct for closed session and began the session. At 8:55 a.m. the closed session ended.

***1 – CALL TO ORDER – PUBLIC COMMENT**

At 9:00 a.m., Ms. Howe began the board meeting.

***2 – CONSIDERATION OF MEETING MINUTES APPROVAL DECEMBER 6TH, 2023.**

Ms. Howe asked the board for approval of minutes. Mr. Woods stated a correction to be made to Feb. 7th, 2024 minutes. The correction was found in the last paragraph of Move Up presentation regarding board members voting. Mr. Woods and Ms. Howe made a motion to approve the minutes with corrections. Motion was approved unanimously.

***3 - COMMITTEE & PARTNER REPORTS**

RIDE SOLUTIONS - CVPDC TRANSPORTATION PLANNER

Ms. Hunsberger led the discussion with an update on the commuter assistance program. She



asked the board for business referrals to take part in a free commuter assistance marketing program. Her organization will release two different surveys for individuals and businesses in April. A representative from DRPT will visit and take photographs for ConnectingVA marketing campaign.

***4 – STAFF REPORTS**

Mr. Moore stated that GLTC is continuing to work with CVPDC on a grant for Thriving Communities that impacts 12th St. corridor. The grant would improve stops along 12th St. The 2nd phase of the mobile fare collection will begin when the EQUANS team returns to finish the installation of card readers on vehicles. The install will begin account based ticketing capabilities. Scheduling the beginning stages of introducing microtransit to the public will begin once the VIA team communicates with Mr. Moore. GLTC will host a young professionals class and leadership class within the month. There are 3 new operators driving routes. Extra board slots are down to five. Repairs have been completed to shelter panels at Wal-Mart. There will be a DRPT compliance audit in the coming weeks. GLTC will save on internet expenses in the future by way of a new fiber cable line installation.

FINANCIALS

Mr. Moore informed the board the IT Department will show figures below budget. A software vendor has not been paid due to necessary repairs not completed.

RIDERSHIP

Mr. Moore reported that ridership had had decreased by 5% for the month due to extreme weather conditions. Ontime performance statistics also showed an increase. Paratransit stats have increased with more accompanied guest riders.

CAPITAL PROJECTS REPORT

Mr. Moore explained that new body on chassis vans had been delivered. The grants used to purchase will be closed out.

PUBLIC COMMENT

Ms. Howe asked for public comment. No comment was made.

***5 – OLD BUSINESS**

No Report.

***6 – NEW BUSINESS**





TRANSDEV UPDATE

Mr. Moore introduced Jared Varner. Mr. Varner reviewed and compared achievements that GLTC had reached with the installation of AVL equipment. He discussed the possibilities of alternative fuels. Mr. Moore will begin researching hydrogen fuel cell options for future vehicle purchases. Transdev will be working with GLTC to correct the paratransit route match software issues. There are discussions to digitize the application process through recruiting software over the next year.

Ms. Sprouse asked if GLTC had a partnership with assistant living residences. Mr. Moore replied there are no partnerships because paratransit is available to everyone.

2024 Gillig Bus Order – Change Order #1

Mr. Moore reviewed the suggested change order for the purchase of nine GILLIG vehicles. He explained the cost of EQUANS equipment. EQUANS will install equipment at the GILLIG factory which will save total cost. A savings of roughly \$7800.00 in total for all installs. Signaling upgrade on each bus is requested. That includes an additional set of lights to be installed on the vehicles. Mr. Moore explained the safety features of the mirrorless camera system. Additional funding would not be needed due to funds previously allocated from local, state, and federal grants. Mr. Woods made a motion to approve the change order. Mr. Landergan and Ms. Howe seconded the motion and the change order was accepted.

Transfer of OPEB and Reserve Accounts

Mr. Moore informed the board of the OPEB fund for employee benefits. The current account has a high interest rate that is not favorable for GLTC. Mr. Moore asked the bank to change the rate and no solution to change was proposed. Mr. Moore asked the board for approval to transfer funds to Bank of the James. The rate will be 2.5% and the funds will be protected by the FDIC regulations. Mr. Spense made a motion to approve the transfer of funds. Mr. Woods and Ms. Howe seconded the motion. Motion was accepted.

President Report

No report.

Ms. Howe made a motion to adjourn. Motion was seconded by Mr. Woods and Mr. Blanks.

#8 - Next Meeting Dates

The next board meeting will be on – April 3rd, 2024, 8:30 AM at the GLTC Transfer Center.

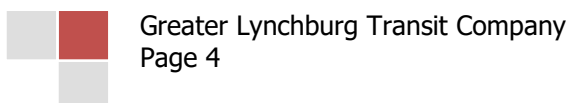
Secretary/Treasurer

GLTC Board Agenda Detail

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

Committee Reports

a) Ride Solutions



Greater Lynchburg Transit Company
Page 4

Partner Reports

a) CVPDC Transportation Planner

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:

- Chaired the GLTC session of the Virginia Transit Leadership Institute event
- Working with our first agency partners (CVCC and LHA) to roll out ticketing for agencies on FlexFare
- Preparing for DRPT Compliance Audit in early April
- Working with staff on several policy updates and initiatives
- Transitioned reserve and OPEB accounts to Bank of the James

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

- Attended the Partners in Education Breakfast with the LCS Superintendent
- Hosted CTAV Young Professionals
- DRPT Photo shoot
- Participated in the Virginia Transit Leadership Institute Event
- Attended the Staff Pool Tournament
- 12th St ribbon cutting

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

- Working with HR to set up next operator class
- Preparing for Rt. 6 & 7 changes with microtransit service
- Coordinated with CAT (Charlottesville) for training for the upcoming Roadeo

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

- Preparing to auction several retired vehicles
- In-serviced three new BOC vehicles for paratransit
- Sending three mechanics to the Roadeo

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

- Submitted grants for Federal Operating Assistance and support vehicles. Currently awaiting execution
- Completed February Financial Statements
- Preparing for DRPT Compliance Audit
- Working on outstanding Account Receivables with Mitch

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

- Began ISP changeover
- Working on trimming Office 365, establishing new backup protocols, and updating retention policies
- Continuing to work with Southern Air to fix several issues on HVAC
- Implemented backup plan changes to scale down costs

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

- Working with FTA on our Drug and Alcohol Program Audit
- Updating Drug and Alcohol Policy



- Completed and submitted our annual MIS (Drug and Alcohol) report

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

- Attended VTLI Conference
- Attended the Clean Cities Round Table
- Attended the Rider Improvement Committee meeting





GLTC Board Agenda Detail

Item #: 4b
Item Title: Financials
Action: For Your Information

REVENUES:

Farebox revenues are up 26% for fixed-route and 49% for paratransit. Revenues for Federal, City, and County are on budget. State Assistance is down slightly as we are still encountering lower expenses for reimbursements for our TRIP grant. Advertising has continued to experience high returns and we are currently 161% higher than budgeted for the month and 124% for the year. Non-operating revenues are down but this is offset by lesser expenses in those categories (insurance reimbursements, warranties).

EXPENSES:

Operator labor is running below budget. Other Salaries and Wages in Fixed Route is over budget reflecting where staff had changed position locations and did not adjust the budget. Demand Response labor is tracking below budget with overtime on budget. IT for Demand Response is still down as we are awaiting resolution on several outstanding issues before renewing the contract for our RouteMatch software.

Fuel usage this month was 33% under budget, and we are continuing to monitor fuel as it has increased in the last several months and looks to continue trending higher. Parts and Materials have continued to remain both higher in costs than in past years and scarcer. This combined with the age of our oldest vehicles is contributing to higher repair costs across the fleet. We have retired our oldest three paratransit vehicles and are expecting that this will result in a drop in maintenance costs.

IT is currently under budget but is still over in some areas as we are working on fine-tuning our breakout of expenses. After the completion of our ISP changeover, staff will be looking at reducing printer/copier usage and adjusting contracts to better fit our current needs. Utilities were higher this month, but overall are below budget for the year. Staff has been in contact with AEP regarding their lighting modernization grant program to pursue changing the remaining florescent lights to LED to reduce our energy usage.

SUMMARY:

We are currently under budget \$33,420 for the month and \$280,641 for the year.

Contacts: Josh Moore
Attachments: February 2024 Financial Statements
Action Required: None



GREATER LYNCHBURG TRANSIT COMPANY, INC.
COMPARATIVE INCOME STATEMENT
AS OF FEBRUARY 29, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 FEB ACTUAL	FY2023 FEB ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
REVENUE						
Operating Assistance Revenue	\$ 760,973	\$ 1,624,264	-53%	\$ 5,228,411	\$ 6,973,082	-25%
Money Paid to CVTMC	(760,973)	(1,624,264)	-53%	(5,228,411)	(6,973,082)	-25%
Sale of Equipment & Vehicles	-	1,025	0%	-	1,025	0%
Federal Grant Revenue	6,325	21,375	100%	494,108	24,946	1881%
Local Grant Revenue	9,487	19,918	100%	312,154	23,998	1201%
TOTAL REVENUE	\$ 15,812	\$ 42,318	100%	\$ 806,262	\$ 49,969	1514%
EXPENSES						
Repairs - Capital	15,812	41,293	100%	\$ 56,842	\$ 42,571	34%
Other Miscellaneous Expense	-	-	0%	-	-	0%
TOTAL EXPENSES	\$ 15,812	\$ 41,293	100%	\$ 56,842	\$ 42,571	34%
NET INCOME/(LOSS)	\$ -	\$ 1,025	100%	\$ 749,420	\$ 7,398	10030%

GREATER LYNCHBURG TRANSIT COMPANY, INC.
INCOME STATEMENT
AS OF FEBRUARY 29, 2024

	FY2024 ACTUAL FEB	FY2024 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 760,973	\$ 5,228,411
Money Paid to CVTMC	(760,973)	(5,228,411)
Federal Grant Revenue	6,325	494,108
Local Grant Revenue	<u>9,487</u>	<u>312,154</u>
TOTAL REVENUE	\$ 15,812	\$ 806,262
EXPENSES		
Repairs - Capital	15,812	\$ 56,842
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 15,812	\$ 56,842
NET INCOME/(LOSS)	\$ <u>-</u>	\$ <u>749,420</u>

Greater Lynchburg Transit Company, Inc.
Balance Sheet
February FY 2024

	FY 2024	FY 2023	Difference
<i>ASSETS</i>			
Cash - Capital	214,975	214,625	350
Accounts Receivable	5,635	-	5,635
TOTAL CURRENT ASSETS	\$ 220,610	\$ 214,625	\$ 5,985
Tangible Property	\$ 62,764,520	\$ 61,604,221	\$ 1,160,299
Accumulated Depreciation	(27,990,964)	(26,101,301)	(1,889,663)
NET FIXED ASSETS	\$ 34,773,556	\$ 35,502,920	\$ (729,364)
TOTAL ASSETS	\$ 34,994,166	\$ 35,717,545	\$ (723,379)
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 5,635	\$ -	\$ 5,635
TOTAL LIABILITIES	5,635	-	5,635
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,239,107	35,710,143	(1,471,036)
Accumulated Income/(Loss) Current Year	749,420	7,397	742,023
TOTAL CAPITAL	\$ 34,988,532	\$ 35,717,545	\$ (729,014)
TOTAL LIABILITIES AND CAPITAL	\$ 34,994,166	\$ 35,717,545	\$ (723,379)

Central VA Transit Management Company Inc.
Balance Sheet
Feb FY 2024

	FY 2024	FY 2023	Difference	%
<i>ASSETS</i>				
Cash	\$ 907,285	\$ 2,048,312	\$ (1,141,027)	-56%
Cash - OPEB	321,263	321,231	32	0%
Working Funds - Transfer Center	75	75	-	0%
Working Funds - Greyhound	100	100	-	0%
Accounts Receivable	242,101	38,978	203,122	521%
Materials and Fuel	324,344	336,228	(11,884)	-4%
TOTAL CURRENT ASSETS	\$ 1,795,167	\$ 2,744,925	\$ (949,757)	-35%
Tangible Property	\$ 36,542	\$ 21,982	\$ 14,560	66%
Accumulated Depreciation	(18,320)	(14,622)	(3,699)	25%
NET FIXED ASSETS	\$ 18,222	\$ 7,360	\$ 10,862	100%
Prepayments	89,564	104,279	(14,714)	-14%
TOTAL ASSETS	\$ 1,902,954	\$ 2,856,563	\$ (953,609)	-33%
<i>LIABILITIES AND CAPITAL</i>				
Accounts Payable - Trade	\$ 581,257	\$ 533,683	\$ 47,574	9%
Wages Payable	173,878	131,778	42,100	32%
Other Payroll Liabilities	593,973	367,661	226,312	62%
Short Term Loan - City of Lynchburg	500,000	-	500,000	100%
Advance Payments	(476,796)	1,804,250	(2,281,045)	-126%
TOTAL LIABILITIES	1,372,312	2,837,372	(1,465,060)	-52%
Accumulated Income/(Loss) Current Year	280,641	19,191	261,450	1362%
Restricted Reserve	250,000	-	250,000	100%
TOTAL CAPITAL	\$ 530,641	\$ 19,191	\$ 511,450	2665%
TOTAL LIABILITIES AND CAPITAL	\$ 1,902,954	\$ 2,856,563	\$ (953,609)	-33%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF FEBRUARY 29, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 FEB ACTUAL	FY2023 FEB ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	\$ 42,409	\$ 33,538	26%	\$ 321,059	\$ 303,808	6%
DRT Passenger Revenue	3,997	4,055	-1%	23,999	26,030	-8%
Contracts (CVCC Access)	4,253	3,938	8%	34,024	31,504	8%
Non-Operating Revenue	2,986	397	652%	44,698	7,314	511%
Advertising Revenue	7,604	2,596	193%	52,360	23,243	125%
City Operating Assistance	143,705	105,538	36%	1,149,642	844,302	36%
County Operating Assistance	6,808	6,483	5%	54,460	51,867	5%
State Operating Assistance	146,187	266,855	-45%	1,363,334	1,439,243	-5%
Federal Operating Assistance	398,459	376,324	6%	3,139,298	3,010,592	4%
TOTAL REVENUE	\$ 756,408	\$ 799,724	-5%	\$ 6,182,873	\$ 5,737,903	8%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 144,675	\$ 135,573	7%	\$ 1,177,420	\$ 1,122,019	5%
Operator-Overtime	10,980	12,828	-14%	95,969	105,148	-9%
Other Salaries & Wages	47,332	41,719	13%	356,798	340,599	5%
Supervisors-Overtime	1,443	715	102%	10,172	7,110	43%
Fringe Benefits	86,913	86,219	1%	776,508	713,441	9%
Information Technology	3,213	-	100%	26,800	-	100%
TOTAL FIXED ROUTE	\$ 294,555	\$ 277,054	6%	\$ 2,443,667	\$ 2,288,317	7%
DEMAND RESPONSE						
Operator Labor	\$ 26,660	\$ 24,813	7%	\$ 206,880	\$ 190,616	9%
Operator-Overtime-PTS	470	680	-31%	4,645	7,204	-36%
Other Salaries & Wages	10,693	8,578	25%	74,147	54,596	36%
Fringe Benefits	16,203	15,398	5%	135,230	114,348	18%
Information Technology	-	-	100%	2,336	-	100%
TOTAL DEMAND RESPONSE	\$ 54,025	\$ 49,468	9%	\$ 423,238	\$ 366,764	15%
MAINTENANCE						
Other Salaries & Wages	\$ 66,676	\$ 59,080	13%	\$ 544,153	\$ 508,649	7%
Inspection&Maint,Srvc-Overtime	2,508	1,045	140%	18,839	10,709	76%
Fringe Benefits	29,360	27,161	8%	266,507	235,277	13%
Fuel & Lubricants	61,126	61,386	0%	499,387	623,513	-20%
Tires & Tubes	8,496	358	2273%	61,575	47,295	30%
Information Technology	911	-	0%	7,721	-	0%
Other Materials & Supplies	19,327	49,553	-61%	289,065	243,553	19%
TOTAL MAINTENANCE	\$ 188,403	\$ 198,583	-5%	\$ 1,687,248	\$ 1,668,996	1%
ADMINISTRATION						
Other Salaries & Wages	\$ 42,808	\$ 40,027	7%	\$ 347,729	\$ 335,852	4%
Fringe Benefits	18,171	18,083	0%	164,607	152,146	8%
Services	44,332	44,752	-1%	367,571	397,508	-8%
Utilities	27,945	22,616	24%	132,433	138,609	-4%
Casualty & Liability Expenses	21,788	22,303	-2%	162,401	153,224	6%
Information Technology	5,714	16,394	-65%	45,871	152,206	-70%
Other Materials & Supplies	9,891	5,705	73%	54,099	29,112	86%
Miscellaneous	15,356	5,241	193%	73,368	35,977	104%
TOTAL ADMINISTRATION	\$ 186,005	\$ 175,119	6%	\$ 1,348,079	\$ 1,394,634	-3%
TOTAL EXPENSES	\$ 722,988	\$ 700,224	3%	\$ 5,902,232	\$ 5,718,711	3%
NET INCOME/(LOSS)	\$ 33,420	\$ 99,499	66%	\$ 280,641	\$ 19,191	-1362%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
INCOME STATEMENT
AS OF FEBRUARY 29, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024	FY2024	% VAR	FY2024	FY2024	% VAR
	FEB ACTUAL	FEB BUDGET		YTD ACTUAL	YTD BUDGET	
REVENUE						
FRT Passenger Revenue	\$ 42,409	\$ 33,576	26%	\$ 321,059	\$ 268,607	20%
DRT Passenger Revenue	3,997	2,690	49%	23,999	21,516	12%
Contracts (CVCC Access)	4,253	4,253	0%	34,024	34,024	0%
Non-Operating Revenue	2,986	11,708	-74%	44,698	93,664	-52%
Advertising Revenue	7,604	2,917	161%	52,360	23,333	124%
City Operating Assistance	143,705	143,705	0%	1,149,642	1,149,642	0%
County Operating Assistance	6,808	6,808	0%	54,460	54,460	0%
State Operating Assistance	146,187	243,274	-40%	1,363,334	1,946,190	-30%
Federal Operating Assistance	398,459	397,439	0%	3,139,298	3,179,513	-1%
TOTAL REVENUE	\$ 756,408	\$ 846,369	-11%	\$ 6,182,873	\$ 6,770,950	-9%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 144,675	\$ 152,916	-5%	\$ 1,177,420	\$ 1,223,328	-4%
Operator-Overtime	10,980	19,879	-45%	95,969	159,033	-40%
Other Salaries & Wages	47,332	37,558	26%	356,798	300,464	19%
Supervisors-Overtime	1,443	1,871	-23%	10,172	14,970	-32%
Fringe Benefits	86,913	100,561	-14%	776,508	804,485	-3%
Information Technology	3,213	8,333	-61%	26,800	66,667	-60%
TOTAL FIXED ROUTE	\$ 294,555	\$ 321,118	-8%	\$ 2,443,667	\$ 2,568,947	-5%
DEMAND RESPONSE						
Operator Labor	\$ 26,660	\$ 29,919	-11%	\$ 206,880	\$ 239,352	-14%
Operator-Overtime-PTS	470	898	-48%	4,645	7,181	-35%
Other Salaries & Wages	10,693	9,223	16%	74,147	73,782	0%
Fringe Benefits	16,203	19,391	-16%	135,230	155,131	-13%
Information Technology	-	2,746	-100%	2,336	21,967	-89%
TOTAL DEMAND RESPONSE	\$ 54,025	\$ 62,177	-13%	\$ 423,238	\$ 497,412	-15%
MAINTENANCE						
Other Salaries & Wages	\$ 66,676	\$ 73,850	-10%	\$ 544,153	\$ 590,801	-8%
Inspection&Maint,Srvc-Overtime	2,508	4,627	-46%	18,839	37,017	-49%
Fringe Benefits	29,360	38,007	-23%	266,507	304,059	-12%
Fuel & Lubricants	61,126	91,407	-33%	499,387	731,257	-32%
Tires & Tubes	8,496	8,333	2%	61,575	66,667	-8%
Information Technology	911	750	21%	7,721	6,000	29%
Other Materials & Supplies	19,327	30,833	-37%	289,065	246,667	17%
TOTAL MAINTENANCE	\$ 188,403	\$ 247,808	-24%	\$ 1,687,248	\$ 1,982,467	-15%
ADMINISTRATION						
Other Salaries & Wages	\$ 42,808	\$ 51,235	-16%	\$ 347,729	\$ 409,882	-15%
Fringe Benefits	18,171	24,814	-27%	164,607	198,510	-17%
Services	44,332	43,287	2%	367,571	346,293	6%
Utilities	27,945	21,020	33%	132,433	168,157	-21%
Casualty & Liability Expenses	21,788	22,175	-2%	162,401	177,398	-8%
Information Technology	5,714	4,842	18%	45,871	38,733	18%
Other Materials & Supplies	9,891	10,973	-10%	54,099	87,784	-38%
Miscellaneous	15,356	36,921	-58%	73,368	295,367	-75%
TOTAL ADMINISTRATION	\$ 186,005	\$ 215,265	-14%	\$ 1,348,079	\$ 1,722,124	-22%
TOTAL EXPENSES	\$ 722,988	\$ 846,369	-15%	\$ 5,902,232	\$ 6,770,950	-13%
NET INCOME/(LOSS)	\$ 33,420	\$ -	-100%	\$ 280,641	\$ -	100%



GLTC Board Agenda Detail

Item #: 4c
Item Title: February 2024 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 30.75% compared with our monthly average and was up 11.81% over last month.

Ridership:

Total Fixed Route Ridership for the month of December was 50,881. Paratransit ridership for December was 1,654.

Service Impacts:

System wide on-time performance was 77.4%, which was down from December by 2.9%
3.19% of the service was lost due to missed trips.

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

Route	1A	1B	2	3A	4	6	7	8	10
On-time	76.4%	69.7%	82.1%	76.6%	65.4%	78.1%	67.3%	82.2%	82.9%

Route	12X	6X/7X
On-time	81.5%	79%

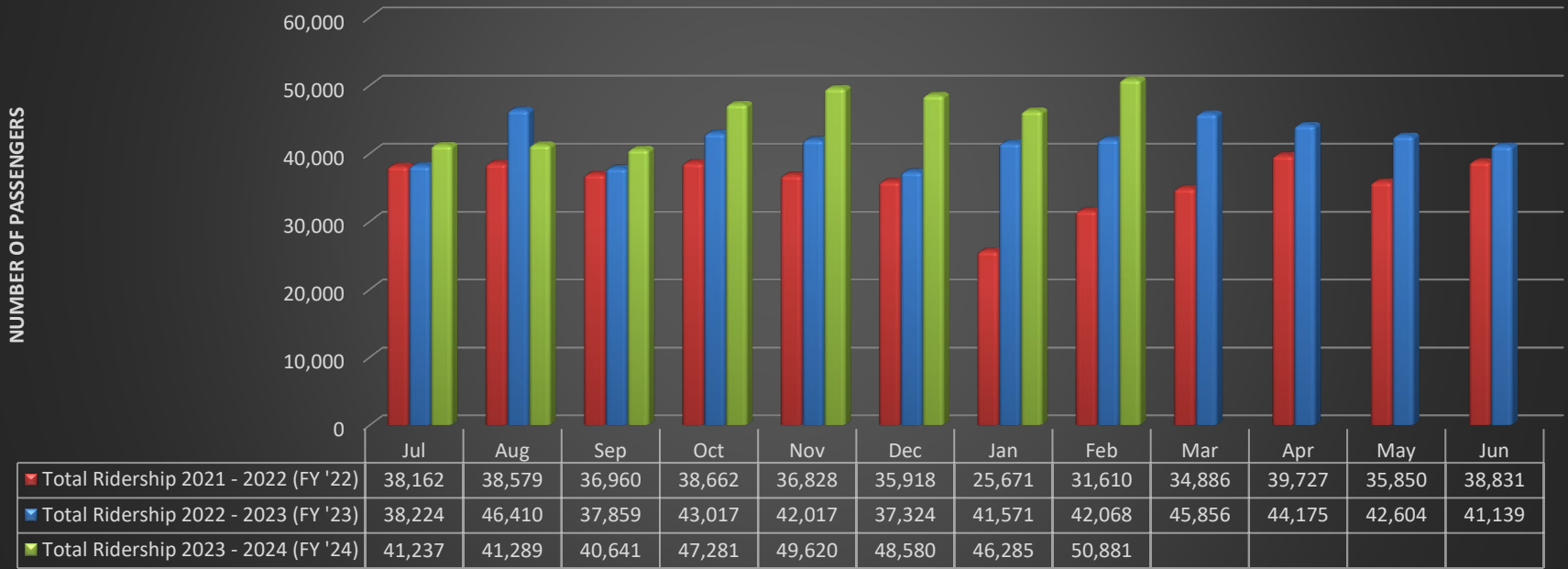
Maintenance:

Maintenance activities are reported as follows for December 2023:

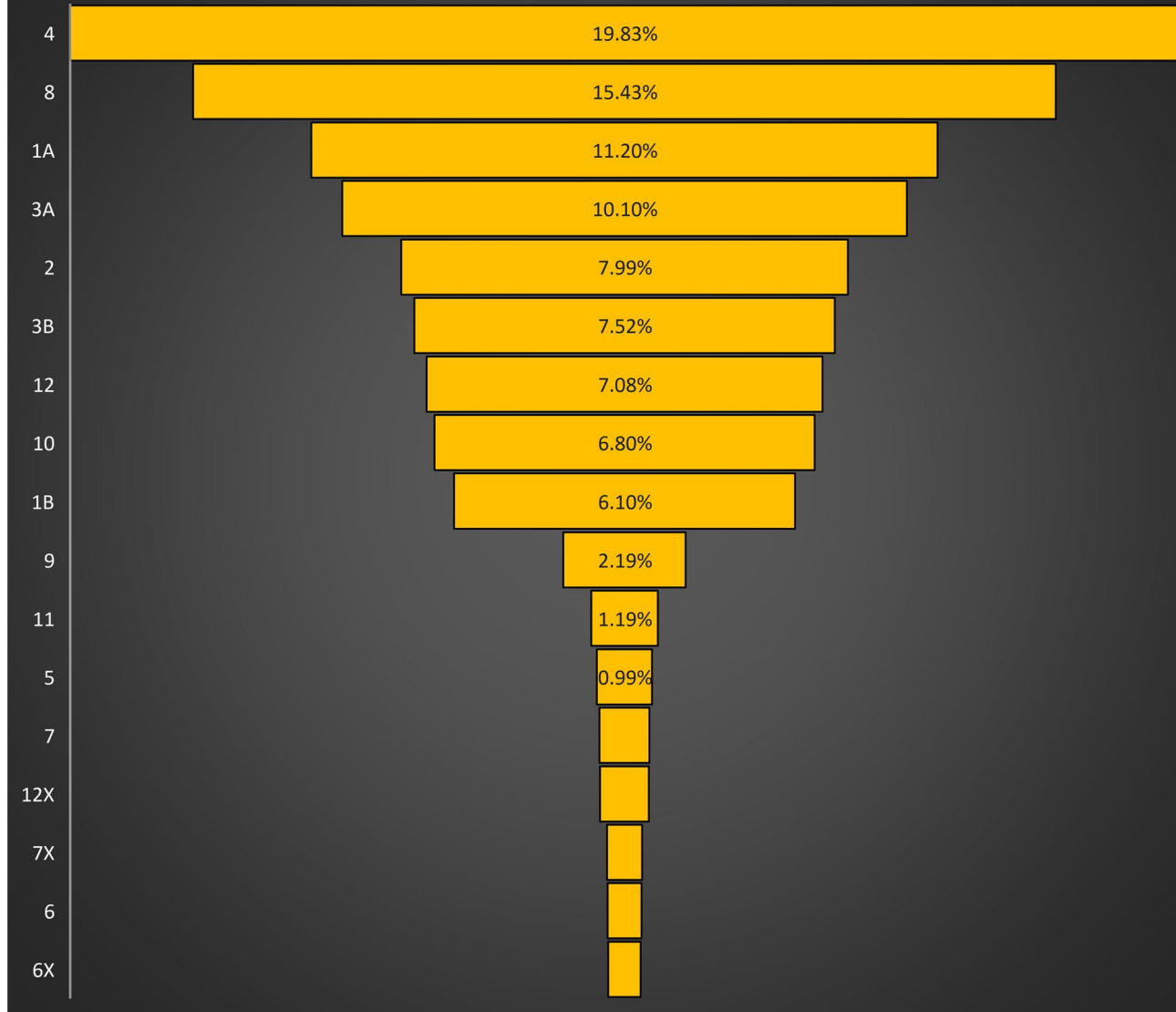
- Total mileage for fixed route – 77,564
- Paratransit total mileage – 12,780
- On-time performance for preventative maintenance activities – 89%
- Fleet downtime – 1.31%



Monthly System Ridership FY22 - FY24



Ridership Percentage by Route

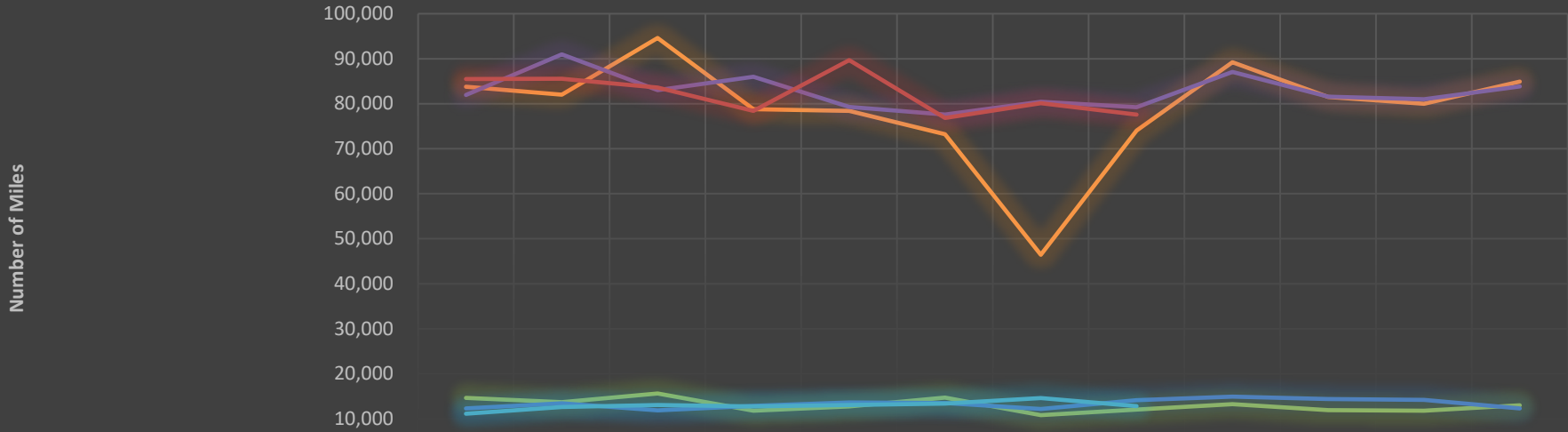


Feb-24

Route	Ridership	Percentage
4	10,092	19.83%
8	7,851	15.43%
1A	5,698	11.20%
3A	5,139	10.10%
2	4,065	7.99%
3B	3,825	7.52%
12	3,603	7.08%
10	3,460	6.80%
1B	3,103	6.10%
9	1,114	2.19%
11	606	1.19%
5	503	0.99%
7	455	0.89%
12X	444	0.87%
7X	320	0.63%
6	309	0.61%
6X	294	0.58%
Total	50,881	100.00%



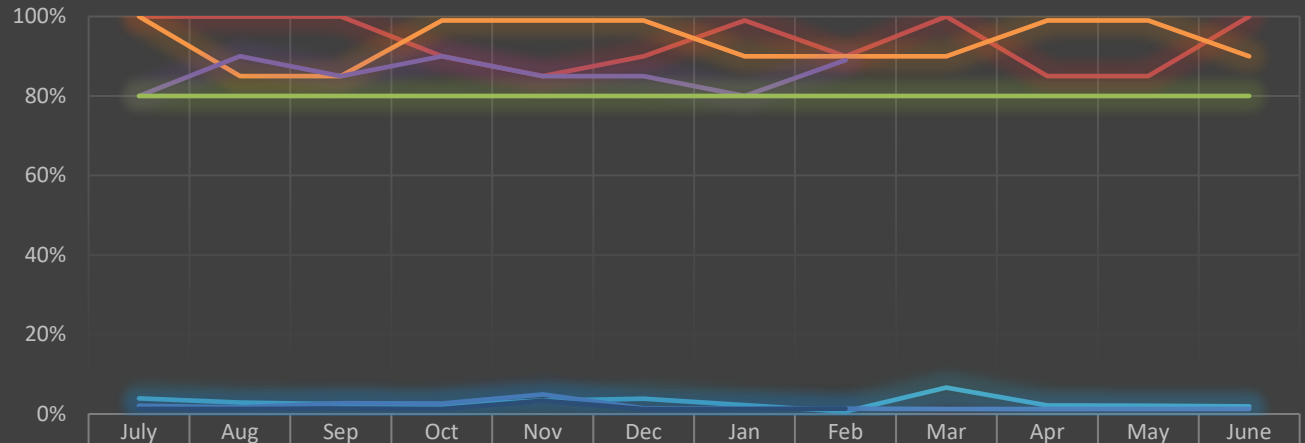
GLTC Mileage FY22, FY23, FY24



	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	85,585	83,593	78,407	89,692	76,838	80,107	77,564				
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	13,042	12,714	13,035	13,353	14,586	12,780				



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%	85%	90%	85%	85%	80%	89%				
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%	1.35%	1.30%	3.33%	1.23%	1.23%	1.31%				





GLTC Board Agenda Detail

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

Summary:

Attached is the Capital Projects report showing minor expenditures for February. We have partially expended the funds in VA-95-X120 and will be closing this grant with the next expenditure for fare collection equipment.

The remaining grants currently executed are for funds for our 9 replacement buses this summer, a small remaining amount in our AVL grant for some final items, and the remainder of our older ACM (spare parts) funds.

Contacts: Josh Moore
Attachments: February 2024 Financials
Action Required: None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	2/29/2024 Balance
VA-95-X120							
Revision approved 1/3/1	73022-25	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 0
Revision approved 1/3/1	73022-25	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 11,433
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 11,433
VA-2016-022-00 Executed 9/23/16							
VA-2016-022-01-00	73022-25	PURCHASE FARE COLLECTION EQUIPMENT	\$ 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	\$ 0
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,276,339
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	73021-48	Purchase 30FT Replacement Bus	\$ 713,856	\$ 999,398	\$ 71,386	\$ 1,784,640	\$ 304,841
VA-2021-014-01-00	73021-50	Purchase Spare Parts, ACM Items	\$ 120,000	\$ 168,000	\$ 12,000	\$ 300,000	\$ 131,821
VA-2021-014-01-00	73021-49	Purchase Vehicle Locator System	\$ 201,600	\$ 282,240	\$ 20,160	\$ 504,000	\$ 53,877
			\$ 321,600	\$ 450,240	\$ 32,160	\$ 804,000	\$ 185,698



GLTC Board Agenda Detail

Item #: 5a

Item Title: Old Business

Action: Discussion

No Old Business

No Old Business

Contacts:

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 6a

Item Title: New Business

Action: Discussion and Approval

Resolution of Appreciation

Attached is a Resolution of Appreciation for our retiring Board Member Charles Spence.

Contacts: Cameron Howe

Attachments: Resolution of Appreciation for Charles Spence

Action Required: Discussion and Approval





GLTC Board Agenda Detail

Item #: 6b

Item Title: New Business

Action: Discussion

Clean Transportation Action Plan

We will have a presentation from Leslie King who is working with Clean Cities on developing a clean transportation action plan for the City of Lynchburg.

Contacts: Josh Moore

Attachments: CTAP Overview and Community Talk Flier

Action Required: None





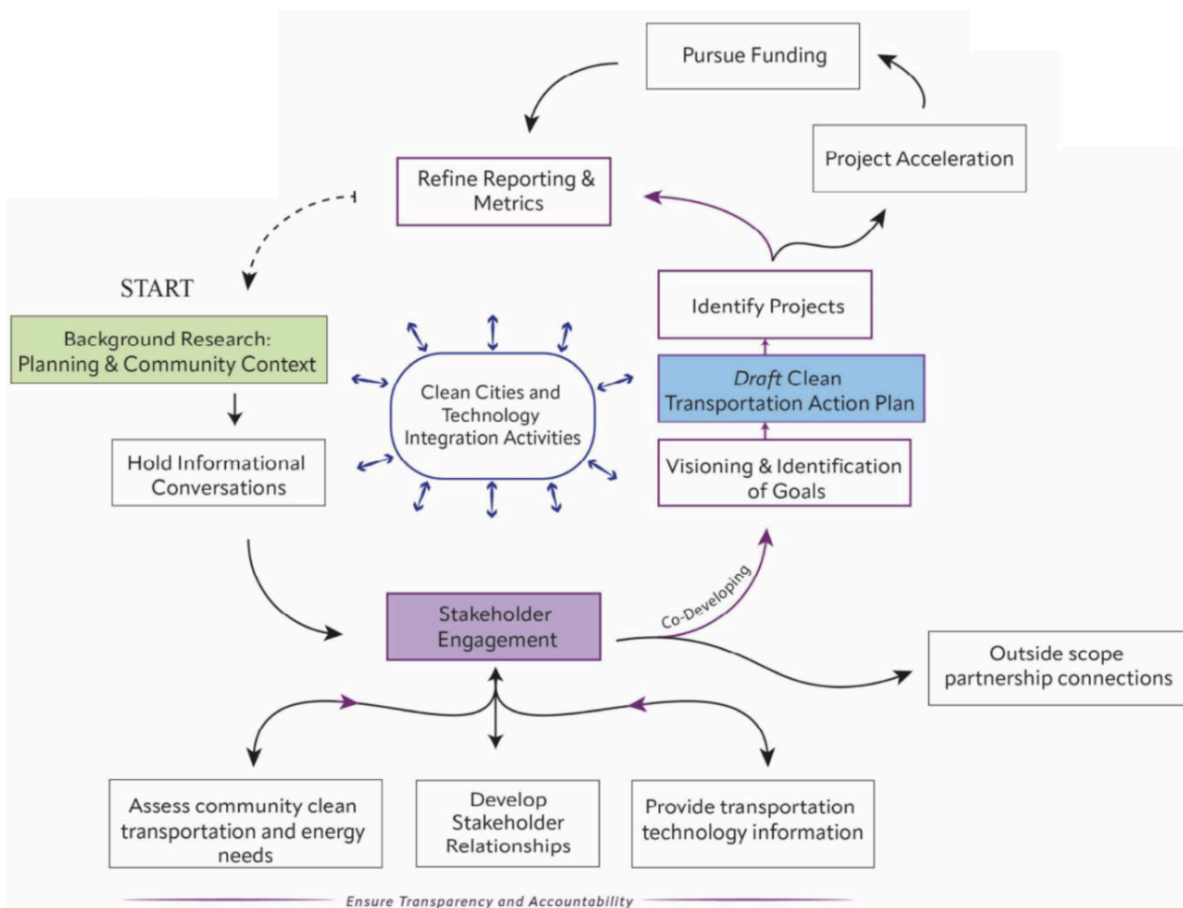
Community Transportation Action Plan

Virginia Clean Cities received funding through the U.S. Department of Energy's Clean Cities Energy and Environmental Justice Initiative (EEJI) to complete Clean Transportation Action Plans (CTAP) with disadvantaged communities. The first and main step to creating a CTAP is to engage with the local community to co-develop a Community Transportation Needs Assessment (CTNA).

Goals and Outcomes

1. **Communities are involved and empowered.**
2. **Meaningful impact** on the community by creating a bold, innovative CTAP that brings new voices to the conversation and develops synergistic partnerships
3. **Information shared** about clean transportation planning and projects with community based organizations (CBOs), foundations, city, etc.
4. **Actionable goals** that are specific to the local context and community
5. **Supporting data** to pursue funding opportunities.

Community Transportation Action Plan Roadmap:



Selected Community

Virginia Clean Cities chose the **City of Lynchburg** to complete a CTAP for.

Who we've spoken with so far

- Central Virginia Planning District Commission
- City of Lynchburg Fleet Services
- City of Lynchburg Planning
- Community Climate Collaborative
- Greater Lynchburg Community Foundation
- Greater Lynchburg Transit Company
- Lynchburg Community Action Group
- Many Voices, One Community
- Resilient Virginia
- Unified Potential

CTAP Timeline

September - December 2023

- Speaking with CBOs and stakeholders
- Introduce needs assessment and action plan
- Relationship development

January - March 2024

January 11th, Community Talk

- Stakeholder engagement
- Understanding needs and visioning
- First and second draft of CTAP

March 21st, Community Talk

April - June/July

- Community and stakeholder engagement
 - Transportation survey
- Education and exposure to clean mobility options
 - Start coffee hours
- Visioning and goals based on identified needs
 - More focus on community goals
 - Define metrics and project identification
- Third draft of CTAP

Mid May, Community Talk

June/July - September 2024

- Community and stakeholder engagement
- Community feedback on CTAP draft
- Share final CTAP with community

Mid July, Community Talk

Mid September, Community Talk



**THURSDAY,
MARCH 21**

5:30PM - 7PM

**GLTC Transit Center
800 Kemper St**

REGISTER NOW

SCAN



OR CONTACT



540-212-9416



**ctorres@
vacleancities.org**

**We will
provide
snacks!**

JOIN OUR

**TRANSPORTATION
& MOBILITY**

COMMUNITY CONVERSATION



**We want to hear YOUR
thoughts on:**

- Transportation Accessibility
- Transportation Affordability
- Transportation Safety
- Transportation Reliability





GLTC Board Agenda Detail

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

Three Microtransit ADA Minivans

Staff has attached the cost for ordering the three ADA minivans that were specified in the demonstration grant program funds for our upcoming microtransit demonstration. These vehicles will be equipped the same as the previous two units that were procured last year.

Contacts: Josh Moore

Attachments: Three Microtransit ADA Minivan Purchase

Action Required: Discussion and Approval





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

March 27th, 2024

Re: ADA Microtransit Minivan Purchase

Dear GLTC Board of Directors,

GLTC Staff are proposing to purchase three (3) ADA minivan vehicles to be dedicated to GLTC's microtransit operations. These vehicles will be identical to the two previously purchased. These minivans will be utilized in GLTC's Microtransit zone.

ADA Accessible Minivan

GLTC will be utilizing VA State Contract: E194-87443 (Contract Number CTR005605) with Sonny Merryman, Inc. for the purchase of three (3) ADA accessible Braun Entervan Minivans with a price of \$72,148 each for a total price of \$216,444. Sonny Merryman currently has these vehicles in stock. This price does not include the mounting of radios or fare collection equipment which will be handled separately.

Funding

We will be utilizing funding from our Microtransit Demonstration Grant for the entirety of the purchase.

The vehicles will also need to be in-serviced with items such as radios, fare collection equipment, and GLTC specific items added before they are placed in service which will be covered with separate grants or operational funds (radios).

Sincerely,

Josh Moore
General Manager



2024

Greater Lynchburg Transit Co.

CONTRACT NUMBER CTR005605

VENDOR: Sonny Merryman, Inc.
Post Office Box 495
Rustburg, VA 24588
1-800-533-1006 Ext. 8606
attn: Chad Seals

Ship To: GLTC
419 Bradley Drive
Lynchburg, VA 24501
Attn: Josh Moore, GM
Jmoore@gltonline.com
[\(P\)434\) 455-5084](tel:(434)455-5084)

Invoice To: GLTC

FOR THE FOLLOWING EQUIPMENT:

Braun Minivan Chrysler Voyager

VEHICLE NUMBER	3 Units @	
BASE UNIT COST:	\$66,448.00	
GLTC Wrap	\$3,705.00	
OPTIONS:		
AngelTrax Co-Pilot camera system	\$1,995.00	

COLORS
EXTERIOR: White
INTERIOR: Black

Vehicle Cost with options:	\$72,148.00	
Quote Date: 03/07/24		
4.15% DMV TAX	\$0.00	
MILEAGE:		
TOTAL COST:	<u>\$72,148.00</u>	\$216,444.00

FIRST LIEN HOLDER:
Dept of Rail & Public Transportation
Post Office Box 590
Richmond, VA 23218

NAME ON VEHICLE: Match Fleet

Title Information:
Please Provide

Note: Two Way Radio equipment and installation not included in price



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 Board Meeting is scheduled to occur on May 1st, at 8:30 am.

The next GLTC Work Session is scheduled to occur on April 18th, 2024, at 8:30 am.

All 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
Gary DuPriest	Pending
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

Members may be reached by mail by addressing items to:

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

