

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, December 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

October 16th, 2023, Work Session

All

#3 Committee & Partner Reports

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

Ada Hunsberger
Kelly Hitchcock
Chris Poindexter

#4 Staff Reports

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

Josh Moore

#5 Old Business

- a) No Old Business

Josh Moore

#6 New Business

- a) FY23 Audit Report
- b) FY25 Proposed Budget
- c) Microtransit RFP Award

Millie Martin
Josh Moore
Doressa Chilton

#7 President's Report

GLTC Board
President

#8 Next Meeting Dates & Adjournment

Board Meeting: January 3rd, 2024, @ 8:30 am – GLTC Board Meeting Room
Work Session: December 21st, 2023, @ 8:30 am – GLTC Board Meeting Room

All





GLTC Board Agenda Detail

Item #: 2
Item Title: October 19th, 2023, Work Session Minutes
Action: Consideration of Approval



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



October 19th, 2023
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on 10/19/23 at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Cameron Howe; Mary-Winston Deacon; Benjamin Blanks; Randy Woods; Charles Spence; Brian Landergan.

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

Guest Included: Dr. Salmons

#1 – Call to Order – Public Comment

At 8:30 a.m., Mr. Woods called the meeting to order. At that time, he asked for public comment. The guest representing Salmon Upstream LLC CEO, John M. Salmon IV, MD, introduced himself. He informed the board that he was currently involved in the Microtransit RFP process and expressed his desire to build a partnership with Greater Lynchburg Transit Company. Mr. Woods asked Mr. Salmon how the board could assist him. Mr. Salmons notably wanted to create a short-term arrangement to use GLTC vehicles to assist with transporting clients that used Salmon Upstream service. Mr. Woods thanked Mr. Salmons for his comments.

#2 – Strategic Plan Priorities – Financial Stability

Mr. Moore led the discussion about financial stability with a visual presentation. Mr. Moore explained the following funding sources:

- **Fares & Contracts** - Fixed Route and Paratransit Fares. The category is stable and linked to ridership. Mobile Fare Collection presents a new opportunity for increased revenue.
- **Advertising** - Dependent on the economy. Mr. Moore highlighted the new opportunity with new technologies such as our infotainment signs and increasing advertising in spaces such as shelters, and benches offer possible new avenues for growth.



- Local Funding – Sources are both the City of Lynchburg and Amherst County, VA. Mr. Moore stated that funding varies each year and is not known until after the budget process is completed in mid-May.
- State Funding - Currently GLTC is still recovering from the loss of LU service but should return to the 30% cap in the next 1-2 years. Potential disruptions in the near term are the creation of a new budget in CY24 and the potential for changes in program administration with changing state priorities in SmartScale and other funding programs. Mr. Patrick asked about operational funding from the state. Mr. Moore stated that there is a cap level at 30%.
- Federal Funding - Changes in political leadership and priorities may create major risks depending on the funding. Direct funding is mostly formula based and is stable unless the allocation is changed by legislation.

Mr. Woods asked each board member what sources they understand to be the most important? Ms. Mary-Winston commented that she was concerned about the state funding volatility. Mr. Landergan commented that local/county funding and the opportunity for advertisements should be a future focus. Ms. Howe commented that she wants to focus on all sources equally to ultimately become sustainable long-term.

EXPENSES

Mr. Moore reviewed the expenses with an explanation of how the agency handles fuel expenses. GLTC uses diesel fuel for all buses. Mr. Moore noted that a major risk to diesel expenses are the unpredictable fluctuations in pricing. Mr. Landergan asked if the fuel prices are locked contracted prices? Mr. Moore replied no. He explained that GLTC has used First Transit fuel bargaining agreement to receive discounts in the past.

TIRES & PARTS

Price volatility has decreased in the short term. However, supply chain issues are still evident. Mr. Moore stated that there are new technologies being researched such as airless tires which may offer new alternatives that extend the lifespan of the tire.

SALARIES

CBA staff wages are negotiated through Sept 2025. Wages need to stay abreast of cost of living to ensure that GLTC can retain employees. Wages and duties for non-CBA staff need to be examined every few years to ensure that compensation is accurate and stays in a place to attract new staff. GLTC is currently pursuing intern grants to assist staff. Fringe benefits are formula based. Reductions in worker's comp and continued work in promoting employee health which allow GLTC to keep reduced rates for insurances.

INFORMATION TECHNOLOGY

According to Mr. Moore the increased move by IT companies to only offer subscription-based products creates more reoccurring costs and moves costs from one-time capital funded



expenditures. This has been leading to increasing costs over time. The addition of new technologies and services may also add to increasing costs.

UTILITIES

Mr. Moore explained the volatility factors associated with coal prices and local gas and power companies. GLTC is seeking more efficient technologies.

Mr. Woods asked the board for their key takeaways from the presentation Mr. Moore provided. Mr. Landergan voiced his concern about power/electricity expenses. Ms. Mary-Winston agreed with Mr. Landergan's comments. Mr. Blanks had no suggestions. Mr. Patrick voiced his opinion on service hours and how they impact expenses. Mr. Woods would like to research hydrogen fuel alternatives for the future and how microtransit will influence fuel cost.

Mr. Patrick asked if the electric school bus fleet model that will be used by the City of Lynchburg be of any use to GLTC. Mr. Moore replied no. The fixed route transit model and school bus model are different mainly due to service demand.

President Report

No report. Mr. Woods notified the board that employee and ridership sectors will be discussed in the January work session. Mr. Blanks asked if Mr. Moore would need to take action due to the government shutdown. Mr. Moore replied no action needed to be taken at the moment.

Mr. Woods proposed to invite Mr. Salmon to present a business model once the RFP process was complete. Mr. Woods made a motion to adjourn the work session, Mr. Woods seconded, and the meeting ended.

#8 - Next Meeting Dates

The next board meeting would be the Annual Meeting – October 25th, 2023, @ 6:00 pm – GLTC O&M Facility

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

- a) Ride Solutions

Partner Reports

- a) CVPDC Transportation Planner
- b) RIC Update

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:

- Working with CVPDC and City staff to develop planning objectives for the exploration of a Transit Oriented Development corridor study
- Working with GLTC staff on fine-tuning our new AVL system and deploying our passenger signage systems
- Attended several VDOT meetings regarding upcoming major construction projects in the area
- Working with staff from GLTC, Masabi, and Equans in preparation for the soft launch of our mobile fare collection system in December
- Attended the Lynchburg Peacemakers Grand Opening

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

- Worked with the Employee Relations Committee for their Yard and Bake Sale
- Coordinated with the Marketing Manager for the Halloween Bus at Miller Park
- Attended the LCS Partners in Education Breakfast
- Provided Transportation for Sandusky Middle School's Holiday Helpings
- Assisted with the Bright Lights Festival
- NAACP Annual Dinner
- Lynchburg Peacemakers Grand Opening
- Attended the APTA Procurement Subcommittee Meeting for DBE

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

- Started a new class on 11/27 of 3 operators
- Prepping for upcoming safety meeting for new mobile fare payments and winter weather safety and route detours as this may be a snowy winter
- Continuing work on fine-tuning our new AVL system and cleaning up the GTFS data, stop names, and announcements

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

- Working on fabricating mounts for our new fare validators
- Beginning winter weather preventative maintenance campaigns including tire chain systems for PTS and building weatherization

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

- Completed financial section of FY23 NTD Report
- Completed annual audit and am preparing financial statements
- Interviewed and hired a Finance intern, Mitch Hazen
- Working on unclaimed property and outstanding Account Receivables reports

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

- Set up system for our new Finance intern
- Preparing for NAS replacement and system updates in new year



- Finalized setup for Apple and Google stores for mobile payment app deployment

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

- Hired 3 operators and 1 Finance Intern
- Working on end-of-year ACA documentation

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

- Met with RIC to discuss the mobile fare payment system implementation
- Assisted with prep for mobile payment store app integration
- Working with Charles Tibbs from ACE ELA (English as a second language) to teach students how to use GLTC and navigate the system





GLTC Board Agenda Detail

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

REPORTS:

We have just received the completed FY23 Audit report and will distribute financial statements to the current time. Staff is finalizing the statements, and they will be distributed as a supplement before the meeting via email and hard copy.

Contacts: Josh Moore
Attachments: Supplemental Distribution
Action Required: None





GLTC Board Agenda Detail

Item #: 4c

Item Title: October 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 21.5% compared with our monthly average and was up 17.06% over last month.

Ridership:

Total Fixed Route Ridership for the month of October was 47,281. Paratransit ridership for October was 1,547.

Service Impacts:

System wide on-time performance was 76.6%, which was down from September by 1.6%

7.58% of the service was lost due to missed trips.

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

Route	1A	1B	3A	3B	4	5	6	7	8
On-time	80.3%	79.5%	72.9%	83.7%	68.1%	69.2%	87.1%	79.5%	73.5%

Route	10	12
On-time	80.1%	79.5%

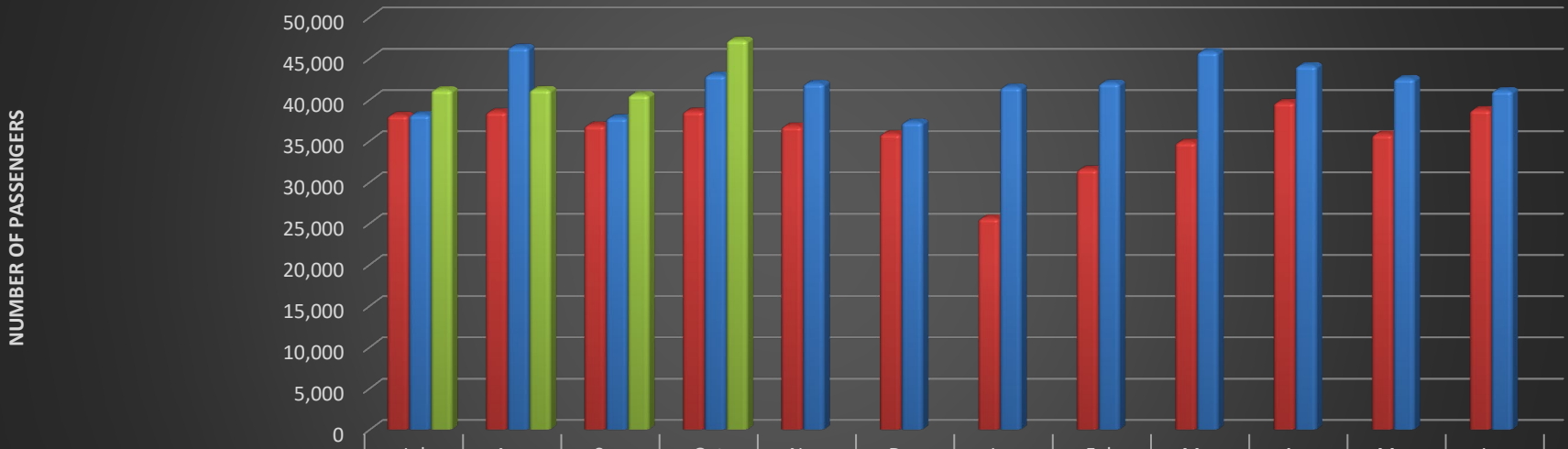
Maintenance:

Maintenance activities are reported as follows for October 2023:

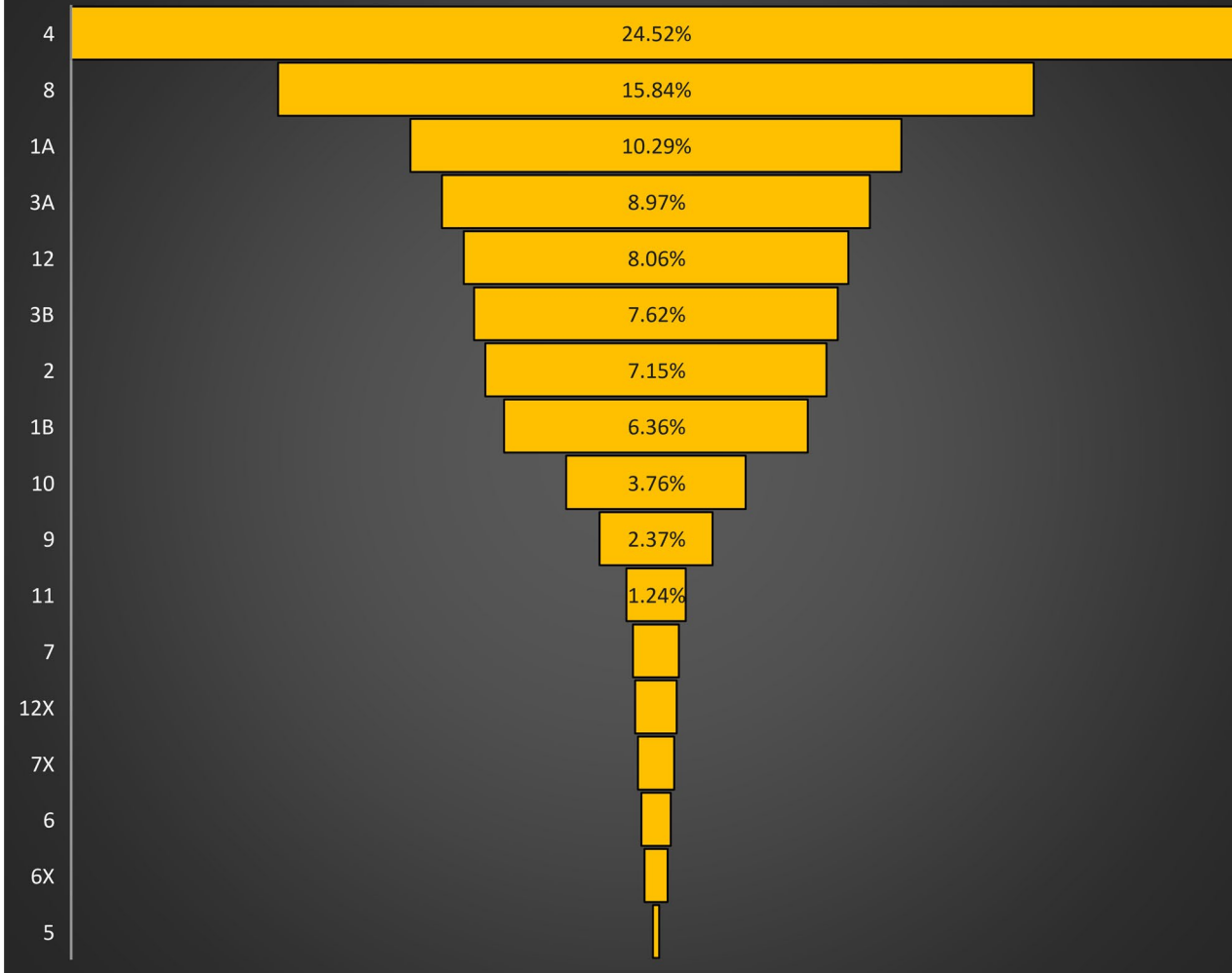
- Total mileage for fixed route – 89,692
- Paratransit total mileage – 13,035
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 1.3%



Monthly System Ridership FY22 - FY24



Ridership Percentage by Route

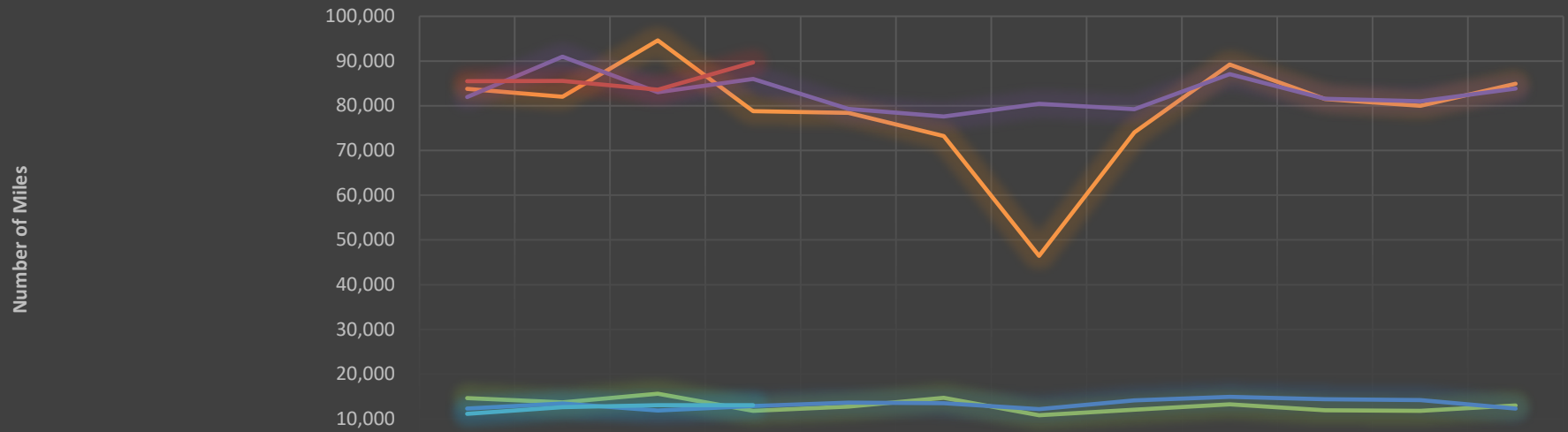


Oct-23

Route	Ridership	Percentage
4	11,591	24.52%
8	7,488	15.84%
1A	4,865	10.29%
3A	4,241	8.97%
12	3,810	8.06%
3B	3,604	7.62%
2	3,379	7.15%
1B	3,009	6.36%
10	1,778	3.76%
9	1,120	2.37%
11	588	1.24%
7	455	0.96%
12X	410	0.87%
7X	360	0.76%
6	292	0.62%
6X	229	0.48%
5	62	0.13%
Total	47,281	100.00%



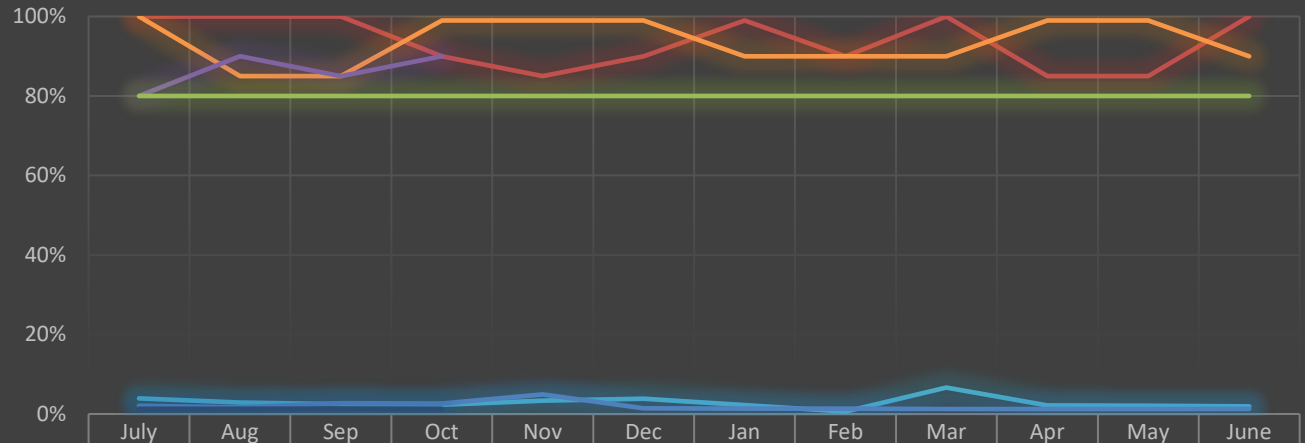
GLTC Mileage FY22, FY23, FY24



	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	89,692								
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	13,035								



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%								
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%								





GLTC Board Agenda Detail

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

Summary:

We have just received the completed FY23 Audit report and will distribute financial statements to the current time. Staff is finalizing the statements, and they will be distributed as a supplement before the meeting via email and hard copy.

Contacts: Josh Moore
Attachments: Supplemental Distribution
Action Required: None





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

FY23 Audit Report

Chris Banta from Brown Edwards will be delivering the final audit report for Fiscal Year 2023.

Contacts: Millie Martin

Attachments: Fiscal Year 2023 Final Audit Report – Supplemental Distribution and Distributed as Hard Copy

Action Required: Discussion and Approval





GLTC Board Agenda Detail

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

FY25 Proposed Budget

Attached is the FY25 Proposed Budget for discussion and approval. Updates to funding and final adjustments to the budget will be incorporated into the appropriated budget in June 2024.

Contacts: Josh Moore

Attachments: FY25 Proposed Budget

Action Required: Discussion and Approval



GREATER LYNCHBURG TRANSIT COMPANY

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

Fiscal 2025 Operating Budget

REVENUE	FY2025		FY2024	
	PROPOSED		ADOPTED	
	BUDGET		BUDGET	
FRT Passenger Revenue	\$	402,910	\$	402,910
DRT Passenger Revenue	\$	32,274	\$	32,274
Contracts (CVCC Access)	\$	51,036	\$	51,036
Non-Operating Revenue	\$	140,496	\$	140,496
Advertising Revenue	\$	45,000	\$	35,000
City Operating Assistance	\$	1,879,308	\$	1,724,463
County Operating Assistance	\$	84,958	\$	81,690
State Operating Assistance	\$	3,010,295	\$	2,919,285
Federal Operating Assistance	\$	4,769,270	\$	4,769,270
TOTAL REVENUE	\$	10,415,547	\$	10,156,424
EXPENSES				
FIXED ROUTE				
Operator Labor	\$	1,908,393	\$	1,834,993
Operator-Overtime	\$	248,091	\$	238,549
Other Salaries & Wages	\$	468,725	\$	450,697
Supervisors-Overtime	\$	23,353	\$	22,455
Fringe Benefits	\$	1,254,997	\$	1,206,728
TOTAL FIXED ROUTE	\$	3,903,559	\$	3,753,422
DEMAND RESPONSE				
Operator Labor	\$	373,389	\$	359,028
Operator-Overtime-PTS	\$	10,771	\$	10,771
Other Salaries & Wages	\$	115,100	\$	110,673
Fringe Benefits	\$	232,697	\$	232,697
TOTAL DEMAND RESPONSE	\$	731,957	\$	713,169
MAINTENANCE				
Other Salaries & Wages	\$	921,649	\$	886,201
Inspection&Maint,Srvc-Overtime	\$	55,526	\$	55,526
Fringe Benefits	\$	474,332	\$	456,088
Fuel & Lubricants	\$	1,096,885	\$	1,096,885
Tires & Tubes	\$	100,000	\$	100,000
Other Materials & Supplies	\$	370,000	\$	370,000
TOTAL MAINTENANCE	\$	3,018,392	\$	2,964,700
ADMINISTRATION				
Other Salaries & Wages	\$	639,416	\$	614,823
Fringe Benefits	\$	309,676	\$	297,765
Services	\$	519,439	\$	519,439
Utilities	\$	252,236	\$	252,236
Casualty & Liability Expenses	\$	266,097	\$	266,097
Information Technology	\$	200,050	\$	200,050
Other Materials & Supplies	\$	131,676	\$	131,676
Miscellaneous	\$	443,050	\$	443,050
TOTAL ADMINISTRATION	\$	2,761,640	\$	2,725,136
TOTAL EXPENSES	\$	10,415,547	\$	10,156,425



GLTC Board Agenda Detail

Item #: 6c

Item Title: New Business

Action: Discussion and Approval

Microtransit RFP Selection

Staff have prepared the recommendation for the Microtransit service award and will be presenting the recommended vendor for board approval.

Contacts: Doresasa Chilton

Attachments: Microtransit RFP, Proposals, Recommendation and Scoring Packet – sent under separate cover

Action Required: Discussion and Approval





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 January 3rd, 2023, at 8:30 am.

The next GLTC Work Session is scheduled to occur on December 21st, 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

