

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, February 7th, 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; 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

December 6th, 2023, 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

#5 Old Business

- a) No Old Business

Josh Moore

#6 New Business

- a) MoveUP Presentation
- b) GLTC Board Retreat Priorities

Dr. John Salmon
Josh Moore

#7 President's Report

GLTC Board
President

#8 Next Meeting Dates & Adjournment

Board Meeting: March 6th, 2024, @ 8:30 am – GLTC Board Meeting Room
Board Retreat: February 15th, 2024 @ 9:00 am – 419 Bradley Dr. Facility
Board Retreat Backup: February 22nd, 2024 @ 9:00 am – 419 Bradley Dr.

All





GLTC Board Agenda Detail

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



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



December 6th, 2023
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on 12/6/23 at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Cameron Howe; Mary-Winston Deacon via Zoom; Benjamin Blanks; Randy Woods; Brian Landergan, Tab Sprouse.

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

Guest Included: Dr. Salmons - Upstream LLC, Chris Banta from Brown Edwards, Ada Hunsberger from CVPDC, Jack Underwood, Jim Handel, Bryan Tiller, Ken kraft, Serge Arsensio, Sandy Smith, Tyler Hutchison, Danielle Eby, Terrick Moyer, Celeste Sedlar

#1 – Call to Order – Public Comment

At 8:30 a.m., Mr. Woods began the board meeting and asked for public comment.

Ms. Danielle Eby stated that she would like for GLTC to partner with Move Up.

Mr. Tyler Huthison stated that he uses GLTC services and would like for GLTC to partner with Move Up.

Mr. Terrick Moyer stated that he was from Pittsburgh, PA. He is concerned about GLTC option to combine service. He wants GLTC to partner with MoveUp for microtransit service.

Mr. Carl Putnam stated that he would never take a city bus. He stated that the bus is an inconvenience, and he does not enjoy it.

Mr. Serge Arsensio stated that he has lived in Lynchburg for twenty years. He would like for GLTC to partner with Dr. Salmons and partner with Move Up. He claims that GLTC is losing money.

Mr. Ken Kraft works for Lynchburg Chrysler dealership. He stated that he has provided Dr. Salmons shuttle vans to take patients to clinics.



Dr. Salmons stated that he started a transportation business in 2016. He stated that public transit does not work in rural areas. His fare box recovery rate is 70%.

#2 – Consideration of Meeting Minutes Approval

Mr. Woods made a motion to allow remote voting. Ms. Sprouse and Mr. Blanks voted to allow remote voting. The motion was approved.

Mr. Woods asked the board for approval of October 16th, 2023 minutes. Mr. Blanks and Ms. Sprouse made a motion to approve. The minutes were accepted.

#3 - Committee & Partner Reports

a) CVPDC Transportation Planner

Ada Hunsberger of CVPDC stated that no transportation amendments had not been adopted to FY24 Transportation Improvement Program due to meeting cancelations. They are reviewing proposals for on-call consultants. CVPDC has applied for USTOD grants will provide years of technical assistance with corridor planning and multimodal planning. Van Pool systems are still being pursued.

Mr. Woods asked what are 5303 projects? Mr. Moore explained that they are planning grants. GLTC does not have a planner on staff so the funds go to CVPDC.

b) RIC Update

Mr. Moore noted that the committee discussed paratransit and garbage issues at stops. Members would like to have route numbers installed on signs. The next meeting would be held January 17th, 2024.

#4 – Staff Reports

Mr. Moore stated that GLTC will launch mobile fare system during the coming weeks. The GLTC app will be validated visually until readers are installed on vehicles. GLTC Christmas bus is in service. GLTC started training 3 new operators. GLTC has a new finance Intern.

Financials

Mr. Moore informed the board that the financials are not complete due to the delay with the audits. The income statements will display being \$50K under budget. Mr. Moore stated that he would send members income report for FY24 and capitol projects. Mr. Patrick asked if there is a positive budget surplus what happens to the funds? Mr. Moore replied that the funds are given back to the City of Lynchburg. The funds are then put into a capitol fund.

Ridership

Mr. Moore stated that October ridership was the highest ridership since Covid-19 service



disruptions. On time performance is continually decreasing along Route 8 due to congestion. Route 4 is also experiencing delays due to congestion.

#5 – Old Business

No Report.

#6 – New Business

FY23 AUDIT REPORT

Mr. Banta from Brown Edwards reviewed the required results of the June 30th audit with the board of directors. The primary goal of the audit is review the financial statements. His report concluded that GLTC presented accurate financial statements. GLTC successfully implemented governmental policies while paying vendors and avoided any fraudulent occurrences. No material weaknesses were found. Both operating and federal assistance audits produced clean compliance reviews.

Mr. Woods asked for time to review the report presented from Brown Edwards. Mr. Patrick congratulated GLTC staff on the successful audit.

FY25 BUDGET

Mr. Woods noted that the board would continue previous discussions from last meeting about the proposed FY25 budget. Mr. Moore stated that staff was waiting to receive information on the Transportation Housing Urban Development Appropriations bill and the Virginia state budget conclusion. Mr. Patrick asked how much are the wage increases for staff? He replied 4%. Mr. Patrick asked how much of an increase would be asked of the city of Lynchburg? Mr. Moore replied that the amount would be less than the total that was asked for from the previous year.

Mr. Woods notified that board that over the next six months the final funding numbers would be completed and presented by June 2024.

Mr. Patrick made a motion to approve the presented proposal and Mr. Blanks seconded. The proposed budget was passed.

MICROTRANSIT RFP AWARD

Mr. Woods reviewed the Microtransit RFP process with the board members. This discussion is a continuation from previous meeting in which more time was requested to review proposals, and recommendations made by staff. Mr. woods asked members if they had additional questions about the process or candidates. Mr. Patrick stated that he did not see anything in the procurement presented from staff. Mr. Woods agreed with the selection committee's choice



of vendor for Microtransit RFP. Mr. Woods made a motion to approve the recommendation. Mr. Landergan, Ms. Mary Winston Deacon, and Mr. Blanks seconded. The chosen vendor was accepted.

President Report

No report.
Mr. Woods thanked the staff and board members for the hard work.

#8 - Next Meeting Dates

The next board meeting will be on – Jan. 3rd, 2023, 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

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:

- Continuing work with CVPDC and City staff to develop planning objectives for the exploration of a Transit Oriented Development corridor study
- Working to address some recent issues of vandalism and disruptive passengers
- Official launch of our mobile fare collection system on January 31st
- Meeting with agency partners to discuss the changes to the bulk fare program and the new mobile fare system
- Attended the VTA Legislative Day in Richmond on January 22nd
- Submitted grants and operating budget for FY25 to DRPT

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

- Attended the CTAV Board of Directors Meeting
- Participated in the, "How to Deal with Homelessness" webinar and discussion
- Preproduction site visit at Gillig
- Working on GLTC's 50th Anniversary with DRPT

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

- Resumed service on Commerce St
- Three of our new trainees have graduated training and are finishing cadeting
- Working on planning for possible service changes in discussion

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

- Working to complete repairs to several shelters and signs that have been damaged
- Visited Gillig plant for preproduction site visit
- Preliminary inspection of 2 of our new BOC's

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

- Completed FY25 grant applications for the State
- Completed quarterly FTA FFR Reports
- Completed December financial statements
- Worked with Mitch Hazel our Finance Intern on entering bank transactions and how to prepare A/P accrual journal entries
- Working on outstanding Account Receivables with Mitch

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

- Working with HVAC providers to identify the issue with the building automation that is keeping the HVAC from performing in fully autonomous mode
- Researching SAN/network equipment for replacement
- Working with ISP's to reduce monthly costs and lessen the required equipment between the two facilities for ongoing cost savings



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

- Recruiting and interviewing candidates for PTS Dispatcher
- Updating annual OSHA reports
- Working on end of year Drug and Alcohol Reporting

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

- Publicly launched GLTC's new mobile fare system
- Attended the VTA Legislative Day on January 22nd
- Working on public outreach events for mobile fare payments and familiarizing riders with the system





GLTC Board Agenda Detail

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

REVENUES:

Revenues for Federal is just under budget as our expenses have been slightly lower than budgeted. State Assistance is down as we have not yet received the reimbursement for our quarterly TRIP payment. City and County operating has been received and is on-budget. Advertising has rebounded significantly from late last year and we are over both for the month and the year-to-date. Non-operating revenues are down but this is offset by lesser expenses in those categories (insurance reimbursements, warranties). Fares for both fixed route and paratransit are higher than budgeted which reflects the increased ridership.

EXPENSES:

Operator labor is currently running below budget due to several vacancies and employees on leaves of absence and Workmans' Comp. Other Salaries and Wages in Fixed Route is over budget reflecting where staff wages had changed in response to performance increases in September. Demand Response labor is tracking on budget although overtime is still down. 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 under budget as the current price of diesel and gasoline has remained low. Tires are under budget due to an adjustment at year end. Parts and Materials have continued to remain both higher in costs than past years and scarcer. This combined with the age of our oldest vehicles is contributing to higher repair costs across the fleet.

IT is currently under budget but is still over in some areas as we are working on fine-tuning our breakout of expenses. Utilities have been lower through the year currently based on better weather conditions and several price increases not yet flowing through the billing cycle.

SUMMARY:

We are currently under budget \$38,605 for the month and \$177,963 for the year.

Contacts: Josh Moore
Attachments: December 2023 Financial Statements
Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
INCOME STATEMENT
AS OF DECEMBER 31, 2023

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|-------------------------|-------------------------|-------------|-------------------------|-------------------------|-------------|
| | FY2024 DEC ACTUAL | FY2024 DEC BUDGET | % VAR | FY2024 YTD ACTUAL | FY2024 YTD BUDGET | % VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 34,061 | \$ 33,576 | 1% | \$ 242,706 | \$ 201,455 | 20% |
| DRT Passenger Revenue | 3,426 | 2,690 | 27% | 17,114 | 16,137 | 6% |
| Contracts (CVCC Access) | 4,253 | 4,253 | 0% | 25,518 | 25,518 | 0% |
| Non-Operating Revenue | 20 | 11,708 | -100% | 41,699 | 70,248 | -41% |
| Advertising Revenue | 5,789 | 2,917 | 98% | 40,188 | 17,500 | 130% |
| City Operating Assistance | 143,705 | 143,705 | 0% | 862,232 | 862,232 | 0% |
| County Operating Assistance | 6,808 | 6,808 | 0% | 40,845 | 40,845 | 0% |
| State Operating Assistance | 149,187 | 243,274 | -39% | 978,692 | 1,459,643 | -33% |
| Federal Operating Assistance | 390,397 | 397,439 | -2% | 2,342,380 | 2,384,635 | -2% |
| TOTAL REVENUE | \$ 737,645 | \$ 846,369 | -13% | \$ 4,591,374 | \$ 5,078,212 | -10% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 143,834 | \$ 152,916 | -6% | \$ 888,770 | \$ 917,496 | -3% |
| Operator-Overtime | 11,068 | 19,879 | -44% | 74,392 | 119,275 | -38% |
| Other Salaries & Wages | 45,118 | 37,558 | 20% | 263,248 | 225,348 | 17% |
| Supervisors-Overtime | 1,929 | 1,871 | 3% | 7,459 | 11,227 | -34% |
| Fringe Benefits | 82,543 | 100,561 | -18% | 578,409 | 603,364 | -4% |
| Information Technology | 3,213 | 8,333 | -61% | 20,375 | 50,000 | -59% |
| TOTAL FIXED ROUTE | \$ 287,705 | \$ 321,118 | -10% | \$ 1,832,652 | \$ 1,926,711 | -5% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 29,235 | \$ 29,919 | -2% | \$ 152,859 | \$ 179,514 | -15% |
| Operator-Overtime-PTS | 652 | 898 | -27% | 3,353 | 5,385 | -38% |
| Other Salaries & Wages | 8,163 | 9,223 | -11% | 55,115 | 55,336 | 0% |
| Fringe Benefits | 15,801 | 19,391 | -19% | 99,065 | 116,349 | -15% |
| Information Technology | - | 2,746 | -100% | 2,336 | 16,475 | -86% |
| TOTAL DEMAND RESPONSE | \$ 53,851 | \$ 62,177 | -13% | \$ 312,728 | \$ 373,059 | -16% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 67,460 | \$ 73,850 | -9% | \$ 405,846 | \$ 443,101 | -8% |
| Inspection&Maint,Srvc-Overtime | 2,639 | 4,627 | -43% | 14,136 | 27,763 | -49% |
| Fringe Benefits | 28,750 | 38,007 | -24% | 196,878 | 228,044 | -14% |
| Fuel & Lubricants | 51,934 | 91,407 | -43% | 383,162 | 548,443 | -30% |
| Tires & Tubes | (1,404) | 8,333 | -117% | 41,314 | 50,000 | -17% |
| Information Technology | 973 | 750 | 30% | 5,838 | 4,500 | 30% |
| Other Materials & Supplies | 52,534 | 30,833 | 70% | 233,630 | 185,000 | 26% |
| TOTAL MAINTENANCE | \$ 202,886 | \$ 247,808 | -18% | \$ 1,280,803 | \$ 1,486,850 | -14% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 44,233 | \$ 51,235 | -14% | \$ 258,237 | \$ 307,411 | -16% |
| Fringe Benefits | 18,221 | 24,814 | -27% | 121,055 | 148,883 | -19% |
| Services | 46,598 | 43,287 | 8% | 275,727 | 259,720 | 6% |
| Utilities | 13,403 | 21,020 | -36% | 89,558 | 126,118 | -29% |
| Casualty & Liability Expenses | 17,801 | 22,175 | -20% | 118,799 | 133,049 | -11% |
| Information Technology | 6,295 | 4,842 | 30% | 34,750 | 29,050 | 20% |
| Other Materials & Supplies | 5,142 | 10,973 | -53% | 40,581 | 65,838 | -38% |
| Miscellaneous | 2,904 | 36,921 | -92% | 48,519 | 221,525 | -78% |
| TOTAL ADMINISTRATION | \$ 154,597 | \$ 215,265 | -28% | \$ 987,227 | \$ 1,291,593 | -24% |
| TOTAL EXPENSES | \$ 699,039 | \$ 846,369 | -17% | \$ 4,413,411 | \$ 5,078,213 | -13% |
| NET INCOME/(LOSS) | \$ 38,605 | \$ - | 100% | \$ 177,963 | \$ - | 100% |

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF DECEMBER 31, 2023

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|-------------------------|-------------------------|--------------|-------------------------|-------------------------|--------------|
| | FY2024 DEC ACTUAL | FY2023 DEC ACTUAL | % VAR | FY2024 YTD ACTUAL | FY2023 YTD ACTUAL | % VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 34,061 | \$ 31,230 | 9% | \$ 242,706 | \$ 228,349 | 6% |
| DRT Passenger Revenue | 3,426 | 3,512 | -2% | 17,114 | 17,419 | -2% |
| Contracts (CVCC Access) | 4,253 | 3,938 | 8% | 25,518 | 23,628 | 8% |
| Non-Operating Revenue | 20 | 2,669 | -99% | 41,699 | 6,884 | 506% |
| Advertising Revenue | 5,789 | 2,866 | 102% | 40,188 | 17,721 | 127% |
| City Operating Assistance | 143,705 | 105,537 | 36% | 862,232 | 633,226 | 36% |
| County Operating Assistance | 6,808 | 6,483 | 5% | 40,845 | 38,900 | 5% |
| State Operating Assistance | 149,187 | 167,484 | -11% | 978,692 | 1,004,904 | -3% |
| Federal Operating Assistance | 390,397 | 376,324 | 4% | 2,342,380 | 2,257,944 | 4% |
| TOTAL REVENUE | \$ 737,645 | \$ 700,044 | 5% | \$ 4,591,374 | \$ 4,228,975 | 9% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 143,834 | \$ 131,147 | 10% | \$ 888,770 | \$ 842,974 | 5% |
| Operator-Overtime | 11,068 | 12,935 | -14% | 74,392 | 78,517 | -5% |
| Other Salaries & Wages | 45,118 | 42,534 | 6% | 263,248 | 257,360 | 2% |
| Supervisors-Overtime | 1,929 | 858 | 125% | 7,459 | 5,720 | 30% |
| Fringe Benefits | 82,543 | 102,923 | -20% | 578,409 | 521,865 | 11% |
| Information Technology | 3,213 | - | 100% | 20,375 | - | 100% |
| TOTAL FIXED ROUTE | \$ 287,705 | \$ 290,397 | -1% | \$ 1,832,652 | \$ 1,706,436 | 7% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 29,235 | \$ 25,696 | 14% | \$ 152,859 | \$ 140,754 | 9% |
| Operator-Overtime-PTS | 652 | 727 | -10% | 3,353 | 5,662 | -41% |
| Other Salaries & Wages | 8,163 | 8,416 | -3% | 55,115 | 37,230 | 48% |
| Fringe Benefits | 15,801 | 18,383 | -14% | 99,065 | 80,906 | 22% |
| Information Technology | - | - | 100% | 2,336 | - | 100% |
| TOTAL DEMAND RESPONSE | \$ 53,851 | \$ 53,222 | 1% | \$ 312,728 | \$ 264,552 | 18% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 67,460 | \$ 68,069 | -1% | \$ 405,846 | \$ 382,758 | 6% |
| Inspection&Maint,Srvc-Overtime | 2,639 | 1,874 | 41% | 14,136 | 8,337 | 70% |
| Fringe Benefits | 28,750 | 37,362 | -23% | 196,878 | 172,298 | 14% |
| Fuel & Lubricants | 51,934 | 71,357 | -27% | 383,162 | 493,918 | -22% |
| Tires & Tubes | (1,404) | 19,626 | -107% | 41,314 | 46,529 | -11% |
| Information Technology | 973 | - | 0% | 5,838 | - | 0% |
| Other Materials & Supplies | 52,534 | 11,459 | 358% | 233,630 | 174,417 | 34% |
| TOTAL MAINTENANCE | \$ 202,886 | \$ 209,747 | -3% | \$ 1,280,803 | \$ 1,278,257 | 0% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 44,233 | \$ 43,709 | 1% | \$ 258,237 | \$ 252,477 | 2% |
| Fringe Benefits | 18,221 | 23,513 | -23% | 121,055 | 111,229 | 9% |
| Services | 46,598 | 39,802 | 17% | 275,727 | 305,353 | -10% |
| Utilities | 13,403 | 20,370 | -34% | 89,558 | 94,599 | -5% |
| Casualty & Liability Expenses | 17,801 | 13,900 | 28% | 118,799 | 108,597 | 9% |
| Information Technology | 6,295 | 17,165 | -63% | 34,750 | 116,272 | -70% |
| Other Materials & Supplies | 5,142 | 1,220 | 321% | 40,581 | 17,795 | 128% |
| Miscellaneous | 2,904 | 1,769 | 64% | 48,519 | 27,595 | 76% |
| TOTAL ADMINISTRATION | \$ 154,597 | \$ 161,446 | -4% | \$ 987,227 | \$ 1,033,917 | -5% |
| TOTAL EXPENSES | \$ 699,039 | \$ 714,812 | -2% | \$ 4,413,411 | \$ 4,283,162 | 3% |
| NET INCOME/(LOSS) | \$ 38,605 | \$ (14,770) | -361% | \$ 177,963 | \$ (54,186) | -428% |

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

| | FY 2024 | FY 2023 | Difference | % |
|--|---------------------|---------------------|---------------------|--------------|
| <i>ASSETS</i> | | | | |
| Cash | \$ 496,290 | \$ 1,096,526 | \$ (600,236) | -55% |
| Cash - OPEB | 321,258 | 321,226 | 32 | 0% |
| Working Funds - Transfer Center | 75 | 75 | - | 0% |
| Working Funds - Greyhound | 100 | 100 | - | 0% |
| Accounts Receivable | 246,803 | 44,920 | 201,883 | 449% |
| Materials and Fuel | 291,383 | 330,390 | (39,007) | -12% |
| TOTAL CURRENT ASSETS | \$ 1,355,909 | \$ 1,793,237 | \$ (437,328) | -24% |
| Tangible Property | \$ 36,542 | \$ 21,982 | \$ 14,560 | 66% |
| Accumulated Depreciation | (17,812) | (14,302) | (3,511) | 25% |
| NET FIXED ASSETS | \$ 18,730 | \$ 7,680 | \$ 11,050 | 100% |
| Prepayments | 239,599 | 245,007 | (5,408) | -2% |
| TOTAL ASSETS | \$ 1,614,239 | \$ 2,045,924 | \$ (431,686) | -21% |
| <i>LIABILITIES AND CAPITAL</i> | | | | |
| Accounts Payable - Trade | \$ 469,657 | \$ 461,228 | \$ 8,429 | 2% |
| Wages Payable | 117,127 | 95,541 | 21,586 | 23% |
| Other Payroll Liabilities | 604,874 | 368,311 | 236,563 | 64% |
| Short Term Loan - City of Lynchburg | 500,000 | - | 500,000 | 100% |
| Advance Payments | (505,382) | 1,175,031 | (1,680,413) | -143% |
| TOTAL LIABILITIES | 1,186,276 | 2,100,111 | (913,836) | -44% |
| Accumulated Income/(Loss) Current Year | 177,963 | (54,187) | 232,150 | -428% |
| Restricted Reserve | 250,000 | - | 250,000 | 100% |
| TOTAL CAPITAL | \$ 427,963 | \$ (54,187) | \$ 482,150 | -890% |
| TOTAL LIABILITIES AND CAPITAL | \$ 1,614,239 | \$ 2,045,924 | \$ (431,685) | -21% |

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

| | FY 2024 | FY 2023 | Difference |
|--|----------------------|----------------------|-----------------------|
| <i>ASSETS</i> | | | |
| Cash - GLTC | \$ - | \$ - | \$ - |
| Cash - Capital | 207,903 | 222,365 | (14,462) |
| Accounts Receivable | 4,982 | - | 4,982 |
| TOTAL CURRENT ASSETS | \$ 212,885 | \$ 222,365 | \$ (9,480) |
| Tangible Property | \$ 62,479,256 | \$ 61,595,456 | \$ 883,800 |
| Accumulated Depreciation | (27,990,964) | (26,101,301) | (1,889,663) |
| NET FIXED ASSETS | \$ 34,488,293 | \$ 35,494,155 | \$ (1,005,863) |
| TOTAL ASSETS | \$ 34,701,177 | \$ 35,716,520 | \$ (1,015,343) |
| <i>LIABILITIES AND CAPITAL</i> | | | |
| Accounts Payable - Miscellaneous | \$ - | \$ - | \$ - |
| TOTAL LIABILITIES | - | - | - |
| Capital Stock | 5 | 5 | - |
| Accumulated Income/(Loss) Prior Years | 34,239,107 | 35,710,143 | (1,471,036) |
| Accumulated Income/(Loss) Current Year | 462,066 | 6,372 | 455,694 |
| TOTAL CAPITAL | \$ 34,701,177 | \$ 35,716,520 | \$ (1,015,343) |
| TOTAL LIABILITIES AND CAPITAL | \$ 34,701,177 | \$ 35,716,520 | \$ (1,015,343) |

GREATER LYNCHBURG TRANSIT COMPANY, INC.
INCOME STATEMENT
AS OF DECEMBER 31, 2023

| | FY2024 ACTUAL DEC | FY2024 ACTUAL YTD |
|------------------------------|----------------------------------|----------------------------------|
| REVENUE | | |
| Operating Assistance Revenue | \$ 778,044 | \$ 3,803,507 |
| Money Paid to CVTMCI | (778,044) | (3,803,507) |
| Federal Grant Revenue | - | 275,796 |
| Local Grant Revenue | <u>1,477</u> | <u>204,599</u> |
| TOTAL REVENUE | \$ 1,477 | \$ 480,395 |
| EXPENSES | | |
| Repairs - Capital | - | \$ 18,329 |
| Other Miscellaneous Expense | <u>-</u> | <u>-</u> |
| TOTAL EXPENSES | \$ - | \$ 18,329 |
| NET INCOME/(LOSS) | <u><u>\$ 1,477</u></u> | <u><u>\$ 462,066</u></u> |

GREATER LYNCHBURG TRANSIT COMPANY, INC.
COMPARATIVE INCOME STATEMENT
AS OF DECEMBER 31, 2023

| | MONTH TO DATE | | | YEAR TO DATE | | |
|------------------------------|-------------------------|-------------------------|-----------|--------------------------|-------------------------|-----------|
| | FY2024 DEC ACTUAL | FY2023 DEC ACTUAL | % VAR | FY2024 YTD ACTUAL | FY2023 YTD ACTUAL | % VAR |
| REVENUE | | | | | | |
| Operating Assistance Revenue | \$ 778,044 | \$ 1,271,702 | -39% | \$ 3,803,507 | \$ 5,032,205 | -24% |
| Money Paid to CVTMC | (778,044) | (1,271,702) | -39% | (3,803,507) | (5,032,205) | -24% |
| Federal Grant Revenue | - | 3,571 | 0% | 275,796 | 3,571 | 0% |
| Local Grant Revenue | <u>1,477</u> | <u>3,825</u> | 0% | <u>204,599</u> | <u>4,080</u> | 0% |
| TOTAL REVENUE | \$ 1,477 | \$ 7,396 | 0% | \$ 480,395 | \$ 7,651 | 0% |
| EXPENSES | | | | | | |
| Repairs - Capital | - | 1,278 | 0% | \$ 18,329 | \$ 1,278 | 0% |
| Other Miscellaneous Expense | <u>-</u> | <u>-</u> | 0% | <u>-</u> | <u>-</u> | 0% |
| TOTAL EXPENSES | \$ - | \$ 1,278 | 0% | \$ 18,329 | \$ 1,278 | 0% |
| NET INCOME/(LOSS) | \$ <u>1,477</u> | \$ <u>6,118</u> | 0% | \$ <u>462,066</u> | \$ <u>6,373</u> | 0% |



GLTC Board Agenda Detail

Item #: 4c

Item Title: December 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 24.9% compared with our monthly average and was down 2.67% over last month.

Ridership:

Total Fixed Route Ridership for the month of December was 48,580. Paratransit ridership for December was 1,416.

Service Impacts:

System wide on-time performance was 78.2%, which was up from November by 2%

8.76% of the service was lost due to missed trips.

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

| Route | 1A | 3A | 3B | 4 | 5 | 6 | 7 | 8 | 10 |
|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| On-time | 79.0% | 65.9% | 77.5% | 68.0% | 73.6% | 83.7% | 76.7% | 73.4% | 74.6% |

| Route | 11 | 12 | 6X/7X |
|---------|-------|-------|-------|
| On-time | 83.3% | 80.4% | 84.8% |

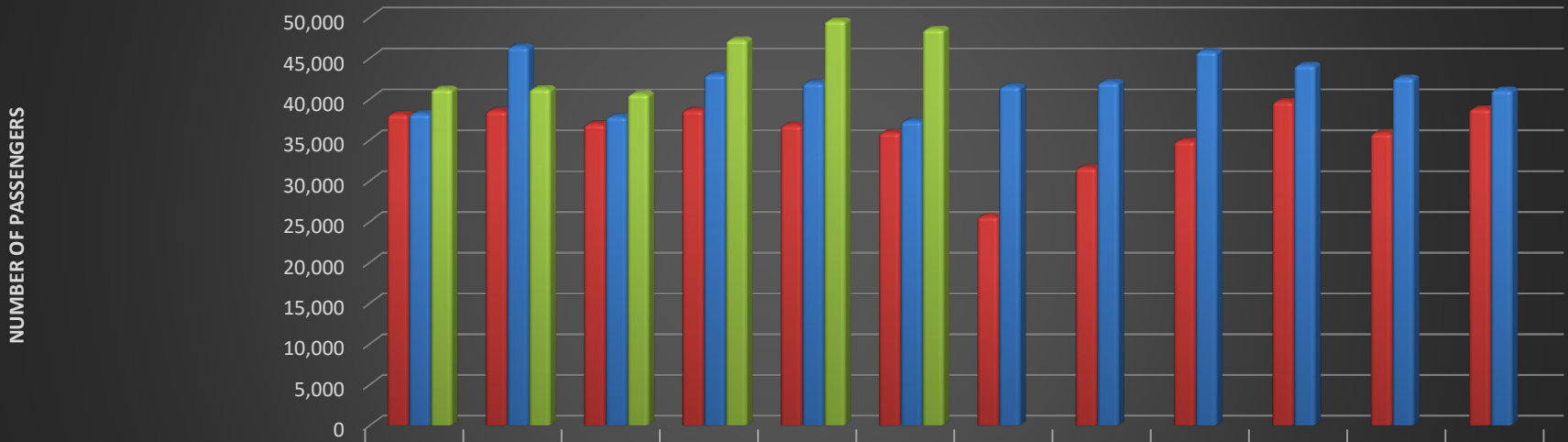
Maintenance:

Maintenance activities are reported as follows for December 2023:

- Total mileage for fixed route – 76,838
- Paratransit total mileage – 13,353
- On-time performance for preventative maintenance activities – 85%
- Fleet downtime – 3.33%



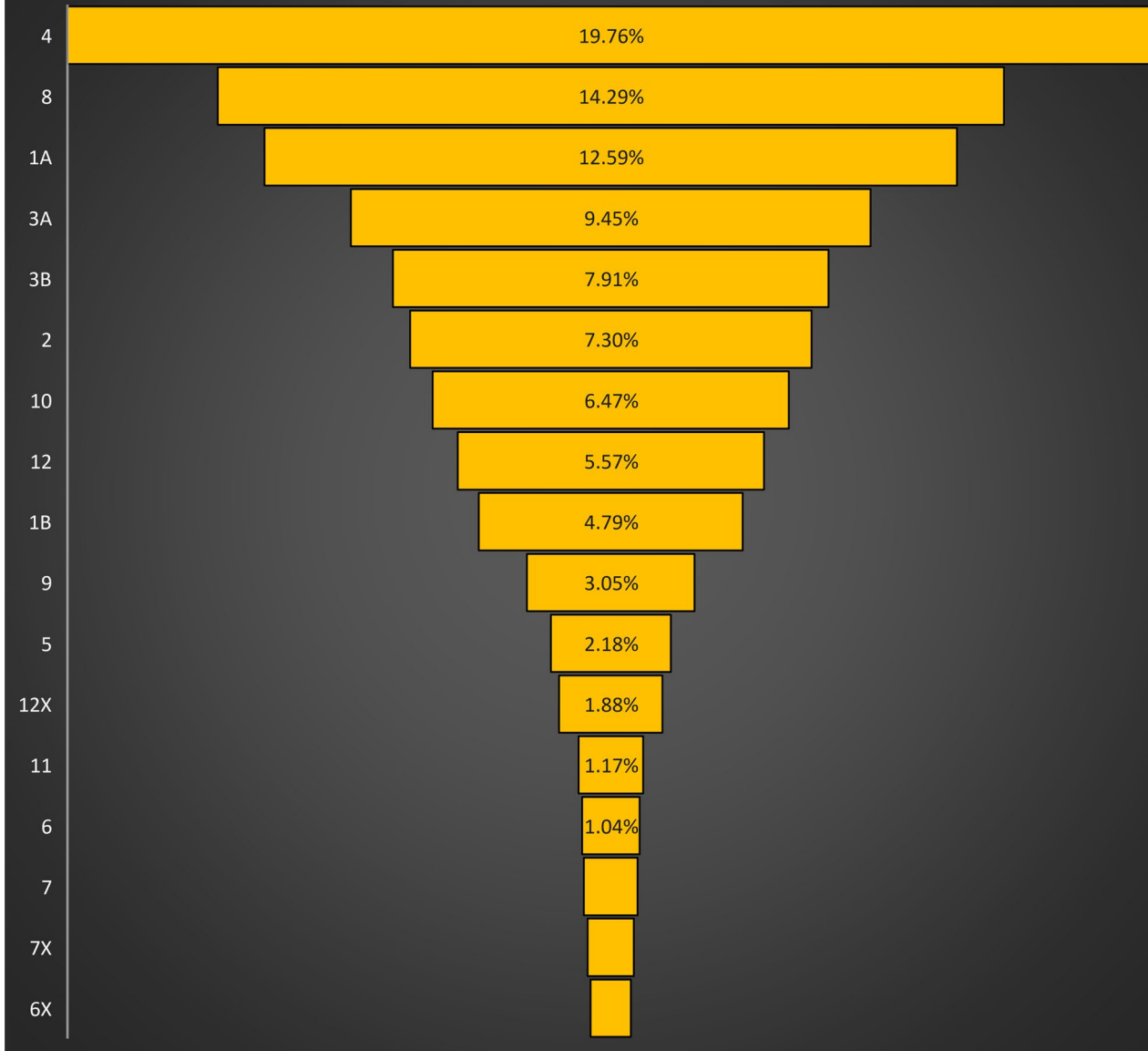
Monthly System Ridership FY22 - FY24



| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ■ Total Ridership 2021 - 2022 (FY '22) | 38,162 | 38,579 | 36,960 | 38,662 | 36,828 | 35,918 | 25,671 | 31,610 | 34,886 | 39,727 | 35,850 | 38,831 |
| ■ Total Ridership 2022 - 2023 (FY '23) | 38,224 | 46,410 | 37,859 | 43,017 | 42,017 | 37,324 | 41,571 | 42,068 | 45,856 | 44,175 | 42,604 | 41,139 |
| ■ Total Ridership 2023 - 2024 (FY '24) | 41,237 | 41,289 | 40,641 | 47,281 | 49,620 | 48,580 | | | | | | |



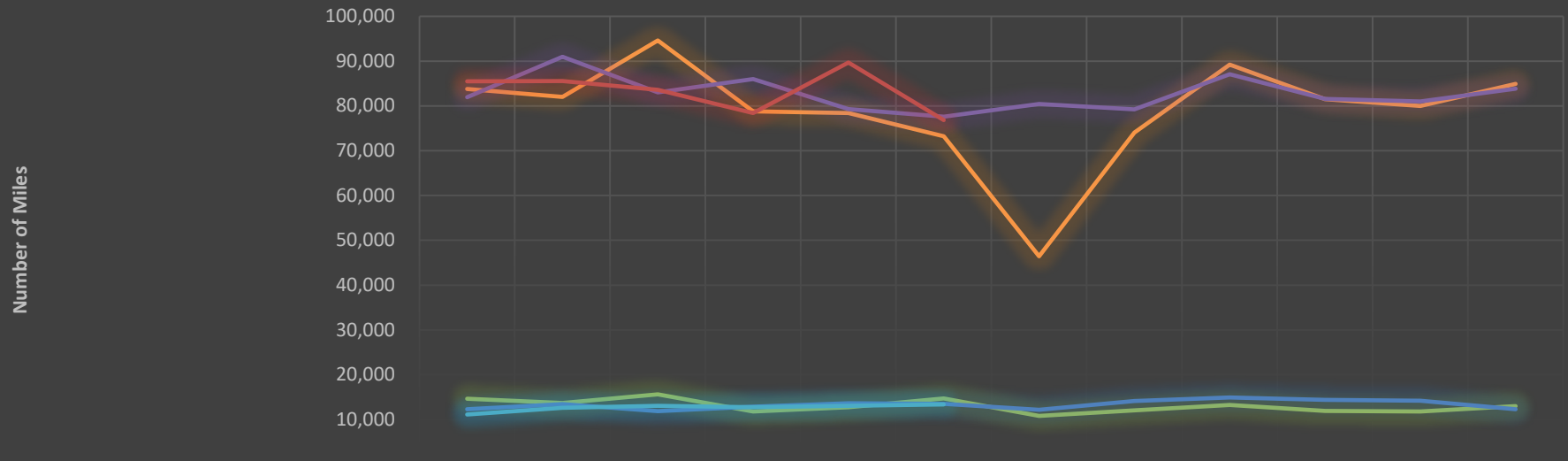
Ridership Percentage by Route



Dec-23

| Route | Ridership | Percentage |
|--------------|---------------|----------------|
| 4 | 9598 | 19.76% |
| 8 | 6943 | 14.29% |
| 1A | 6115 | 12.59% |
| 3A | 4589 | 9.45% |
| 3B | 3845 | 7.91% |
| 2 | 3545 | 7.30% |
| 10 | 3145 | 6.47% |
| 12 | 2705 | 5.57% |
| 1B | 2329 | 4.79% |
| 9 | 1481 | 3.05% |
| 5 | 1059 | 2.18% |
| 12X | 912 | 1.88% |
| 11 | 570 | 1.17% |
| 6 | 507 | 1.04% |
| 7 | 473 | 0.97% |
| 7X | 408 | 0.84% |
| 6X | 356 | 0.73% |
| Total | 48,580 | 100.00% |

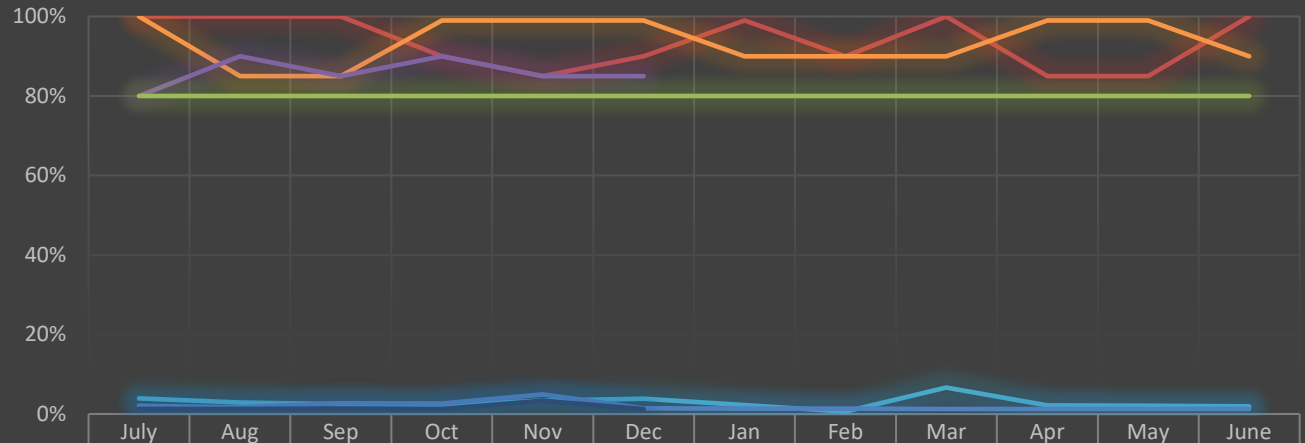
GLTC Mileage FY22, FY23, FY24



| | 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 | | | | | | |
| 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 | | | | | | |



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% | | | | | | |
| 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% | | | | | | |





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 December. We received several invoices from our AVL and mobile fare collection project in late January which will not show until February. Delivery of our new BOC's should be completed by February, and payment may show in either February or March depending on the timing.

Contacts: Josh Moore
Attachments: December 2023 Financials
Action Required: None



GLTC CAPITAL GRANTS

| FEDERAL GRANT#/PROJECT# | STATE PROJECT# DESCRIPTION | FEDERAL | STATE | LOCAL | TOTAL | 12/31/2023 Balance |
|--|--|--------------|------------|-----------|--------------|-----------------------|
| VA-95-X120 | | | | | | |
| Revision approved 1/3/1 73022-25 | PURCHASE FARE COLLECTION EQUIPMEN | \$ 55,480 | \$ 11,096 | \$ 2,774 | \$ 69,350 | \$ 11,774 |
| 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 | \$ 120,016 |
| VA-95-X145 | | | | | | |
| Revision approved 1/3/1 73022-25 | PURCHASE FARE COLLECTION EQUIPMEN | \$ 44,455 | \$ 8,891 | \$ 2,223 | \$ 55,569 | \$ - |
| | | \$ 44,455 | \$ 8,891 | \$ 2,223 | \$ 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 FOF | \$ 307,280 | \$ 61,456 | \$ 15,364 | \$ 384,100 | \$ 104,294 |
| | | \$ 1,328,351 | \$ 265,670 | \$ 66,418 | \$ 1,660,439 | \$ 1,380,633 |
| 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 | \$ 170,685 |
| VA-2021-014-01-00 | 73021-49 Purchase Vehicle Locator System | \$ 201,600 | \$ 282,240 | \$ 20,160 | \$ 504,000 | \$ 123,314 |
| | | \$ 321,600 | \$ 450,240 | \$ 32,160 | \$ 804,000 | \$ 293,999 |



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

MoveUP Presentation

We will have a presentation from Dr. Salmon on the current work of his MoveUP platform and its community engagement.

Contacts: Dr. John Salmon

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

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

GLTC Board Retreat Priorities

Staff will discuss with the Board what are the anticipated priorities for the retreat and what information would be beneficial for staff to produce beforehand for the board to allow for the best use of time and to facilitate the conversation.

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 Board Meeting is scheduled to occur on March 6th, 2023, at 8:30 am.

The GLTC Board Retreat is scheduled to occur on February 15th, 2023, at 9:00 am.

GLTC Board Retreat Backup Date: February 22nd, 2023, at 9:00 am.

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

The retreat will be held at the GLTC Administration and Operations Facility, 419 Bradley Dr, 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

