

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, January 4th, 2023

8:30 a.m. – 10:00 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;
Holly Trent; 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	GLTC Board President
	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	

#2	Consideration of Meeting Minutes Approval	
	December 7 th , 2022, Board Meeting and December 15 th , 2022, Work Session	All

#3	Committee & Partner Reports	
	a) Ride Solutions	Kelly Hitchcock
	b) CVPDC Transportation Planner	Kelly Hitchcock

#4	Staff Reports	
	a) Staff Reports - no reports	
	b) November Financials	Josh Moore
	c) Ridership & Operating Statistics	
	d) Capital Projects Report	

#5	Old Business	
	a) None	Josh Moore

#6	New Business	
	a) Ask GLTC Demo	Jordon Romero
	b) Updates to GLTC's Ride Rules	Josh Moore
	c) Closed Session	Josh Moore

#7	President's Report	GLTC Board President
-----------	---------------------------	-------------------------

#8	Next Meeting Date & Adjournment	
	Work Session: January 19 th , 2023 @ 8:30 am – GLTC Board Meeting Room	All
	Board Meeting: February 1 st , 2023 @ 8:30 am – GLTC Board Meeting Room	





GLTC Board Agenda Detail

Item #: 2

Item Title: December 7th, 2022, Board Meeting and December 15th, 2022 Work Session

Action: Consideration of Approval



Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS MEETING MINUTES
December 7th, 2022
8:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, December 7th, 2022, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were; Mary-Winston Deacon; Holly Trent; Benjamin Blanks; Cameron Howe; Randy Woods; and Greg Patrick, Charles Spence.

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

Guest Included: Patrice Strachan of the Department of Rail and Public Transportation

#1 – Call to Order – Public Comment

At 8:35 a.m., Ms. Howe called the meeting to order. No public comment. Mr. Moore asked the board to vote to allow Mr. Greg Patrick to vote electronically. The board voted unanimously to allow Mr. Patrick to vote electronically. Mr. Moore informed the board that the Management Services RFP discussion would be addressed at later date.

#2 – Consideration of Meeting Minutes Approval

Ms. Howe asked for consideration of approval of the minutes for September work session minutes, October work session, and October board meeting. Mr. Woods made a motion to approve the minutes with Mr. Blanks seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

RIDE SOLUTIONS & CVPDC Transportation Planner

No Reports

#4 - Staff Reports

4A- Staff Reports

Mr. Moore explained data generated from Transit App. The app is part of the new AVL system that will be installed in the coming months. Mr. Moore explained that the usage figures would increase once the system provides real time information.

Mr. Moore notified the board that a GLTC bus participated in the Lynchburg Christmas Parade.



4B- Financials

Mr. Moore stated that the September financials show an overage due to employee retention bonuses. Fuel prices have not decreased. October financials also show an overage in wages which were expected since the budget was not amended after the collective bargaining agreement negotiations. Insurance figures reflect a credit applied partly due to lower mileage.

Mr. Woods asked about overall year expectations. Mr. Moore stated that there is a slight decrease in deficit based on current projections. Fuel prices have decreased minimally. Wages will be adjusted in the 3rd quarter. There is currently a 12% rate hike in utility cost. There will be potential opportunities to utilize 5307 grant funding in the future as needed to offset some of the cost.

Mr. Moore asked the board to accept the presented financials for months July, August, September, and October. Mr. Patrick made a motion to accept, seconded by Mr. Spence, passed by Ms. Howe.

4C- Ridership & Operating Statistics

Mr. Moore reported that the ridership in September and October had increased missed trips, due to staff illnesses. Ridership was higher in October and full fares collected higher. November missed trip numbers may trend upward with staff suffering with various health conditions.

4D- Capital Projects Report

Mr. Moore noted that changes will be apparent as spending begins on AVL systems. Capital grants are reimbursement based.

#5 - Old Business

No old business reported.

#6 – New Business

FY24 Proposed Operating Budget

Mr. Moore stated there would be a 9.3 increase in the budget influenced by changes in wages and fuel cost. Fuel is 43% over adopted FY-23 budget and it is 250% over FY-22 budget. A 15% increase is factored in for health insurance benefits. There are no exact figures for management contracts nor updated rates for water and sewage expenses. Projections from state and federal aid aren't available until June.

Mr. Landergan asked about a 2.5 % increase in water? Mr. Moore stated that the city of Lynchburg has not completed the study to provide the figures. Mr. Patrick explained that he could not confirm a rate change for water. Mr. Patrick commented that by law sewer rates will be adjusted by median house hold income, possible 8-10% increase.

Mr. Moore suggested that an appropriated budget would be made until definitive numbers are provided by the city.

Mr. Woods asked what are the projections based upon? Mr. Moore explained that averages are a mixture of figures from pre pandemic years and future estimates. Ms. Strachan added that the pool of funding is formula based on how the General Assembly decided to allocate. Exact numbers cannot be presented until everyone that is eligible has applied. Operating grants from the state will be determined at a later date. Mr. Moore stated that the



city of Lynchburg begins their budget process in January. By May the city's budget should be completed. Mr. Woods asked if the figures associated with expenses would be refined in coming months? Mr. Moore replied yes. He explained that budget assumptions have to be made earlier than later because the City of Lynchburg's required date.

Mr. Woods made a motion to approve the budget, seconded by Mr. Blanks, the budget was passed.

Rider Improvement Committee Draft Bylaws

Mr. Blanks recommended that a board member be at all the committee meetings. Mr. Woods stated that the board member be non-voting. Mr. Woods made suggestions to revise the purpose statement to include more inclusivity for regular consumers. Mr. Woods would like to see examples of voting topics for members. Ms. Howe requested that an interim replacement be from the board if a member is removed. A revised version will be presented at following work session meeting.

#7 - President Report

No Report

Mr. Woods stated that he would create a visual to explain board related subject matter in combination with Mr. Moore.

Mr. Blanks suggested a date be arranged for board retreat.

#8 - Next Meeting Dates

The next board meeting is scheduled Jan. 4th, 2022 at 8:30 am. The meeting will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

Consider Adjournment - As there was no further discussion, Ms. Howe made motion to adjourn with Mr. Woods seconding the motion and the vote was carried.

Secretary/Treasurer





Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS MEETING AND WORK SESSION MINUTES
December 15th, 2022
Draft
8:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, December 15th, 2022, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were; Mary-Winston Deacon; Holly Trent; Benjamin Blanks; Cameron Howe; Randy Woods; and Greg Patrick, Charles Spence.

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

Guest Included: Jared Varner

#1 – Call to Order – Public Comment

Ms. Howe called the meeting to order. No public comment.

#2 – Consideration of Meeting Minutes Approval

No Minutes

#3 – Committee & Partner Reports

No Reports

#4 - Staff Reports

No reports

#5 - Old Business

No old business reported.

#6 – New Business

Management Services RFP

Ms. Stephanie Sutter presented the contract documents to the board. Mr. Woods asked if there were any issues with the document. No issues were found. Mr. Woods made a motion to accept the contract. Mr. Spence and Ms. Howe seconded the motion and the contract was approved.

First Transit Quarterly Report

Jarod Varner led the discussion by highlighting First Transit's staff develop training education. Examples of courses covered are information tech, enterprise compliance, and crisis communications. He also spoke about transit management data collection training. Topics that are included in the data collection are hours of operations, passengers, safety incidents, and reliability measures. Mr. Varner stated that federal compliance



training is also provided. Mr. Varner asked the board for recommendations in areas that they would like to see improvements. No recommendations were provided.

Rider Improvement Committee Draft Bylaws

Mr. Poindexter explained the edits within the bylaws. Roles of members, voting, yearly meetings calendar, compensation, virtual attendance, and the definition of consumers were discussed. Board members are not able to vote on items as a consumer. Board members that attend RIC meetings will not be a member participant. Mr. Woods requested that an addition be made that voting members also vote in the officers. Mr. Blanks suggested that board members rotate attendance at RIC meetings. Mr. Spence made motion to accept the bylaws seconded by Mr. Woods and Mr. Blanks. The vote was passed and confirmed by President Howe.

#7 - President Report

No Report. The board discussed a date for board retreat. No exact date was agreed. A poll will be sent out to board members to allow for date selection.

#8 - Next Meeting Dates

The next work session meeting is scheduled Jan. 19th, 2022 at 8:30 am. The meeting will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

Consider Adjournment - As there was no further discussion, Ms. Howe made motion to adjourn with Mr. Woods seconding the motion and the vote was carried.

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

- a) Rider Improvement Committee (RIC) - Unfilled

Partner Reports

- a) Ride Solutions / Marketing Updates - Kelly Hitchcock
- 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 began to see an uptick in operators who were out sick for multiple days at a time towards the end of the month. This pattern will continue over into December
- We worked on closing out several areas of our Triennial Review compliance program, with additional sections completed in December and January
- Submission of the Proposed FY24 budget to both the City of Lynchburg and Amherst County was completed
- Kickoff and initial architecture meetings for Equans (AVL) were held with an on-site survey of vehicles conducted in mid-November

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

- Worked on DBE updates for the Corrective Action for the Triennial Review
- Planned for holiday/community events for Christmas
- Ongoing work on GLTC's 50th anniversary in 2024
- Attended First Transit's required Consider Safety in Every Decision and OSHA classes

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

- Had two operators which completed training in fixed route and two PTS operators which completed training
- Preparing for the January bid for operators
- Working on training for the corrective action for the Triennial Review
- Working on a new training program for operators beginning in December to address customer service, operations, and emergency response

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

- Worked with maintenance staff to prep for winter weather
- Worked with IT Manager to analyze HVAC system and fine-tune the settings for better energy savings
- Beginning a campaign to refresh PTS vehicles including deep cleaning, replacement of anti-slip coatings on ramps, wiring and shock replacements, and any additional minor equipment upkeep

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

- Entered information regarding revision of NTD financial numbers
- Compiled information for FY2024 Budget
- Entered budget revisions for VA-2019-011-0 and VA-2020-006-00 to utilize balance of bus funds on both grants
- Working on finalizing capital grant application
- Completed financial statements

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

- Working on analyzing and setting up new energy parameters in the HVAC system
- Working on setting up Zoom rooms and new internetworked login credentials
- Worked with intern on Ask GLTC project

- Working on analyzing recurring costs for services and determining best future needs for hardware for out years

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

- Hired and onboarded 1 new Part Time PTS operator and 1 new Full Time Utility Person
- Completed the ACA reporting for 2022
- Gathering info and preparing for the annual MIS Drug and Alcohol Report / Workplace Injury Reporting
- Continuing work on implementing the performance review program

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

- Drafted Rider Improvement Committee Bylaws
- Beginning work on application for RIC
- Revised online Rider Guide maps and schedules
- Edits and revisions to the website
- Working on getting new signage out for FTA's Safety Advisory 22-4: Suicide Prevention on Public Transit





GLTC Board Agenda Detail

Item #: 4b
Item Title: November 2022 Financials
Action: For Your Information

REVENUES:

Revenues for Federal and State still show as under budget as we have not recorded our first usage of the TRIP grant funding and have not started pulling our 5307 as we are working to finish up our CARES funding first. TRIP funding will show in January as we are drawing those funds quarterly, and we will begin drawing on 5307 in mid-January which will show in either February or March. Fixed route fares remain up over projections while paratransit fares are down. Advertising revenues are still down for the year but there are several larger projects under development.

EXPENSES:

Operator labor is currently running at budget. Demand Response labor has been down due to several employees being sick with staff filling in for several vacancies.

Fuel usage this month was just over budget by 20% but has come down in price which is allowing for some relief. Year-to-Date we are still 14% over in fuel. We are continuing to monitor the price of fuel and working on conserving where possible.

IT is currently over-budget by 7% for the month and 44% for the year due to the completion of several larger projects in September and October as well as the completion of a project from last year which was delayed from June until July due to supply chain disruptions. Services is also currently high at 14% over for the year. This includes changes to our radio contract as well as temporary worker services for utility and PTS dispatcher positions which we have now filled and will no longer be using the temp services contract for.

SUMMARY:

We are currently underbudget \$50,253 for the month and overbudget by \$39,419 for the year, although we have an additional \$339,401 in revenues that we have not drawn. Staff is continuing to monitor our expenditures and is continuing work on examining our reoccurring expenditures.

The financial documents will be attached to this report this month instead of included in the report to allow for better ease of viewing.

Contacts: Josh Moore
Attachments: FY23 November Financial Packets
Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC

INCOME STATEMENT

AS OF NOVEMBER 30, 2022

	MONTH TO DATE			YEAR TO DATE		
	FY2023 NOV ACTUAL	FY2023 NOV BUDGET	% VAR	FY2023 YTD ACTUAL	FY2023 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 41,892	\$ 31,416	33%	\$ 197,119	\$ 157,080	25%
DRT Passenger Revenue	4,394	2,922	50%	13,907	14,610	-5%
Contracts (CVCC Access)	3,938	3,938	0%	19,690	19,690	0%
Non-Operating Revenue	213	542	-61%	4,215	2,708	56%
Advertising Revenue	3,186	4,583	-30%	14,855	22,917	-35%
City Operating Assistance	105,538	105,538	0%	527,689	527,689	0%
County Operating Assistance	6,483	6,483	0%	32,417	32,417	0%
State Operating Assistance	167,484	203,344	-18%	837,420	1,016,720	-18%
Federal Operating Assistance	376,324	414,900	-9%	1,881,620	2,074,502	-9%
TOTAL REVENUE	\$ 709,453	\$ 773,667	-8%	\$ 3,528,932	\$ 3,868,333	-9%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 137,435	\$ 138,752	-1%	\$ 711,827	\$ 693,762	3%
Operator-Overtime	11,909	17,691	-33%	65,582	88,457	-26%
Other Salaries & Wages	39,941	32,113	24%	214,826	160,564	34%
Supervisors-Overtime	962	1,652	-42%	4,862	8,260	-41%
Fringe Benefits	61,645	92,829	-34%	418,942	464,143	-10%
TOTAL FIXED ROUTE	\$ 251,891	\$ 283,037	-11%	\$ 1,416,039	\$ 1,415,186	0%
DEMAND RESPONSE						
Operator Labor	\$ 25,267	\$ 29,617	-15%	\$ 115,058	\$ 148,086	-22%
Operator-Overtime-PTS	1,024	885	16%	4,935	4,425	12%
Other Salaries & Wages	5,035	9,187	-45%	28,814	45,933	-37%
Fringe Benefits	10,499	20,082	-48%	62,523	100,410	-38%
TOTAL DEMAND RESPONSE	\$ 41,825	\$ 59,771	-30%	\$ 211,330	\$ 298,855	-29%
MAINTENANCE						
Other Salaries & Wages	\$ 60,743	\$ 65,683	-8%	\$ 314,689	\$ 328,417	-4%
Inspection&Maint,Srvc-Overtime	1,156	4,592	-75%	6,463	22,958	-72%
Fringe Benefits	20,131	34,243	-41%	134,936	171,215	-21%
Fuel & Lubricants	89,036	74,189	20%	422,562	370,946	14%
Tires & Tubes	4,903	11,208	-56%	26,903	56,042	-52%
Other Materials & Supplies	26,795	38,474	-30%	162,957	192,370	-15%
TOTAL MAINTENANCE	\$ 202,763	\$ 228,390	-11%	\$ 1,068,510	\$ 1,141,948	-6%
ADMINISTRATION						
Other Salaries & Wages	\$ 41,693	\$ 58,426	-29%	\$ 208,768	\$ 292,129	-29%
Fringe Benefits	13,730	22,816	-40%	87,716	114,081	-23%
Services	48,899	46,098	6%	265,551	230,488	15%
Utilities	17,618	15,740	12%	74,229	78,698	-6%
Casualty & Liability Expenses	13,899	23,940	-42%	94,698	119,701	-21%
Information Technology	14,801	13,794	7%	99,107	68,970	44%
Other Materials & Supplies	7,189	5,506	31%	16,575	27,532	-40%
Miscellaneous	4,892	16,149	-70%	25,827	80,747	-68%
TOTAL ADMINISTRATION	\$ 162,721	\$ 202,469	-20%	\$ 872,472	\$ 1,012,345	-14%
TOTAL EXPENSES	\$ 659,200	\$ 773,667	-15%	\$ 3,568,351	\$ 3,868,333	-8%
NET INCOME/(LOSS)	\$ 50,253	\$ -	-100%	\$ (39,419)	\$ -	-100%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF NOVEMBER 30, 2022

	MONTH TO DATE			YEAR TO DATE		
	FY2023 NOV ACTUAL	FY2022 NOV ACTUAL	% VAR	FY2023 YTD ACTUAL	FY2022 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	\$ 41,892	\$ 34,388	22%	\$ 197,119	\$ 166,078	19%
DRT Passenger Revenue	4,394	2,121	107%	13,907	13,749	1%
Contracts (CVCC Access)	3,938	2,815	40%	19,690	14,075	40%
Non-Operating Revenue	213	1,562	-86%	4,215	19,476	-78%
Advertising Revenue	3,186	18,003	-82%	14,855	56,428	-74%
City Operating Assistance	105,538	105,538	0%	527,689	527,689	0%
County Operating Assistance	6,483	6,483	0%	32,417	32,417	0%
State Operating Assistance	167,484	187,074	-10%	837,420	935,370	-10%
Federal Operating Assistance	376,324	329,438	14%	1,881,620	1,647,190	14%
TOTAL REVENUE	\$ 709,453	\$ 687,422	3%	\$ 3,528,932	\$ 3,412,471	3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 137,435	\$ 98,956	39%	\$ 711,827	\$ 512,212	39%
Operator-Overtime	11,909	21,706	-45%	65,582	109,843	-40%
Other Salaries & Wages	39,941	26,327	52%	214,826	147,735	45%
Supervisors-Overtime	962	1,278	-25%	4,862	12,133	-60%
Fringe Benefits	61,645	87,883	-30%	418,942	383,605	9%
TOTAL FIXED ROUTE	\$ 251,891	\$ 236,150	7%	\$ 1,416,039	\$ 1,165,528	21%
DEMAND RESPONSE						
Operator Labor	\$ 25,267	\$ 17,328	46%	\$ 115,058	\$ 86,096	34%
Operator-Overtime-PTS	1,024	1,712	-40%	4,935	6,118	-19%
Other Salaries & Wages	5,035	6,867	-27%	28,814	35,310	-18%
Fringe Benefits	10,499	15,138	-31%	62,523	62,562	0%
TOTAL DEMAND RESPONSE	\$ 41,825	\$ 41,045	2%	\$ 211,330	\$ 190,086	11%
MAINTENANCE						
Other Salaries & Wages	\$ 60,743	\$ 52,486	16%	\$ 314,689	\$ 276,202	14%
Inspection&Maint,Srvc-Overtime	1,156	6,452	-82%	6,463	33,401	-81%
Fringe Benefits	20,131	34,905	-42%	134,936	151,889	-11%
Fuel & Lubricants	89,036	58,171	53%	422,562	263,355	60%
Tires & Tubes	4,903	(6,929)	-171%	26,903	43,129	-38%
Other Materials & Supplies	26,795	17,562	53%	162,957	137,680	18%
TOTAL MAINTENANCE	\$ 202,763	\$ 162,647	25%	\$ 1,068,510	\$ 905,657	18%
ADMINISTRATION						
Other Salaries & Wages	\$ 41,693	\$ 35,770	17%	\$ 208,768	\$ 173,039	21%
Fringe Benefits	13,730	20,829	-34%	87,716	84,892	3%
Services	48,899	38,337	28%	265,551	187,916	41%
Utilities	17,618	12,716	39%	74,229	62,040	20%
Casualty & Liability Expenses	13,899	11,392	22%	94,698	92,771	2%
Information Technology	14,801	14,958	-1%	99,107	65,189	52%
Other Materials & Supplies	7,189	3,395	112%	16,575	15,598	6%
Miscellaneous	4,892	11,032	-56%	25,827	32,283	-20%
TOTAL ADMINISTRATION	\$ 162,721	\$ 148,428	10%	\$ 872,472	\$ 713,727	22%
TOTAL EXPENSES	\$ 659,200	\$ 588,270	12%	\$ 3,568,351	\$ 2,974,999	20%
NET INCOME/(LOSS)	\$ 50,253	\$ 99,150	-49%	\$ (39,419)	\$ 437,471	-109%

Central VA Transit Management Company Inc.
Balance Sheet
Nov FY 2023

	FY 2023	FY 2022	Difference	%
<i>ASSETS</i>				
Cash	\$ 678,634	\$ 1,137,042	\$ (458,408)	-40%
Cash - OPEB	321,223	321,191	32	0%
Working Funds - Transfer Center	75	75	-	0%
Working Funds - Greyhound	100	100	-	0%
Accounts Receivable	49,094	64,088	(14,995)	-23%
Materials and Fuel	355,584	314,419	41,165	13%
TOTAL CURRENT ASSETS	\$ 1,404,709	\$ 1,836,915	\$ (432,206)	-24%
Tangible Property	\$ 21,982	\$ 12,382	\$ 9,600	78%
Accumulated Depreciation	(14,142)	(12,382)	(1,760)	14%
NET FIXED ASSETS	\$ 7,840	\$ -	\$ 7,840	100%
Prepayments	130,664	107,706	22,958	21%
TOTAL ASSETS	\$ 1,543,213	\$ 1,944,621	\$ (401,408)	-21%
<i>LIABILITIES AND CAPITAL</i>				
Accounts Payable - Trade	\$ 556,113	\$ 765,392	\$ (209,279)	-27%
Wages Payable	51,405	183,696	(132,291)	-72%
Other Payroll Liabilities	415,957	523,330	(107,374)	-21%
Advance Payments	559,158	34,730	524,427	1510%
TOTAL LIABILITIES	1,582,632	1,507,149	75,484	5%
Accumulated Income/(Loss) Current Year	(39,419)	437,472	(476,891)	-109%
TOTAL CAPITAL	\$ (39,419)	\$ 437,472	\$ (476,891)	-109%
TOTAL LIABILITIES AND CAPITAL	\$ 1,543,213	\$ 1,944,621	\$ (401,408)	-21%

Greater Lynchburg Transit Company, Inc.
Balance Sheet
November FY 2023

	FY 2023	FY 2022	Difference
<i>ASSETS</i>			
Cash - Capital	222,621	228,790	(6,169)
Accounts Receivable	-	52,515	(52,515)
TOTAL CURRENT ASSETS	\$ 222,621	\$ 281,305	\$ (58,684)
Tangible Property	\$ 61,589,084	\$ 64,252,645	\$ (2,663,561)
Accumulated Depreciation	(26,101,301)	(28,639,005)	2,537,704
NET FIXED ASSETS	\$ 35,487,783	\$ 35,613,640	\$ (125,856)
TOTAL ASSETS	<u>\$ 35,710,404</u>	<u>\$ 35,894,944</u>	<u>\$ (184,541)</u>
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ -	\$ 49,514	\$ (49,514)
TOTAL LIABILITIES	-	49,514	(49,514)
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	35,710,143	35,781,292	(71,149)
Accumulated Income/(Loss) Current Year	255	64,133	(63,878)
TOTAL CAPITAL	\$ 35,710,404	\$ 35,845,430	\$ (135,027)
TOTAL LIABILITIES AND CAPITAL	<u>\$ 35,710,404</u>	<u>\$ 35,894,944</u>	<u>\$ (184,540)</u>

GREATER LYNCHBURG TRANSIT COMPANY, INC.
INCOME STATEMENT
AS OF NOVEMBER 30, 2022

	FY2023 ACTUAL NOV	FY2023 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 502,452	\$ 3,760,503
Money Paid to CVTMC I	(502,452)	(3,760,503)
Sale of Equipment & Vehicles	-	-
Federal Grant Revenue	-	-
Money to be Paid to CVTMC I	-	-
Local Grant Revenue	<u>255</u>	<u>255</u>
TOTAL REVENUE	\$ 255	\$ 255
EXPENSES		
Depreciation	\$ -	\$ -
Repairs - Capital	-	\$ -
Gain/Loss on Disposal	-	\$ -
Pass Thru Grants	-	\$ -
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ -	\$ -
NET INCOME/(LOSS)	\$ <u>255</u>	\$ <u>255</u>

GREATER LYNCHBURG TRANSIT COMPANY, INC.
COMPARATIVE INCOME STATEMENT
AS OF NOVEMBER 30, 2022

	MONTH TO DATE			YEAR TO DATE		
	FY2022 NOV ACTUAL	FY2021 NOV ACTUAL	% VAR	FY2022 YTD ACTUAL	FY2021 YTD ACTUAL	% VAR
REVENUE						
Operating Assistance Revenue	\$ 502,452	\$ 1,142,158	-56%	\$ 3,760,503	\$ 3,099,596	21%
Money Paid to CVTMC	(502,452)	(1,142,158)	-56%	(3,760,503)	(3,099,596)	21%
Sale of Equipment & Vehicles	-	-	0%	-	4,921	-100%
Federal Grant Revenue	-	-	0%	-	45,127	-100%
Local Grant Revenue	255	-	100%	255	14,085	-98%
TOTAL REVENUE	\$ 255	\$ -	100%	\$ 255	\$ 64,133	-100%
EXPENSES						
Gain/Loss on Disposal	-	-	0%	\$ -	\$ 37,006	-100%
Other Miscellaneous Expense	-	-	0%	-	-	0%
TOTAL EXPENSES	\$ -	\$ -	0%	\$ -	\$ 37,006	-100%
NET INCOME/(LOSS)	\$ 255	\$ -	100%	\$ 255	\$ 27,127	-99%



GLTC Board Agenda Detail

Item #: 4c

Item Title: November 2022 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 14.29% compared with our monthly average and was down 2.72% over last month.

Ridership:

Total Fixed Route Ridership for the month of June was 42017. Paratransit ridership for June was 1,414.

Service Impacts:

System wide on-time performance was 77.7%, which was down from October by 1%.

10.4% of 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	8	9
On-time	76.7%	64.6%	72.8%	84.8%	70.1%	71.1%	72.2%	83.4%	75.9%

Route	10	11	6/7X
On-time	72.8%	75.5%	80%

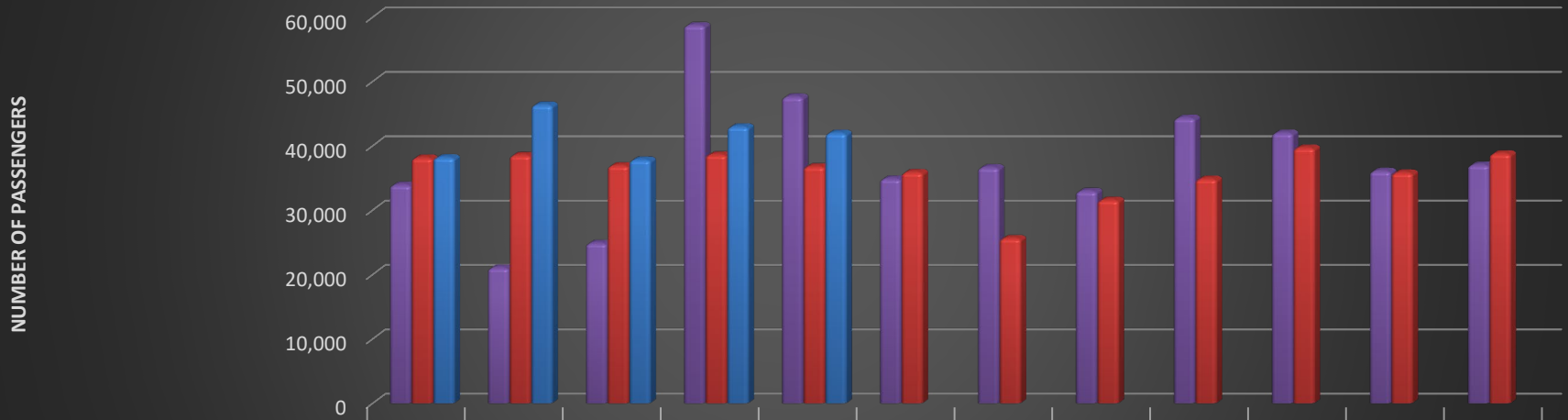
Maintenance:

Maintenance activities are reported as follows for November 2022:

- Total mileage for fixed route – 79,276
- Paratransit total mileage – 13,596
- On-time performance for preventative maintenance activities – 99%
- Fleet downtime – 4.92%



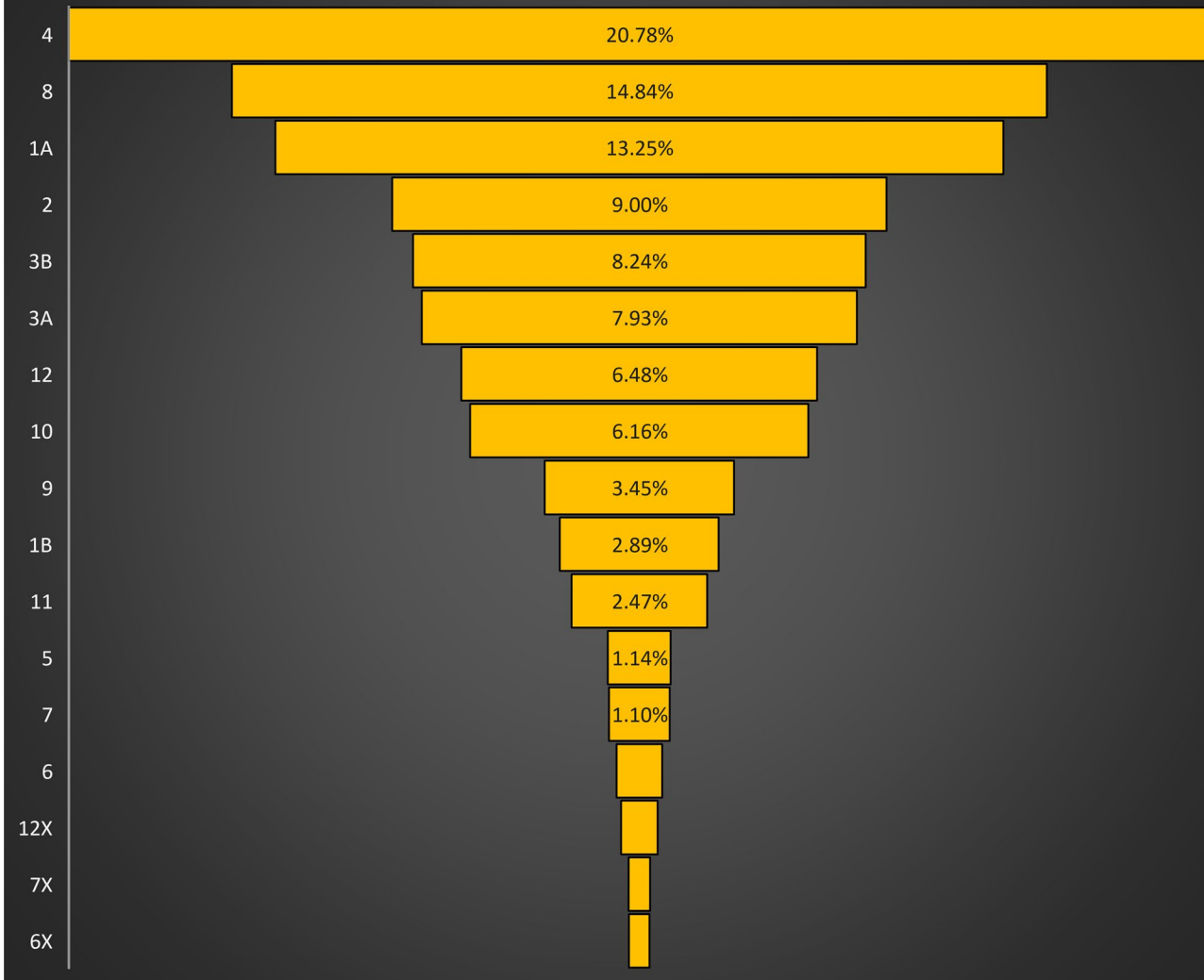
Monthly System Ridership FY21 - FY23



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Total Ridership 2020 - 2021 (FY '21)	33,957	21,083	24,919	58,787	47,665	34,915	36,674	32,998	44,365	42,049	36,123	37,065
■ 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							



Ridership Percentage by Route

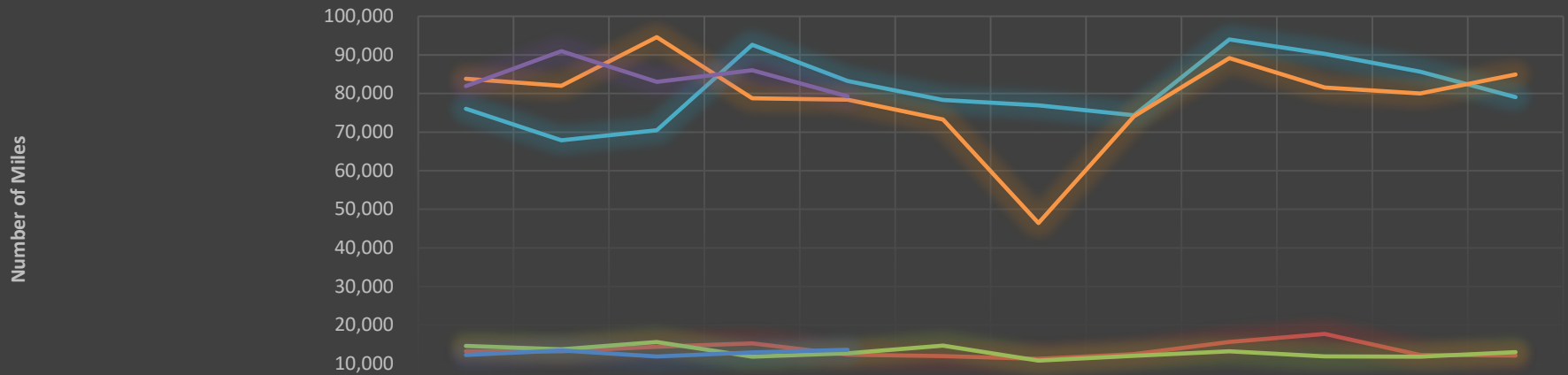


Nov-22

Route	Ridership	Percentage
4	8732	20.78%
8	6237	14.84%
1A	5569	13.25%
2	3783	9.00%
3B	3462	8.24%
3A	3330	7.93%
12	2722	6.48%
10	2588	6.16%
9	1449	3.45%
1B	1215	2.89%
11	1036	2.47%
5	480	1.14%
7	463	1.10%
6	350	0.83%
12X	281	0.67%
7X	163	0.39%
6X	157	0.37%
Total	42,017	100.00%



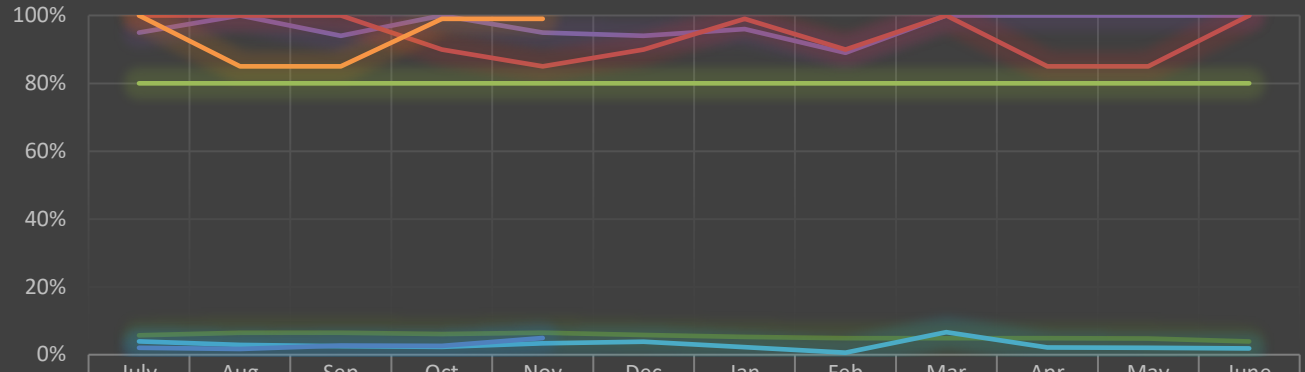
GLTC Mileage FY21, FY22, FY23



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Fixed Route Mileage 2020-2021 (FY-21)	76,026	67,880	70,472	92,599	83,272	78,350	76,926	74,386	94,005	90,304	85,691	79,060
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							
Paratransit Mileage 2020-2021 (FY-21)	13,170	13,196	14,382	15,284	12,314	11,930	11,246	12,489	15,609	17,699	12,283	12,100
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							



Maintenance Performance FY21, FY22, FY23



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
On Time Performance FY'21 (FTA Requires 80%)	95%	100%	94%	100%	95%	94%	96%	89%	100%	100%	100%	100%
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%							
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'21 (Industry Average 5%)	5.74%	6.44%	6.45%	6.10%	6.48%	5.79%	5.25%	4.85%	4.84%	4.83%	4.79%	3.90%
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%							





GLTC Board Agenda Detail

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

Summary:

The Capital Projects report for November is included with the FY23 November Financial Packet attached. We have not had significant movement on any grants yet, though we are working on vehicle grants as well as the grants tied to our AVL and mobile fare collection.

Contacts: Josh Moore
Attachments: FY23 November Financial Packets
Action Required: None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT# DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	11/30/2022 Balance
VA-95-X120						
Revision approved 1/3/1	73017-33 PURCHASE FARE COLLECTION EQUIPMEN	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 68,072
Revision approved 1/3/1	73017-33 PURCHASE FARE COLLECTION EQUIPMEN	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
		\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 176,314
VA-95-X145						
Revision approved 1/3/1	73017-33 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	73017-33 PURCHASE FARE COLLECTION EQUIPMEN	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39 PURCHASE TRANSIT ENHANCEMENTS FOF	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
		\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
VA-2021-014-00 Executed 4/29/2021						
VA-2021-014-01-00	73021-50 Purchase Spare Parts, ACM Items	\$ 120,000.00	\$ 168,000.00	\$ 12,000.00	\$ 300,000	\$ 215,430.16
VA-2021-014-01-00	73021-49 Purchase Vehicle Locator System	\$ 201,600.00	\$ 282,240.00	\$ 20,160.00	\$ 504,000	\$ 504,000.00
		\$ 1,035,456.00	\$ 1,449,638.00	\$ 103,546.00	\$ 2,588,640.00	\$ 1,024,271.16



GLTC Board Agenda Detail

Item #: 5a

Item Title: Old Business

Action: Discussion and Approval

No Old Business





GLTC Board Agenda Detail

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

Ask GLTC

We will be presenting a special project that our intern, Jordon Romero, has been working on to assist with customer service inquiries and to direct customers to the relevant information on our website or ask common questions in a timely manner.

Contacts: Jordon Romero

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

Item #: 6b

Item Title: New Business

Action: Discussion and Approval

Updates to GLTC's Ride Rules

As part of staff's work to update GLTC guidelines and regulations, staff is proposing several changes to the Ride Rules which govern passenger conduct on GLTC buses, facilities, and stops.

The additional prohibitions are:

- Laying on seats, benches, floors, or other similar areas aboard GLTC vehicles or at GLTC owned or operated sites is not permitted. Overnight sleeping on GLTC property is not permitted.
- Remaining on a vehicle for more than 1 round trip.
- Loitering on GLTC property is not permitted. Individuals at GLTC stops, shelters, and transfer station are required to have a valid fare. An individual may not wait for more than 2 hours unless the individual has a valid same-day fare for Greyhound, Amtrak, or the VA Breeze.
- Vandalizing any vehicle, facility, or other owned or operated GLTC asset including by writing, marking, scribbling, defacing, or otherwise causing damage.
- No solicitation, passing out, or display of handouts, flyers, advertisements, or surveys on GLTC vehicles or owned or operated sites.

Contacts: Josh Moore

Attachments: None

Action Required: Discussion and Approval





GLTC Board Agenda Detail

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

Closed Session

The GLTC Board will recess to meet in closed session to discuss matters pursuant to §2.2-3711.A.3:

Discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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 December 15th, 2022, at 8:30 am.

The next GLTC Board Meeting is scheduled to occur on January 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
Charles Spence	cspence@gltconline.com
Holly Trent	htrent@gltconline.com
Randy Woods	rwoods@gltconline.com
Kent White	kwhite@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

2022 to 2023 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	Holly Trent	Greg Patrick	Randy Woods
Meeting Date									
7/6/2022	P		P	PR	A	P	P	NA	P
7/28/2022	A		P	P	PR	P	P	NA	P
8/3/2022	P		P	P	PR	P	P	NA	P
8/18/2022	P		A	PR	PR	P	A	NA	P
9/7/2022	P		P	P	EA	P	PR	NA	P
9/21/2022	P		PR	P	A	P	P	NA	P
10/5/2022	P		P	P	EA	P	P	P	P
10/20/2022	P		P	P	A	P	P	P	P
11/17/2022	P		P	P	P	P	A	P	P
12/7/2022	P		PR	P	P	P	P	PR	P
12/15/2022	P		PR	P	P	P	A	A	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@gltconline.com so he can indicate the reason on the record.

