

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, June 3<sup>rd</sup>, 2024**

**8:30 a.m. – 10:30 a.m.**

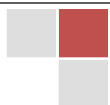
**Meeting Location:** GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

**Board President:** Cameron Howe  
**Board Vice President:** Randy Woods  
**Secretary-Treasurer:** Mary-Winston Deacon  
**Members:** Benjamin Blanks; Gary DuPriest; Brian Landergan;  
Tab Sprouse, Greg Patrick

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<b>#1</b>	<b>Call to Order – 8:30 a.m.</b>	GLTC Board President
<b>#2</b>	<b>Consideration of Meeting Minutes Approval</b> May 1 <sup>st</sup> , 2024, Board Meeting April 18 <sup>th</sup> , 2024, Work Session	All
<b>#3</b>	<b>Committee &amp; Partner Reports</b> a) Ride Solutions b) CVPDC Transportation Planner	Ada Hunsberger Kelly Hitchcock
<b>#4</b>	<b>Staff Reports</b> a) Staff Reports b) Financials c) Ridership & Operating Statistics d) Capital Projects Report	Josh Moore
	<b>Public Comment</b> a) Speakers should state their name for the official record b) Speakers will be allotted a maximum of 3 minutes	GLTC Board President
	<b>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</b>	
<b>#5</b>	<b>Old Business</b> a) No Old Business	Josh Moore
<b>#6</b>	<b>New Business</b> a) FY25 DRPT Funding Overview b) AP/AR Write-Offs c) Strategic Plan Priorities d) FY25 Appropriated Budget	Dan Sonenklar Mitch Hazen Randy Woods Josh Moore
<b>#7</b>	<b>President's Report</b>	GLTC Board President
<b>#8</b>	<b>Next Meeting Dates &amp; Adjournment</b> Board Meeting and Work Session: June 20 <sup>th</sup> , 2024, @ 8:30 am – GLTC Board Meeting Room Board Meeting: July 3 <sup>rd</sup> , 2024 @ 8:30 am – <b>CANCELED</b>	All

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## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** March 6<sup>th</sup>, 2024, Board Meeting Minutes  
**Action:** Consideration of Approval

**May 1st, 2024**  
**8:30 A.M. – 10:30 A.M.**  
**800 Kemper St.**  
**Lynchburg, VA 24501**

Board members attending:

**President:** Cameron Howe  
**Vice President:** Randy Woods  
**Secretary:** Mary-Winston Deacon  
**Members:** Benjamin Blanks, Tab Sprouse, Gary Dupreist, Brain Landergan

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

Guest: Kelly Hitchcock of CVPDC, Kyle Trissel of DRPT

### **Consideration of Meeting Minutes Approval**

April 3<sup>rd</sup>, 2024, Board Meeting  
March 21<sup>st</sup>, 2024, Work Session

Mr. Blanks requested a correction to the April 3<sup>rd</sup> Board Minutes. A comment on page 4 regarding Wal-Mart location. The change from Old Forest Rd. to Wards Rd. location. Ms. Howe requested an additional comment to the March 21<sup>st</sup> Work Session regarding her comment for representation from C.V.C.C. Ms. Howe added that “anyone that has a current stake in the system would be a good alternative”. Ms. Howe made a motion to accept the minutes with those edits. The motion was seconded by Mr. Blanks and Ms. Sprouse. The minutes were accepted.

### **Committee & Partner Reports**

Ms. Hitchcock informed the board members about the CVPDC Commuter Assistance Program. The program survey has received 300 responses. Commuter Assistance Program will host a bike to work day during the month of May. The multimodal plan now has \$150K allocated for the study. CVPTO will interview consultants to manage the project.

### **Staff Reports**

#### **a) Staff Reports**

Mr. Moore stated that GLTC completed a DRPT compliance review. GLTC had an accident-free month in March. Microtransit public meetings/info sessions will begin in May. GLTC maintenance team placed 19<sup>th</sup> in the national bus roadeo competition.

#### **b) Financials**



Mr. Moore informed the board that fixed route and paratransit revenue had decreased for the Month of March.

**c) Ridership & Operating Statistics**

Mr. Moore stated that ridership had increased for the month of March.

**d) Capital Projects Report –**

The agenda report shows funds for a support vehicle. Other expenditures from VA-95-X120 grant will be closed. Mr. Moore stated that all capital grants are reimbursement-based funds.

**Public Comment**

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

**Old Business**

a) No Old Business

**#6 New Business**

**a) Drug and Alcohol Policy Updates**

Mr. Moore informed the board that Mr. Yauger contacted representatives from F.D.A. about prescribed marijuana acceptance. Mr. Yauger explained that no level of THC is allowed for employee usage even if an individual has a prescription. Mr. Dupreist asked when does GLTC perform a drug screen? Mr. Moore replied pre-employment, post-accident, and random times. Mr. Woods made a motion to approve the policy. The motion was seconded by Ms. Sprouse and Mr. Landergan. The policy was passed.

**b) Update on End of Year Cash Flow**

Mr. Moore gave an update on the year end cashflow. GLTC is currently operating below budget. Estimated 85% of the budget is reimbursed funds from state and local sources. Over \$400K surplus will need to be paid to the City of Lynchburg from the previous fiscal year. GLTC also receives a \$500K cashflow loan at the beginning of the year. Mr. Moore explained that GLTC would not have enough cash on hand to satisfy the amounts owed to the city because of the reimbursement dates. Mr. Moore stated that he met with city staff and proposed that the city loan payment be removed in order to rectify the cashflow issue. The cashflow issue is created from a lack of previous Covid-19 funding that was used in the previous year.

Mr. Woods voiced his concerns about the income statements cash flow issues. He would like to define a clear distinction between GLTC's cashflow and revenue requirements. He proposed arranging a meeting to discuss the long term cash flow issues versus budget issues before asking the city for additional funding. Mr. Moore agreed to meet with Mr. Woods and Ms. Martin to re-define and simplify the budget, cashflow timing issue, and funding timeline.

**c) Rt 6 & 7 Public Meeting Process Update**

Mr. Moore notified that board that over the next month public meetings had been scheduled to introduce microtransit to customers. Route 6&7 will move to an on-demand service. Meetings will be held within the coverage zones to accommodate passengers.

**President Report**

Ms. Howe reminded the board that an added discussion in regard to the ride-a-long with city council will be added to the May work session agenda.



**#8 - Next Meeting Dates**

Mr. Woods made a motion to adjourn. Ms. Sprouse and Mr. Blanks seconded. The meeting ended. The next board meeting will be on – June 5<sup>th</sup>, 2024, 8:30 AM at the GLTC Transfer Center.

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Secretary/Treasurer



April 18th, 2024  
8:30 A.M. – 10:30 A.M.  
800 Kemper St.  
Lynchburg, VA 24501

Board members attending:

President: Cameron Howe  
Vice President: Randy Woods  
Secretary: Mary-Winston Deacon  
Members: Benjamin Blanks, Tab Sprouse, Greg Patrick

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

a) FTA Drug and Alcohol Audit Report

Mr. Yauger presented the completed audit report to the board. He noted that there are no major findings to be reported. Only changes to policy language need to be implemented.

- A new form that specifically ask within 2 year timeframe if a potential employee has tested positive for drug or alcohol was added.
- Post-accident form updated to ask if there was a fatality, anyone received medical treatment, or any vehicle was towed from the scene.

Ms. Howe asked if a prescription for cannabis use is prohibited? Mr. Yauger replied that no level of THC is allowed due to federal regulations. Mr. Moore commented that sentences regarding prescription cannabis usage could be added to the policy.

Mr. Patrick asked how often are drivers tested? Mr. Yauger replied 6-8 random test are performed each month. Last year total of 79 test was performed. More testing will be performed on Sundays. Ms. Howe asked if the lab is open for testing on Sundays? Mr. Yauger replied no. Majority of test are performed during business hours. Ms. Howe asked if testing influences route hours? Mr. Yauger replied no.

Ms. Howe recommended that Narcan nasal spray be available on GLTC vehicles to assist passengers. Mr. Moore informed the board that GLTC does not require bus operators to perform first aid on passengers. There board agreed to research the Narcan product and continue the discussion at next board meeting.

b) Draft Updated D&A Policy

No questions or comments made on the drafted policy. The policy will be discussed and voted for approval at the next board meeting.

c) Strategic Plan Priorities – Overview

Mr. Woods led the discussion by asking the board what are the transportation options and what impacts the decision to take a particular mode of transportation? Board members discussed the pros and cons of Uber, motorcycles, personal vehicles, and walking. Mr. Woods asked the board what are the pros and cons of the various modes of transportation?

Ms. Sprouse discussed the cost of fare.

Mr. Moore discussed the inflexibility of schedules and crime issues.

Mr. Patrick discussed the difficulties of learning routes and public transportation environmental impacts.



Mr. Woods ended the discussion by notifying the board that he would compile all data points and present new strategies at the next work session.

d) FlexFare Survey

Mr. Moore noted that there were 13 respondents for the survey. Most results concluded with positive responses. Mr. Woods asked if there would be additional surveys? Mr. Moore replied yes. During the later months of the summer GLTC will attempt to get responses during public meetings for microtransit program. Mr. Woods asked if mobile fare program allows access to customer emails. Mr. Moore replied yes. Transit app will also be used to gain feedback from customers.

e) Jones Library Collection Preservation

Mr. Moore informed the board that GLTC donated archives to Jones Library. The library would digitize all items for public access.

**President Report**

Mr. Moore stated that Central Virginia Community College selected to not have representation on the GLTC board of representatives. Mr. Moore notified the board that he will have meetings with an Amherst County Administrator about filling the vacant position.

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

**#8 - Next Meeting Dates**

The next worksession meeting will be on – May 16th, 2024, 8:30 AM at the GLTC Transfer Center.

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Secretary/Treasurer





## GLTC Board Agenda Detail

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

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### **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

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

- Attended the VTA Conference in Harrisonburg and moderated the keynote session "The Rise of Incivility in Public Transit" as well as speaking on a panel for mobile fare collection
- Preparing for the LRTAG Transportation Conference hosted by the Regional Business Alliance in June
- Working with staff to incorporate information learned from DRPT into the allocated FY25 budget
- Attended the DRPT SYIP meeting and commented on upcoming funding changes
- Attended the FTA Region III Financial Management Oversight workshop in Philadelphia

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

- Attended DBE/ACDBE Final Rule Changes to Certification Eligibility Requirements Series
- CTAV Board of Directors and Professional Development Meeting
- Lynchburg Regional Business Alliance Annual Breakfast
- League of Women Voters Annual Meeting

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

- Worked with VTLP staff to host a series of Safety Meetings on driver distractions
- Preparing for operational changes that will occur with microtransit service startup

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

- Preparing for the biennial inventory
- Working on in-servicing our newest vehicles for our microtransit service

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

- Completed April financial statements
- Continuing to work with intern on outstanding Accounts Receivables
- Working on year end information with auditors
- Participated in FTA TRaMS enhancement seminar online

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

- Installation of vehicle hotspots underway for remote supervisor access
- End of year renewals for Wi-Fi, Firewalls, and backup servers
- Working on reconfiguration of workstations for Finance team
- Working on building access management issues
- Worked on video request for police and staff

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

- On-boarded new fixed-route and paratransit operators
- Working with operations staff to organize new training materials



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

- Hosted 3 microtransit info meetings
- Distributed and designed car show advertisements
- Held Rider Improvement Meeting
- Composed bike month ads and worked with local groups to film new how-to guide





## GLTC Board Agenda Detail

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

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### **REVENUES:**

Farebox revenues are up 42% for fixed-route and 71% for paratransit. Revenues for Federal, City, and County are on budget. State Assistance is down by 37% as we are still having less reimbursable expenses. Advertising has continued to experience high returns and we are currently 653% higher than budgeted for the month and 182% for the year. Non-operating revenues are down but this is offset by lesser expenses in those categories (insurance reimbursements, warranties).

### **EXPENSES:**

Operator labor is running below budget by 7%. Other Salaries and Wages in Fixed Route is over budget reflecting where staff had changed positions and the budget was not adjusted. Demand Response is tracking below budget in all categories. IT for Demand Response is still down as we are awaiting resolution on several outstanding issues before renewing the contract for our RouteMatch software. We are anticipating a resolution on this within the next several weeks.

Fuel usage this month was 36% under budget. This has remained relatively flat from last month but is an area that we are continually watching. Parts and Materials are currently 28% over budget as we have started seeing increases in parts scarcity again and a tightening of the market for skilled labor parts. Tires are up this month, but were down in previous months reflecting seasonal volatility and usage.

Services were higher this month as we had several one-time expenses that occurred, but we are on budget for the year.

### **SUMMARY:**

We are currently under budget \$18,352 for the month and over budget \$54,176 for the year.

**Contacts:** Josh Moore  
**Attachments:** April 2024 Financial Statements  
**Action Required:** None



**GREATER LYNCHBURG TRANSIT COMPANY, INC.**  
**INCOME STATEMENT**  
**AS OF APRIL 30, 2024**

	<b>FY2024 ACTUAL APR</b>	<b>FY2024 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ 330,569	\$ 5,990,096
Money Paid to CVTMCI	(330,569)	(5,990,096)
Federal Grant Revenue	-	501,675
Local Grant Revenue	<u>(510,792)</u>	<u>834,298</u>
<b>TOTAL REVENUE</b>	<b>\$ (510,792)</b>	<b>\$ 1,335,973</b>
<b>EXPENSES</b>		
Repairs - Capital	-	\$ 67,506
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 67,506</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ <u>(510,792)</u></b>	<b>\$ <u>1,268,467</u></b>

**GREATER LYNCHBURG TRANSIT COMPANY, INC.**  
**COMPARATIVE INCOME STATEMENT**  
**AS OF APRIL 30, 2024**

	MONTH TO DATE			YEAR TO DATE		
	FY2024 APR ACTUAL	FY2023 APR ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
<b>REVENUE</b>						
Operating Assistance Revenue	\$ 330,569	\$ -	100%	\$ 5,990,096	\$ 6,973,082	-14%
Money Paid to CVTMC	(330,569)	-	100%	(5,990,096)	(6,973,082)	-14%
Sale of Equipment & Vehicles	-	-	0%	-	1,025	-100%
Federal Grant Revenue	-	181,649	-100%	501,675	206,595	143%
Local Grant Revenue	(510,792)	110,466	-562%	834,298	134,464	520%
<b>TOTAL REVENUE</b>	<b>\$ (510,792)</b>	<b>\$ 292,115</b>	<b>-275%</b>	<b>\$ 1,335,973</b>	<b>\$ 342,084</b>	<b>291%</b>
<b>EXPENSES</b>						
Repairs - Capital	-	-	0%	\$ 67,506	\$ 42,571	59%
Other Miscellaneous Expense	-	-	0%	-	-	0%
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 67,506</b>	<b>\$ 42,571</b>	<b>59%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (510,792)</b>	<b>\$ 292,115</b>	<b>-275%</b>	<b>\$ 1,268,467</b>	<b>\$ 299,512</b>	<b>324%</b>

# CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT  
AS OF APRIL 30, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 APR ACTUAL	FY2024 APR BUDGET	% VAR	FY2024 YTD ACTUAL	FY2024 YTD BUDGET	% VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 47,633	\$ 33,576	42%	\$ 400,091	\$ 335,758	19%
DRT Passenger Revenue	4,612	2,690	71%	30,889	26,895	15%
Contracts (CVCC Access)	4,253	4,253	0%	42,530	42,530	0%
Non-Operating Revenue	1,114	11,708	-90%	46,434	117,080	-60%
Advertising Revenue	21,958	2,917	653%	82,177	29,167	182%
City Operating Assistance	143,705	143,705	0%	1,437,053	1,437,053	0%
County Operating Assistance	6,808	6,808	0%	68,075	68,075	0%
State Operating Assistance	152,057	243,274	-37%	1,754,599	2,432,738	-28%
Federal Operating Assistance	363,977	397,439	-8%	3,384,338	3,974,392	-15%
<b>TOTAL REVENUE</b>	<b>\$ 746,116</b>	<b>\$ 846,369</b>	<b>-12%</b>	<b>\$ 7,246,186</b>	<b>\$ 8,463,687</b>	<b>-14%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 142,672	\$ 152,916	-7%	\$ 1,466,994	\$ 1,529,161	-4%
Operator-Overtime	9,894	19,879	-50%	116,579	198,791	-41%
Other Salaries & Wages	45,870	37,558	22%	449,379	375,580	20%
Supervisors-Overtime	1,318	1,871	-30%	13,349	18,712	-29%
Fringe Benefits	85,196	100,561	-15%	927,798	1,005,607	-8%
Information Technology	3,099	8,333	-63%	33,111	83,333	-60%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 288,048</b>	<b>\$ 321,118</b>	<b>-10%</b>	<b>\$ 3,007,210</b>	<b>\$ 3,211,184</b>	<b>-6%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 28,367	\$ 29,919	-5%	\$ 264,792	\$ 299,190	-11%
Operator-Overtime-PTS	858	898	-4%	6,075	8,976	-32%
Other Salaries & Wages	8,117	9,223	-12%	93,791	92,227	2%
Fringe Benefits	15,979	19,391	-18%	165,337	193,914	-15%
Information Technology	-	2,746	-100%	2,336	27,458	-91%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 53,321</b>	<b>\$ 62,177</b>	<b>-14%</b>	<b>\$ 532,331</b>	<b>\$ 621,765</b>	<b>-14%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 70,229	\$ 73,850	-5%	\$ 689,272	\$ 738,501	-7%
Inspection&Maint,Srvc-Overtime	1,520	4,627	-67%	23,612	46,272	-49%
Fringe Benefits	30,666	38,007	-19%	323,223	380,073	-15%
Fuel & Lubricants	58,382	91,407	-36%	619,155	914,071	-32%
Tires & Tubes	9,888	8,333	19%	74,292	83,333	-11%
Information Technology	1,632	750	118%	10,637	7,500	42%
Other Materials & Supplies	39,326	30,833	28%	349,144	308,333	13%
<b>TOTAL MAINTENANCE</b>	<b>\$ 211,643</b>	<b>\$ 247,808</b>	<b>-15%</b>	<b>\$ 2,089,334</b>	<b>\$ 2,478,084</b>	<b>-16%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 43,502	\$ 51,235	-15%	\$ 438,936	\$ 512,352	-14%
Fringe Benefits	18,574	24,814	-25%	199,015	248,138	-20%
Services	50,243	43,287	16%	434,158	432,866	0%
Utilities	19,329	21,020	-8%	171,521	210,197	-18%
Casualty & Liability Expenses	21,788	22,175	-2%	205,977	221,748	-7%
Information Technology	4,181	4,842	-14%	55,565	48,417	15%
Other Materials & Supplies	7,544	10,973	-31%	75,964	109,730	-31%
Miscellaneous	9,592	36,921	-74%	90,350	369,208	-76%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 174,752</b>	<b>\$ 215,265</b>	<b>-19%</b>	<b>\$ 1,671,486</b>	<b>\$ 2,152,655</b>	<b>-22%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 727,764</b>	<b>\$ 846,369</b>	<b>-14%</b>	<b>\$ 7,300,362</b>	<b>\$ 8,463,688</b>	<b>-14%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 18,352</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ (54,176)</b>	<b>\$ -</b>	<b>100%</b>

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**  
**COMPARATIVE INCOME STATEMENT**  
**AS OF APRIL 30, 2024**

	MONTH TO DATE			YEAR TO DATE		
	FY2024 APR ACTUAL	FY2023 APR ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 47,633	\$ 48,721	-2%	\$ 400,091	\$ 390,654	2%
DRT Passenger Revenue	4,612	2,437	89%	30,889	32,558	-5%
Contracts (CVCC Access)	4,253	3,938	8%	42,530	39,380	8%
Non-Operating Revenue	1,114	12	9180%	46,434	7,069	557%
Advertising Revenue	21,958	3,071	615%	82,177	28,490	188%
City Operating Assistance	143,705	105,538	36%	1,437,053	1,055,377	36%
County Operating Assistance	6,808	6,483	5%	68,075	64,833	5%
State Operating Assistance	152,057	169,573	-10%	1,754,599	1,780,395	-1%
Federal Operating Assistance	363,977	376,324	-3%	3,384,338	3,763,240	-10%
<b>TOTAL REVENUE</b>	<b>\$ 746,116</b>	<b>\$ 716,097</b>	<b>4%</b>	<b>\$ 7,246,186</b>	<b>\$ 7,161,996</b>	<b>1%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 142,672	\$ 135,046	6%	\$ 1,466,994	\$ 1,404,401	4%
Operator-Overtime	9,894	13,939	-29%	116,579	133,126	-12%
Other Salaries & Wages	45,870	40,588	13%	449,379	426,679	5%
Supervisors-Overtime	1,318	651	102%	13,349	8,856	51%
Fringe Benefits	85,196	86,535	-2%	927,798	883,393	5%
Information Technology	3,099	-	100%	33,111	-	100%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 288,048</b>	<b>\$ 276,759</b>	<b>4%</b>	<b>\$ 3,007,210</b>	<b>\$ 2,856,455</b>	<b>5%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 28,367	\$ 25,110	13%	\$ 264,792	\$ 241,767	10%
Operator-Overtime-PTS	858	760	13%	6,075	8,939	-32%
Other Salaries & Wages	8,117	8,358	-3%	93,791	72,327	30%
Fringe Benefits	15,979	15,546	3%	165,337	144,630	14%
Information Technology	-	-	0%	2,336	-	100%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 53,321</b>	<b>\$ 49,774</b>	<b>7%</b>	<b>\$ 532,331</b>	<b>\$ 467,663</b>	<b>14%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 70,229	\$ 61,551	14%	\$ 689,272	\$ 634,432	9%
Inspection&Maint,Srvc-Overtime	1,520	1,648	-8%	23,612	14,459	63%
Fringe Benefits	30,666	28,745	7%	323,223	290,526	11%
Fuel & Lubricants	58,382	59,241	-1%	619,155	748,893	-17%
Tires & Tubes	9,888	10,204	-3%	74,292	54,652	36%
Information Technology	1,632	-	100%	10,637	-	100%
Other Materials & Supplies	39,326	15,924	147%	349,144	284,512	23%
<b>TOTAL MAINTENANCE</b>	<b>\$ 211,643</b>	<b>\$ 177,313</b>	<b>19%</b>	<b>\$ 2,089,334</b>	<b>\$ 2,027,474</b>	<b>3%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 43,502	\$ 40,657	7%	\$ 438,936	\$ 420,270	4%
Fringe Benefits	18,574	18,494	0%	199,015	188,166	6%
Services	50,243	46,379	8%	434,158	486,297	-11%
Utilities	19,329	16,718	16%	171,521	172,940	-1%
Casualty & Liability Expenses	21,788	22,300	-2%	205,977	197,822	4%
Information Technology	4,181	14,129	-70%	55,565	183,207	-70%
Other Materials & Supplies	7,544	521	1348%	75,964	33,585	126%
Miscellaneous	9,592	2,182	340%	90,350	52,297	73%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 174,752</b>	<b>\$ 161,378</b>	<b>8%</b>	<b>\$ 1,671,486</b>	<b>\$ 1,734,584</b>	<b>-4%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 727,764</b>	<b>\$ 665,224</b>	<b>9%</b>	<b>\$ 7,300,362</b>	<b>\$ 7,086,176</b>	<b>3%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 18,352</b>	<b>\$ 50,872</b>	<b>64%</b>	<b>\$ (54,176)</b>	<b>\$ 75,820</b>	<b>171%</b>

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

	FY 2024	FY 2023	Difference	%
<i>ASSETS</i>				
Cash	\$ 222,395	\$ 1,013,384	\$ (790,989)	-78%
Cash Reserve - City of Lynchburg (BankoftheJames)	\$ 250,680	\$ -	\$ 250,680	100%
Cash - OPEB	-	321,236	(321,236)	-100%
OPEB - CASH -Bank of The James	100,000	-	100,000	100%
OPEB - ICS MMDA (SAV) ACCOUNT	163,021	-	163,021	100%
Working Funds - Transfer Center	75	75	-	0%
Working Funds - Greyhound	100	100	-	0%
Accounts Receivable	346,220	45,120	301,100	667%
Materials and Fuel	324,719	367,325	(42,606)	-12%
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,407,210</b>	<b>\$ 1,747,241</b>	<b>\$ (340,030)</b>	<b>-19%</b>
Tangible Property	\$ 36,542	\$ 21,982	\$ 14,560	66%
Accumulated Depreciation	(18,828)	(14,942)	(3,887)	26%
<b>NET FIXED ASSETS</b>	<b>\$ 17,714</b>	<b>\$ 7,040</b>	<b>\$ 10,674</b>	<b>152%</b>
Prepayments	264,967	202,112	62,855	31%
<b>TOTAL ASSETS</b>	<b>\$ 1,689,891</b>	<b>\$ 1,956,393</b>	<b>\$ (266,502)</b>	<b>-14%</b>
<i>LIABILITIES AND CAPITAL</i>				
Accounts Payable - Trade	\$ 703,718	\$ 513,409	\$ 190,309	37%
Wages Payable	244,819	190,582	54,237	28%
Other Payroll Liabilities	605,080	367,375	237,705	65%
Short Term Loan - City of Lynchburg	500,000	-	500,000	100%
Advance Payments	(559,551)	809,206	(1,368,757)	-169%
<b>TOTAL LIABILITIES</b>	<b>1,494,067</b>	<b>1,880,573</b>	<b>(386,506)</b>	<b>-21%</b>
Accumulated Income/(Loss) Current Year	(54,176)	75,820	(129,996)	-171%
Restricted Reserve	250,000	-	250,000	100%
<b>TOTAL CAPITAL</b>	<b>\$ 195,824</b>	<b>\$ 75,820</b>	<b>\$ 120,004</b>	<b>158%</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,689,891</b>	<b>\$ 1,956,393</b>	<b>\$ (266,502)</b>	<b>-14%</b>

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

	FY 2024	FY 2023	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ 10,485	\$ -	\$ 10,485
Cash - Capital	214,975	226,310	(11,335)
Accounts Receivable	7,435	280,430	(272,995)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 232,895</b>	<b>\$ 506,740</b>	<b>\$ (273,845)</b>
Tangible Property	\$ 63,283,567	\$ 61,896,336	\$ 1,387,231
Accumulated Depreciation	(27,990,964)	(26,101,301)	(1,889,663)
<b>NET FIXED ASSETS</b>	<b>\$ 35,292,603</b>	<b>\$ 35,795,035</b>	<b>\$ (502,432)</b>
<b>TOTAL ASSETS</b>	<b>\$ 35,525,499</b>	<b>\$ 36,301,775</b>	<b>\$ (776,277)</b>
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 17,920	\$ 292,115	\$ (274,195)
<b>TOTAL LIABILITIES</b>	<b>17,920</b>	<b>292,115</b>	<b>(274,195)</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,239,107	35,710,143	(1,471,036)
Accumulated Income/(Loss) Current Year	1,268,467	299,512	968,955
<b>TOTAL CAPITAL</b>	<b>\$ 35,507,579</b>	<b>\$ 36,009,660</b>	<b>\$ (502,082)</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 35,525,499</b>	<b>\$ 36,301,775</b>	<b>\$ (776,276)</b>



**GLTC Board Agenda Detail**

**Item #:** 4c  
**Item Title:** April 2024 Ridership & Operational Statistics  
**Action:** For Your Information

**Summary:**

Maintenance Activities are summarized below with associated graphs depicting year over year statistics following.  
Ridership was up 37.06% compared with our monthly average and was up 6.23% over last month.

**Ridership:**

Total Fixed Route Ridership for the month of December was 53,337. Paratransit ridership for April was 1,690.

**Service Impacts:**

System wide on-time performance was 77.1%, which was down from February by 1.1%

7.97% 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	7	8	10
On-time	74.7%	63.2%	74.8%	79.9%	68.4%	78.5%	61.6%	77.9%	80.8%

Route	11	12
On-time	75.2%	77.2%

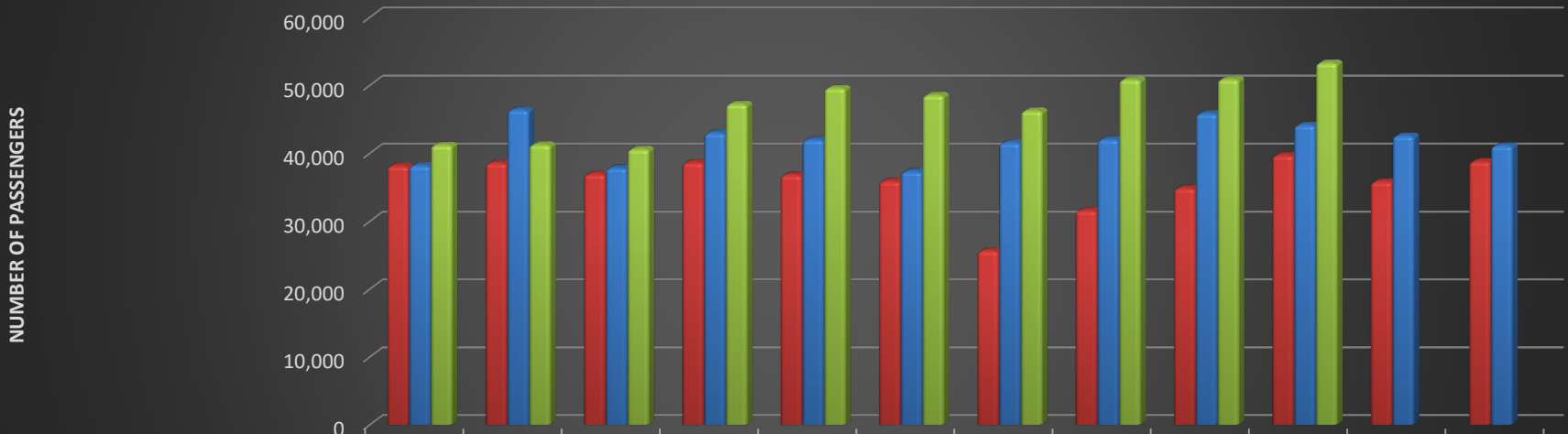
**Maintenance:**

Maintenance activities are reported as follows for December 2023:

- Total mileage for fixed route – 80,800
- Paratransit total mileage – 14,975
- On-time performance for preventative maintenance activities – 80%
- Fleet downtime – 1.34%



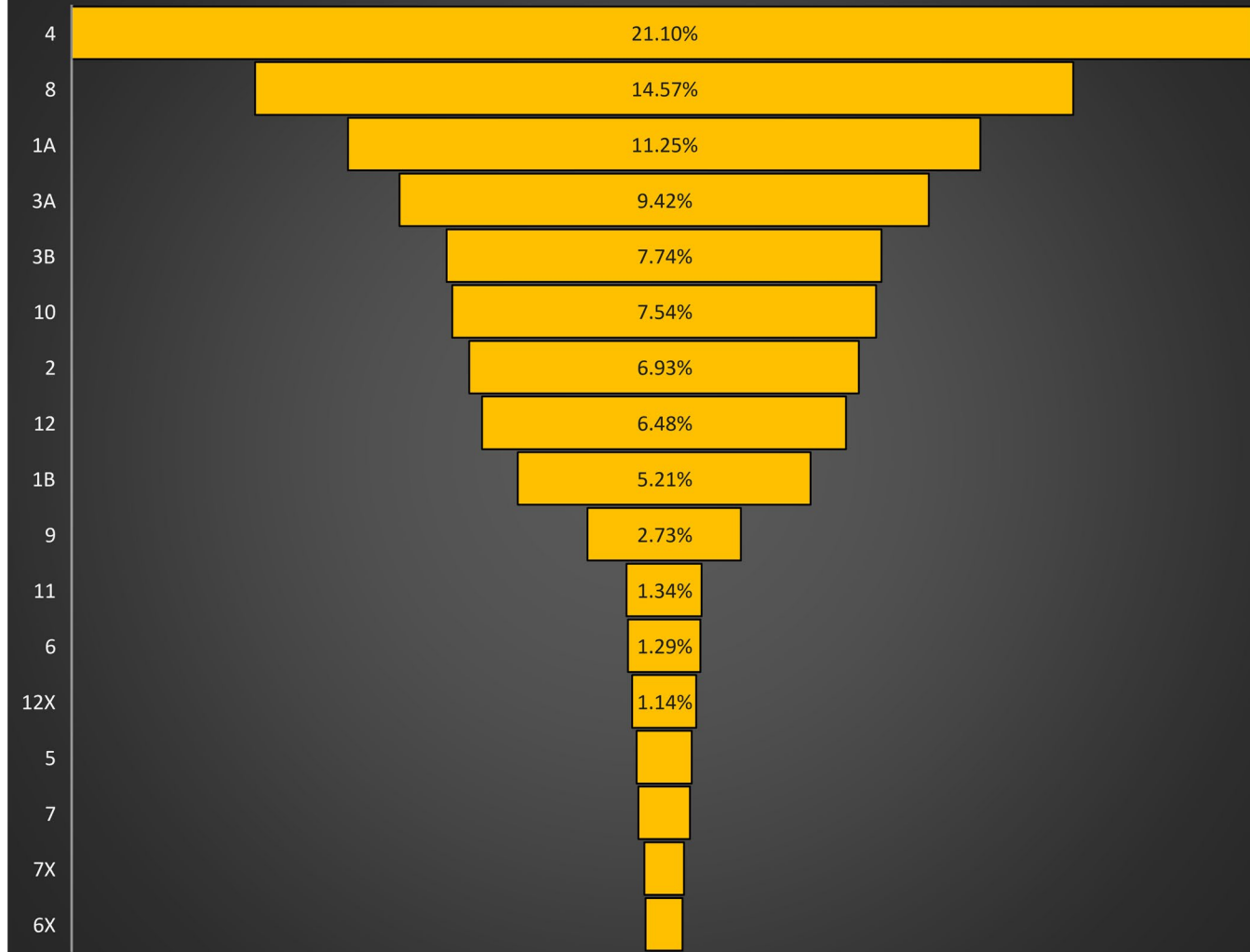
## Monthly System Ridership FY22 - FY24



	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	46,285	50,881	50,914	53,337		



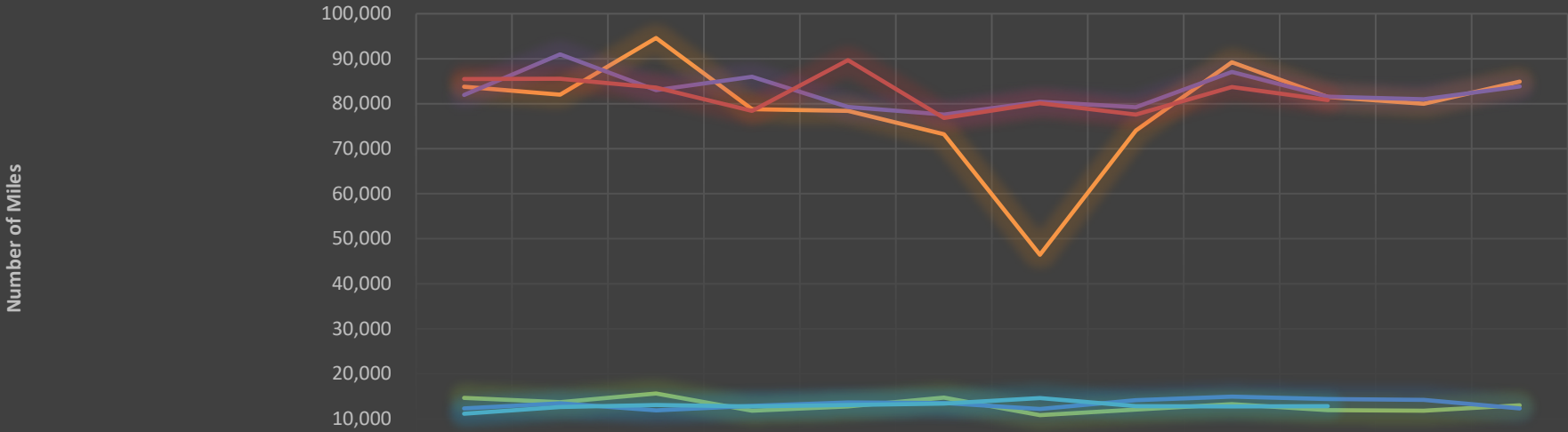
## Ridership Percentage by Route



Apr-24		
Route	Ridership	Percentage
4	11,252	21.10%
8	7,769	14.57%
1A	6,002	11.25%
3A	5,023	9.42%
3B	4,128	7.74%
10	4,022	7.54%
2	3,698	6.93%
12	3,456	6.48%
1B	2,780	5.21%
9	1,455	2.73%
11	713	1.34%
6	688	1.29%
12X	609	1.14%
5	525	0.98%
7	490	0.92%
7X	377	0.71%
6X	350	0.66%
<b>Total</b>	<b>53,337</b>	<b>100.00%</b>



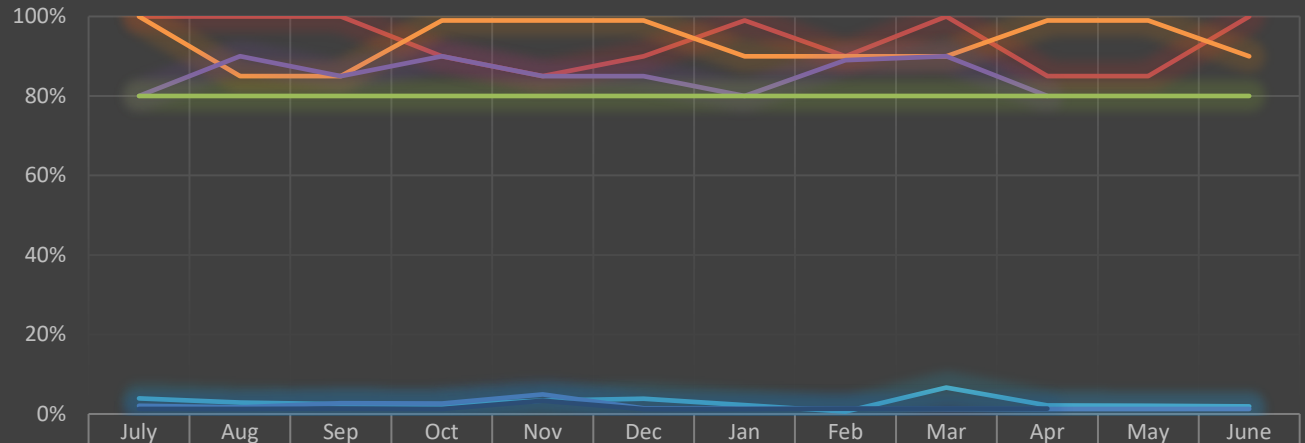
### GLTC Mileage FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Fixed Route Mileage 2021-2022 (FY-22)	83,795	82,020	94,617	78,785	78,407	73,253	46,434	74,050	89,199	81,531	80,011	84,929
Fixed Route Mileage 2022-2023 (FY-23)	81,923	90,977	83,050	86,014	79,276	77,601	80,415	79,252	87,060	81,566	81,019	83,870
Fixed Route Mileage 2023-2024 (FY-24)	85,467	85,585	83,593	78,407	89,692	76,838	80,107	77,564	83,742	80,800		
Paratransit Mileage 2021-2022 (FY-22)	14,613	13,702	15,601	11,776	12,714	14,704	10,791	12,042	13,229	11,877	11,807	12,987
Paratransit Mileage 2022-2023 (FY-23)	12,280	13,397	11,857	12,872	13,596	13,508	12,158	14,142	14,905	14,369	14,161	12,298
Paratransit Mileage 2023-2024 (FY-24)	11,107	12,583	13,042	12,714	13,035	13,353	14,586	12,780	12,744	12,780		



## Maintenance Performance FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
On Time Performance FY'22 (FTA Requires 80%)	100%	100%	100%	90%	85%	90%	99%	90%	100%	85%	85%	100%
On Time Performance FY'23 (FTA Requires 80%)	100%	85%	85%	99%	99%	99%	90%	90%	90%	99%	99%	90%
On Time Performance FY'24 (FTA Requires 80%)	80%	90%	85%	90%	85%	85%	80%	89%	90%	80%		
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'22 (Industry Average 5%)	3.90%	2.90%	2.48%	2.30%	3.33%	3.80%	2.20%	0.60%	6.64%	2.15%	2.04%	1.89%
Fleet Downtime FY'23 (Industry Average 5%)	2.07%	1.69%	2.70%	2.59%	4.92%	1.41%	1.34%	1.36%	1.24%	1.24%	1.24%	1.27%
Fleet Downtime FY'24 (Industry Average 5%)	1.30%	1.30%	1.35%	1.30%	3.33%	1.23%	1.23%	1.31%	1.31%	1.34%		





## GLTC Board Agenda Detail

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

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### **Summary:**

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

We executed new grants for replacement support vehicles, Associated Capital Maintenance (parts), our newest 5307 operating assistance, and for computer hardware replacement.

We have not made any significant draws on grants in April.

**Contacts:** Josh Moore  
**Attachments:** April 2024 Financials  
**Action Required:** None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT# DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	4/30/2024 Balance
<b>VA-95-X120</b>						
Revision approved 1/3/173022-25	PURCHASE FARE COLLECTION EQUIPMEN	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 0
Revision approved 1/3/173022-25	PURCHASE FARE COLLECTION EQUIPMEN	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 11,433
		\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 11,433
<b>VA-2016-022-00 Executed 9/23/16</b>						
VA-2016-022-01-00	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
		\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,276,339
<b>VA-2019-011-00 Executed 3/28/19</b>						
<b>Budget Revision 2 - approved 12/22/22</b>						
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
<b>VA-2020-006-00 Executed 1/2/2020</b>						
<b>Budget Revision 2 - approved 1/3/2023</b>						
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
<b>VA-2021-014-00 Executed 4/29/2021</b>						
VA-2021-014-01-00	73021-48 Purchase 30FT Replacement Bus	\$ 713,856	\$ 999,398	\$ 71,386	\$ 1,784,640	\$ 304,841
VA-2021-014-01-00	73021-50 Purchase Spare Parts, ACM Items	\$ 120,000	\$ 168,000	\$ 12,000	\$ 300,000	\$ 112,903
VA-2021-014-01-00	73021-49 Purchase Vehicle Locator System	\$ 201,600	\$ 282,240	\$ 20,160	\$ 504,000	\$ 53,877
		\$ 321,600	\$ 450,240	\$ 32,160	\$ 804,000	\$ 166,780
<b>VA-2023-015-00 Executed in FTA 4/26/2023; waiting on state to write contracts</b>						
73022-26	Purchase 35Ft Buses	\$ 824,972	\$ 5,610,001	\$ 1,815,027	\$ 8,250,000	\$ 8,250,000
		\$ 824,972	\$ 5,610,001	\$ 1,815,027	\$ 8,250,000	\$ 8,250,000
<b>VA-2024-019 Executed in FTA 4/12/2024</b>						
73023-32	Purchase Replacement Support Vehicle (;	\$ 26,362	\$ 64,022	\$ 3,766	\$ 94,150	\$ 94,150
73023-33	Purchase Spare Parts/ACM Items	\$ 61,320	\$ 148,920	\$ 8,760	\$ 219,000	\$ 219,000
		\$ 87,682	\$ 212,942	\$ 12,526	\$ 313,150	\$ 313,150
<b>STATE/LOCAL ONLY Executed 10/1/2021</b>						
73022-27	Purchase Small-size,light duty bus or BOC	\$ -	\$ 299,200	\$ 140,800	\$ 440,000	\$ 24,414
73022-28	Purchase Medium-size,medium duty bus	\$ -	\$ 197,200	\$ 92,800	\$ 290,000	\$ 44,678
		\$ -	\$ 496,400	\$ 233,600	\$ 730,000	\$ 69,092
<b>STATE/LOCAL ONLY Executed</b>						
50054-01	Route 4 Regional Connectivity Improvem	\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 102,549
		\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 102,549
<b>STATE/LOCAL ONLY Executed</b>						
71124-03	Microtransit Demo	\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 981,600
		\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 981,600
<b>STATE/LOCAL ONLY Executed</b>						
71124-02	Intern	\$ -	\$ 16,640	\$ 4,160	\$ 20,800	\$ 18,463
		\$ -	\$ 16,640	\$ 4,160	\$ 20,800	\$ 18,463
<b>VA-2024-020 Executed in FTA 4/15/2024</b>						
	5307 FY2021 Operating Assistance	\$ 2,390,757	\$ 1,195,379	\$ 1,195,379	\$ 4,781,514	\$ 4,781,514
	ADP Hardware	\$ 44,800	\$ -	\$ 11,200	\$ 56,000	\$ 56,000
		\$ 2,435,557	\$ 1,195,379	\$ 1,206,579	\$ 4,837,514	\$ 4,837,514



**GLTC Board Agenda Detail**

**Item #:** 5a

**Item Title:** Old Business

**Action:** Discussion

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**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

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**DRPT FY25 Funding Update**

Dan Sonenklar from DRPT will be presenting on the current FY25 allocation from DRPT and information on the anticipated changes that will affect the state operating assistance program in FY26.

**Contacts:** Josh Moore/Dan Sonenklar - DRPT

**Attachments:** DRPT Operating Assistance Formula Overview

**Action Required:** Discussion



# DRPT Operating Assistance Formula

## Overall Trends and Impacts on GLTC

Dan Sonenklar, Statewide Transit Planning Manager  
June 5, 2024



# FY25 MERIT Operating Assistance Summary



- Over the past three fiscal years, operating assistance revenues exceeded projected levels due to one-time revenue infusions
- This resulted in abnormally high allocations to agencies in FY22, FY23, and FY24
- In FY25, the MERIT - Operating Assistance program will remain funded above projected levels due to additional one-time revenues from project deobligations
- Even so, a few agencies are slated to receive less funding in FY25 compared to FY24 due to a combination of:
  - Sizing and performance metrics for each individual agency compared to the rest of the state
  - Rising operational costs for all agencies, which can increase the maximum amount allocated to high performing agencies
- Starting in FY26, DRPT expects revenues to return to normal, projected levels through the formula prescribed by code
  - Agencies should prepare for the possibility of lower allocations

# FY25 MERIT Operating Assistance Figures

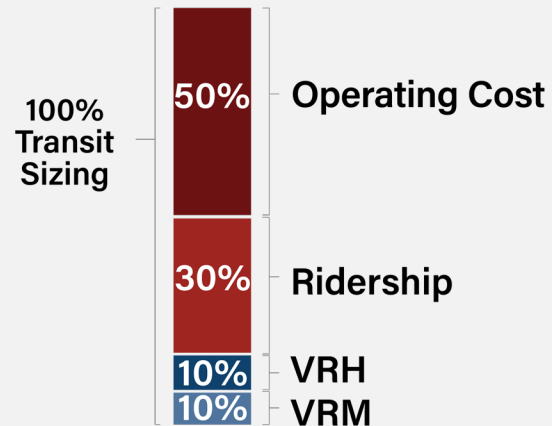
- Total Operating Assistance Expected in FY25 (24.5% of CMTF + carry-over): **\$117m**
- Total Operating Assistance Recommended in FY25 SYIP: **\$128m**
  - DRPT is recommending an additional \$10.5m in one-time revenues (from project deallocations) in the draft SYIP
  - VA Code (§ 33.2-1526.1) allows for funds to be transferred to the operating assistance program in “times of statewide economic distress or statewide special need.”
- CTB policy caps amount of operating assistance to any one agency at **30%** of its operating expenses based on the most recently audited financial report (FY23)

# Sizing and Performance Metrics

- The foundation of the allocations provided through the MERIT - Operating Assistance formula are the sizing metrics for each agency

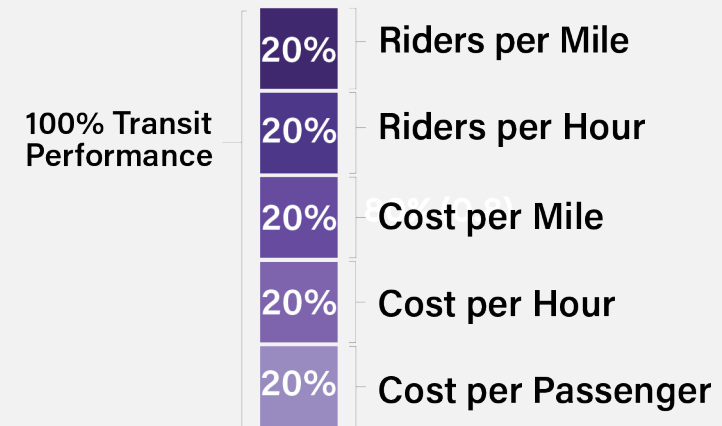
- The sizing metrics are then adjusted using 3-year trend for 5 performance metrics for each agency

## Sizing Metrics



Sizing Metrics: **FY23**

## Performance Metrics



Performance Trends: **FY19, 21, 22, 23**

# What Affects an Agency's Allocation?

- The single most important factor in the formula: **Total Statewide Operating Revenues**
- **How can agencies fare well in the formula?**
  - Increase in sizing metrics compared to the rest of the state [Costs, Ridership, Hours, Miles]
  - Improvement in performance trends compared to the rest of the state
    - Example: Ridership per mile year-over-year growth better than the state average
  - Increase in operational costs can lead to an increase in the 30% cap
- **How can agencies fare poorly in the formula?**
  - Decrease in sizing metrics compared to the rest of the state [Costs, Ridership, Hours, Miles]
  - Decline in performance trends compared to the rest of the state
  - Decrease in operational costs can lead to a decrease in the 30% cap

# GLTC – FY24 vs. FY25 State Operating Allocation

**FY24 Allocation: \$1,790,245**

**FY25 Allocation: \$1,652,305 (-7%)**

## Why did the allocation go down?

- Compared to FY24, the combination of sizing metrics - operating cost, ridership, hours, and miles - was 4% higher in FY25 for GLTC
  - Due to an increase in operating cost ridership, hours, and miles in FY23
- Trends in four performance metrics declined compared to FY24:
  - Riders per Mile, Cost per Hour, Cost per Mile, and Cost per Rider
- Sizing metrics alone would have led to a positive impact, but performance trends in an unfavorable direction had a negative impact
  - Increase in sizing metrics and decrease in performance trends cancelled each other out
  - Initial allocation (before the 30% cap redistribution) was almost exactly the same both years

# GLTC – FY24 vs. FY25 State Operating Allocation

**FY24 Allocation: \$1,790,245**

**FY25 Allocation: \$1,652,305 (-7%)**

## Why did the allocation go down? (Cont'd)

- **Key Difference FY24 to FY25: There was less money in the program overall**
  - This meant that there was less to be reallocated from other agencies once the 30% funding cap was applied since costs have increased almost universally across the board
  - **FY24: GLTC received \$188k in redistributed funds**
  - **FY25: GLTC received \$51k in redistributed funds**

# GLTC – FY21 vs. FY25 State Operating Allocation

**FY21 Allocation: \$2,198,620**

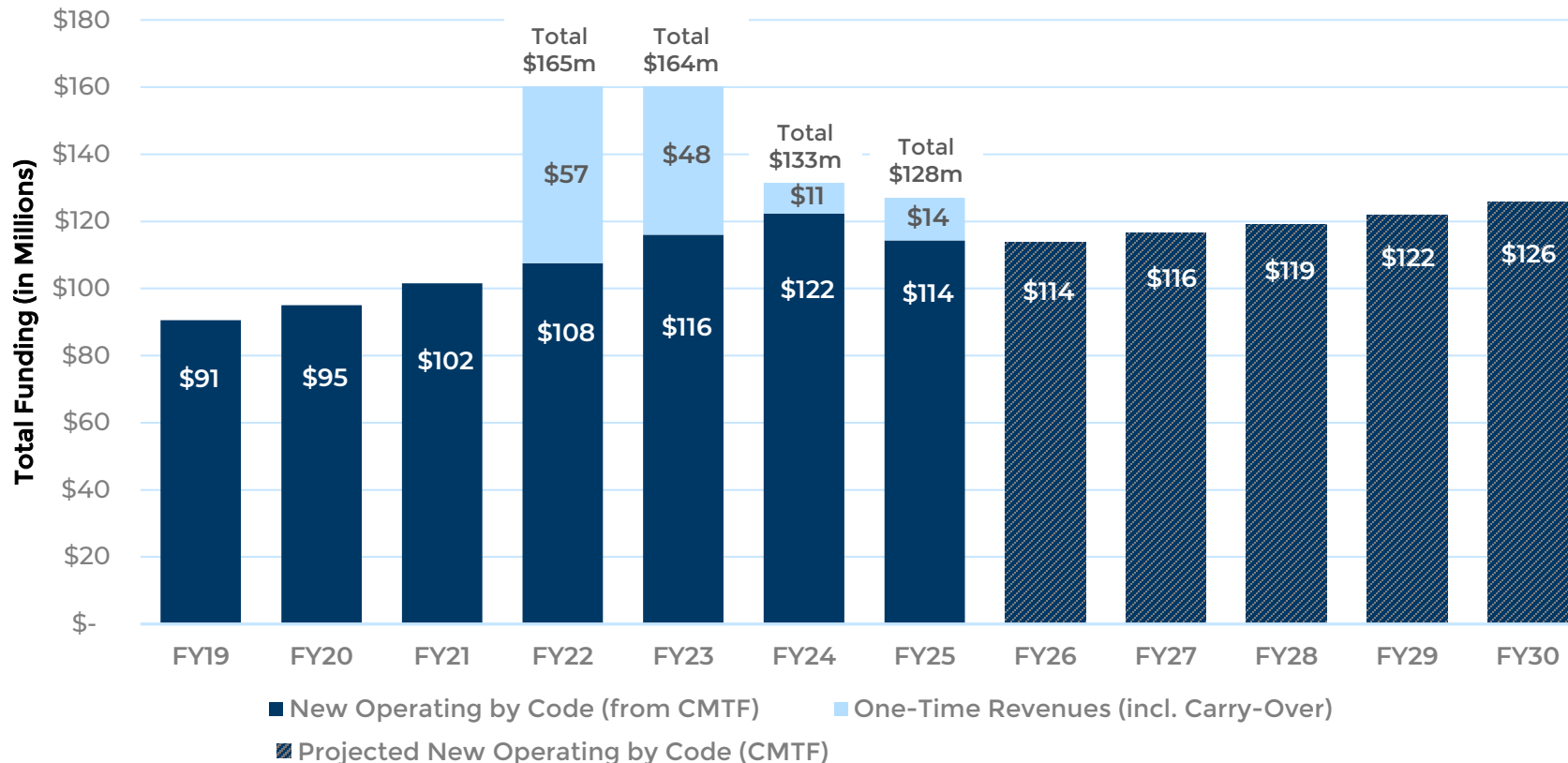
**FY25 Allocation: \$1,652,305 (-25%)**

## **Why did the allocation go down?**

- The loss of service to Liberty University led to a significant decrease in all sizing metrics, and changed the trends in performance metrics

# MERIT – Operating Assistance Revenue Projections

**MERIT - Operating Assistance Total Funding FY19 to FY30**  
 FY19-FY25 Actual, FY26-FY30 Projected



- For the past 3 fiscal years the Operating Assistance program has been supplemented with one-time revenues
- In FY25, DRPT was also able to keep the program funded above projected levels using one-time revenues
- In FY26 and beyond projected funding is based on normal allocations without one-time revenues



## GLTC Board Agenda Detail

**Item #:** 6b  
**Item Title:** New Business  
**Action:** Discussion and Approval

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### AP/AR Write-Offs

We have been working on cleaning up GLTC's Accounts Payable and Accounts Receivable to remove old accounts and ensure that we have the most accurate accounts possible. This has not been completed at GLTC before and we have a number of accounts which range from 2010 to the present.

Staff has included descriptions of the charges where the information is known and we will be discussing these and our policy for unpaid bills.

**Contacts:** Mitch Hazen  
**Attachments:** AP/AR Write-Off Account List  
**Action Required:** Discussion and Approval





# GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

May 29<sup>th</sup>, 2024

Re: AR/AP Write-Off

Dear GLTC Board of Directors,

Attached is the preliminary write-off for our AP/AR. This includes write-offs for items concerning Accounts Payable (AP) and Accounts Receivable (AR).

This document includes 3 lists: Write-offs, accounts that need to be corrected, and accounts that have been corrected. The write-offs cover FY 2009 to FY 2023 (14 years) and include 92 entities with a projected grand total equal to \$40,437.76 in write-offs.

Since this write-off covers 14 years, many items present display large sums. Four particular customers make up 40%, or \$16,000 of the grand total, with 13 specific items covering 50% or \$20,000 of the grand total. 30% (28) of the listed items are \$100 or less.

The majority of these write-offs concern Bus Advertising and Bus Service.

Sincerely,

Mitchell Hazen  
Finance Intern



Customer	Date	Invoice Amt	Total	Notes
ADULT CARE CENTER	6/1/2008	\$ 444.00	\$ 27.00	Fare
ADULT CARE CENTER	12/31/2014	\$ 220.00	\$ 12.00	Fare
ADULT CARE CENTER	12/30/2011	\$ 264.00	\$ 8.00	BUS SERVICE - Dec 2011
ADULT CARE CENTER	4/30/2015	\$ 240.00	\$ 8.00	Fare
ADULT CARE CENTER	9/30/2015	\$ 744.00	\$ 8.00	Fare
ADULT CARE CENTER	1/31/2012	\$ 328.00	\$ 4.00	Fare
ADULT CARE CENTER	3/31/2014	\$ 260.00	\$ 4.00	Fare
ADULT CARE CENTER	7/31/2014	\$ 280.00	\$ 4.00	Fare
ADULT CARE CENTER	5/29/2015	\$ 240.00	\$ 4.00	Fare
ADULT CARE CENTER	4/30/2016	\$ 744.00	\$ 4.00	Fare
BRENDA CRUTE	8/20/2011	\$ 30.55	\$ 30.55	Health Insurance for pay period 8/7/11-8/20/11
CARRIAGE HILL RETIREMENT	9/1/2018	\$ 240.00	\$ 240.00	BUS ADVERTISING - Sep 2018
CDS TRACTOR TRAILER TRAINING	5/1/2017	\$ 600.00	\$ 600.00	BUS ADVERTISING - May 2017
CENTRA COLLEGE OF NURSING	10/29/2019	\$ 34.00	\$ 34.00	Bus Advertising - Oct 2019
CITY OF LYNCHBURG	4/4/2023	\$ 225.00	\$ 225.00	BUS ADVERTISING - April 2023
CITY OF LYNCHBURG-ECONOMIC DEPT	7/6/2022	\$ 1,600.00	\$ 1,600.00	BUS ADVERTISING - July 2022
COMMUNITY FUNERAL HOME	3/5/2018	\$ 400.00	\$ 400.00	BUS ADVERTISING - Feb-Mar 2018
COMMUNITY FUNERAL HOME	5/1/2018	\$ 200.00	\$ 200.00	BUS ADVERTISING - May 2018
COMMUNITY FUNERAL HOME	6/1/2018	\$ 200.00	\$ 200.00	BUS ADVERTISING - June 2018
COMMUNITY FUNERAL HOME	6/1/2018	\$ 200.00	\$ 200.00	BUS ADVERTISING - April 2018
COMMUNITY FUNERAL HOME	7/2/2018	\$ 200.00	\$ 200.00	BUS ADVERTISING - July 2018
COMMUNITY TRANSPORTATION ASSOCIATION OF VA	5/1/2019	\$ 83.38	\$ 83.38	
CVCC	3/17/2011	\$ 640.00	\$ 640.00	BUS ADVERTISING - Mar 2011
DEPT OF CORRECTIONS	1/31/2023	\$ 600.00	\$ 600.00	
DEPT OF REHAB	2/28/2011	\$ 1,233.00	\$ 1,233.00	
DEPT OF REHAB	3/31/2011	\$ 442.50	\$ 442.50	
DEPT OF REHAB	6/5/2011	\$ 45.00	\$ 45.00	
DEPT OF REHAB	7/19/2011	\$ 45.00	\$ 45.00	
DEPT OF REHAB	12/2/2010	\$ 1,903.50	\$ 20.00	Fare
DIVISION OF SOCIAL SERVICES	3/31/2011	\$ 3,630.00	\$ 3,630.00	
DIVISION OF SOCIAL SERVICES	5/3/2011	\$ 3,150.00	\$ 3,150.00	

DRIVE TO WORK	3/2/2021	\$	290.00	\$	290.00	BUS ADVERTISING - March 2021
E MEDIA	3/1/2017	\$	748.00	\$	748.00	BUS ADVERTISING - Mar 2017
EMC Outdoor	2/21/2020	\$	500.00	\$	500.00	
EMC Outdoor	3/30/2020	\$	500.00	\$	500.00	
FOREST LIONS CLUB	7/1/2016	\$	40.00	\$	40.00	PTS Debit?
FOREST LIONS CLUB	7/2/2018	\$	40.00	\$	40.00	PTS Debit?
Grace Properties of VA	3/2/2010	\$	100.00	\$	100.00	
GREENE ST COMMUNICATIONS	7/6/2021	\$	100.00	\$	100.00	BUS ADVERTISING - July 2021
Hawkins, Toni	10/7/2009	\$	29.84	\$	29.84	Health Insurance
HORIZON BEHAVIORAL HEALTH	3/5/2018	\$	500.00	\$	500.00	BUS ADVERTISING
HUMANA	12/7/2023	\$	270.00	\$	270.00	BUS ADVERTISING - Dec 2022
IRVINE SINES	5/17/2012	\$	128.07	\$	128.07	Health Insurance - Pay period 4/29-5/12
IRVINE SINES	5/3/2012	\$	128.07	\$	0.07	Health Insurance - Pay period 4/15-4/28
JAMES RIVER ART COUNCIL	2/15/2016	\$	297.50	\$	297.50	BUS SERVICE - First Fridays 2/5/16
JAMES RIVER ART COUNCIL	12/21/2016	\$	297.50	\$	297.50	BUS SERVICE - First Fridays 12/4/15
JAMES RIVER ART COUNCIL	2/15/2017	\$	255.00	\$	255.00	BUS SERVICE - First Fridays 2/3/17
JEWEL JENNINGS-WOODIE	2/1/2011	\$	118.00	\$	40.92	Medical - Employee Died?
KEMPER LOFTS	4/5/2010	\$	200.00	\$	200.00	Bus Service - Mar 2010
KEMPER LOFTS	4/5/2010	\$	200.00	\$	200.00	Bus Service - Apr 2010
LGH Professional Development	3/1/2016	\$	240.00	\$	240.00	Central health resources?
LIBERTY UNIVERSITY	10/1/2011	\$	288.03	\$	288.03	Decal/Logo Charge - Demo Bus
Logisticare	1/29/2013	\$	2,500.00	\$	0.80	Probably postage?
LYNCHBURG CITY SCHOOLS	3/2/2010	\$	1,175.00	\$	1,175.00	
LYNCHBURG CITY SCHOOLS	10/29/2010	\$	440.00	\$	440.00	BUS SERVICE - EC Glass to City Stadium Oct 15 2010
LYNCHBURG CITY SCHOOLS	11/9/2010	\$	440.00	\$	440.00	BUS SERVICE - EC Glass to City Stadium Sep 7 2010
LYNCHBURG CITY SCHOOLS	3/29/2013	\$	175.00	\$	175.00	Fare - Ticket Numbers 164189-164288 x100, 10528-10530 x3
LYNCHBURG COLLEGE	9/4/2013	\$	2,476.10	\$	2,476.10	
LYNCHBURG COLLEGE	11/1/2011	\$	1,635.00	\$	1,635.00	

LYNCHBURG GENERAL HOSPITAL-ER	2/21/2020	\$	500.00	\$	500.00	250 Passes of 1 day discount (bulk) - may have not paid due to fare free covid
M SQUARED MEDIA SERVICES	11/2/2015	\$	1,850.00	\$	1,850.00	BUS ADVERTISING - Nov 2015
MEMBER ONE FCU	6/30/2019	\$	1,090.00	\$	1,090.00	BUS ADVERTISING - June 2019
MEMBER ONE FCU	7/5/2019	\$	1,090.00	\$	1,090.00	BUS ADVERTISING - July 2019
MEMBER ONE FCU	11/1/2019	\$	1,090.00	\$	1,090.00	BUS ADVERTISING - Nov 2019
NATIONAL MULTIPLE SCLEROSIS SOCIETY	12/16/2014	\$	384.00	\$	384.00	Fare - Tickets 70402623-70402631, 70402632
OCTAPharma PLASMA	11/30/2016	\$	288.00	\$	288.00	
OFFICE OF ECONOMIC DEVELOPMENT	12/3/2011	\$	382.50	\$	382.50	
OFFICE OF ECONOMIC DEVELOPMENT	12/10/2011	\$	382.50	\$	382.50	
OFFICE OF ECONOMIC DEVELOPMENT	12/17/2011	\$	382.50	\$	382.50	
QUEEN BEE MARKETING	10/1/2019	\$	1,827.50	\$	0.50	Bus Advertising - Oct 2019
QUEEN BEE MARKETING	12/2/2019	\$	1,827.50	\$	0.50	Bus Advertising - Dec 2019
QUEEN BEE MARKETING	1/3/2020	\$	1,827.50	\$	0.50	Bus Advertising - Jan 2020
QUEEN BEE MARKETING	3/3/2020	\$	1,827.50	\$	0.50	Bus Advertising - Mar 2020
ROSENBURG MEDIA	2/2/2021	\$	807.50	\$	807.50	BUS ADVERTISING - Feb 2021
ROSENBURG MEDIA	11/2/2021	\$	807.50	\$	807.50	BUS ADVERTISING - Nov 2021
ROSENBURG MEDIA	12/2/2021	\$	807.50	\$	807.50	BUS ADVERTISING - Dec 2021
ROSENBURG MEDIA	1/5/2022	\$	807.50	\$	807.50	BUS ADVERTISING - Jan 2022
SALVATION ARMY	12/1/2016	\$	370.00	\$	370.00	BUS ADVERTISING - 11/7-12/7
TARGET	8/31/2011	\$	440.00	\$	440.00	Bus Service - 2 buses 4 hour each @ \$55 per hour for LU Service
TROPICAL SMOOTHIE CAFÉ	11/3/2014	\$	1,000.00	\$	1,000.00	BUS ADVERTISING - 10/15-11/15
TROPICAL SMOOTHIE CAFÉ	4/1/2019	\$	495.00	\$	495.00	BUS ADVERTISING - April 2019
UHC/TEMIKA HUBBARD	12/6/2022	\$	240.00	\$	240.00	BUS ADVERTISING - Dec 2022
UNLIMITED WIRELESS	9/1/2012	\$	500.00	\$	500.00	BUS ADVERTISING - 8/15-9/15
UNLIMITED WIRELESS	8/1/2012	\$	500.00	\$	150.00	BUS ADVERTISING - 7/15-8/15
VA FARMERS MARKET ASSOC	11/18/2015	\$	212.50	\$	212.50	
VA NETWORK	4/6/2021	\$	100.00	\$	100.00	BUS ADVERTISING - April 2021
Virginia Dept of Health	3/10/2010	\$	187.50	\$	187.50	
WILLIAMS BARBER SHOP	9/4/2013	\$	195.00	\$	195.00	
WILLIAMS BARBER SHOP	12/10/2013	\$	195.00	\$	195.00	

WILLIAMS BARBER SHOP	5/1/2014	\$	195.00	\$	195.00	
WILLIAMS BARBER SHOP	3/21/2013	\$	195.00	\$	3.00	
YOUNGEVITY	8/8/2016	\$	175.00	\$	175.00	BUS ADVERTISING - 7/13-8/3

**Total****\$ 40,437.76**

Further research needed

Items equal to or exceeding \$1000.00

## Needs Correction

Customer	Total	Notes
BETTER BUSINESS BUREAU	\$ (225.00)	Credit balance \$225
CAROL ALEXANDER	\$ (69.80)	Credit balance \$69.80
CVACIL	\$ (13.00)	Credit balance \$13
DEPT OF REHAB	\$ (2,334.00)	Error - Wrong amount entered
EDITH CARDWELL	\$ (69.44)	Credit balance \$69.44
MEDIA TRANSIT	\$ (350.00)	Error - check applied twice
QUEEN BEE MARKETING	\$ (1,825.50)	Two checks for 1 invoice. 4 Invoices underpaid.
LANGLEY PROPERTIES	\$ (600.00)	Error - payment applied to wrong customer account
SPURRIER MEDIA GROUP	\$ 600.00	Related to LANGLEY PROPERTIES credit
VA DEPT OF HEALTH	\$ (960.00)	Error - payment applied to wrong customer account
CENTRAL VA HEALTH DISTRICT	\$ 960.00	Related to VA DEPT OF HEALTH credit
LOGISTICARE	\$ 0.80	Result of combining two customer accounts
EMC OUTDOOR	\$ 1,000.00	3 Invoices total - 2 invoices currently open
LSI	\$ 1,200.00	
LSI	\$ 400.00	
LSI	\$ 400.00	
LSI	\$ 800.00	
LSI	\$ (800.00)	Error - extra \$800 accidently entered

Further research needed

## Corrected

Customer	Invoice #	Date	Date2	Amt
Adult and Career Center	3590	1/5/2023	2/10/2023	\$ 430.00
City of Lynchburg	3475	12/2/2021	12/30/2021	\$ 200.00
CVCC	3375	4/6/2021	4/14/2021	\$ 2,346.00
VA DEPT OF RAIL & PUBLIC TRANSPORTATION	3032	12/12/2018	1/16/2019	\$ 53.98
VA DEPT OF RAIL & PUBLIC TRANSPORTATION	3031	12/12/2018	1/17/2019	\$ 500.00
Williams Barbershop	1785	1/2/2014	1/14/2014	\$ 195.00

Corrected

Receipt Amount	
\$	430.00
\$	200.00
\$	2,346.00
\$	53.98
\$	500.00
\$	195.00



**GLTC Board Agenda Detail**

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

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**Strategic Plan Updates - Overview**

This will continue our discussion on our strategic plan priorities and implementation for the next several years.

**Contacts:** Randy Woods

**Attachments:** None

**Action Required:** Discussion





**GLTC Board Agenda Detail**

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

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**FY25 Allocated Budget**

This will set the allocated budget for FY25. Currently staff are working on addressing the reduction in state operating assistance and incorporating these changes into the proposed budget. If staff completes this process before our meeting on June 5<sup>th</sup>, 2024, the documents will be sent under separate cover.

If staff is not able to complete the changes to the budget, there will be discussion at the June 5<sup>th</sup>, 2024, meeting and staff will bring back the allocated budget at the June 20<sup>th</sup>, 2024 meeting.

**Contacts:** Josh Moore

**Attachments:** FY25 Allocated Budget (sent under separate cover)

**Action Required:** Discussion and Approval





**GLTC Board Agenda Detail**

**Item #:** 7

**Item Title:** Presidents Report

**Action:** Discussion

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





## GLTC Board Agenda Detail

**Item #:** 8  
**Item Title:** Next Meeting & Adjournment  
**Action:** Adjournment

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

The next GLTC Board Meeting on July 3<sup>rd</sup>, 2024, at 8:30 am is **CANCELLED**.

The next GLTC Board Meeting and Work Session is scheduled to occur on June 20<sup>th</sup>, 2024, at 8:30 am.

All meetings will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

*Consider Adjournment*





## GLTC Board Agenda Detail

**Item #:** N/A  
**Item Title:** Board Roster and Attendance Log  
**Action:** None

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	<a href="mailto:bblanks@gltconline.com">bblanks@gltconline.com</a>
Mary-Winston Deacon	<a href="mailto:mdeacon@gltconline.com">mdeacon@gltconline.com</a>
Gary DuPriest	<a href="mailto:cvdisability@gmail.com">cvdisability@gmail.com</a>
Cameron Howe	<a href="mailto:chowe@gltconline.com">chowe@gltconline.com</a>
Brian Landergan	<a href="mailto:blandergan@gltconline.com">blandergan@gltconline.com</a>
Greg Patrick	<a href="mailto:gpatrick@gltconline.com">gpatrick@gltconline.com</a>
Tab Sprouse	<a href="mailto:tsprouse@gltconline.com">tsprouse@gltconline.com</a>
Randy Woods	<a href="mailto:rwoods@gltconline.com">rwoods@gltconline.com</a>
Vacant	Vacant

Members may be reached by mail by addressing items to:

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

