

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Thursday, November 16th, 2023

8:30 a.m. – 10:30 a.m.

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

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

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| #1 | Call to Order - Public Comment <ul style="list-style-type: none">a) Speakers should state their name for the official recordb) Speakers will be allotted a maximum of 3 minutesc) 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 |
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| #2 | Consideration of Meeting Minutes Approval
August 17 th and September 21 st , 2023, Work Session Meetings, and
October 4 th , 2023, Board of Directors Meeting | All |
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| #3 | Committee & Partner Reports <ul style="list-style-type: none">a) No Reports | |
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| #4 | Staff Reports <ul style="list-style-type: none">a) No Reports | Josh Moore |
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| #5 | Old Business <ul style="list-style-type: none">a) No Old Business | Josh Moore |
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- | | | |
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| #6 | New Business <ul style="list-style-type: none">a) Microtransit RFP Awardb) FY25 Preliminary Budgetc) Closed Sessiond) Strategic Plan Priorities - Employees | Doressa Chilton
Josh Moore
Josh Moore
Randy Woods |
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| #7 | President's Report | GLTC Board
President |
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| #8 | Next Meeting Dates & Adjournment
Board Meeting: December 6 th , 2023, @ 8:30 am – GLTC Board Meeting Room
Work Session: December 21 st , 2023, @ 8:30 am – GLTC Board Meeting Room | All |
|-----------|---|-----|
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GLTC Board Agenda Detail

Item #: 2
Item Title: June 7th, 2023, Board Meeting Minutes
Action: Consideration of Approval



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



August, 17th, 2023
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, 8/17/2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Cameron Howe; Mary-Winston Deacon; Benjamin Blanks; Randy Woods; Charles Spence; Tabitha Sprouse; Brian Landergan.

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

Guest Included: Jarred Varner of First Transit

#1 – Call to Order – Public Comment

At 8:30 a.m., Ms. Howe called the meeting to order there were no public comments.

First Transit/Transdev Quarterly Report

Mr. Varner led the discussion informing the board that the First Transit/Transdev integration was successful. The re-structuring would lead to transit management existing as a separate division. A new analytics tool will be available to GLTC with resources from more than forty transit management locations. Mr. Varner informed the board that the third largest battery manufacturer had filed chapter 11 bankruptcy and would continue to operate. The filing will impact the electric bus industry in the future. GLTC does not have any Proterra products currently on order.

New FTA public transportation safety plan requirements have been published. The new requirements will give DRPT and FTA oversight duties for safety compliance. GLTC is provided weekly training materials from the management teams. Transdev will give Mr. Moore feedback on the newly established OKRs. One goal would be to assist with hiring and staffing issues. Transdev will continue to work with Mr. Moore about a new policy that handles special service request.

FY25 Preliminary Capital Budget Discussion

Mr. Moore gave a brief list of items that would be potentially omitted or included in the capital budget. The discussion would resume at the September board meeting.

- Trolley Replacement – Mr. Spence asked if GLTC had to own a trolley? Mr. Moore replied no.
- Shelter Replacements
- BOC Replacements
- IT Upgrades
- HVAC system



- Customer Survey
- Route 5 Demo Grant
- Route 6/7 Demo Grant

Strategic Plan Priorities – Financial Stability

Mr. Woods reviewed the board dynamics and how the board engagement is aligning to create a strategic outlook for the next 3-5 years. He asked for input from board members. Ms. Howe reminded members that the GLTC board's purpose is to "formulate policies on operating procedures and offer general supervision". Mr. Moore stated that the board members should help create strategic priorities. After operational objectives are created the board serves to give input on service topics/changes such as fare policies etc.

Mr. Woods continued the discussion by introducing an adoptive curve strategy. He presented the five components which are Innovators, Early Adopters, Early Majority, Late Majority, and Laggards. Mr. Moore commented that the GLTC funding sources (state funds, federal funds) can influence the placement along the adoptive curve. He noted that he would like to maintain a status of early adopter. Mr. Landergan asked if GLTC has 13 paratransit vehicles and if that figure is an industry standard? Mr. Moore commented that GLTC is at a median with paratransit service and he plans to have a portion replaced with Microtransit service. Mr. Spence asked if the decline of paratransit is due to third party companies. Mr. Moore replied yes. Regulations are also different for an agency in comparison to a third-party operation. Mr. Woods concluded the discussion by reviewing that GLTC's funding sources, size of operations determines the types of risk allowed.

President Report

No Report given. Mr. Yauger stated that the GLTC job fair produced 6 potential candidates for driving positions. Mr. Woods made motion to adjourn, Mr. Patrick and Ms. Howe seconded the motion and the meeting ended.

#8 - Next Meeting Dates

The next GLTC Board Meeting is scheduled to occur on September 6th, 2023, at 8:30 am.

Secretary/Treasurer





Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS
WORK SESSION MINUTES
September 21st, 2023
8:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, 9/21/2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Mary-Winston Deacon, Benjamin Blanks, Randy Woods, Greg Patrick, Charles Spence, Cameron Howe.

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

Guest Included: Gary Dupreist

#1 – Call to Order – Public Comment

#2 – Work Session

A) Ontime Performance and Missed Service.

Mr. Moore explained the aggregate score for the months. The average on time score is within the 70s range. About 15% of trips are late and 6% are early. Certain months average more late trips than others due to weather issues. Staffing issues influence performance in February and May. The consistent late routes are the 1 routes as a result of route structure. The cause of route 3's late scores is attributed to construction delays. Mr. Moore stated that the staff would look to make changes to the route1 once microtransit is implemented.

Mr. Landergan asked if the route times could be changed to be adjusted to the later times. Mr. Moore replied no because in doing so would extend the time of the route and miss connections. Mr. Woods asked if the totals are calculated by amount of stops. Mr. Moore replied no. The performance is calculated by timepoints. Each route has 4-14 time points. The metrics are formulated by 1 minute early and 5 minutes or less is considered on time. Mr. Moore stated that he hopes to perform a bus stop consolidation in the future to reduce the total amount of stops.

B) Strategic Plan Priorities

Mr. Woods led the work session by discussing the financial stability/sustainability vision for GLTC. He asked for member input. Mr. Patrick stated the projected revenue should equal the projected expenses. Ms. Howe commented that she envisions GLTC becoming capable of planning ahead of possible unstable times to maintain service for customers.

Mr. Woods commented from his research it cost \$17 per ride and \$7 per mile for the system to operate. Mr. Landergan asked if paratransit was included? Mr. Woods replied total budget. Mr. Moore stated that paratransit service is about 3 times more expensive



than fixed route service. Mr. Moore reminded the board that paratransit service is required by law.

Mr. Woods stated that over 90% of funds are derived from taxpayer sources. Mr. Patrick commented that how GLTC spends 5307 grant funds are important because the size of GLTC allows flexible spending of the grant. He wants to use 5307 funds appropriately in a manner that makes the system more efficient for the taxpayers. Mr. Moore explained that 5307 funds cannot be used for operating expenses if the city population grows over 200K residents. Mr. Woods asked if GLTC expanded coverage to Bedford Co would those residents count towards the total population served? Mr. Moore replied no and explained that the surrounding counties are already factored in by the Urban Area Zoning. The planning district already includes Madison Heights, VA, city of Lynchburg, Forest, VA and Timberlake area.

Mr. Woods asked who are the various stakeholders that the board should be most concerned with? Mr. Patrick stated that our stakeholders are anyone that uses the service and those that fund the service. Mr. Moore reminded the members that every project must fully comply with federal regulations regardless of any amount contributed to a project. The federal government is a major stakeholder that needs to be prioritized as a majority. There are two major stakeholders dividing the groups into regulatory and service.

Mr. Woods paused the discussion and the board agreed to discuss the ridership dynamics at the next session.

#3 - President Report

No report. Mr. Moore notified the board that the GLTC annual meeting would be in October. Mr. Woods made a motion to adjourn the meeting. Ms. Howe and Mr. Blanks seconded the motion and the meeting ended.

#8 - Next Meeting Dates

The next GLTC Board Meeting is scheduled to occur on October 4th, 2023, at 8:30 AM.

Secretary/Treasurer





Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS
MINUTES
(draft)



October 4th, 2023
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on, 10/4/2023, at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending: Cameron Howe; Mary-Winston Deacon; Benjamin Blanks; Randy Woods; Charles Spence; Tabitha Sprouse; Brian Landergan.

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

Guest Included: Kelly Hitchcock of CVTPO, April Branham

#1 – Call to Order – Public Comment

At 8:30 a.m., Ms. Howe called the meeting to order there were no public comments. Mr. Woods made a motion to allow remote voting. The motion was seconded by Ms. Howe and Mr. Blanks. The motion was passed.

#2 Consideration of Minutes

Ms. Howe made a motion to approve minutes from August 2nd, 2023 and September 6th, 2023. Mr. Woods and Mr. Landergan seconded the motion, minutes were approved.

#3 Committee & Partner Reports

Ride Solutions - CVPDC Transportation

The following report provided by Ms. Hitchcock of CVTPO:

Staff is working on developing the Commuter Needs study (previously referred to as the strategic plan) in conjunction with the Department of Rail and Public Transportation. We are developing a steering committee and are working on gathering commuting data at this time. The study is planned to be completed in October 2024.

October is National Pedestrian Safety Month. We will be posting on social media about pedestrian safety, walking as a means of commuting, and encouraging commuters to log their applicable trips in the RIDE Solutions app. Hunsberger will be sharing information with GLTC for promotion and outreach.

CVTPO

CVTPO staff continues coordination with GLTC staff, in partnership with DRPT and FTA partners to execute necessary pending FY24-27 CVTIP Amendments. Included in the activity will be a pending Amendment to incorporate necessary public participation policy wording to be included in the CVTIP. This process will include a 30-day comment period, prior a November 16, 20223 Public Hearing, and CVTPO adoption consideration.

The final element, which is a larger DRPT/FTA coordination effort to incorporate federal funding project language to include specified wording reference to the Transit Asset Management (TAM) Performance Measure goals. It is anticipated this larger coordination effort will result in a future FY24-27 CVTIP Amendment in early 2024.



We look forward to assisting in the public coordination and use study effort that will take place through a first public survey process, that will include RIDE Solution program coordination, in late January/early February.

RIC UPDATE

Mr. Poindexter informed the board that the last meeting of the Rider Improvement Committee discussed assigning leadership roles and duties to test GLTC's new mobile fare collection once it is implemented.

4 - Staff Reports

Mr. Moore explained to the board that DRPT would be using GLTC for a scoring study that analyzed the efficiency of stops. Focusing on asset management of shelters and benches. Mr. Moore stated that IT and maintenance departments had installed infotainment signs at the GLTC Transfer Station Platform. Electricity would be provided to the signs later date.

Financials

Mr. Moore reported "We are still working on closing the FY23 Financials and do not have our opening position for this year yet". There was a surplus in the month of July of about \$27K. A deficient of \$11K was marked for the month of August.

Ridership/Operational

Mr. Moore noted the ridership figures as steady totaling fixed route ridership for the month of August at 41,289. Paratransit ridership for August at 1,314. Employee illnesses contributed to service performance. Some operators are out on long-term leave. However 4 new operators are projected to graduate with licenses in the coming month.

Capital Projects

Mr. Moore stated that there had been no significant changes.

5 - Old Business

No old business discussed.

6 - New Business

GILLIG PURCHASE

Mr. Moore presented the cost and amount of GILLIG bus purchases. The price for 9 buses will be \$5.2 million. Staff recommended the amount of buses based on state and local funding opportunities and the projected performance of microtransit. Ms. Howe asked if the price of the buses would change in the near future. Mr. Moore replied no. The current pricing is at a fixed rate. Mr. Woods asked if the funding would come from the capital budget 2024? Mr. Moore replied that the funding was included in FY 2021. The funding would come from previously allocated sources.

Mr. Woods made a motion to approve the purchases. The motion was seconded by Ms. Howe and Mr. Blanks. The successfully passed and accepted the motion.

FY25 Proposed Capital Budget

Mr. Moore reviewed the following budget components:

- Shelters Replacements
- 1LD BOC Replacement
- 2 Support Vehicles
- IT Upgrades



- Demonstration Grants Route 6&7 and Route 5
- HVAC software Update

Mr. Blanks asked how much time was left to decide on Route 5's future? Mr. Moore replied from late October till January 2024. Mr. Woods asked for a timeline when the microtransit system would start? Mr. Moore replied Q1 part of 2024. He explained that he was not involved in the RFP process and could not give any exact times. Mr. Woods asked how long would it operate before scaling the program would be possible. Mr. Moore noted that it generally takes a year before scaling the program.

Mr. Landergan asked about the HVAC system upgrade. Mr. Moore explained that the current company that performs preventative maintenance is not sufficient. The system is also a proprietary system that no other company will perform maintenance. A new system that would allow multiple vendors to perform maintenance would be more beneficial and cheaper to GLTC.

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

Federal Government Shutdown Update

Mr. Moore informed the board that the FDA staff will still operate in the event of a government shutdown. The FDA staff and highway staff are formula funded. In November 2023, if the government does not reach a resolution and decides to shutdown GLTC will not shut down immediately. The ability to draw funds may be hindered however a short-term federal government shutdown should not cause a disruption.

President Report

Mr. Moore asked the board to cancel the November 2023 board meeting due to the annual meeting in October 2023. Mr. Landergan made a motion and Mr. Woods and Ms. Howe seconded. The November board meeting was canceled.

Ms. Sprouse introduced a guest April Branham. No further comment was made.

Adjournment

Ms. Howe made a motion to adjourn the board meeting, Mr. Woods and Mr. Blanks seconded, and the meeting ended.

The next GLTC Board Meeting scheduled to occur on November 16th, 2023, at 8:30 am.

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

- a) No Reports

Partner Reports

- a) No Reports

Contacts: Josh Moore
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 4

Item Title: Staff Reports

Action: For Your Information

- No Reports





GLTC Board Agenda Detail

Item #: 5a
Item Title: Old Business
Action: Discussion

No Old Business

No Old Business

Contacts:

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 6a

Item Title: New Business

Action: Discussion and Approval

Microtransit RFP Award

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

Contacts: Doressa Chilton

Attachments: Microtransit Recommendation and Scoring Packet – Sent under separate cover

Action Required: Discussion and Approval





GLTC Board Agenda Detail

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

FY25 Preliminary Budget

Attached is the FY25 Preliminary Budget for discussion. This budget will come back for approval at the December board meeting.

Contacts: Josh Moore

Attachments: FY25 Preliminary Budget

Action Required: Discussion and Approval





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

November 8th, 2023

Re: FY25 Preliminary Budget

Dear GLTC Board of Directors,

Attached is the preliminary budget proposal for GLTC for FY25. This document is for review and comment with the final preliminary budget to be approved by the Board at the meeting on December 6th, 2023, for submission to the City of Lynchburg.

GLTC staff are anticipating that with current trends, the budget for FY25 will be relatively stable in most categories with growth for wages, fringes, and insurance. DRPT funding is projected to increase as GLTC has increased ridership and service, although currently the funding projections are not yet known.

Current projections for funds from the FTA are currently set at the same levels as we are waiting to see the results of the pending votes for the THUD (Transportation, Housing, Urban Development, and Related Agencies) reauthorization.

The greatest sources of volatility between the introduction of this preliminary budget and our appropriated budget will be the price of diesel fuel, and insurances (Health, Workers' Compensation, and Property) which are being driven by factors external to GLTC.

Sincerely,

Josh Moore
General Manager



GREATER LYNCHBURG TRANSIT COMPANY

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

Fiscal 2025 Operating Budget

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



GLTC Board Agenda Detail

Item #: 6c

Item Title: New Business

Action: Discussion and Approval

Closed Session

The GLTC Board of Directors will hold a closed session under §2.2-3711 (A) (3) of the Code of Virginia for the purpose of:

(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 and Approval





GLTC Board Agenda Detail GLTC Board Agenda Detail

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

Strategic Plan Priorities - Employees

This will cover the employee section of the strategic plan.

Contacts: Randy Woods

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

Pending Work Session Items	
December	Sponsorship/Service Request Policy
December	Strategic Priorities – Final Review
March 2024	Financial Policies Review

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

The next GLTC Board Meeting is scheduled to occur on December 6th, 2023, at 8:30 am.

The next GLTC Work Session is scheduled to occur on December 21st, 2023, at 8:30 am.

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

Consider Adjournment





GLTC Board Agenda Detail

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	bblanks@gltconline.com
Mary-Winston Deacon	mdeacon@gltconline.com
Cameron Howe	chowe@gltconline.com
Brian Landergan	blandergan@gltconline.com
Greg Patrick	gpatrick@gltconline.com
Charles Spence	cspence@gltconline.com
Tab Sprouse	tsprouse@gltconline.com
Randy Woods	rwoods@gltconline.com
Vacant	Vacant

Members may be reached by mail by addressing items to:

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

-- Attendance Log on Next Page --

