

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Thursday, July 18th, 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

#1	Call to Order – 8:30 a.m.	GLTC Board President
#2	Consideration of Meeting Minutes Approval June 5 th , 2024, Board Meeting May 16 th , 2024, Work Session	All
#3	Committee & Partner Reports a) Ride Solutions b) CVPDC Transportation Planner	Ada Hunsberger Kelly Hitchcock
#4	Staff Reports a) Staff Reports b) Financials c) Ridership & Operating Statistics d) Capital Projects Report	Josh Moore
	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
	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	
#5	Old Business a) AR/AP Write-off Updates	Mitch Hazen
#6	New Business a) Transdev Quarterly Update b) Microtransit Update c) 50 th Anniversary Logos	Jarod Varner Josh Moore Natalie Wilkins
#7	President's Report	GLTC Board President
#8	Next Meeting Dates & Adjournment Board Meeting and Public Hearing: August 7 th , 2024, @ 8:30 am – GLTC Board Meeting Room Work Session: August 15 th , 2024 @ 8:30 am – CANCELED	All





GLTC Board Agenda Detail

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

June 5th, 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, Brian Landergan, Tab Sprouse, Charles Spense, Greg Patrick, Gary Dupreist

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

Guest: Ada Hursberger, Kyle Trissel, Dan Sonklenar

***1 – CALL TO ORDER**

At 9:00 a.m., Ms. Howe began the board meeting. Ms. Howe made a motion to allow remote voting, seconded by Mr. Blanks, the Board approved the motion. The vote was unanimous.

***2 – CONSIDERATION OF MEETING MINUTES APPROVAL May 1st, 2024, Board Meeting - April 18th, 2024, Work Session.**

Ms. Howe asked the board for approval of minutes. Mr. Woods made motion to accept, Ms. Howe seconded. The Board approved the minutes. The vote was unanimous.

***3 - COMMITTEE & PARTNER REPORTS**

RIDE SOLUTIONS - CVPDC TRANSPORTATION PLANNER

Ms. Hunsberger led the discussion with an update on the Lynchburg multimodal planning project. The project focuses on sidewalks and transit connections. No official completion date released. She spoke about creating comprehensive safety action plan. The plan will be designed from July, 2024 til April, 2025 with the assistance of Kimberly Horn. Ms. Hunsberger reminded the members that the Thriving Communities Grant from the U.S.D.O.T. had been approved.



***4 – STAFF REPORTS**

Mr. Moore stated that GLTC staff attended the V.T.A. Conference in Harrisonburg, VA. Ms. Hitchcock from C.V.P.D.C. and Mr. Moore will present at the Lynchburg Regional Business Alliance transportation summit. Ms. Wilkins will be updating D.B.E. policies.

FINANCIALS

Mr. Moore informed the board that there will be changes to the financial statement presented in the agenda. GLTC staff is reviewing ineligible items that are not allowed to be reimbursed. Those items will be presented in the upcoming board meeting. Mr. Woods asked if the revenue figures would be lower once the ineligible cost is calculated. Mr. Moore responded that the cost could be slightly higher. He explained that GLTC's expenses are lower than anticipated for the year which influences the reimbursement amounts.

RIDERSHIP

Mr. Moore reported that ridership for the month of April was the highest ridership since 2019. On-time performance had no significant change. There are consistent service disruptions from water line construction throughout the City of Lynchburg. The Transit app tracking time reported a 90% accuracy average.

CAPITAL PROJECTS REPORT

Mr. Moore explained that bus orders will be delayed until September of 2024. GLTC will purchase a support vehicle. Microtransit demo will launch July 31st, 2024. There were no significant drawdowns in April.

PUBLIC COMMENT

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

***5 – OLD BUSINESS**

No Report.

***6 – NEW BUSINESS**

FY25 DRPT Funding Overview

Dan Sonenklar presented the current FY25 allocation from DRPT (See agenda attachment).

Mr. Sonenklar reviewed the following:

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.

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.

Mr. Woods asked which performance metric is more beneficial? Should an agency score at a higher cost per mile or lower cost per mile? Mr. Sonenklar explained that the four year trend influences the formula substantially. It is beneficial to an agency to have increased ridership hours and miles along with increased expenses. The formula is based on statewide trends and averages. Ms. Sprouse asked for a better understanding of the 30% cap. Mr. Moore explained that DRPT will only reimburse up to 30% of operating expenses.

b) AP/AR Write-Offs

Finance Intern Mr. Hazen presented a list of write off items for accounts payable and accounts receivable. The write-offs cover FY 2009 to FY 2023 (14 years) and include 92 entities with a projected total equal to \$40,437.76 in write-offs.

Mr. Moore explained to that GLTC does not have a collections policy. Mr. Woods and Mr. Moore agreed to draft a collections policy at a later date. Ms. Howe suggested that any entity within the last 5 years should be contacted for payment. The board agreed to separate items into categories that will determine which items are written off.

c) FY25 Appropriated Budget

Mr. Moore requested extra time to make edits to the budget. Due to changes from the state funding amount GLTC is reviewing ways to cut back cost of operational expenses. Moving forward landscaping duties will be performed by GLTC staff which will result in a savings figure of \$30K/year. A mower will be purchased after June, 2024. GLTC staff will continue to review possible changes and annual contracts to save overall cost.



President Report

No report. Mr. Moore informed the board that there will be a board meeting instead of a worksession on June 20th, 2024.

Mr. Woods made a motion to cancel the July 3rd, 2024 board meeting. Mr. Blanks seconded the motion, the vote was unanimous.

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

#8 - Next Meeting Dates

The next board meeting will be on – June 20th, 2024, 8:30 AM at the GLTC Transfer Center.

Secretary/Treasurer



May 16th, 2024
8:30 A.M. – 10:30 A.M.
800 Kemper St.
Lynchburg, VA 24501

Board members attending:

President: Cameron Howe
Vice President: Absent*
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: Carrie Greene

Call to Order Public Comment

At 8:30 A.M. Ms. Howe called the worksession to order and asked for public comment. No public comment was made.

a) Strategic Plan Priorities – Overview

No discussion.

b) Board Ride Along

Ms. Howe led the discussion by asking for an update on the status of Amtrak’s participation at the September Board Ride Along event. Mr. Moore stated that no official correspondence had been made with Amtrak regarding their participation. Ms. Howe asked the board to formulate a date to have city council visit GLTC. The board agreed to have the Ride Along on September 19th, 2024. Mr. Moore agreed to reach out and invite city council members.

c) Updated Financial Statements –

*Handouts presented to members.

Mr. Moore informed the board that GLTC management designed flow charts to present cash flow allocations with assistance from Mr. Woods. The presented financial document is not complete and should serve as a rough draft. Mr. Patrick asked if the only change was the formatting? Mr. Moore replied yes. The new design should emphasize the cash flow position. Mr. Patrick asked if GLTC would spend money more than the board appropriated? Mr. Moore replied that GLTC will spend less.

d) DRPT Proposed FY25 Funding

*Handout presented to members.

Mr. Moore informed the board that the DRPT allocation would be less next year. He presented a document that displayed funding for all Virginia transit agencies. GLTC is not the only agency that will experience a decrease. Other agencies will also experience substantial changes. Figures are based on FY23 statistics. Mr. Moore highlighted the agencies that are fare free are projected to gain the most allocated funds in the coming year. Mr. Landergan asked if the documents reflected the final figures for each agency? Mr. Moore replied no. The Commonwealth Transportation Board will have a meeting in June to confirm the numbers. Additional allocation could be revealed after that meeting. Ms. Howe asked if the agencies that are fare free had an increase in paratransit usage? Mr. Moore explained that most of the agencies on the list except for Richmond has paratransit



service provided by an external agency. The paratransit service is not fare free in comparison to the fixed route fare.

Mr. Moore stated that he asked a DRPT data collection specialist to provide a presentation at the June Board meeting. He will explain the large scale micro-economic trends within the state of Virginia. Mr. Moore will work with other transit agencies at the Virginia Transit Association Conference to identify ways to increase funding for Virginia agencies that are not fare free.

President Report

Ms. Howe took a moment to reflect on the career of recently deceased bus operator Harold Miles. She discussed possible ways to honor his 30 years of employment. Mr. Moore commented that one of the many ways would be during the GLTC carshow. Mr Blanks and Mr. Dupreist spoke about their memories of the beloved bus operator. Mr. Patrick stated that he and Mr. Blanks visited a Walmart bus stop and how the platform and shelter could be improved.

#8 - Next Meeting Dates

Mr. Patrick made a motion to adjourn. Ms. Sprouse and Mr. Blanks seconded. The meeting ended. The next work session meeting will be on – June 20th, 2024, at 8:30 AM at the GLTC Transfer Center.

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

- a) Ride Solutions

Partner Reports

- a) CVPDC Transportation Planner
 - The Timmons Group will be the consultant responsible for the multimodal plan that CVPDC will be embarking on shortly
 - If there is an interest for a GLTC Board Member to be included on the project Technical Advisory Committee (TAC) which will meet monthly (can be virtually) and serve as a guide in the project delivery execution, please let Kelly Hitchcock or Josh Moore know
 - Additionally, there will be several designated Stakeholder Input Sessions facilitated by Timmons to gain knowledge and details to include in addition to the public outreach sessions that will not require as much of a time commitment as the TAC

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:

- Worked with staff and Masabi to deploy the remaining validators to all vehicles that will not be removed from service this year
- Worked with staff to begin implementing the microtransit roll-out and service design
- Ongoing meetings with transit colleagues to discuss the current and proposed funding allocation shortfalls this year and next and devise possible alternatives to help offset these issues
- Participated in the Regional Business Alliance's Transportation Summit with Kelly Hitchcock
- Attended City Council to discuss board member appointments

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

- Partnering with One Community/One Voice for their Transit Academy targeting Middle and High School students
- Working to transition hours for the Transit Station
- Ongoing work on GLTC's 50th Anniversary with DRPT
- Continued work on CTAV Board of Directors

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

- Preparing for operational changes that will occur with microtransit service startup
- Transitioning supervisor staff to the Transit Station to reduce lag time for supervisor support
- Meeting with supervisor staff to address driver performance issues and new expectations for the year

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

- Completed biennial inventory and fixed asset audit
- Working on resolving parts supply issues and several issues with maintenance vendors
- Working with IT Manager to address building automation issues and prepare a scope of work for capital repairs to the system

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

- Completed May financial statements
- Continuing to work with intern on outstanding Accounts Receivables
- Working on year-end information with auditors
- Provided information to actuary for OPEB calculation
- Provided count sheets for yearly fixed asset inventory and audit
- Provided information to auditors for preliminary audit

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

- Completed installation of vehicle hotspots for remote supervisor access
- End of year renewals for Wi-Fi, Firewalls, and backup servers
- Completing work on streamlining copier usage and servicing to reduce costs
- Working with the Maintenance Director to complete repairs to the HVAC system and to determine a scope of work for capital upgrades.



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

- On-boarded new part-time utility person
- Finalizing close-out of FTA Drug and Alcohol audit
- Participating in a benchmarking survey to compare our benefits to peers and other businesses in the area

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

- Attended the GLTC Car Show
- Designing and Branding Microtransit service materials and guides





GLTC Board Agenda Detail

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

REVENUES:

Farebox revenues are up 25% for fixed-route and 43% for paratransit. Revenues for the City and County are on budget. State Assistance is down by 39% as we had less reimbursable expenses as well as Federal Operating begin down 17%. Advertising has continued to experience high returns and we are currently 111% higher than budgeted for the month and 175% 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 above budget by 4%. Other Salaries and Wages in Fixed Route is over budget reflecting where staff had changed positions and the budget was not adjusted. Total expenses for Fixed Route operations is running 3% under budget and Demand Response is below budget by 14%.

Fuel usage this month was 34% under budget. Fuel prices have remained steady through the early Summer and we are watching to see what they will do through the hurricane season. Parts and Materials are currently under budget as we have started seeing increases in parts scarcity again and a tightening of the market for skilled labor parts. This means that we are ordering parts, but they are not arriving as quickly as we like and so this category may show large movement month-to-month in the future depending on the timing of deliveries. IT is still over in fixed route, but under overall.

In Administration, Services were slightly over budget this month, but overall on track for the year with the total department being underbudget.

SUMMARY:

We have a current deficit of \$43,357 for the month and a deficit of \$97,533 for the year.

Contacts: Josh Moore
Attachments: May 2024 Financial Statements
Action Required: None



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

	FY 2024	FY 2023	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	258,765	214,625	44,140
Accounts Receivable	185,211	-	185,211
TOTAL CURRENT ASSETS	\$ 443,975	\$ 214,625	\$ 229,350
Tangible Property	\$ 63,465,695	\$ 61,896,336	\$ 1,569,359
Accumulated Depreciation	(27,990,964)	(26,101,301)	(1,889,663)
NET FIXED ASSETS	\$ 35,474,732	\$ 35,795,035	\$ (320,304)
TOTAL ASSETS	\$ 35,918,707	\$ 36,009,660	\$ (90,954)
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 184,713	\$ -	\$ 184,713
TOTAL LIABILITIES	184,713	-	184,713
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,239,107	35,710,143	(1,471,036)
Accumulated Income/(Loss) Current Year	1,494,882	299,512	1,195,370
TOTAL CAPITAL	\$ 35,733,994	\$ 36,009,660	\$ (275,666)
TOTAL LIABILITIES AND CAPITAL	\$ 35,918,707	\$ 36,009,660	\$ (90,953)

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

	FY 2024	FY 2023	Difference	%
<i>ASSETS</i>				
Cash	\$ 91,852	\$ 1,130,778	\$ (1,038,926)	-92%
Cash Reserve - City of Lynchburg (BankoftheJames)	\$ 251,137	-	\$ 251,137	100%
Cash - OPEB	-	321,239	(321,239)	-100%
OPEB - CASH -Bank of The James	100,000	-	100,000	100%
OPEB - ICS MMDA (SAV) ACCOUNT	163,580	-	163,580	100%
Working Funds - Transfer Center	75	75	-	0%
Working Funds - Greyhound	100	100	-	0%
Accounts Receivable	244,383	38,300	206,083	538%
Materials and Fuel	325,957	348,653	(22,697)	-7%
TOTAL CURRENT ASSETS	\$ 1,177,084	\$ 1,839,145	\$ (662,061)	-36%
Tangible Property	\$ 36,542	\$ 21,982	\$ 14,560	66%
Accumulated Depreciation	(19,082)	(15,102)	(3,981)	26%
NET FIXED ASSETS	\$ 17,460	\$ 6,880	\$ 10,580	154%
Prepayments	202,143	364,315	(162,172)	-45%
TOTAL ASSETS	\$ 1,396,688	\$ 2,210,340	\$ (813,653)	-37%
<i>LIABILITIES AND CAPITAL</i>				
Accounts Payable - Trade	\$ 501,799	\$ 466,610	\$ 35,189	8%
Wages Payable	85,197	246,492	(161,295)	-65%
Other Payroll Liabilities	587,471	416,267	171,203	41%
Short Term Loan - City of Lynchburg	500,000	-	500,000	100%
Advance Payments	(430,247)	805,829	(1,236,076)	-153%
TOTAL LIABILITIES	1,244,220	1,935,198	(690,978)	-36%
Accumulated Income/(Loss) Prior Years	-	-	-	0%
Accumulated Income/(Loss) Current Year	(97,533)	275,142	(372,675)	-135%
Restricted Reserve	250,000	-	250,000	100%
TOTAL CAPITAL	\$ 152,467	\$ 275,142	\$ (122,675)	-45%
TOTAL LIABILITIES AND CAPITAL	\$ 1,396,688	\$ 2,210,340	\$ (813,652)	-37%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
INCOME STATEMENT
AS OF MAY 31, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 MAY ACTUAL	FY2024 MAY BUDGET	% VAR	FY2024 YTD ACTUAL	FY2024 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 41,996	\$ 33,576	25%	\$ 442,087	\$ 369,334	20%
DRT Passenger Revenue	3,845	2,690	43%	34,734	29,585	17%
Contracts (CVCC Access)	4,253	4,253	0%	46,783	46,783	0%
Non-Operating Revenue	1,107	11,708	-91%	47,541	128,788	-63%
Advertising Revenue	6,164	2,917	111%	88,341	32,083	175%
City Operating Assistance	143,705	143,705	0%	1,580,758	1,580,758	0%
County Operating Assistance	6,808	6,808	0%	74,883	74,883	0%
State Operating Assistance	149,187	243,274	-39%	1,903,786	2,676,011	-29%
Federal Operating Assistance	330,535	397,439	-17%	3,714,873	4,371,831	-15%
TOTAL REVENUE	\$ 687,599	\$ 846,369	-19%	\$ 7,933,785	\$ 9,310,056	-15%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 158,899	\$ 152,916	4%	\$ 1,625,893	\$ 1,682,077	-3%
Operator-Overtime	14,665	19,879	-26%	131,244	218,670	-40%
Other Salaries & Wages	43,437	37,558	16%	492,816	413,139	19%
Supervisors-Overtime	879	1,871	-53%	14,228	20,584	-31%
Fringe Benefits	91,739	100,561	-9%	1,019,537	1,106,167	-8%
Information Technology	3,213	8,333	-61%	36,324	91,667	-60%
TOTAL FIXED ROUTE	\$ 312,832	\$ 321,118	-3%	\$ 3,320,043	\$ 3,532,303	-6%
DEMAND RESPONSE						
Operator Labor	\$ 26,964	\$ 29,919	-10%	\$ 291,756	\$ 329,109	-11%
Operator-Overtime-PTS	606	898	-32%	6,681	9,873	-32%
Other Salaries & Wages	9,885	9,223	7%	103,676	101,450	2%
Fringe Benefits	15,731	19,391	-19%	181,068	213,306	-15%
Information Technology	-	2,746	-100%	2,336	30,204	-92%
TOTAL DEMAND RESPONSE	\$ 53,186	\$ 62,177	-14%	\$ 585,518	\$ 683,942	-14%
MAINTENANCE						
Other Salaries & Wages	\$ 66,477	\$ 73,850	-10%	\$ 755,748	\$ 812,351	-7%
Inspection&Maint,Srvc-Overtime	3,034	4,627	-34%	26,646	50,899	-48%
Fringe Benefits	29,081	38,007	-23%	352,304	418,081	-16%
Fuel & Lubricants	60,451	91,407	-34%	679,606	1,005,478	-32%
Tires & Tubes	2,016	8,333	-76%	76,308	91,667	-17%
Information Technology	1,682	750	124%	12,319	8,250	49%
Other Materials & Supplies	29,281	30,833	-5%	378,425	339,167	12%
TOTAL MAINTENANCE	\$ 192,023	\$ 247,808	-23%	\$ 2,281,357	\$ 2,725,892	-16%
ADMINISTRATION						
Other Salaries & Wages	\$ 45,519	\$ 51,235	-11%	\$ 484,455	\$ 563,587	-14%
Fringe Benefits	19,130	24,814	-23%	218,145	272,951	-20%
Services	44,144	43,287	2%	478,302	476,153	0%
Utilities	18,018	21,020	-14%	189,539	231,216	-18%
Casualty & Liability Expenses	21,797	22,175	-2%	227,775	243,922	-7%
Information Technology	4,119	4,842	-15%	59,683	53,258	12%
Other Materials & Supplies	7,667	10,973	-30%	83,631	120,703	-31%
Miscellaneous	12,521	36,921	-66%	102,871	406,129	-75%
TOTAL ADMINISTRATION	\$ 172,915	\$ 215,265	-20%	\$ 1,844,401	\$ 2,367,920	-22%
TOTAL EXPENSES	\$ 730,956	\$ 846,369	-14%	\$ 8,031,318	\$ 9,310,057	-14%
NET INCOME/(LOSS)	\$ (43,357)	\$ -	-100%	\$ (97,533)	\$ -	100%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF MAY 31, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 MAY ACTUAL	FY2023 MAY ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	\$ 41,996	\$ 38,033	10%	\$ 442,087	\$ 428,687	3%
DRT Passenger Revenue	3,845	2,934	31%	34,734	35,492	-2%
Contracts (CVCC Access)	4,253	3,938	8%	46,783	43,318	8%
Non-Operating Revenue	1,107	18	6049%	47,541	7,087	571%
Advertising Revenue	6,164	670	820%	88,341	29,160	203%
City Operating Assistance	143,705	105,539	36%	1,580,758	1,160,916	36%
County Operating Assistance	6,808	6,483	5%	74,883	71,317	5%
State Operating Assistance	149,187	257,626	-42%	1,903,786	2,038,021	-7%
Federal Operating Assistance	330,535	526,324	-37%	3,714,873	4,289,564	-13%
TOTAL REVENUE	\$ 687,599	\$ 941,565	-27%	\$ 7,933,785	\$ 8,103,562	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 158,899	\$ 149,768	6%	\$ 1,625,893	\$ 1,554,169	5%
Operator-Overtime	14,665	13,458	9%	131,244	146,584	-10%
Other Salaries & Wages	43,437	45,490	-5%	492,816	472,169	4%
Supervisors-Overtime	879	954	-8%	14,228	9,810	45%
Fringe Benefits	91,739	89,301	3%	1,019,537	972,694	5%
Information Technology	3,213	-	100%	36,324	-	100%
TOTAL FIXED ROUTE	\$ 312,832	\$ 298,971	5%	\$ 3,320,043	\$ 3,155,426	5%
DEMAND RESPONSE						
Operator Labor	\$ 26,964	\$ 27,535	-2%	\$ 291,756	\$ 269,302	8%
Operator-Overtime-PTS	606	1,229	-51%	6,681	10,168	-34%
Other Salaries & Wages	9,885	10,147	-3%	103,676	82,474	26%
Fringe Benefits	15,731	16,663	-6%	181,068	161,293	12%
Information Technology	-	-	0%	2,336	-	100%
TOTAL DEMAND RESPONSE	\$ 53,186	\$ 55,573	-4%	\$ 585,518	\$ 523,236	12%
MAINTENANCE						
Other Salaries & Wages	\$ 66,477	\$ 65,681	1%	\$ 755,748	\$ 700,113	8%
Inspection&Maint,Srvc-Overtime	3,034	2,302	32%	26,646	16,761	59%
Fringe Benefits	29,081	28,936	1%	352,304	319,462	10%
Fuel & Lubricants	60,451	55,096	10%	679,606	803,989	-15%
Tires & Tubes	2,016	6,594	-69%	76,308	61,246	25%
Information Technology	1,682	-	100%	12,319	-	100%
Other Materials & Supplies	29,281	42,990	-32%	378,425	327,502	16%
TOTAL MAINTENANCE	\$ 192,023	\$ 201,599	-5%	\$ 2,281,357	\$ 2,229,073	2%
ADMINISTRATION						
Other Salaries & Wages	\$ 45,519	\$ 45,656	0%	\$ 484,455	\$ 465,926	4%
Fringe Benefits	19,130	19,465	-2%	218,145	207,631	5%
Services	44,144	42,505	4%	478,302	528,802	-10%
Utilities	18,018	18,428	-2%	189,539	191,368	-1%
Casualty & Liability Expenses	21,797	22,388	-3%	227,775	220,209	3%
Information Technology	4,119	18,216	-77%	59,683	201,423	-70%
Other Materials & Supplies	7,667	6,550	17%	83,631	40,135	108%
Miscellaneous	12,521	12,894	-3%	102,871	65,190	58%
TOTAL ADMINISTRATION	\$ 172,915	\$ 186,100	-7%	\$ 1,844,401	\$ 1,920,684	-4%
TOTAL EXPENSES	\$ 730,956	\$ 742,243	-2%	\$ 8,031,318	\$ 7,828,419	3%
NET INCOME/(LOSS)	\$ (43,357)	\$ 199,321	122%	\$ (97,533)	\$ 275,142	135%

GREATER LYNCHBURG TRANSIT COMPANY, INC.
COMPARATIVE INCOME STATEMENT
AS OF MAY 31, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024 MAY ACTUAL	FY2023 MAY ACTUAL	% VAR	FY2024 YTD ACTUAL	FY2023 YTD ACTUAL	% VAR
REVENUE						
Operating Assistance Revenue	\$ 759,538	\$ 802,452	100%	\$ 6,749,634	\$ 7,775,534	-13%
Money Paid to CVTMC	(759,538)	(802,452)	100%	(6,749,634)	(7,775,534)	-13%
Sale of Equipment & Vehicles	-	-	0%	-	1,025	-100%
Federal Grant Revenue	15,058	-	-100%	516,733	206,595	150%
Local Grant Revenue	<u>213,942</u>	<u>-</u>	#DIV/0!	<u>1,048,239</u>	<u>134,464</u>	680%
TOTAL REVENUE	\$ 229,000	\$ -	#DIV/0!	\$ 1,564,973	\$ 342,084	357%
EXPENSES						
Repairs - Capital	2,585	-	0%	\$ 70,090	\$ 42,571	65%
Other Miscellaneous Expense	<u>-</u>	<u>-</u>	0%	<u>-</u>	<u>-</u>	0%
TOTAL EXPENSES	\$ 2,585	\$ -	0%	\$ 70,090	\$ 42,571	65%
NET INCOME/(LOSS)	\$ <u>226,415</u>	\$ <u>-</u>	#DIV/0!	\$ <u>1,494,882</u>	\$ <u>299,512</u>	399%

GREATER LYNCHBURG TRANSIT COMPANY, INC.
INCOME STATEMENT
AS OF MAY 31, 2024

	FY2024 ACTUAL MAY	FY2024 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 759,538	\$ 6,749,634
Money Paid to CVTMCI	(759,538)	(6,749,634)
Sale of Equipment & Vehicles	-	-
Federal Grant Revenue	15,058	516,733
Money to be Paid to CVTMCI	-	-
Local Grant Revenue	<u>213,942</u>	<u>1,048,239</u>
TOTAL REVENUE	\$ 229,000	\$ 1,564,973
EXPENSES		
Depreciation	\$ -	\$ -
Repairs - Capital	2,585	\$ 70,090
Gain/Loss on Disposal	-	\$ -
Pass Thru Grants	-	\$ -
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 2,585	\$ 70,090
NET INCOME/(LOSS)	<u>\$ 226,415</u>	<u>\$ 1,494,882</u>



GLTC Board Agenda Detail

Item #: 4c

Item Title: May 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 32.22% compared with our monthly average and was down 4.84% from last month.

Ridership:

Total Fixed Route Ridership for the month of December was 51,452. Paratransit ridership for May was 1,613.

Service Impacts:

System wide on-time performance was 76.5%, which was down from April by 0.6%

8.61% of the service was lost due to missed trips.

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

Route	1A	1B	3A	3B	4	5	6	7	8	10
On-time	83.6%	63.4%	76.6%	80.7%	73.8%	72.3%	83.0%	67.5%	67.1%	77.4%

Route	12	12X
On-time	82.5%	69.7%

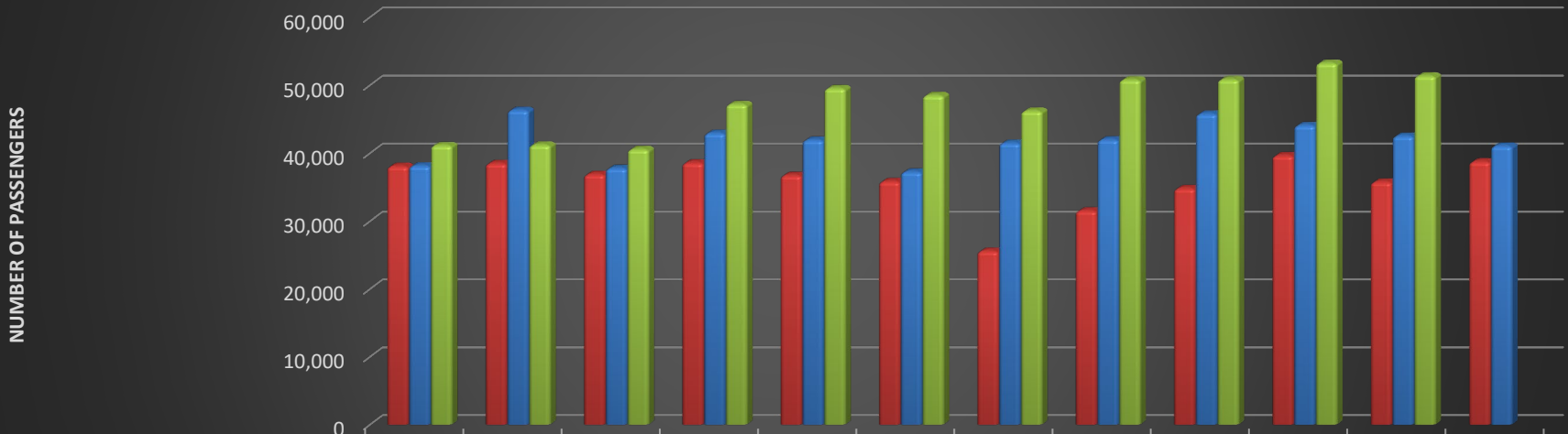
Maintenance:

Maintenance activities are reported as follows for May 2024:

- Total mileage for fixed route – 88,567
- Paratransit total mileage – 13,689
- On-time performance for preventative maintenance activities – 85%
- Fleet downtime – 1.34%



Monthly System Ridership FY22 - FY24



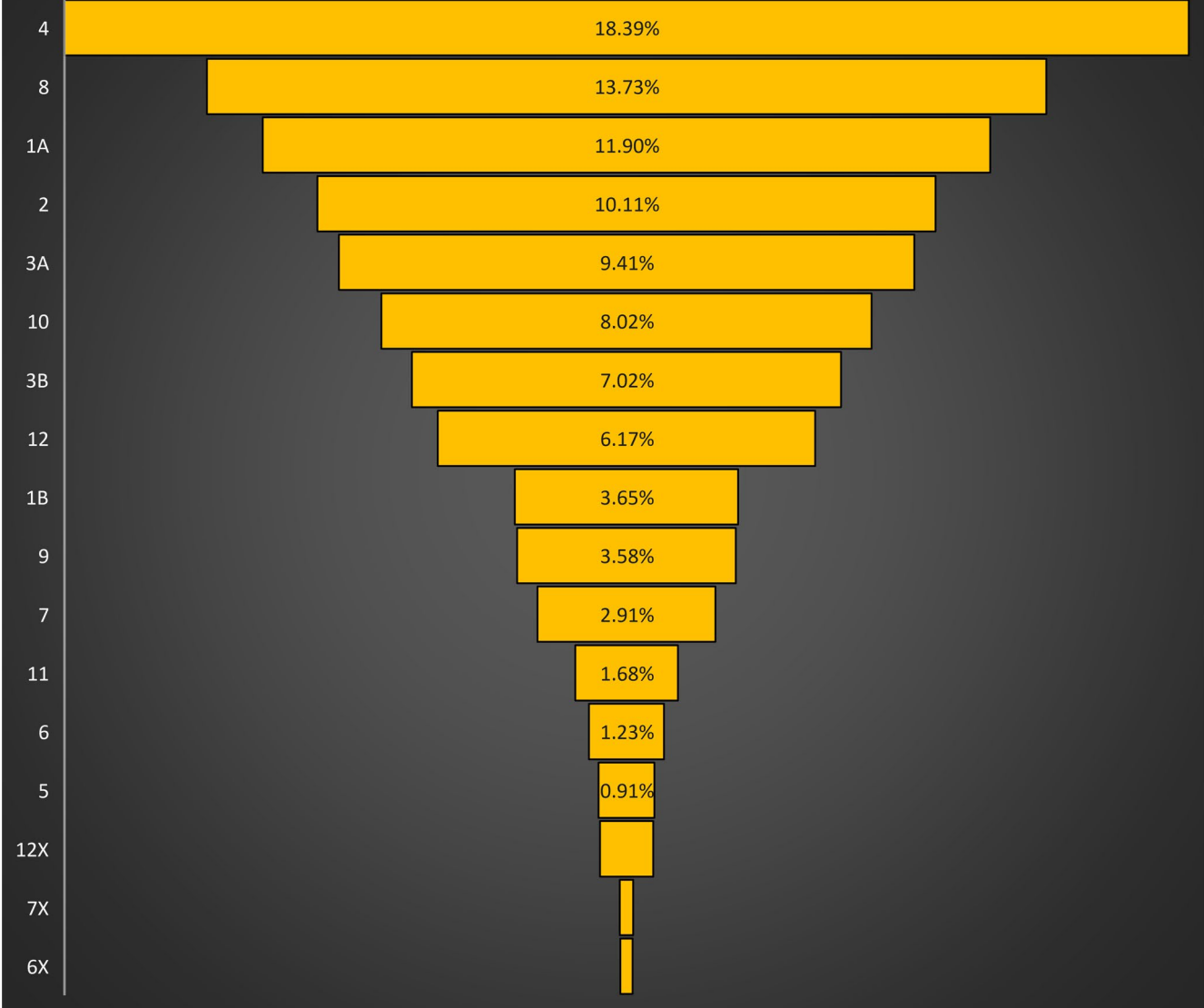
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Total Ridership 2021 - 2022 (FY '22)	38,162	38,579	36,960	38,662	36,828	35,918	25,671	31,610	34,886	39,727	35,850	38,831
■ Total Ridership 2022 - 2023 (FY '23)	38,224	46,410	37,859	43,017	42,017	37,324	41,571	42,068	45,856	44,175	42,604	41,139
■ Total 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	51,452	



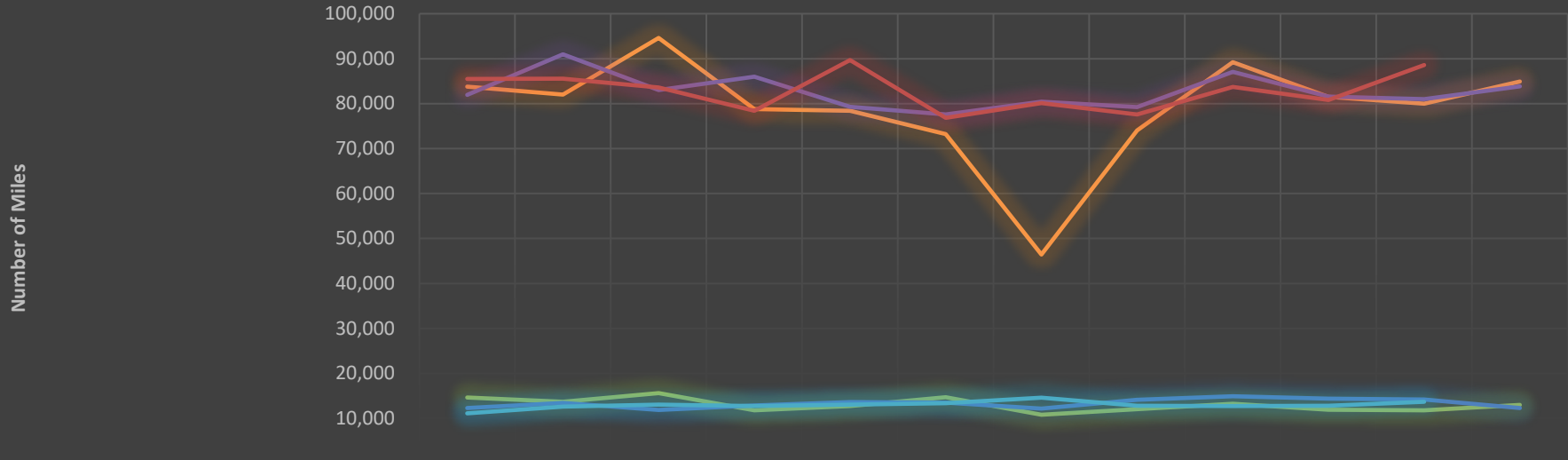
Ridership Percentage by Route

Apr-24

Route	Ridership	Percentage
4	11,252	21.10%
8	7,769	14.57%
1A	6002	11.25%
3A	5023	9.42%
3B	4128	7.74%
10	4022	7.54%
2	3698	6.93%
12	3456	6.48%
1B	2780	5.21%
9	1455	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%
Total	53,337	100.00%



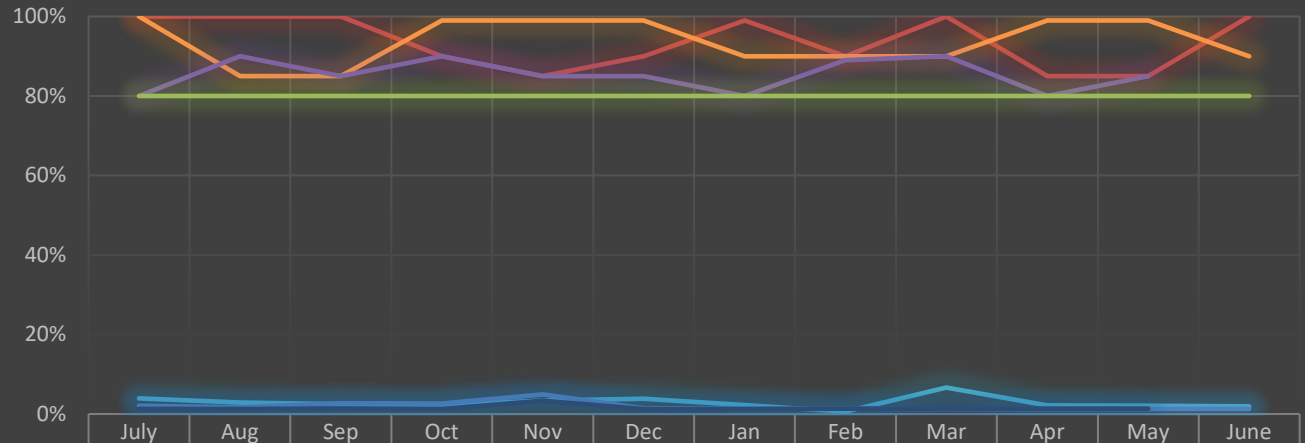
GLTC Mileage FY22, FY23, FY24



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Fixed Route Mileage 2021-2022 (FY-22)	83,795	82,020	94,617	78,785	78,407	73,253	46,434	74,050	89,199	81,531	80,011	84,929
Fixed Route Mileage 2022-2023 (FY-23)	81,923	90,977	83,050	86,014	79,276	77,601	80,415	79,252	87,060	81,566	81,019	83,870
Fixed Route Mileage 2023-2024 (FY-24)	85,467	85,585	83,593	78,407	89,692	76,838	80,107	77,564	83,742	80,800	88,567	
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	13,689	



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%	85%	
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'22 (Industry Average 5%)	3.90%	2.90%	2.48%	2.30%	3.33%	3.80%	2.20%	0.60%	6.64%	2.15%	2.04%	1.89%
Fleet Downtime FY'23 (Industry Average 5%)	2.07%	1.69%	2.70%	2.59%	4.92%	1.41%	1.34%	1.36%	1.24%	1.24%	1.24%	1.27%
Fleet Downtime FY'24 (Industry Average 5%)	1.30%	1.30%	1.35%	1.30%	3.33%	1.23%	1.23%	1.31%	1.31%	1.34%	1.34%	





GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

Attached is the Capital Projects report showing expenditures for May. 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 have made draw downs on VA-2021-014-01-00 for ACM (parts) and 71124-03 (microtransit).

We have made additional draws on several grants that will not show up until the June and July Capital report due to the timing of the invoices and payment requests.

Contacts: Josh Moore

Attachments: May 2024 Financials

Action Required: None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT# DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	5/31/2024 Balance
VA-95-X120						
Revision approved 1/3/1	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 0
Revision approved 1/3/1	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 11,433
		\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 11,433
VA-2016-022-00 Executed 9/23/16						
VA-2016-022-01-00	73022-25 PURCHASE FARE COLLECTION EQUIPMEN	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
		\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,276,339
VA-2019-011-00 Executed 3/28/19						
Budget Revision 2 - approved 12/22/22						
VA-2019-011-01	73019-29 Purchase 35FT Replacement Bus	\$ 365,398	\$ 56,751	\$ 12,074	\$ 434,223	\$ 365,398
		\$ 365,398	\$ 56,751	\$ 12,074	\$ 434,223	\$ 365,398
VA-2020-006-00 Executed 1/2/2020						
Budget Revision 2 - approved 1/3/2023						
VA-2020-006-01-00	73020-22 Purchase 35FT Replacement Bus	\$ 54,406	\$ 10,880	\$ 2,719	\$ 68,005	\$ 68,005
		\$ 54,406	\$ 10,880	\$ 2,719	\$ 68,005	\$ 68,005
VA-2021-014-00 Executed 4/29/2021						
VA-2021-014-01-00	73021-48 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	\$ 100,345
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	\$ 154,222
VA-2023-015-00 Executed in FTA 4/26/2023; waiting on state to write contracts						
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
VA-2024-019 Executed in FTA 4/12/2024						
73023-32	Purchase Replacement Support Vehicle (2	\$ 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
STATE/LOCAL ONLY Executed 10/1/2021						
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
STATE/LOCAL ONLY Executed						
50054-01	Route 4 Regional Connectivity Improvement	\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 102,549
		\$ -	\$ 652,160	\$ 163,040	\$ 815,200	\$ 102,549
STATE/LOCAL ONLY Executed						
71124-03	Microtransit Demo	\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 765,156
		\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 765,156
STATE/LOCAL ONLY Executed						
71124-02	Intern	\$ -	\$ 16,640	\$ 4,160	\$ 20,800	\$ 18,463
		\$ -	\$ 16,640	\$ 4,160	\$ 20,800	\$ 18,463
VA-2024-020 Executed in FTA 4/15/2024						
	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 and Approval

AR/AP Write-Off Update

This is a continuation of the work that staff has been doing to clear up older AR/AP accounts. Mitch Hazen has included five additional items for consideration. The smallest items would not need board approval under the proposed policy for write-offs but are included as they are from the same entity.

Contacts: Mitch Hazen

Attachments: AR/AP Write-Offs 7/11/2024

Action Required: Discussion and Approval



Write-Offs New

Approval Needed				
Customer	Date	Invoice Amt	Total W.O.	Notes
DEPT OF REHAB - FRANKLIN	6/5/2011	\$ 45.00	\$ 45.00	Error in Customer Account- No payment. Balance is outstanding still.
DEPT OF REHAB - FRANKLIN	7/19/2011	\$ 45.00	\$ 45.00	Error in Customer Account- No payment. Balance is outstanding still.
OFFICE OF ECONOMIC DEVELOPMENT	12/3/2011	\$ 382.50	\$ 382.50	Error in Customer Account- No payment. Balance is outstanding still.
OFFICE OF ECONOMIC DEVELOPMENT	12/10/2011	\$ 382.50	\$ 382.50	Error in Customer Account- No payment. Balance is outstanding still.
OFFICE OF ECONOMIC DEVELOPMENT	12/17/2011	\$ 382.50	\$ 382.50	Error in Customer Account- No payment. Balance is outstanding still.
Total		\$ 1,237.50	\$ 1,237.50	



GLTC Board Agenda Detail

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

Transdev Quarterly Update

Jared Varner from Transdev will be here to give the quarterly update and talk about current trends in the industry.

Contacts: Jared Varner

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

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

Microtransit Update

Staff will give an update on the microtransit implementation process and the next steps in July and August before the start of service.

Contacts: Josh Moore

Attachments: Printed Materials distributed at meeting

Action Required: Discussion





GLTC Board Agenda Detail

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

50th Anniversary Logos

As we approach the 50th Anniversary of GLTC in October of this year, we have a couple of logo choices for consideration.

Contacts: Natalie Wilkins

Attachments: 50th Anniversary Logo Samples

Action Required: Discussion and Approval







GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

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

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

The next GLTC Board Meeting is on August 7th, 2024, at 8:30 am

The next GLTC Work Session is scheduled to occur on August 15th, 2024, at 8:30 am. Staff are requesting that this meeting be moved to Thursday, August 22nd, 2024, at 8:30 am as there are several events occurring between the 14th and 16th that will leave staff unable to attend.

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	bblanks@gltconline.com
Mary-Winston Deacon	mdeacon@gltconline.com
Gary DuPriest	cvdisability@gmail.com
Cameron Howe	chowe@gltconline.com
Brian Landergan	blandergan@gltconline.com
Greg Patrick	gpatrick@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

