

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, October 2nd, 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 August 7 th , 2024, Board Meeting and August 22 nd , 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) No Old Business	
#6	New Business a) Draft FY26 Capital Improvement Plan b) Early Voting Fare Free Day c) Discussion on RFP Process Update for Procurement Policy d) Cancellation of November 6 th , 2024, Board Meeting	Josh Moore Natalie Wilkins Josh Moore Josh Moore
#7	President's Report	GLTC Board President
#8	Next Meeting Dates & Adjournment Board Meeting: November 6 th , 2024, @ 8:30 am – Tentatively Canceled Meeting/Work Session: October 17 th , 2024 @ 8:30 am – GLTC Board Room	All





GLTC Board Agenda Detail

Item #: 2

Item Title: August 7th, 2024, and August 22nd, 2024, Board Meeting and Work Session Minutes

Action: Consideration of Approval

**August 7th, 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, Gary DuPriest, (Greg Patrick - remote)

GLTC staff attending: Josh Moore, Steve Overstreet, Millie Martin, Chris Poindexter, Mitch Hazen, John Yauger, Wendall Watts II

Guest: Andre Miller, Kelly Hitchcock

Board Meeting

Mr. Woods made a motion to approve remote voting. The motion was seconded by Mr. Patrick. The vote unanimously passed.

Consideration of Meeting Minutes Approval, June 20th, 2024, Work Session.

Ms. Howe made a motion to approve meeting minutes from June 2024 Worksession. The motion was seconded by Mr. DuPriest and Mr. Blanks. The minutes were unanimously approved.

Microtransit Transition Public Hearing

Ms. Howe asked for any public comments regarding the Microtransit transition.

Mr. Andre Miller gave the following public comment:

"I am a frequent rider of the bus system. I mainly ride the route 4, 8 and 10, as well as 6, 7 and 11, when I need to go to the Timberlake area. I am writing today to express my opinion and facts about the proposed changes to the routes 6, 7, 11 and 12. GLTC is proposing to eliminate and alter bus service to Timberlake, Forest, Graves Mill, Leesville areas and replace it with on-demand van service also known as micro-transit. I am NOT in support of the changes as proposed. I feel micro-transit would be a great addition to the system to COMPLEMENT the bus routes, not replace them.

The reason GLTC says it wants to do micro-transit is because of low ridership on those routes. I have to ask the question, Why is there low ridership? The answer goes back to the mid 2000's, when the whole system was redone in a study, paid for by Liberty University to change the routes to suit their students needs rather than the public's. And because of this, there was an IMMEDIATE drop in ridership, particularly on the routes that serve the area in the proposed micro-transit zone. Also the routes that service the area could not make connections to other routes and did not service key destinations along the routes, effectively making these routes useless. Only minor changes or none at all were made to these routes over the years and that makes me ask the question, Was this



Greater Lynchburg Transit Company

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done on purpose? Understanding the role Liberty University has played in our community over past 20 years, using their money and political connections to influence everybody to get what they want, I can see and I am not surprised that, THIS IS TRUE! GLTC went from having the worst buses to being transit agency of year, getting a new transfer station, bus maintenance and administration building, more than enough new buses and a completely new route system. The old system did not need to be replaced, only changed a little bit and expanded upon. But because of how Liberty University and their supporters view public transportation and the people who ride it, it makes sense that they CHANGED THE SYSTEM TO SUIT THEM, especially the routes in question. This makes it difficult for riders who live outside of the proposed micro-transit zone to fully access the area, which just happens to be where all the new housing, jobs and their students are located. This is the real problem, we're dealing with the fallout of Liberty University's dealings and influences over our transit system. Now, we're here discussing replacing service in the micro-transit zone with on-demand service, because Liberty students that live in the zone, do not use the current service and regular bus riders outside of the zone, can not easily access the zone, thus low ridership. We should be discussing, How to IMPROVE THE EXISTING SYSTEM, instead of replacing services with something new. I'm not against micro-transit, I think GLTC should run both buses and on-demand van services. After studying micro-transit in other cities, the only ones that are successful are the ones the have a main line bus route and/or connections to other modes transportation. The micro-transit zones without these connections, lost half or all of their ridership. The micro-transit zone, GLTC is proposing eliminates two buses, routes 6 & 7 and part of route 12. The plan keeps route 11 as the main line, but service is every two hours and only services Timberlake Rd. Forest Rd & Graves Mill Rd have no main line bus connection. The zone itself is very large and would only be served by one van. And the van itself, only has room for 4 passengers. This is an unacceptable level of service, if GLTC goes along with the current proposal, they will certainly lose ridership. I will no longer be able to travel to the Timberlake/Forest area and not have my time be wasted for an extra hour or have to pay extra money to use the on-demand van. I might have to reduce trips to the Timberlake/forest area or cancel trips all together using GLTC. I do not want to be put in a position where I can not travel freely and have to use a phone to travel. So I came up with a plan for the entire transit system that uses both buses and on-demand services.

My solution to the micro-transit problem is simple, cancel routes 6, 7 & 11 as is. Route 10 will become the new route 6 will serve Millwood/Old Mill and have a connection to route 11. Route 11 will serve Timberlake & Leesville Rd, hourly, directly from the mall. Route 12 will become the new route 7 and will serve Forest Rd & Graves Mill Rd. This makes it easy for riders outside of the zone to get into the zone and take micro-transit if they need it to complete the trip. This also allows the van to focus on a smaller zone footprint and/or extend to areas not currently in the zone. And as a bonus, route 5 gets hourly service and an extra bus to be used to improve the existing bus service.

I want the board and staff to seriously take a look at my solution, as I think it is the best solution, a win-win for us all. And is the first step towards righting the wrongs of the past.”

Mr. Moore gave a presentation highlighting the microtransit transition. He explained the public hearing process along with the overview of service changes to Route 6, 7, and 6/7X. Mr. DuPriest asked about using mobility devices in a microtransit vehicle. Mr. Moore commented that only one wheelchair will be allowed in a trip. Mr. Landergan asked about microtransit fare payments. Mr. Moore commented that a traditional fare box will not be on the transit vans. The drivers will have a fare box. Mr. Landergan asked will drivers collect ridership data? Mr. Moore commented that the trip software will calculate the ridership data. Ms. Howe asked if the FLEX microtransit service would operate fare free on days that are fare free? Mr. Moore commented that the microtransit service would operate the same as GLTC fixed route service. Mr. Woods asked if five routes would give riders access to the FLEX microtransit zone? Mr. Moore replied six routes will provide access to the zone.

Mr. Moore reviewed additional route changes to routes 4, 8, 11, 12, and 12X. No additional public comments made.

Route 4:

Will not service Lynchburg Airport (now serviced by microtransit). The bus will now always head inbound to the Transfer Station from Khol's.

• Route 5:

Will now exit the Transfer Station Via 7th St. to a Left onto Pierce St. to a Right onto 5th St. to Downtown.

Inbound from Main St. the bus will Make a Left onto 5th St. to a left onto Pierce St. To a Right onto 7th St. to the Transfer Station.

• Route 8:



Will not service the Jefferson Ridge area (now serviced by microtransit). The bus will now always run the loop that it does when it doesn't service Jefferson Ridge.

• Route 11:

Will now exit the Transfer Station Via 7th St. to a Left onto Pierce St. to a Left onto 5th St. and will continue straight all the way through Memorial Ave. to Fort Ave.

Inbound form Fort Ave the bus will bear Left onto Memorial Ave. and continue straight to Enter the Transfer Station Via Pierce St.

The bus will no longer service the Social Security stop in the parking lot, but stop on the road after 5:00pm.

• Route 12:

Will not service Graves Mill Rd, Enterprise Dr, J-Crew, or 221 and will be moved to the :45 connection.

From Lakeside Dr. the bus will now make a right onto Old Forest Rd. to a Right onto Whitehall Rd.

From Whitehall Rd. the bus will head to the Old Forest Rd. Walmart Via Old Forest Rd.

From Walmart the bus will head back to Whitehall Rd. Via Old Forest Rd. then to the Transfer Station following the current Rt. 12.

• Routes 6,7, & 6/7X

No longer in service.

Mr. Woods made a motion to accept the changes as presented. Mr. Blanks accepted the motion. No other board members voted on the motion and led an additional discussion defining ways to convey the upcoming changes to the riders. Mr. DuPriest and Mr. Landergan voiced concerns about ensuring the riders' awareness of the upcoming changes. Ms. Howe made a substitute motion to accept the changes and also added that there be laminated notices on each bust stop along the routes impacted by the changes. She asked for the route 6, 7, 6/7X bus service to continue to operate until September 15th, 2024. The motion was seconded by Mr. Landergan and Mr. Blanks. The sub motion was passed unanimously.

Committee & Partner Reports

a) Ride Solutions

b) CVPDC Transportation Planner

Ms. Hitchcock informed the board that Ada Hunsberger drafted a communal strategic plan that will entail plans for the next five years. She will assist with microtransit promotions. Ms. Hitchcock gave an update on the Lynchburg Multimodal Plan. The data regarding access for bikes and sidewalks are being collected by the committee. A public input process will start in November of 2024. The process will take 14-16 months. A safety action plan that will highlight streets that cause deaths and serious injuries will begin August 21st, 2024.

Staff Reports

b) Financials

Mr. Moore informed the board that he is working with auditors to present draft June financial reports. Mr. Woods asked if the interim statements could be presented. Mr. Moore stated that at the moment he did not want to present such a statement because the auditors are determining if a \$250K reserve received from the City of Lynchburg should be categorized as regular revenue instead of a reserve. He is awaiting the explanation. Mr. Woods questioned if the board could begin seeing unaudited financial statements instead of waiting for official drafts from the auditors? Mr. Moore replied that it is possible to present the unaudited statements during the period of the year when the auditors are reviewing submissions. Mr. Moore agreed to deliver the unaudited financials to the board members.

c) Ridership & Operating Statistics

Mr. Moore stated June ridership had average ridership. June's figures are on track with typical June statistics. Route 8 ridership will decrease, and route 12 ridership will fluctuate due to microtransit transition. Overtime performance will continue to show a decline until various paving projects are completed.

d) Capital Projects Report

Mr. Moore stated that spending figures are as expected with microtransit purchases.

Old Business



Greater Lynchburg Transit Company

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a) No Old Business

New Business

b) OPEB Fund Transfer

Mr. Moore reviewed the (OPEB) Actuarial report. The OPEB balance is slightly over the required balance needed to balance FY24. He recommended to move this balance of \$5,951 to the reserve account. Mr. Woods stated that he did not want to make a decision on the funds until he understood the agreement between GLTC and the City of Lynchburg's Financial Management Department. Mr. Moore agreed to delay making a decision on the funds until he receives more details from the city staff.

c) Closed Session

Ms. Howe made a motion to convene a closed session at 10:08 A.M. Ms. Mary Winston-Deacon and Mr. Landergan seconded the motion. The motion unanimously passed. Mr. DuPriest, Ms. Sprouse, Mr. Landergan, Mr. Woods, Ms. Howe, Mr. Blanks, Ms. Winston-Deacon, Mr. Moore, and Mr. Overstreet attended the closed session.

At 10:41 A.M. Ms. Sprouse made a motion to end the closed session. The motion was seconded by Mr. Landergan, the session ended.

President Report

No report made.

Mr. DuPriest made a motion to adjourn the board meeting, Ms. Sprouse seconded the motion, and the meeting ended at 10:43 A.M.

#8 - Next Meeting Dates

Board Meeting: September 4th, 2024, @ 8:30 am – GLTC Board Meeting Room
Work Session: August 22nd, 2024 @ 8:30 am – GLTC Board Meeting Room

Secretary/Treasurer



August 22nd, 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 Depriest, Greg Patrick

GLTC staff attending: Josh Moore, Steve Overstreet, Millie Martin, Chris Poindexter, Mitch Hazen, John Yauger,

WORKSESSION

PUBLIC COMMENT
No Comment made.

Special Service Policy Discussion

Mr. Moore led the discussion, explaining special service request examples from partner organizations and general public agencies. The purpose of the discussion is to formulate elements of a formal policy that will align with all federal guidelines.

GLTC is permitted to operate certain community-based charter services under federal regulation 49 CFR Part 604, provided that all requests comply with these regulations.

This policy aims to prevent unfair competition and complaints from recognized charter providers concerning any service that may be interpreted as "Charter Service." The Federal Transit Administration's (FTA) Charter Bus Service Rule, in accordance with 49 U.S.C. 5323(d), safeguards private charter operators from unauthorized competition by FTA grant recipients. Additionally, the policy provides a standardized process for reviewing and responding to non-charter special event service requests.

Mr. Woods asked if there is a premium fare charged for special requests? Mr. Moore replied no. A decision needs to be made on who should be charged for service.

Ms. Sprouse asked if any organization pays a negotiated rate? Mr. Moore replied no.

Mr. Moore asked the board members to assist in determining a fare free service request definition. Mr. Patrick proposed creating an application for non-profit organizations to offer a determined amount of free hours of service annually or quarterly. Mr. Woods suggested incorporating ridership and cost of service for GLTC. In addition, free fare requests be approved by the board members and one criteria for free service include low income or disabled individuals. Any other request could be to the discretion of the General Manager Mr. Moore.

Ms. Howe stated that any organization that would need service for an extended number of hours must need board member approval.

Mr. Moore concluded the discussion by agreeing to split the service policy into four different categories: Government, City events, Free Service, Fare Charged. He will present an additional draft policy at a later date.

b) Strategic Plan Priorities – Overview



Mr. Woods reviewed and presented the Strategic Plan Priority strategy highlighting the annual cycle for board members. No additional comments made about the strategy. The presentation would be delivered to all members for review to enhance the discussions moving forward.

President Report

No Report made.

Mr. Patrick asked about the status of the GLTC Flex service. Mr. Moore informed the board members that one microtransit vehicle was in service. The ridership matches the traditional ridership on routes 6 and 7. Mr. Moore informed the board that there will be another financial draft sent out to members. GLTC staff are working on the overall surplus figures. The shareholders' meeting will be on October 23rd, 2024.

Mr. Patrick made a motion to adjourn. Ms. Sprouse and Mr. Blanks seconded the motion, the work session ended.

#8 - Next Meeting Date

Board Meeting: September 4th, 2024, @ 8:30 am – GLTC Board Meeting Room

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

- a) Ride Solutions

Partner Reports

- a) CVPDC Transportation Planner

Contacts: Josh Moore
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 4a
Item Title: Staff Reports
Action: For Your Information

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

- Working with the City of Lynchburg and CVPDC on the Multimodal Plan, Safety Action Plan, Thriving Communities/TOD, and several other processes.
- Continuing work with a coalition of partner agencies to examine ways to increase state funding and work on changes to the apportionment formula for future years
- Working on FY24 NTD Reporting
- Working on the FY26 Proposed Budget and CIP

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

- Attended the Dimond Hill Recreation Center Community Day
- Attended the CTAV Board of Directors Retreat
- Attended the CV Transportation Technical Advisory Committee in place of the GM
- Attended the Lynchburg Regional Business Alliance/Campbell County Economic Development Meeting

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

- Adjusting to new Flex service demands and ensuring smooth transition for route changes

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

- Conducting interviews for new Mechanic Helper after the promotion of our previous helper.
- Traveled to the Gillig plant to inspect our 9 buses prior to delivery. Buses are still waiting on seats before shipping

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

- Providing answers to audit questions for auditors as they review all entries and work on the audit report for the June year-end financial statements
- Working on August financial statements and reports
- Participated in a 2024 GASB standards, "Practical Applications and Compliance Tips" webinar

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

- Working on security improvements for the Transit Station in conjunction with the Registrar's office
- Oversaw external fiber access work
- Installed new camera in CSR office at Transfer Station
- Working with Shentel engineers to configure new ethernet setup
- Working on changing over final processes and devices (credit card/firewalls/et cetera) from Comcast to Shentel

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

- Working on NTD reporting for FTA
- Completed Benefits Renewals
- Worked with Admin staff to process annual evaluations and merit increases



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

- Held GLTC Flex info sessions at the Transfer Station
- Posted route changes to bus signs for the Flex transition
- Trained special needs students at CVCC on the Flex app and usage
- Attended the Rider Improvement Committee
- Redesigned Riders' Guide and made web updates





GLTC Board Agenda Detail

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

Attached is the Draft August 2024 Financial Statements. Please see the cover sheet for a detailed breakdown for both the Financial Statements and the Capital Grants.

Contacts: Josh Moore
Attachments: Draft August 2024 Financials
Action Required: None





GREATER LYNCHBURG TRANSIT COMPANY

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September 26th, 2024

Re: Draft August 2024 Financial Statements

Dear GLTC Board of Directors,

Attached are the draft financial statements for August 2024. We operated service normally for the month, as well as the first full month of Flex service. As we are still awaiting the final closeout for our FY24 audit, these statements are provided in a draft format and will be updated and distributed as needed when the closeout is completed.

Income:

Fixed Route revenue is 40% over anticipated and Paratransit Revenue is showing as up 185%. This is the correction from the previous month where our vaulting for PTS was not shown correctly. Year-to-date we are up by 20% in Fixed Route and 51% in PTS. This corresponds to an increase in PTS customers that we have been experiencing over the last few months.

Non-operating revenue is lower than expected, which is balanced by lower outlays for insurance repairs and reimbursements. Advertising revenue is slightly lower this month but should pick up as there are several ad campaigns in September and October.

State operating assistance is lower than budgeted due to the fact that we have not started drawing on our microtransit grant nor our TRIP reimbursement.

Expenses:

Fixed Route Operator labor is slightly over budget while overtime is less than budgeted by 35% for Operators and 43% for Supervisors. Other salaries are wages is slightly higher than budget due to overtime for staff not included in the Supervisor Overtime category. PTS labor and overtime are both up as we have an open full-time position in PTS and are experiencing higher ridership rates. IT for both Fixed Route and PTS is below budget.





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Maintenance labor, overtime, and tires are all below budget for the month. Maintenance IT is slightly over budget for the month. Other Materials and Supplies are lower this month after being up the previous month. Fuel is under budget this month due to continued good prices.

Administration is over budget in salaries by 15%. This is mainly due to overtime among non-salaried staff to cover medical leave and temporary vacancies. Services, Utilities, Materials and Supplies, and Miscellaneous expenses have been down. Casualty and Liability Expenses was up for the month but flat for the year.

Overview:

Overall, we had a positive income of \$6,722 for the month and have a **(\$53,803)** deficit for the fiscal year. This has begun to reduce as we have progressed further into the year. We have ceased operations of the Rt 6, 7, and 6/7X service and further reductions in this deficit are expected after we begin drawing funds for the Flex service. This month is slightly below our position last year and is trending normally for the position in the fiscal year.

Anticipated Expenses:

We had no service for Labor Day on September 2nd, 2024. We have no major holidays in October but will have one to two fare free days for early voting.

We will have several large capital grant expenditures for our fare collection and final AVL project items in August and September, as well as the delivery of our nine new buses and their payment in late October or early November 2024.

Unanticipated Expenses:

We do not have any significant unanticipated expenses expected in October.

Capital Projects:

We currently are drawing down the remaining funds in several of the AVL and fare collection grants and will be showing close out on these grants in the next two months of reports.





GREATER LYNCHBURG TRANSIT COMPANY

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Our nine newest buses are currently waiting for seats which has delayed their delivery. We are now expecting them in late October unless there are continued

Sincerely,

Josh Moore
General Manager

419 Bradley Drive • Lynchburg, VA 24501 | PO Box 11286 • Lynchburg, VA 24506
434.455.5080 Office • **434.528.4582** Fax • www.GLTCOnline.com

The Central Virginia Transit Management Company, Inc., employs all Administrative Staff, Bus Operators and Maintenance Personnel for the Greater Lynchburg Transit Company (GLTC). GLTC is professionally managed by First Transit, a division of First Group America.



Greater Lynchburg Transit Company, Inc.
Balance Sheet
July FY 2025

	FY 2025	FY 2024	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	182,483	214,625	(32,142)
Accounts Receivable	17,100	-	17,100
TOTAL CURRENT ASSETS	\$ 199,583	\$ 214,625	\$ (15,042)
Tangible Property	\$ 63,529,573	\$ 62,015,450	\$ 1,514,123
Accumulated Depreciation	(29,598,406)	(27,990,964)	(1,607,442)
NET FIXED ASSETS	\$ 33,931,167	\$ 34,024,486	\$ (93,319)
TOTAL ASSETS	\$ 34,130,750	\$ 34,239,112	\$ (108,362)
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 350	\$ -	\$ 350
TOTAL LIABILITIES	350	-	350
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,069,197	34,239,107	(169,910)
Accumulated Income/(Loss) Current Year	61,198	-	61,198
TOTAL CAPITAL	\$ 34,130,400	\$ 34,239,112	\$ (108,712)
TOTAL LIABILITIES AND CAPITAL	\$ 34,130,750	\$ 34,239,112	\$ (108,362)

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

	FY 2025	FY 2024	Difference
<i>ASSETS</i>			
Cash - Capital	182,483	214,625	(32,142)
Accounts Receivable	252,542	-	252,542
TOTAL CURRENT ASSETS	\$ 435,025	\$ 214,625	\$ 220,399
Tangible Property	\$ 63,761,515	\$ 62,015,450	\$ 1,746,065
Accumulated Depreciation	(29,598,406)	(27,990,964)	(1,607,442)
NET FIXED ASSETS	\$ 34,163,109	\$ 34,024,486	\$ 138,623
TOTAL ASSETS	\$ 34,598,134	\$ 34,239,112	\$ 359,022
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 235,792	\$ -	\$ 235,792
TOTAL LIABILITIES	235,792	-	235,792
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,069,197	34,239,107	(169,910)
Accumulated Income/(Loss) Current Year	293,140	-	293,140
TOTAL CAPITAL	\$ 34,362,343	\$ 34,239,112	\$ 123,231
TOTAL LIABILITIES AND CAPITAL	\$ 34,598,134	\$ 34,239,112	\$ 359,022

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

	MONTH TO DATE			YEAR TO DATE		
	FY2025 AUG ACTUAL	FY2025 AUG BUDGET	% VAR	FY2025 YTD ACTUAL	FY2025 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 51,123	\$ 36,542	40%	\$ 87,573	\$ 73,083	20%
DRT Passenger Revenue	8,574	3,010	185%	9,104	6,020	51%
Contracts (CVCC Access)	4,253	4,253	0%	8,506	8,506	0%
Non-Operating Revenue	1,054	5,417	-81%	10,211	10,833	-6%
Advertising Revenue	4,278	5,833	-27%	10,987	11,667	-6%
City Operating Assistance	156,609	156,609	0%	313,218	313,218	0%
County Operating Assistance	7,080	7,080	0%	14,160	14,160	0%
State Operating Assistance	140,506	224,192	-37%	275,384	448,384	-39%
Federal Operating Assistance	353,523	357,740	-1%	707,046	715,481	-1%
TOTAL REVENUE	\$ 726,999	\$ 800,676	-9%	\$ 1,436,189	\$ 1,601,352	-10%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 154,341	\$ 151,155	2%	\$ 306,864	\$ 302,310	2%
Operator-Overtime	12,854	19,650	-35%	26,444	39,300	-33%
Other Salaries & Wages	42,479	38,693	10%	83,225	77,386	8%
Supervisors-Overtime	1,161	1,917	-39%	2,246	3,833	-41%
Fringe Benefits	87,730	103,874	-16%	187,101	207,748	-10%
Information Technology	3,433	8,333	-59%	6,867	16,667	-59%
TOTAL FIXED ROUTE	\$ 301,999	\$ 323,622	-7%	\$ 612,747	\$ 647,244	-5%
DEMAND RESPONSE						
Operator Labor	\$ 33,818	\$ 32,497	4%	\$ 61,652	\$ 64,994	-5%
Operator-Overtime-PTS	1,292	975	32%	1,806	1,950	-7%
Other Salaries & Wages	10,700	9,223	16%	21,059	18,446	14%
Fringe Benefits	19,263	21,437	-10%	37,761	42,874	-12%
Information Technology	-	2,746	-100%	-	5,492	-100%
TOTAL DEMAND RESPONSE	\$ 65,072	\$ 66,877	-3%	\$ 122,278	\$ 133,754	-9%
MAINTENANCE						
Other Salaries & Wages	\$ 65,555	\$ 72,516	-10%	\$ 133,354	\$ 145,031	-8%
Inspection&Maint,Srvc-Overtime	3,163	4,567	-31%	5,393	9,134	-41%
Fringe Benefits	28,524	38,703	-26%	61,989	77,406	-20%
Fuel & Lubricants	63,781	75,017	-15%	128,334	150,034	-14%
Tires & Tubes	6,136	8,333	-26%	8,809	16,667	-47%
Information Technology	818	750	9%	1,635	1,500	9%
Other Materials & Supplies	19,121	30,833	-38%	78,064	61,667	27%
TOTAL MAINTENANCE	\$ 187,098	\$ 230,719	-19%	\$ 417,578	\$ 461,437	-10%
ADMINISTRATION						
Other Salaries & Wages	\$ 46,626	\$ 40,592	15%	\$ 93,570	\$ 81,184	15%
Fringe Benefits	19,372	20,381	-5%	41,805	40,762	3%
Services	42,325	47,357	-11%	92,697	94,714	-2%
Utilities	17,010	21,020	-19%	34,035	42,039	-19%
Casualty & Liability Expenses	24,210	22,349	8%	44,740	44,698	0%
Information Technology	5,197	4,842	7%	8,377	9,683	-13%
Bad Debt Expense	-	-	0%	1,238	-	100%
Other Materials & Supplies	5,091	10,973	-54%	7,436	21,946	-66%
Miscellaneous	6,278	11,945	-47%	13,492	23,891	-44%
TOTAL ADMINISTRATION	\$ 166,108	\$ 179,458	-7%	\$ 337,389	\$ 358,917	-6%
TOTAL EXPENSES	\$ 720,277	\$ 800,676	-10%	\$ 1,489,992	\$ 1,601,352	-7%
NET INCOME/(LOSS)	\$ 6,722	\$ -	-100%	\$ (53,803)	\$ -	100%

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

	MONTH TO DATE			YEAR TO DATE		
	FY2025 AUG ACTUAL	FY2024 AUG ACTUAL	% VAR	FY2025 YTD ACTUAL	FY2024 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	\$ 51,123	\$ 42,894	19%	\$ 87,573	\$ 78,558	11%
DRT Passenger Revenue	8,574	503	1605%	9,104	2,656	243%
Contracts (CVCC Access)	4,253	4,253	0%	8,506	8,506	0%
Non-Operating Revenue	1,054	13	8213%	10,211	17	58552%
Advertising Revenue	4,278	2,604	64%	10,987	6,434	71%
City Operating Assistance	156,609	143,705	9%	313,218	287,411	9%
County Operating Assistance	7,080	6,808	4%	14,160	13,615	4%
State Operating Assistance	140,506	149,187	-6%	275,384	298,374	-8%
Federal Operating Assistance	353,523	370,067	-4%	707,046	695,326	2%
TOTAL REVENUE	\$ 726,999	\$ 720,034	1%	\$ 1,436,189	\$ 1,390,896	3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 154,341	\$ 151,441	2%	\$ 306,864	\$ 297,324	3%
Operator-Overtime	12,854	13,951	-8%	26,444	26,606	-1%
Other Salaries & Wages	42,479	42,676	0%	83,225	85,299	-2%
Supervisors-Overtime	1,161	1,448	-20%	2,246	2,658	-15%
Fringe Benefits	87,730	92,207	-5%	187,101	189,375	-1%
Information Technology	3,433	5,413	-37%	6,867	7,525	-9%
TOTAL FIXED ROUTE	\$ 301,999	\$ 307,135	-2%	\$ 612,747	\$ 608,787	1%
DEMAND RESPONSE						
Operator Labor	\$ 33,818	\$ 22,512	50%	\$ 61,652	\$ 46,966	31%
Operator-Overtime-PTS	1,292	473	173%	1,806	1,265	43%
Other Salaries & Wages	10,700	10,647	0%	21,059	19,807	6%
Fringe Benefits	19,263	14,762	30%	37,761	31,282	21%
Information Technology	-	1,168	-100%	-	2,336	-100%
TOTAL DEMAND RESPONSE	\$ 65,072	\$ 49,562	31%	\$ 122,278	\$ 101,656	20%
MAINTENANCE						
Other Salaries & Wages	\$ 65,555	\$ 67,653	-3%	\$ 133,354	\$ 136,206	-2%
Inspection&Maint,Srvc-Overtime	3,163	1,607	97%	5,393	3,906	38%
Fringe Benefits	28,524	30,400	-6%	61,989	64,420	-4%
Fuel & Lubricants	63,781	68,425	-7%	128,334	127,666	1%
Tires & Tubes	6,136	15,918	-61%	8,809	27,766	-68%
Information Technology	818	1,539	-47%	1,635	1,946	-16%
Other Materials & Supplies	19,121	28,573	-33%	78,064	45,050	73%
TOTAL MAINTENANCE	\$ 187,098	\$ 214,115	-13%	\$ 417,578	\$ 406,959	3%
ADMINISTRATION						
Other Salaries & Wages	\$ 46,626	\$ 41,847	11%	\$ 93,570	\$ 85,347	10%
Fringe Benefits	19,372	18,354	6%	41,805	39,240	7%
Services	42,325	50,454	-16%	92,697	86,389	7%
Utilities	17,010	26,640	-36%	34,035	45,422	-25%
Casualty & Liability Expenses	24,210	21,789	11%	44,740	43,609	3%
Information Technology	5,197	4,739	10%	8,377	9,006	-7%
Bad Debt Expense	-	-	100%	1,238	-	100%
Other Materials & Supplies	5,091	6,300	-19%	7,436	8,951	-17%
Miscellaneous	6,278	16,280	-61%	13,492	21,478	-37%
TOTAL ADMINISTRATION	\$ 166,108	\$ 186,403	-11%	\$ 337,389	\$ 339,442	-1%
TOTAL EXPENSES	\$ 720,277	\$ 757,215	-5%	\$ 1,489,992	\$ 1,456,844	2%
NET INCOME/(LOSS)	\$ 6,722	\$ (37,181)	118%	\$ (53,803)	\$ (65,948)	18%

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

	MONTH TO DATE			YEAR TO DATE		
	FY2025 JUL ACTUAL	FY2024 JUL ACTUAL	% VAR	FY2025 YTD ACTUAL	FY2024 YTD ACTUAL	% VAR
REVENUE						
Operating Assistance Revenue	\$ 939,654	\$ 431,116	118%	\$ 939,654	\$ 431,116	118%
Money Paid to CVTMCI	(939,654)	(431,116)	118%	(939,654)	(431,116)	118%
Federal Grant Revenue	21,445	-	100%	21,445	-	100%
Local Grant Revenue	<u>39,753</u>	<u>-</u>	100%	<u>39,753</u>	<u>-</u>	100%
TOTAL REVENUE	\$ 61,198	\$ -	100%	\$ 61,198	\$ -	100%
EXPENSES						
Repairs - Capital	-	-	0%	\$ -	\$ -	0%
Other Miscellaneous Expense	<u>-</u>	<u>-</u>	0%	<u>-</u>	<u>-</u>	0%
TOTAL EXPENSES	\$ -	\$ -	0%	\$ -	\$ -	0%
NET INCOME/(LOSS)	<u>\$ 61,198</u>	<u>\$ -</u>	100%	<u>\$ 61,198</u>	<u>\$ -</u>	100%

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

	FY2025 ACTUAL JUL	FY2025 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 939,654	\$ 939,654
Money Paid to CVTMCI	(939,654)	(939,654)
Sale of Equipment & Vehicles	-	-
Federal Grant Revenue	21,445	21,445
Money to be Paid to CVTMCI	-	-
Local Grant Revenue	<u>39,753</u>	<u>39,753</u>
TOTAL REVENUE	\$ 61,198	\$ 61,198
EXPENSES		
Repairs - Capital	-	\$ -
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ -	\$ -
NET INCOME/(LOSS)	<u>\$ 61,198</u>	<u>\$ 61,198</u>

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

	MONTH TO DATE			YEAR TO DATE		
	FY2025 AUG ACTUAL	FY2024 AUG ACTUAL	% VAR	FY2025 YTD ACTUAL	FY2024 YTD ACTUAL	% VAR
REVENUE						
Operating Assistance Revenue	\$ 413,077	\$ 1,154,279	-64%	\$ 1,352,731	\$ 1,585,395	-15%
Money Paid to CVTMC	(413,077)	(1,154,279)	-64%	(1,352,731)	(1,585,395)	-15%
Federal Grant Revenue	159,702	-	100%	181,147	-	100%
Local Grant Revenue	<u>75,740</u>	<u>-</u>	100%	<u>115,492</u>	<u>-</u>	100%
TOTAL REVENUE	\$ 235,442	\$ -	100%	\$ 296,639	\$ -	100%
EXPENSES						
Repairs - Capital	3,499	-	100%	\$ 3,499	\$ -	100%
Other Miscellaneous Expense	<u>-</u>	<u>-</u>	0%	<u>-</u>	<u>-</u>	0%
TOTAL EXPENSES	\$ 3,499	\$ -	100%	\$ 3,499	\$ -	100%
NET INCOME/(LOSS)	\$ <u>231,943</u>	\$ <u>-</u>	100%	\$ <u>293,140</u>	\$ <u>-</u>	100%

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

	FY2025 ACTUAL AUG	FY2025 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 413,077	\$ 1,352,731
Money Paid to CVTMCI	(413,077)	(1,352,731)
Federal Grant Revenue	159,702	181,147
Local Grant Revenue	<u>75,740</u>	<u>115,492</u>
TOTAL REVENUE	\$ 235,442	\$ 296,639
EXPENSES		
Repairs - Capital	3,499	\$ 3,499
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 3,499	\$ 3,499
NET INCOME/(LOSS)	<u>\$ 231,943</u>	<u>\$ 293,140</u>



GLTC Board Agenda Detail

Item #: 4c

Item Title: August 2024 Ridership & Operational Statistics

Action: For Your Information

Summary:

Maintenance Activities are summarized below with associated graphs depicting the year-over-year statistics following.

Ridership was up 36.82% compared with our monthly average and was up 10.06% from last month.

Ridership:

Fixed Route ridership for the month of August was 61,013.

Paratransit ridership for August was 1,567.

Flex ridership for the month of August was 410.

Service Impacts:

System-wide on-time performance was 76.1%, which was down from July by 0.5%

2.29% 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	70.2%	71.4%	72.6%	83.7%	72%	75%	78.7%	81.3%	71.6%

Route	12	6/7X
On-time	77.6%	80.8%

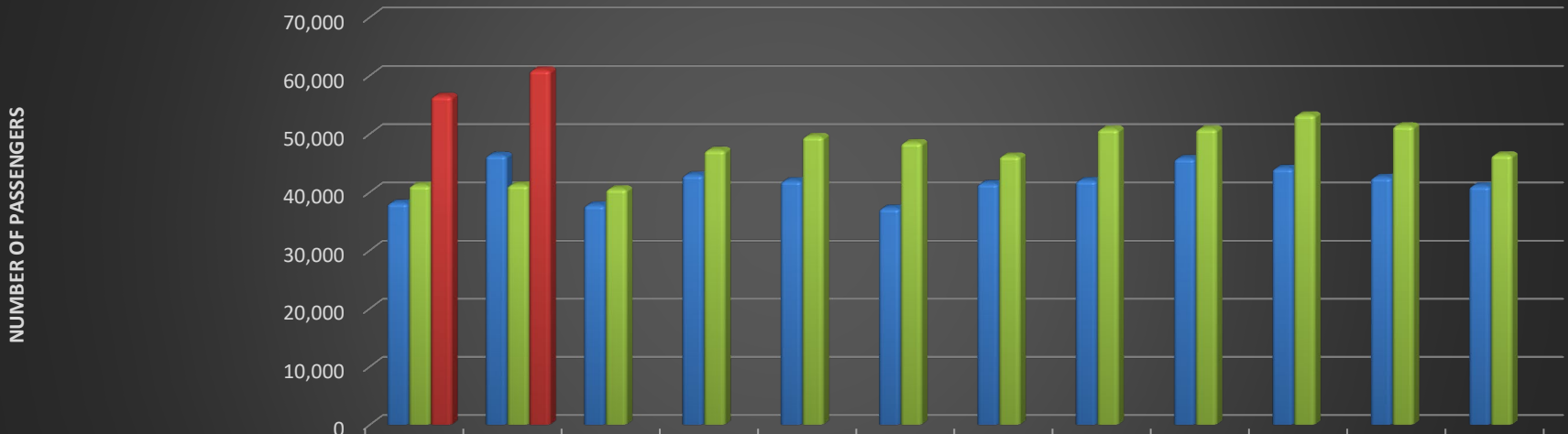
Maintenance:

Maintenance activities are reported as follows for May 2024:

- Total mileage for fixed route – 92,082
- Paratransit total mileage – 17,914
- On-time performance for preventative maintenance activities – 97%
- Fleet downtime – 1.37%



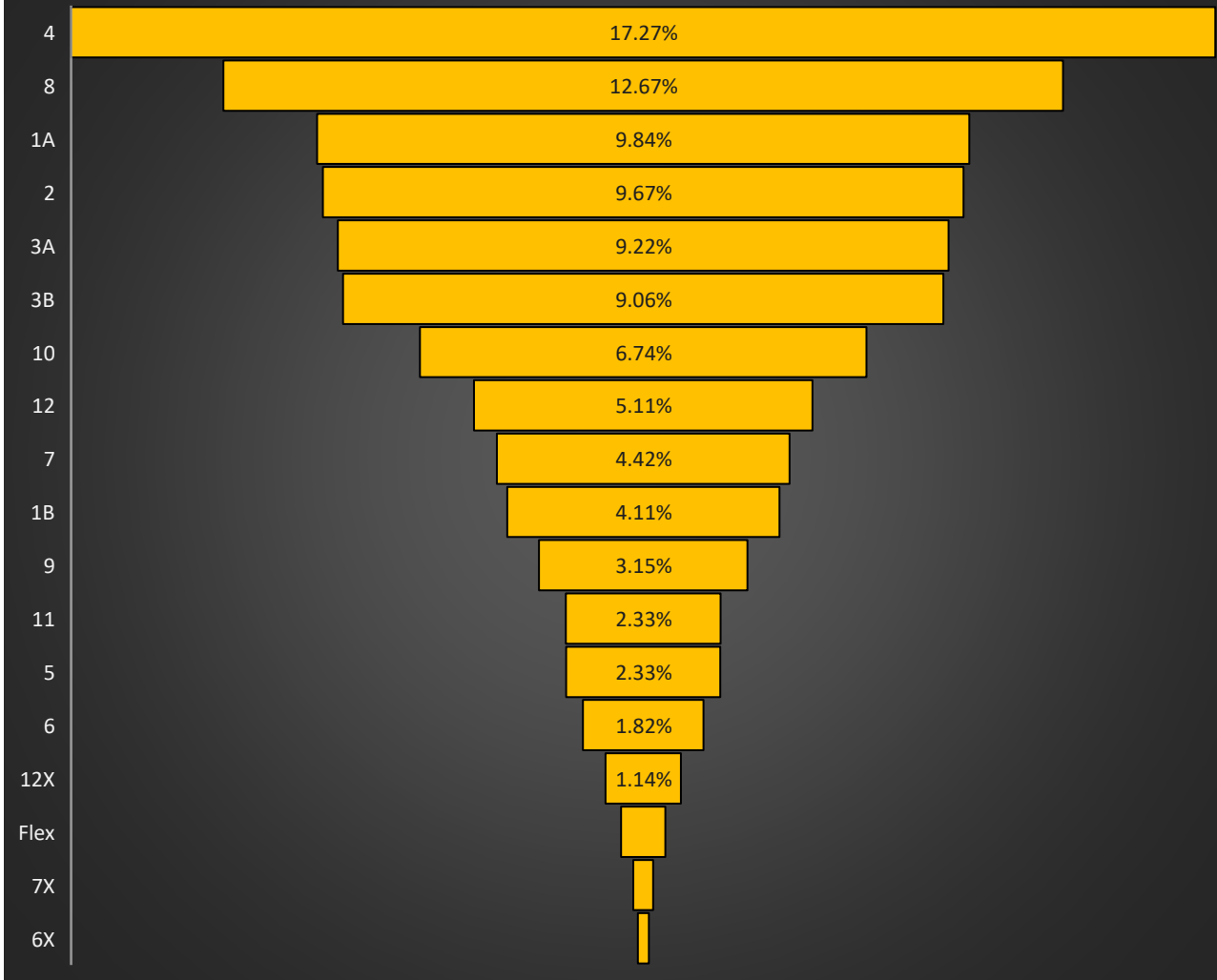
Monthly System Ridership FY23 - FY25



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
▼ 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	46,464
▼ Total Ridership 2024 - 2025 (FY '25)	56,529	61,013										



Ridership Percentage by Route



Aug-24

Route	Ridership	Percentage
4	10,605	17.27%
8	7,784	12.67%
1A	6,047	9.84%
2	5,939	9.67%
3A	5,662	9.22%
3B	5,565	9.06%
10	4,140	6.74%
12	3,139	5.11%
7	2,714	4.42%
1B	2,523	4.11%
9	1,932	3.15%
11	1,432	2.33%
5	1,430	2.33%
6	1,115	1.82%
12X	699	1.14%
Flex	410	0.67%
7X	185	0.30%
6X	102	0.17%
Total	61,423	100.00%



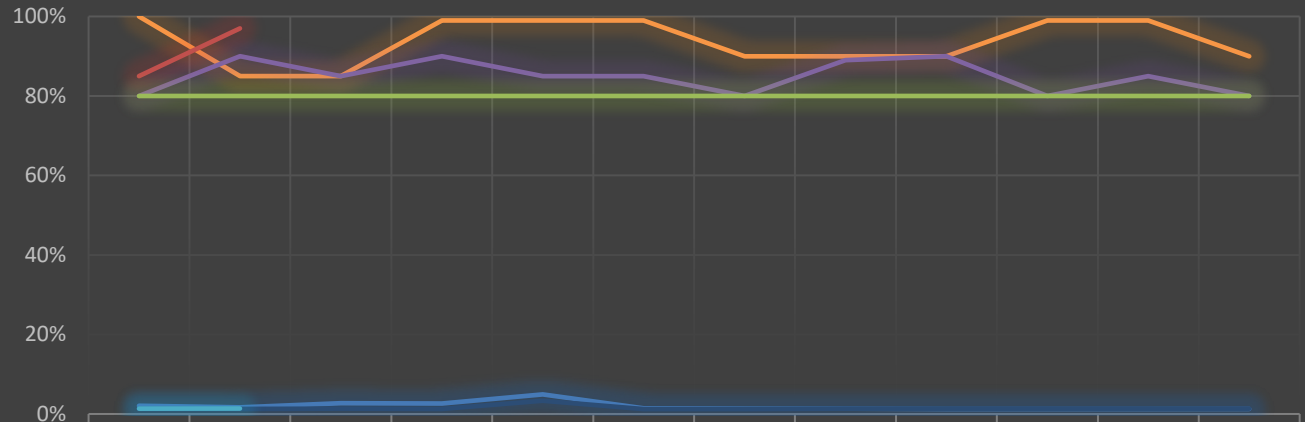
GLTC Mileage FY23, FY24, FY25



	1	2	3	4	5	6	7	8	9	10	11	12
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	82,439
Fixed Route Mileage 2024-2025 (FY-25)	81,713	92,082										
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	13,766	13,698
Paratransit Mileage 2024-2025 (FY-25)	13,671	17,914										



Maintenance Performance FY23, FY24, FY25



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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%	80%
On Time Performance FY'25 (FTA Requires 80%)	85%	97%										
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
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%	1.33%
Fleet Downtime FY'25 (Industry Average 5%)	1.34%	1.37%										





GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

Please see the attached Draft August 2024 Financial Statements and cover sheet.

Contacts: Josh Moore

Attachments: Draft August 2024 Financial Statements

Action Required: None



GLTC CAPITAL GRANTS

FEDERAL GRANT#/PROJECT#	STATE PROJECT# DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	8/31/2024 Balance
VA-95-X120						
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	\$ 0
		\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ -
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	\$ 1,136,757
		\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,136,757
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	\$ -	\$ 68,825	\$ 434,223	\$ 421,429
		\$ 365,398	\$ -	\$ 68,825	\$ 434,223	\$ 421,429
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	\$ (0)
VA-2021-014-01-00	73021-49 Purchase Vehicle Locator System	\$ 201,600	\$ 282,240	\$ 20,160	\$ 504,000	\$ (0)
		\$ 321,600	\$ 450,240	\$ 32,160	\$ 804,000	\$ (0)
VA-2023-015-00 Executed in FTA 4/26/2023						
	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 (\$ 26,362	\$ 64,022	\$ 3,766	\$ 94,150	\$ 17,562
	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	\$ 236,562
STATE/LOCAL ONLY Executed 10/1/2021						
	73022-27 Purchase Small-size,light duty bus or BOC	\$ -	\$ 299,200	\$ 140,800	\$ 440,000	\$ 23,977
	73022-28 Purchase Medium-size,medium duty bus	\$ -	\$ 197,200	\$ 92,800	\$ 290,000	\$ 44,241
		\$ -	\$ 496,400	\$ 233,600	\$ 730,000	\$ 68,217
STATE/LOCAL ONLY Executed						
	50054-01 Route 4 Regional Connectivity Improvem	\$ -	\$ 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	\$ 693,567
		\$ -	\$ 785,280	\$ 196,320	\$ 981,600	\$ 693,567
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	\$ 707,046
	ADP Hardware	\$ 44,800	\$ -	\$ 11,200	\$ 56,000	\$ 56,000
		\$ 2,435,557	\$ 1,195,379	\$ 1,206,579	\$ 4,837,514	\$ 763,046

STATE/LOCAL ONLY	Executed	7/12/2024						
	73025-15	Facility Equip-Mechanical (HVAC)	\$	-	\$ 34,000	\$ 16,000	\$ 50,000	\$ 50,000
			\$	-	\$ 34,000	\$ 16,000	\$ 50,000	\$ 50,000

STATE/LOCAL ONLY	Executed	7/12/2024						
	73025-14	ADP Hardware - Operations(Servers&Swi	\$	-	\$ 37,400	\$ 17,600	\$ 55,000	\$ 55,000
			\$	-	\$ 37,400	\$ 17,600	\$ 55,000	\$ 55,000

STATE/LOCAL ONLY	Executed	7/12/2024						
	73025-17	Replacement Support Vehicle-SUV/Pickup	\$	-	\$ 79,560	\$ 37,440	\$ 117,000	\$ 117,000
			\$	-	\$ 79,560	\$ 37,440	\$ 117,000	\$ 117,000

STATE/LOCAL ONLY	Executed	7/16/2024						
	71225-04	Internship	\$	-	\$ 16,000	\$ 4,000	\$ 20,000	\$ 20,000
			\$	-	\$ 16,000	\$ 4,000	\$ 20,000	\$ 20,000



GLTC Board Agenda Detail

Item #: 5a

Item Title: Old Business

Action: None

No Old Business

Contacts:

Attachments:

Action Required:





GLTC Board Agenda Detail

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

Draft FY26 Capital Improvement Plan

Attached is the draft FY26 CIP. Most projects are continuations of existing replacement programs (vehicles) or planned replacements (forklift). There are several discretionary projects for consideration as well which staff will present during the meeting to allow for discussion.

Contacts: Josh Moore

Attachments: FY26 Draft CIP

Action Required: Discussion





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

September 24th, 2024

Re: FY26 Draft Capital Improvement Plan Overview

Dear GLTC Board of Directors,

Attached is a draft version of the FY26 Capital Improvement Plan (CIP). Most items are replacements or upgrades for existing vehicles or infrastructure to comply with the Transit Asset Management (TAM) program state of good repair guidelines.

Projects that are deal with state of good repair and TAM guidelines are:

- 4 Replacement 35' buses for 2012 vehicles
- 3 Support Vehicle replacements for 2016 vehicles
- Replacement of our ~35-year-old forklift
- Upgrades and replacements of camera hardware, access control systems, and repairs and upgrades to gates and fencing
- 3 Light-duty Body-on-Chassis replacements for 2018 vehicles

There are two projects that would be new projects that would not be considered TAM projects.

- Alternative Fuels Feasibility Study
 - This project would examine the feasibility of transitioning a portion of GLTC's service to an alternative (non-diesel) fuel source, tentatively identified as hydrogen. This is a necessary step to pursue Federal No Emission or Low Emission (LoNo) funding as well as ensuring that there is a sustainable path to transitioning to an alternative fuel source. This project was originally proposed for the FY27 year, but staff feels that it would be beneficial to move it forward to allow for more completion time before the tentative acquisition of hydrogen vehicles in FY28/29.
- Bike Storage
 - This project would allow for the construction of dedicated bicycle storage facilities at the Transit Station. This would include lockable bike lockers as well as a larger bike rack/bike staple storage area covered by a canopy. Bike lockers/bike cages have been a request from customers and the community as riders with more expensive bikes would like to be able to lock them more securely for the day or to be able to ride to the train. This could be a potential area for a small ongoing revenue stream as some localities charge for locker rentals.





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

There are an additional two projects for consideration, but staff is proposing only to include one in this current year. These projects are a continuation of the amenity projects that were started in FY25 to improve customer amenities at stops and the customer experience.

Staff is proposing the Transit Amenities project to purchase a dozen benches or Simme-Seat style seats to replace several existing benches, as well as install 5-6 new seating units around the city. This style of seat allows for a compact seating area that fits two people, but does not require as large a footprint as a traditional park bench and allows for better ADA accessibility as it does not require the same amount of space to allow for accessible travel paths on the sidewalk.

The shelter replacement project would be included in the FY27 CIP, unless the Board felt that the replacement of the shelters would be a higher priority than the replacement and addition of the seating elements.

This is an initial discussion of the Draft CIP and we will have the opportunity to review again before voting on this at our next meeting on October 17th, 2024.

Sincerely,

Josh Moore
General Manager



Project Name:
Project Description:

Shelter Replacements

Project Type:

Facilities

This is to allow for the replacement of two shelters

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State	\$ -	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Local	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Shelter Replacement	\$ -	\$ 18,425	\$ -	\$ -	\$ -	\$ -	\$ 18,425
Shelter Replacement	\$ -	\$ 18,425	\$ -	\$ -	\$ -	\$ -	\$ 18,425
Install	\$ -	\$ 13,150	\$ -	\$ -	\$ -	\$ -	\$ 13,150
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Operating Costs Impact:

There will be no change to operating costs as these shelters will be replacing existing shelters in the system.

Notes:

Tentative locations for these shelters would be Wards Rd Shopping Plaza (Gabe's) and Hobby Lobby (Wards Rd/Sheffield)

This project will be requested under TRIP

Project Name:
Project Description:

Transit Amenities

Project Type:

Facilities

This would be for the procurement of approximately 12 new seating units for replacement of benches and new seating at locations in the city.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Local	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Seating Replacements	\$ -	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ 6,250
Seating Expansion	\$ -	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ 6,250
Install	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Estimated Operating Costs Impact:

For replacement units there will be no change in the operating costs, for new units, maintenance should be minimal unless they are damaged or defaced.

Notes:

Locations have not been determined yet

This project will be requested under TRIP

Project Name: Alternative Fuels Feasibility Study Project Type: Technical Assistance

Project Description:

This project would be to complete the required Federal Alternative Fuels Feasibility Study to look at the potential impacts and feasibility of acquiring 3-4 hydrogen powered buses in the FY28 or FY29 time frame. Completion of this study is required to pursue NoLo and other Federal grant funding.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
State	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
Local	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Feasibility Study	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Estimated Operating Costs Impact:

There will be no operating impact from the study. However, information from the study may determine future capital expansion programs which may have an impact on operating costs.

Notes:

Project Name:
Project Description:

Bike Storage

Project Type: Facilities

This project would construct a bicycle storage location at the Transit Station with a combination of bike storage lockers and a rack and canopy system.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State	\$ -	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Local	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Canopy/Rack System	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
Bike Lockers	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ 17,500
Bike Repair Station	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Install	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Operating Costs Impact:

There will be minor changes to operating for the canopy maintenance, but they should be negligible for the foreseeable future unless there is damage to the unit due to weather. The lockers will require routine and unanticipated maintenance due to the moving parts on the hinges. Locker types may also be set with built in locks, or allowing customers to use their own locks, each of which has pros and cons.

The repair station will occasionally need part replacements such as the pump or if tools become worn.

Notes:

This project will be requested under TRIP

Project Name: 4 35' HD Replacement Buses
 Project Description:

Project Type: Revenue Vehicles

These would be replacement buses for the remaining 4 in the fleet that will be at the end of their useful life in the fall of 2024.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
State	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Local	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Production		\$ 2,400,000	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000
BLI	\$ -	\$ 9,700	\$ -	\$ -	\$ -	\$ -	\$ 9,700
Radio/In-Service	\$ -	\$ 18,430	\$ -	\$ -	\$ -	\$ -	\$ 18,430
Fare Collection	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000
Inspection Travel	\$ -	\$ 19,750	\$ -	\$ -	\$ -	\$ -	\$ 19,750
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 4,120	\$ -	\$ -	\$ -	\$ -	\$ 4,120
Total	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

This pricing has been highly volatile in the past two years and may change before final ordering. Staff will be watching this to ensure that we are able to complete the purchase as needed. These prices reflect the current order with some anticipated PPI increases factored in.

Project Name:
Project Description:

3 Support Vehicles

Project Type: Support Vehicles

This includes replacement operations vehicles in service since 2016.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 119,200	\$ -	\$ -	\$ -	\$ -	\$ 119,200
State	\$ -	\$ 23,840	\$ -	\$ -	\$ -	\$ -	\$ 23,840
Local	\$ -	\$ 5,960	\$ -	\$ -	\$ -	\$ -	\$ 5,960
Total	\$ -	\$ 149,000	\$ -	\$ -	\$ -	\$ -	\$ 149,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Ops Vehicle		\$ 128,650	\$ -	\$ -	\$ -	\$ -	\$ 128,650
Radio	\$ -	\$ 2,800	\$ -	\$ -	\$ -	\$ -	\$ 2,800
In-Service	\$ -	\$ 4,600	\$ -	\$ -	\$ -	\$ -	\$ 4,600
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 136,050	\$ -	\$ -	\$ -	\$ -	\$ 136,050

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

Project Name:
Project Description:

Forklift Replacement

Project Type: Equipment

This replaces the ~35 year old forklift with a newer, more reliable model

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
State	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Local	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
HVAC Control Software	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Estimated Operating Costs Impact:

The maintenance costs should be substantially reduced as the unit will be much newer and the first several years of operation will be covered under warranty.

Notes:

Project Name: Security Upgrades

Project Type: Facility

Project Description:

This project includes updates to the Security Systems for the Admin and Operation Facility including cameras, gates, and access control upgrades and repairs.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State	\$ -	\$ 102,000	\$ -	\$ -	\$ -	\$ -	\$ 102,000
Local	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ 48,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Camera Servicing	\$ -	\$ 32,500	\$ -	\$ -	\$ -	\$ -	\$ 32,500
Access Control Repairs/Upgrades	\$ -	\$ 34,500	\$ -	\$ -	\$ -	\$ -	\$ 34,500
Gate Repairs	\$ -	\$ 83,000	\$ -	\$ -	\$ -	\$ -	\$ 83,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Estimated Operating Costs Impact:

There may be additional monthly costs for the access control updates, but most systems will be repairs or replacements to existing systems which should not increase the maintenance costs.

Notes:

Camera repairs include reorienting cameras, replacing lens housings that have become scratched/tarnished, and install several additional cameras to cover blind spots. Access control updates. Will likely be funded under the TRIP program.

Project Name:
Project Description:

3 LD Replacement BOCs

Project Type: Revenue Vehicles

These are replacement vehicles for 3 of the remaining 6 BOCs that are at the end of their useful life.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	\$ -	\$ 108,800	\$ -	\$ -	\$ -	\$ -	\$ 108,800
State	\$ -	\$ 16,320	\$ -	\$ -	\$ -	\$ -	\$ 16,320
Local	\$ -	\$ 10,880	\$ -	\$ -	\$ -	\$ -	\$ 10,880
Total	\$ -	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ 136,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY25	FY26	FY27	FY28	FY29	Total
Vehicle		\$ 585,000	\$ -	\$ -	\$ -	\$ -	\$ 585,000
BLI	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 8,500
Radio	\$ -	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ 5,250
In-Service/Hardware	\$ -	\$ 26,500	\$ -	\$ -	\$ -	\$ -	\$ 26,500
Inspection Travel	\$ -	\$ 2,390	\$ -	\$ -	\$ -	\$ -	\$ 2,390
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 2,360	\$ -	\$ -	\$ -	\$ -	\$ 2,360
Total	\$ -	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ 630,000

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

This pricing has been highly volatile in the past two years and may change before final ordering. Staff will be watching this to ensure that we are able to complete the purchase as needed. Tentative vehicles for replacement are 1801, 1802, 1803



GLTC Board Agenda Detail

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

Early Voting Fare Free Day

The Registrar's Office has asked GLTC staff if the fare free day for early voting could be change to either Saturday, October 26th or Saturday, November 2nd as the preferred dates for early voting based on their past experience and as these are the only two Saturdays, they are open.

Previous discussions with the GLTC Board have held a preference for an early voting date prior to the voting registration deadline of October 15th. The standing date is during the week and the Registrar feels that it is easier for voters to attend on the Saturday dates as it interferes less with work and school schedules.

Contacts: Natalie Wilkins
Attachments: None
Action Required: Discussion and Approval





GLTC Board Agenda Detail

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

Discussion on RFP Process for Procurement Policy Updates

In preparation for bringing a revision of the Procurement Policy to the GLTC Board for review in the upcoming months, staff would like to discuss sections of the RFP award process to allow for feedback to be incorporated into the draft policy revisions.

Staff will have a presentation on the previous discussion from the board on RFP awards and some possible structures for RFP award committees to be incorporated.

Contacts: Josh Moore

Attachments: GLTC Procurement Policy, pg. 12 (RFP's)

Action Required: Discussion



When procuring by sealed bid, GLTC follows the procedures listed below:

1. Specifications are prepared by the Department Manager responsible for the acquisition or Assistant General Manager and reviewed and approved by the General Manager.
2. The invitation for bids is publicly advertised in local and/or national publications, [on the GLTC web site via “doing business with GLTC” and bids may be solicited in writing from an adequate number of known suppliers. Sufficient time prior to the date set for the opening of the bids is provided (generally 15-30 days).
3. Pre-bid conferences are held as necessary.
4. The invitation for bids includes any specifications and pertinent attachments, and defines the items or services sought in such a manner that the bidder can properly respond.
5. All bids are received by the General Manager and are held unopened until the scheduled bid opening. All bids are publicly opened (in the presence of staff and bidders) at the time and place prescribed in the invitation for bids. Bids are tabulated on a bid tabulation sheet, which is retained in the bid file.
6. GLTC management reviews the bids received and make a recommendation to the GM who must approve the award.
7. For bids exceeding \$149,999, the General Manager makes a recommendation to the Board of Directors. With the Board’s approval, a fixed-price contract is awarded in writing to the lowest responsive and responsible bidder. In the event that identical bids are received, management will consider quality and deliverability in making its recommendation to the Board. Life cycle costing, the measurement of the total cost of a product over its useful life, will be applied to all purchases whenever possible.
8. Any or all bids may be rejected if there is a sound documented business reason. (For example, if grant funding is not received).

11.24 Competitive Procurement (Request for Proposals/RFP)

Procurement by RFP should be used in accordance with the criteria outlined in the Procurement Policy

When procuring by Request for Proposal (RFP), GLTC follows the procedures listed below:

1. Request for proposals are advertised publicly, identifying all evaluation factors and their relative importance. Any responses to publicized requests for proposals are honored to the maximum extent possible.
2. Proposals are solicited from an adequate number of qualified sources.
3. GLTC establishes a written procedure for conducting technical evaluation of the proposals received and for selecting awardees. GLTC’s Request for Proposal would include whether negotiations with all offerors in the competitive range will be allowed, or if the selection will be based on the offerors original proposals.
4. GLTC management reviews the proposals received and make a recommendation to the GM who must approve the award.
5. For bids exceeding \$149,999, the General Manager makes a recommendation to the Board of Directors. With the Board’s approval, a contract is awarded in writing to the responsible firm whose proposal is most advantageous to GLTC with price and other factors considered.

11.25 Architectural and Engineering Services (A&E)

Procurement of A&E services should be in accordance with the process outlined in the Procurement Policy

11.26 Noncompetitive Negotiation (Sole Source)

Procurement by Sole Source should be in accordance with the criteria and process outlined in the Procurement Policy

All price quotes specified in the procurement methods above (including written quotes) are to be documented prior to a Purchase Order being issued.

11.27 Prequalification

The recipient must ensure that all prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and full competition. Also, recipients must not preclude potential bidders from qualifying during the solicitation period. See 2 C.F.R. § 200.319, *Competition*, and FTA Circular 4220.1F, Chapter VI, paragraph 1.c. – *Prequalification*

Prequalification lists are most commonly used in procurements of property involving lengthy evaluations needed to determine whether it satisfies the recipient’s standards. The 2 CFR Part 200 for governmental recipients permits a recipient to prequalify people, firms, and property for procurement purposes under the following standards:

- (1) Lists. The recipient ensures that all prequalification lists it uses are current.



GLTC Board Agenda Detail

Item #: 6d

Item Title: New Business

Action: Discussion and Approval

Cancellation of November 6th, 2024, Board Meeting

The GLTC Board traditionally cancels the Board Meeting in November due to the proximity of the meeting to the Annual Meeting.

Additionally, the Work Session on October 17th, 2024 will be held as a combined Board Meeting and Work Session at the GLTC Transit Station at 800 Kemper St, Lynchburg VA at 8:30 am.

Contacts: Josh Moore

Attachments: None

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 on November 6th, 2024, at 8:30 am is **Tentatively Cancelled**

The next GLTC Work Session and Board Meeting is scheduled to occur on
October 17th, 2024, at 8:30 am

The GLTC Annual Meeting is scheduled to occur on October 23rd, 2024, at 6:00 pm at the GLTC Operations and Maintenance Facility, 419 Bradley Dr, Lynchburg VA.

All meetings will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA except for the Annual Meeting which will be held at the GLTC Operations and Maintenance Facility, 419 Bradley Dr, Lynchburg VA.

Consider Adjournment





GLTC Board Agenda Detail

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Ben Blanks	bblanks@gltconline.com
Mary-Winston Deacon	mdeacon@gltconline.com
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

