

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, September 4th, 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 July 18 th , 2024, Board Meeting and 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) Service Change Update b) DARS – Champion of Disability Award c) Preliminary FY26 Budget Discussion	Josh Moore John Yauger Josh Moore
#7	President's Report	GLTC Board President
#8	Next Meeting Dates & Adjournment Board Meeting: September 4 th , 2024, @ 8:30 am – GLTC Board Meeting Room Work Session: September 19 th , 2024 @ 8:30 am – GLTC Board Meeting Room	All





GLTC Board Agenda Detail

Item #: 2

Item Title: July 18th, 2024, Board Meeting and Work Session Minutes

Action: Consideration of Approval

July 18th, 2024

8:30 A.M. – 10:30 A.M.

800 Kemper St.

Lynchburg, VA 24501

Board members attending:

President: Cameron Howe

Vice President: Randy Woods

Secretary: Mary Winston Deacon

Members: Benjamin Blanks, Tab Sprouse, Gary Depriest

GLTC staff attending: Josh Moore, Natalie Wilkins, Steve Overstreet, Chris Poindexter, Mitch Hazen, John Yauger

Call to Order – 8:30 a.m. GLTC Board President

Ms. Howe made a motion to allow remote voting. The motion was seconded by Mr. Woods and Mr. Blanks. The motion unanimously passed.

Consideration of Meeting Minutes Approval June 5th, 2024, Board Meeting, May 16th, 2024, Work Session

Ms. Howe made a motion to approve the minutes. Mr. Woods seconded the motion. The vote was unanimously approved.

#3 Committee & Partner Reports- Ride Solutions - CVPDC Transportation Planner

Mr. Moore asked the board on behalf of Ms. Hitchcock if any board member would like to join the CVPDC's technical advisory committee.

#4 Staff Reports

a) Staff Reports

Mr. Moore reviewed staff reports from the agenda packet. Ms. Howe asked what happens if a bus does not have a mobile validator? Mr. Moore replied that operators will use visual validations for mobile fare payments. Ms. Howe additionally asked for more details about the transit academy concept. Ms. Wilkins explained that the program would be used to educate students about the transportation industry careers.

Mr. Woods asked about what was discussed during Mr. Moore's previous meeting with members from the city council? Mr. Moore's explained that city council needed to retroactively appoint board member Tab Sprouse.

b) Financials



Mr. Moore noted farebox revenues have increased by 25% for fixed-route services and 43% for paratransit. The revenues for the City and County are on budget. However, State Assistance has decreased by 39% due to fewer reimbursable expenses, and Federal Operating funds are down by 17%. Advertising has performed exceptionally well, exceeding the budget by 111% for the month and 175% for the year. Although non-operating revenues have declined, this has been balanced by reduced expenses in categories such as insurance reimbursements and warranties. Parts and materials are currently under budget, but delays in parts deliveries due to scarcity and labor shortages could cause fluctuations in future months.

There is a current deficit of \$43,357 for the month and a deficit of \$97,533 for the year. Mr. Patrick asked if those figures reflected the budgetary deficit? Mr. Moore replied yes. Mr. Woods asked about the balance sheet figures specifically the "short term loan – City of Lynchburg - \$500k" line item. Mr. Woods questioned where and how the line item is presented as a liability? Mr. Moore commented that the Advance Payments line item and the short-term loan line items would be displayed separately in future balance sheets. Mr. Woods asked what is the agreement with the short-term loan line item once it has been paid? Mr. Patrick commented that the City of Lynchburg's Accounting Department would record the transaction as a receivable. Mr. Woods commented that he would like to have official documentation about the terms.

c) Ridership & Operating Statistics

Maintenance activities were reported, followed by year-over-year statistics. Ridership in June increased by 19.4% compared to the monthly average but decreased by 12.82% from the previous month. Total Fixed Route ridership for June was 46,464, and Paratransit ridership was 1,647. System-wide on-time performance improved to 77.1%, up 0.6% from May. However, 8.24% of service was lost due to missed trips, while routes not listed had an on-time performance above 85%.

Mr. Moore stated that the on-time performance for the Route 8 bus service is impacted by detours and traffic. The 2020 GILLIG vehicles are contributing to missed trips. Five out of six vehicles have transmission issues. Repair company is working on a delayed schedule.

d) Capital Projects Report

The Capital Projects report showed May expenditures. Funds from grant VA-95-X120 are partially used and will be fully expended with the next fare collection equipment purchase. Drawdowns have been made on grants VA-2021-014-01-00 for parts (ACM) and 71124-03 for microtransit. Additional drawdowns on other grants will appear in the June and July Capital reports due to timing issues with invoices and payment requests.

#5 Old Business

a) AR/AP Write-off Updates Mitch Hazen

Mr. Hazen presented the AR/AP Write-Off Update report that staff continues efforts to clear older accounts. Mitch Hazen has added five more items for review. While the smallest items don't require board approval under the proposed write-off policy, they are included since they originate from the same entity. The total amount from the list presented is \$1,237.50.

Mr. Woods asked if they Office of Economic Development was a city of Lynchburg agency? Mr. Patrick replied yes. Mr. Woods made a motion to approve the write offs, Ms. Howe seconded the motion. The motion was passed unanimously.

#6 New Business



a) Transdev Quarterly Update

Mr. Varner presented a quarterly Transdev update. He led the discussion with appropriate messaging regarding safety and heat advisory tips. Transdev is currently involved in multiple autonomous vehicle projects. Transdev support will visit GLTC maintenance department and analyze inventory practices. Transdev will also be available for additional microtransit support as the GLTC Flex program is launched.

Mr. Woods stated he would like to request support for cashflow and budget statements.

b) Microtransit Update

Mr. Moore informed the board members that microtransit hearings had begun. He reviewed the microtransit zone and the service changed to the following routes 4, 5, 6, 7, 7x, 8, and 12.

Ms. Howe asked if the hearings could have remote viewing options? Mr. Moore stated that he would arrange remote viewing at the final hearing on August 7th.

Mr. Patrick asked when would route 7 service end? Will the riders be aware of the changes? Mr. Moore replied the fourth week of August. Mr. Moore commented that yes outreach has begun and would continue until the change date. GLTC is testing the Flex app to ensure the system is operational. The Flex app would be available for download on July 31st.

c) 50th Anniversary Logos

Mr. Moore presented logo designs for the 50th Anniversary celebration. Mr. Patrick commented that GLTC staff should not celebrate the 50 years of public service because most citizens recognize the transit company has existed longer dating back to over one hundred years. Ms. Howe agreed with Mr. Patrick's idea of waiting to celebrate the larger milestone at another date. No official vote was taken on the topic.

President Report

Mr. Moore informed the board that 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. Ms. Howe made a motion to approve the date change, seconded by Mr. Patrick. The date change passed unanimously.

Ms. Howe asked for an update on the upcoming invitation to city council to join the GLTC board members for a day to learn about the many facets of GLTC. Mr. Moore mentioned he had no official confirmations; however, he has reached out to DRPT and Amtrak. Mr. DuPriest notified the board that he may not be in attendance during the month of October. Mr. Blanks asked how much money was raised at the GLTC Car Show? Mr. Moore replied \$3500.00.

Ms. Howe made a motion to adjourn. Mr. Blanks and Mary Winston Deacon seconded; the meeting ended.

#8 - Next Meeting Dates

The next board meeting will be on –August 7th, 2024, 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

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:

- Continuing microtransit implementation and associated route service changes
- Attended the CTAA SUN (Small Urban Network) conference in Alexandria, VA
- Preparing for FY24 NTD Reporting
- Met with insurance representatives to examine methods to reduce the cost of insurance claim administration without changing plan design
- Working on the FY26 Proposed Budget

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

- One Community/One Voice Expo at University of Lynchburg
- Attended the CTAV Expo and Board of Directors meeting
- Worked with staff on deployment of the microtransit system and messaging for the service changes

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

- Preparing for operational changes that will occur on September 15th with route changes
- Continuing to monitor microtransit implementation and make tweaks to staffing and service levels to ensure no service disruptions
- Finalizing Fall Run bid

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

- Finalized work on microtransit vans and prepared all for service
- Preparing for inspection of our nine new Gillig buses and delivery in late September
- Transitioned lawncare to GLTC staff and is working on process improvements
- Promoted a Mechanic Helper to Mechanic

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

- Providing and answering audit questions for auditors as they review all entries and work on the audit report for the June year-end financial statements
- Working on July financial statements and reports
- Attended an FTA FMO workshop in Richmond, VA

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
- Finalizing the changeover of our internet service and firewall systems

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

- Continued working on Benefits Renewals
- Completed Open Enrollment for GLTC employees
- Promoted Technician Helper to Full Time Technician position
- Worked with staff on employee evaluations



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

- Designed and distributed Flex marketing materials
- Updated the Riders' Guide with the September route changes
- Distributing route change materials to customers along routes 6/7/8/12/5/11





GLTC Board Agenda Detail

Item #: 4b

Item Title: Financials

Action: For Your Information

Staff are working on finalizing the July statements as the totals had to be manually compiled. We will send out draft July statements under separate cover before the Board Meeting.

Included is the updated draft June financial statement showing our ending position for the year.

Contacts: Josh Moore

Attachments: July Financials (under separate cover); Draft June Operating Statement

Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

DRAFT INCOME STATEMENT

AS OF JUNE 30, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2024	FY2024	% VAR	FY2024	FY2024	% VAR
	JUN ACTUAL	JUN BUDGET		YTD ACTUAL	YTD BUDGET	
REVENUE						
FRT Passenger Revenue	\$ 38,829	\$ 33,576	16%	\$ 480,917	\$ 402,910	19%
DRT Passenger Revenue	2,859	2,690	6%	37,593	32,274	16%
Contracts (CVCC Access)	4,253	4,253	0%	51,036	51,036	0%
Non-Operating Revenue	1,055	11,708	-91%	48,596	140,496	-65%
Advertising Revenue	4,364	2,917	50%	92,705	35,000	165%
City Operating Assistance	143,705	143,705	0%	1,724,463	1,724,463	0%
City Operating Reserve	250,000	-	0%	250,000	-	100%
County Operating Assistance	6,808	6,808	0%	81,690	81,690	0%
State Operating Assistance	235,640	243,274	-3%	2,139,427	2,919,285	-27%
Federal Operating Assistance	311,219	397,439	-22%	4,026,091	4,769,270	-16%
TOTAL REVENUE	\$ 998,732	\$ 846,369	18%	\$ 8,932,518	\$ 10,156,425	-12%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 142,032	\$ 152,916	-7%	\$ 1,767,924	\$ 1,834,993	-4%
Operator-Overtime	11,906	19,879	-40%	143,150	238,549	-40%
Other Salaries & Wages	37,584	37,558	0%	530,400	450,697	18%
Supervisors-Overtime	1,280	1,871	-32%	15,508	22,455	-31%
Fringe Benefits	119,128	100,561	18%	1,138,665	1,206,728	-6%
Information Technology	3,433	8,333	-59%	39,757	100,000	-60%
TOTAL FIXED ROUTE	\$ 315,362	\$ 321,118	-2%	\$ 3,635,405	\$ 3,853,421	-6%
DEMAND RESPONSE						
Operator Labor	\$ 26,643	\$ 29,919	-11%	\$ 318,399	\$ 359,028	-11%
Operator-Overtime-PTS	640	898	-29%	7,322	10,771	-32%
Other Salaries & Wages	9,662	9,223	5%	113,338	110,673	2%
Fringe Benefits	22,410	19,391	16%	203,478	232,697	-13%
Information Technology	45,581	2,746	1560%	47,918	32,950	45%
TOTAL DEMAND RESPONSE	\$ 104,937	\$ 62,177	69%	\$ 690,455	\$ 746,118	-7%
MAINTENANCE						
Other Salaries & Wages	\$ 59,083	\$ 73,850	-20%	\$ 814,831	\$ 886,201	-8%
Inspection&Maint,Srvc-Overtime	2,666	4,627	-42%	29,312	55,526	-47%
Fringe Benefits	38,906	38,007	2%	391,210	456,088	-14%
Fuel & Lubricants	59,719	91,407	-35%	739,325	1,096,885	-33%
Tires & Tubes	4,082	8,333	-51%	80,390	100,000	-20%
Information Technology	3,119	750	316%	15,438	9,000	72%
Other Materials & Supplies	66,862	30,833	117%	445,287	370,000	20%
TOTAL MAINTENANCE	\$ 234,436	\$ 247,808	-5%	\$ 2,515,793	\$ 2,973,700	-15%
ADMINISTRATION						
Other Salaries & Wages	\$ 46,999	\$ 51,235	-8%	\$ 531,454	\$ 614,823	-14%
Fringe Benefits	28,152	24,814	13%	246,297	297,765	-17%
Services	81,631	43,287	89%	559,933	519,439	8%
Utilities	25,987	21,020	24%	215,526	252,236	-15%
Casualty & Liability Expenses	22,460	22,175	1%	250,234	266,097	-6%
Information Technology	6,234	4,842	29%	65,917	58,100	13%
Bad Debt Expense	18,318	-	100%	18,318	-	100%
Other Materials & Supplies	9,956	10,973	-9%	93,588	131,676	-29%
Miscellaneous	6,727	36,921	-82%	109,597	443,050	-75%
TOTAL ADMINISTRATION	\$ 246,464	\$ 215,265	14%	\$ 2,090,865	\$ 2,583,186	-19%
TOTAL EXPENSES	\$ 901,199	\$ 846,369	6%	\$ 8,932,517	\$ 10,156,425	-12%
NET INCOME/(LOSS)	\$ 97,533	\$ -	-100%	\$ -	\$ -	100%



GLTC Board Agenda Detail

Item #: 4c
Item Title: July 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 26.76% compared with our monthly average and was up 17.91% from last month. Our monthly average made up of the average monthly ridership for the past two fiscal years, has changed with the new fiscal year, moving our base up by 5,679 rides a month.

Ridership:

Fixed Route ridership for the month of July was 56,529.
Paratransit ridership for July was 1,568.
Flex ridership for the month of July was 1. (Flex only operated on July 31st)

Service Impacts:

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

2.52% 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	75.7%	66.3%	73.1%	71.3%	79.2%	78.3%	80.7%	80.4%	79.5%

Route	11	12
On-time	81.4%	81.3%

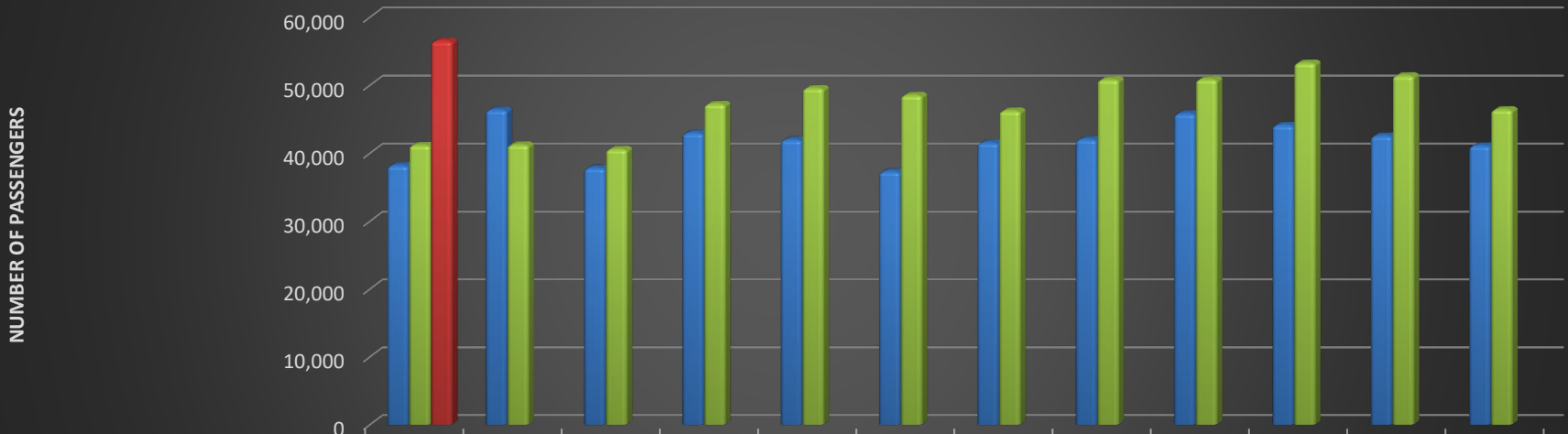
Maintenance:

Maintenance activities are reported as follows for May 2024:

- Total mileage for fixed route – 81,713
- Paratransit total mileage – 13,671
- On-time performance for preventative maintenance activities – 85%
- Fleet downtime – 1.34%



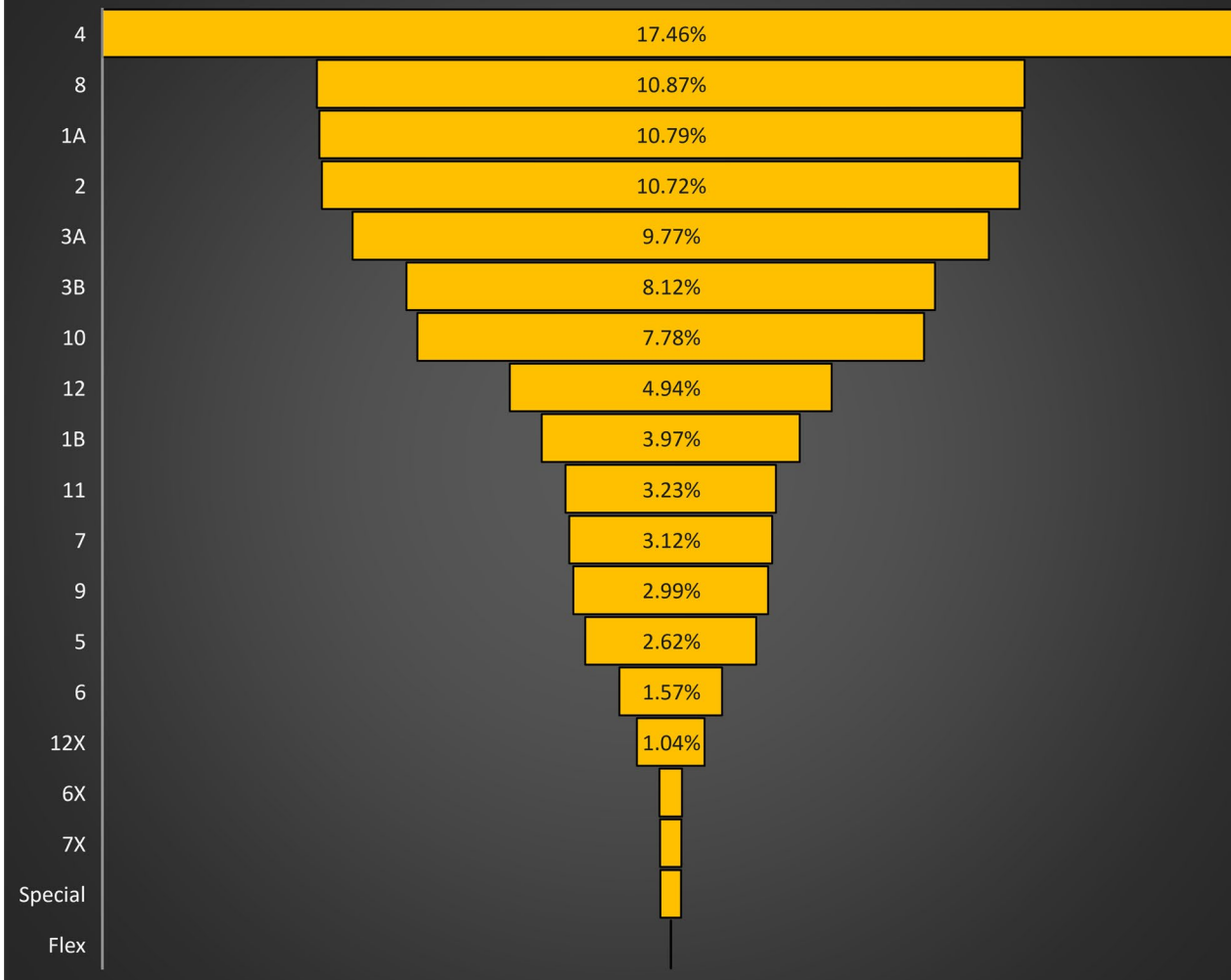
Monthly System Ridership FY23 - FY25



	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											



Ridership Percentage by Route

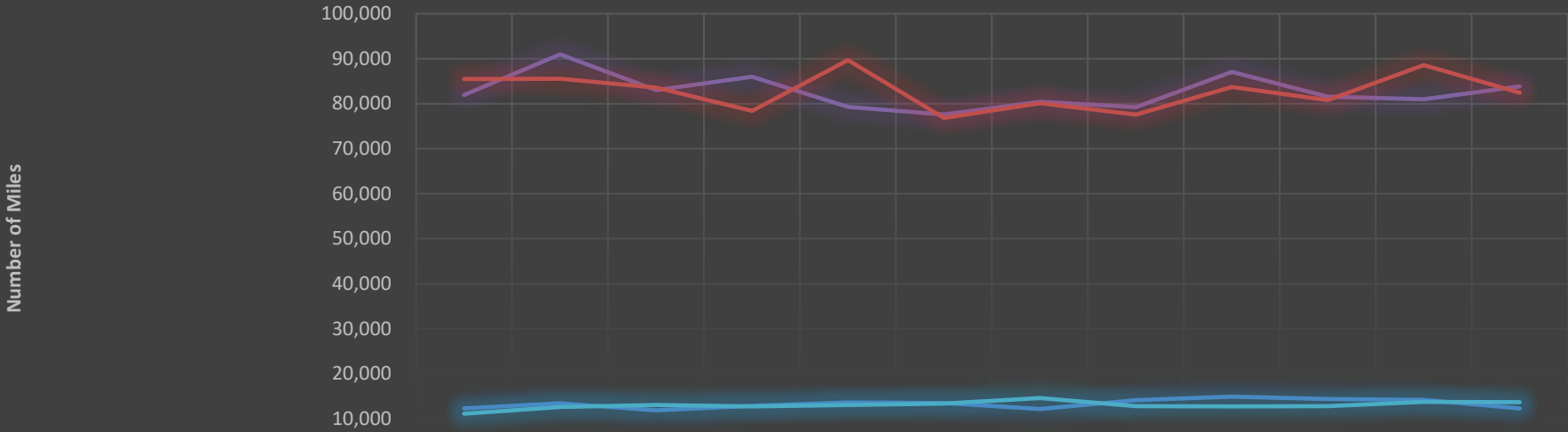


Jul-24

Route	Ridership	Percentage
4	9870	17.46%
8	6144	10.87%
1A	6101	10.79%
2	6058	10.72%
3A	5523	9.77%
3B	4590	8.12%
10	4400	7.78%
12	2793	4.94%
1B	2242	3.97%
11	1826	3.23%
7	1763	3.12%
9	1692	2.99%
5	1483	2.62%
6	890	1.57%
12X	589	1.04%
6X	196	0.35%
7X	187	0.33%
Special	181	0
Flex	1	0
Total	56,529	100.00%



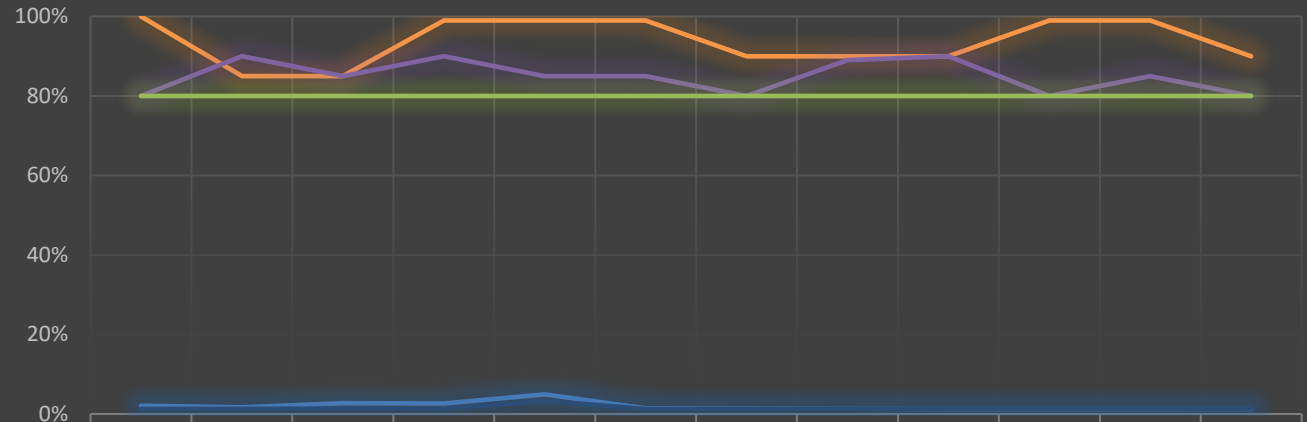
GLTC Mileage FY23, FY24, FY25



	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											
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											



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%											
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%											





GLTC Board Agenda Detail

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

Summary:

Staff are working on finalizing the July statements as the totals had to be manually compiled. We will send out draft July statements under separate cover before the Board Meeting.

Contacts: Josh Moore
Attachments: July Financials (under separate cover)
Action Required: None





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

Service Change Update

Staff will be giving an update on the progress of the microtransit transition and the preparation for the service changes that will occur on September 15th, 2024.

Contacts: Josh Moore

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

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

DARS – Champion of Disability Award

GLTC was recently notified that it had been awarded the Department of Aging and Rehabilitative Services Champion of Disability Community Partner Award for 2024. We were nominated for this award by local DARS staff and will be participating in the statewide event on October 2nd, 2024.

Contacts: John Yauger
Attachments: 2024 Champion Award
Action Required: Discussion



CHAMPION OF DISABILITY



THIS CERTIFICATE IS PROUDLY PRESENTED TO

Greater Lynchburg Transit Co.

The Virginia Department for Aging and Rehabilitative Services proudly recognizes your commitment to supporting employment opportunities for persons with disabilities in 2024



VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES





GLTC Board Agenda Detail

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

Preliminary FY26 Budget Discussion

Staff would like to discuss potential budget scenarios for the FY26 Operating budget to allow for more detailed planning and draft budget to be included in the September work session.

Contacts: Josh Moore

Attachments: None

Action Required: Discussion





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8

Item Title: Next Meeting & Adjournment

Action: Adjournment

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

The next GLTC Board Meeting is on October 2nd, 2024, at 8:30 am

The next GLTC Work Session is scheduled to occur on
September 19th, 2024, at 8:30 am

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

Consider Adjournment





GLTC Board Agenda Detail

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

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

