

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, January 8th, 2025

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: Tab Sprouse
Secretary-Treasurer: Ben Blanks
Members: Gary DuPriest; Christopher Hackman; Valerie Holmes;
Brian Landergan; Andre Miller, Greg Patrick

#1	Call to Order – 8:30 a.m.	GLTC Board President
#2	Consideration of Meeting Minutes Approval November 21 st , 2024, Work Session and December 4 th , 2024, Board Meeting	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) Amendment to FY26 Capital Budget b) Authorization to Transfer GLTC Archives c) Election Board Voter Information	Josh Moore Josh Moore Josh Moore
#7	President's Report	GLTC Board President
#8	Next Meeting Dates & Adjournment Board Meeting: February 5 th , 2025 @ 8:30 am – GLTC Board Room Work Session: January 23 rd , 2025 @ 8:30 am – GLTC Board Room	All





GLTC Board Agenda Detail

Item #: 2

Item Title: November 21st and December 4th, 2024 Meeting Minutes

Action: Consideration of Approval

November 21st, 2024
8:30 A.M. – 10:30 A.M.
808 Kemper St. Lynchburg, VA 24501

A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on November 21st, 2024 at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia.

Board members attending:

President: Cameron Howe

Vice President:

Secretary:

Members: Benjamin Blanks, Tab Sprouse, Greg Patrick, Andre Miller

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

***1 – CALL TO ORDER – PUBLIC COMMENT**

Ms. Howe called the worksession to order at 8:30 a.m. Ms. Howe introduced Andre Miller to the board. Mr. Miller will now serve as a new member to the board of directors. Mr. Miller greeted the members. Ms. Howe asked for public comment. There was no public comment.

Work Session

a) FY26 Draft Budget Update

Mr. Moore presented a proposed budget for review. The Budget will be voted on at the December, 2024 board meeting. He noted the addition of fringe benefits.

The insurance costs in the current budget reflect a significant 34% increase from last year, plus an additional 15% to account for unknowns. Discussions are ongoing with city staff about potentially joining their insurance plan, which could reduce costs by 50%. Details are still being finalized, including how to address differences in coverage periods. Updates are expected soon. Additionally, health insurance is a topic that must be negotiated with the union.

Mr. Miller asked what is included in fringe benefits? Mr. Moore stated social security, workers compensation, health insurance, and FICA. Mr. Miller asked how much higher would the deductible increase? Mr. Moore stated the deductible would increase from \$3k to \$5K. The employee premium is 15%.

Ms. Howe asked if the potential new insurance plan could be established by the year 2026? Mr. Moore replied yes.



1st Quarter Flex Overview

Mr. Moore led the discussion with a presentation that displayed an overview of service. Since the COVID-19 pandemic, ridership on Routes 6, 7, and 6/7X has dropped significantly. The drop is driven by the shift to remote work at J. Crew and Startek call centers and the closure of several businesses in the Graves Mill/Enterprise Drive area. Before July 2024, ridership on these routes averaged about 2,000 riders per month.

GLTC canceled routes 6 & 7 and converted those routes to microtransit service.

Ridership for GLTC Flex microtransit the past quarter has shown significant variation. In July, with only a single day of service, there was just one rider. August saw an increase to 410 riders, followed by a sharp rise in September to 1,169 and a peak of 2,068 in October. As of November 15, 2024, ridership for November stands at 1,066. Thursdays have consistently been the busiest days on average across the system.

Customer satisfaction with the service is exceptionally high, with around 20% of users providing feedback and an average rating of 4.9 stars. However, customers have expressed a desire for improvements including more vans to reduce wait times, extended service hours and larger zone coverage. Currently the service operates at least two vans on most weekdays increasing to three in the afternoons and occasionally four during peak times.

Mr. Watts II presented suggested changes to the microtransit zone by boardmember Andre Miller. The layouts were input into Remix for analysis, and further discussion is planned to review its feasibility.

The estimated total cost per hour for operating three vans is \$177.03, significantly lower than the \$266.34 per hour required to run two fixed-route transit buses. On a per-hour basis, the vans have a variable cost of \$55.45 and a total cost of \$70.81, compared to \$102.00 and \$133.17 for a transit bus. However, maintaining this level of service requires an additional operator. If service increases to an average of 3 ¾ vans per day costs will match those of the former fixed-route system while requiring double the number of operators.

Ms. Howe asked is the largest portion of the cost for a fixed route bus the cost of an operator? Mr. Moore replied yes. The operator is about 70% of the operating cost. The same figure applies to the Flex vans. Flex vans projected operating cost is cheaper to perform maintenance.

Mr. Patrick asked if the microtransit service served the same amount of riders as the fixed route bus? Mr. Moore replied that Flex service serves the same amount.

Mr. Miller asked what are the top rider locations? Mr. Moore replied Central Virginia Community College, River Ridge Mall, and The Fresh Market.

Mr. Moore spoke about the capitol projections. A heavy-duty transit bus costs approximately \$622,000 and has a useful life of 14-15 years or 500,000 miles. In comparison, Flex vans cost about \$86,000 each, with a useful life of 4 years or 100,000 miles. At the current rate of use, vans will need to be replaced every 4 years, requiring 3 ½ replacements to match the same life cycle as a bus. Over the same period, maintaining the same number of vans would result in projected costs of \$1,505,000, compared to \$1,368,400 for 2.2 buses (including a spare ratio), a difference of \$136,600.



GLTC recently submitted the first reimbursement request to the state. It doesn't cover all expenses since only 10% of the overhead is eligible. Additionally, maintenance costs have been minimal this quarter due to the vans being new, with only one wheel change and a minor repair covered under warranty. As the vans age, maintenance needs are expected to increase. Currently, the variable cost for operating a van, which includes employee wages, specific overhead, insurance, and fuel, is estimated at \$55.45 per hour, with a total cost of \$70.81 per hour. These figures align closely with the feasibility study's projected operating cost of \$70.75 per hour. In comparison, the variable cost for a bus is \$102 per hour, with a total allocated cost of \$133.17 per hour.

The primary challenge facing the service is that each time a new vehicle is added, both usage and demand increase. While this growth in ridership demonstrates the service's popularity and positive reception, it also creates ongoing pressure to add additional vehicles and operators. As a result, GLTC will need to decide whether to continue expanding the service, limit it through measures such as fare adjustments or by not adding more vehicles, or convert a portion of the zone back to a fixed route.

Mr. Moore stated that GLTC will need to make a decision whether to apply trip funding for microtransit by the end of January 2025. The microtransit productivity numbers are extremely impressive compared to industry standards.

Ms. Tab and Mr. Patrick requested funding data that combines vehicles cost and service cost. Mr. Moore agreed to produce rough draft scenarios of grant funding.

President Report

Ms. Howe stated that at the December board meeting there will be a discussion on members roles. A date for the board of director's retreat should be defined at the next meeting.

Ms. Howe made a motion to adjourn the meeting, Ms. Sprouse and Mr. Blanks seconded the motion. The motion passed unanimously, the meeting ended.

Next Meeting Dates

The next GLTC Board Meeting is on December 4th, 2024, at 8:30 a.m.

Secretary/Treasurer _____





Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS
MEETING MINUTES
December 4th, 2024
8:30 a.m. – 10:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company held on December 4th, 2024 at GLTC’s Transfer Station, 800 Kemper Street, Lynchburg, Virginia.

Board members in attendance:

President: Cameron Howe

Members:

Ben Blanks

Tab Sprouse

Greg Patrick

Andre Miller

Brian Landergan

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

Guest: Kelly Hitchcock

Board Meeting

Consideration of Meeting Minutes Approval, Sept. 14th, Oct. 17th, Oct. 4th, Oct. 23rd Meetings

Mr. Patrick made a motion to approve meeting minutes. The motion was seconded by Ms. Sprouse and Mr. Landergan. The minutes were unanimously approved.

Committee & Partner Reports

Ride Solutions - CVPDC Transportation Planner

Ms. Hitchcock led the discussion with updates from the Central Virginia Commuter Services and the Lynchburg Multimodal Plan. The Multimodal Plan has been launched online to the public. Surveys are available online to collect data that will help determine recommendations. The Lynchburg Multimodal Transportation Plan sets the stage for a city-wide effort to improve travel safety, convenience, and equity for all transportation modes. It underscores the importance of data-driven decision-making, robust community engagement, and careful planning to create an integrated, sustainable transportation network. As the plan progresses, stakeholders and residents have multiple opportunities to provide feedback, helping to shape a more connected future for Lynchburg’s residents and visitors.

Staff Reports

Mr. Moore updated the board about the partnership with the City of Lynchburg and the Central Virginia Planning District Commission (CVPDC), we are advancing multiple initiatives—including the Multimodal Plan, Safety Action Plan, and Thriving Communities/Transit-Oriented Development. Recently, he met with Danville Transit and the Virginia Department of Rail and Public Transportation (DRPT) to explore potential scenarios for a Danville–Lynchburg regional connector, aiming to improve access to the Berry Hill megasite and Caesars Danville.

Ms. Wilkins attended the Women’s Conference 2024, sponsored by Senator Mark Warner. GLTC staff continues to monitor Flex service demands and ensure sufficient staffing for both Flex and Fixed Routes. The team recently



onboarded two new part-time mechanics and new utility staff. Ms. Martin is currently working on 5307 applications with the Federal Transit Administration (FTA) as well as STIP amendments with the Virginia Department of Rail and Public Transportation (DRPT). GLTC is preparing for the final transition from Comcast to Shentel.

In April of 2025 GLTC will host the CTAV bus rodeo. Funding will come from selected state resources. Ms. Howe asked if the rodeo would impact regular bus service? Mr. Moore replied no.

Mr. Miller asked what is a utility helper job description? Mr. Moore stated basic cleaning duties.

Mr. Landergan asked how many more operators are needed considering the newly hired? Mr. Moore replied roughly three more operators.

- Financials

Mr. Moore presented financial documents to the board. He explained the October financial statements. The state revenues are lower due to not receiving reimbursements. Fare revenues are steady for the overall year. October expenses are underbudget. The only category showing a significant overage across all expense areas is fringe benefits, largely due to a 34% increase in health insurance premiums that went into effect on September 1, 2024. In October alone, those benefits caused expenses to exceed the budgeted amount by \$73,204. Overall, October ended with a negative income of (\$30,713) and a year-to-date deficit of (\$64,385), mostly driven by these elevated health insurance costs. Some of the additional October expenses also stem from a "third payroll" cycle, as October is one of two months in the year that includes three pay periods.

-Ridership

Mr. Moore gave an update on the ridership statistics. In September, ridership rose 27.41% above the monthly average but decreased by 9.41% compared to August. In October, it climbed 34.57% above the monthly average and increased 7.16% relative to September. Fixed Route ridership reached 56,818 in September and 60,010 in October, while Paratransit carried 1,571 passengers in September and 1,891 in October. Flex ridership went from 410 in September to 1,168 in October. Route 12 data is still being collected. There was a fare collection issue with automatic passenger counter. Findings will be presented at later date. Overall ridership reached 62,000 for the month of October. Route 4 had a significant increase, averaging 16,000 riders for the month of October.

New Business

Draft FY26 Operating Budget

Mr. Moore stated that he remains engaged in discussions with the City of Lynchburg regarding participation in the insurance program. Joining the Lynchburg's insurance plan would significantly reduce overall costs. Currently, final figures are not available so the existing budgeted amounts will remain unchanged. Mr. Patrick invited Mr. Moore to meet with the City of Lynchburg's healthcare consultant. Mr. Landergan asked why the union cannot negotiate insurance contract on GLTC's behalf? Mr. Moore replied the transit union does not have their own insurance plan. Mr. Moore asked the board to vote to approve the submission of the proposed budget. Ms. Howe made a motion to approve the submittal of the proposed budget. Mr. Blanks and Mr. Landergan seconded the motion. The motion was passed unanimously.

Election of Officers

Ms. Howe led the discussion by asking for nominations for Secretary/Treasurer. Ms. Howe made a motion to nominate Mr. Blanks as Secretary/Treasurer. The motion was seconded by Mr. Landergan and Mr. Patrick. The motion was unanimously approved. Mr. Blanks was elected for the Secretary position. Ms. Howe made a motion to nominate Ms. Sprouse for the Vice President position. The motion was seconded by Mr. Landergan and Mr. Miller. The motion passed unanimously. Ms. Sprouse was elected as Vice President. Mr. Landergan made a motion to nominate Ms. Howe as President of the GLTC board. The motion was seconded by Ms. Tab and Mr.



Patrick. The vote passed unanimously. Ms. Howe was elected as President. The newly elected board positions will begin in January 2025.

Schedule for 2025 Board Meetings and Work Sessions

Mr. Moore stated no official date was selected for the board member's retreat. A list of dates for 2025 board meetings and worksessions were presented to members. Mr. Moore informed the members of the meeting date change for January 2025. The new date proposed is January 8th, 2024 instead of January 1st, 2024. The months of January, May, July, and November have changed dates during the 2025 calendar year. Ms. Sprouse made a motion to approve the arranged meetings dates. Mr. Blanks seconded the motion. The motion passed unanimously.

President Report

No report given.

Ms. Howe made a motion to adjourn. The motion was seconded by Ms. Sprouse and Mr. Blanks. The board meeting ended.

Next Meeting Date

The next GLTC Board Meeting on January 8th, 2025, at 8:30 a.m. GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia.

The next GLTC Work Session and Board Meeting is scheduled to occur on January 23rd, 2025 at 8:30 am GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia.

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.
- Working with DRPT to go look at GLTC helping smaller agencies procure items or services in grouped contracts
- Worked with DRPT staff to examine reallocating existing funding for new capital purchases

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

- Attended the CTAV Board of Directors Meeting, including planning for the upcoming CTAV Roadeo hosted by GLTC
- Continued work on DBE Reporting and updates
- Worked with staff on planning and hosting the GLTC Christmas meal

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

- Monitoring Flex service demands and working to ensure staffing for Flex and Fixed Routes
- Working on overall-year safety review and determining what needs to be focused on for the upcoming year
- Finishing up with latest class of operators

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

- Working on preparing for winter weather
- Preparing for spring maintenance projects and construction

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

- Preparing for role transition
- Working on final financial statements and reports for November and December
- Finalized 5307 application and execution with FTA

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

- Working on HVAC maintenance and cold weather prep
- Beginning transition to new copier contract
- Deployed new hardware and working on server and NAS replacements

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

- Created and launched microtransit surveys
- Decorated Flex vehicles for Christmas
- Attended Adobe webinars class for new 2025 web standards
- General website maintenance







GLTC Board Agenda Detail

Item #: 4b

Item Title: Financials

Action: For Your Information

Attached are the operating statements for the operating budget. Due to staff emergencies, we do not have all of the statements completed as of the date of the packet. Completed statements will be forwarded under separate cover and included again in the next packet.

Contacts: Josh Moore

Attachments: November 2024 Financials (Partial)

Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT

AS OF NOVEMBER 30, 2024

	MONTH TO DATE			YEAR TO DATE		
	FY2025 NOV ACTUAL	FY2025 NOV BUDGET	% VAR	FY2025 YTD ACTUAL	FY2025 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 35,032	\$ 36,542	-4%	\$ 211,009	\$ 182,708	15%
DRT Passenger Revenue	5,388	3,010	79%	24,888	15,050	65%
Contracts (CVCC Access)	4,253	4,253	0%	21,265	21,265	0%
Other Contract Revenue	-	-	0%	2,096	-	100%
Non-Operating Revenue	552	5,417	-90%	16,416	27,083	-39%
Advertising Revenue	3,916	5,833	-33%	40,094	29,167	37%
City Operating Assistance	156,609	156,609	0%	783,045	783,045	0%
County Operating Assistance	7,080	7,080	0%	35,399	35,399	0%
State Operating Assistance	234,401	224,192	5%	786,749	1,120,960	-30%
Federal Operating Assistance	358,584	357,740	0%	1,777,737	1,788,702	-1%
TOTAL REVENUE	\$ 805,815	\$ 800,676	1%	\$ 3,698,698	\$ 4,003,380	-8%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 147,599	\$ 151,155	-2%	\$ 757,636	\$ 755,776	0%
Operator-Overtime	10,539	19,650	-46%	59,898	98,251	-39%
Other Salaries & Wages	45,689	38,693	18%	220,449	193,464	14%
Supervisors-Overtime	1,094	1,917	-43%	5,259	9,583	-45%
Fringe Benefits	108,002	103,874	4%	539,166	519,370	4%
Information Technology	3,433	8,333	-59%	17,167	41,667	-59%
TOTAL FIXED ROUTE	\$ 316,357	\$ 323,622	-2%	\$ 1,599,574	\$ 1,618,110	-1%
DEMAND RESPONSE						
Operator Labor	\$ 31,077	\$ 32,497	-4%	\$ 151,949	\$ 162,484	-6%
Operator-Overtime-PTS	1,097	975	13%	4,646	4,875	-5%
Other Salaries & Wages	9,706	9,223	5%	52,265	46,114	13%
Fringe Benefits	22,062	21,437	3%	107,943	107,184	1%
Information Technology	-	2,746	-100%	-	13,729	-100%
TOTAL DEMAND RESPONSE	\$ 63,942	\$ 66,877	-4%	\$ 316,803	\$ 334,385	-5%
MAINTENANCE						
Other Salaries & Wages	\$ 67,929	\$ 72,516	-6%	\$ 334,768	\$ 362,578	-8%
Inspection&Maint,Srvc-Overtime	3,324	4,567	-27%	15,733	22,834	-31%
Fringe Benefits	37,523	38,703	-3%	181,145	193,514	-6%
Fuel & Lubricants	44,102	75,017	-41%	273,659	375,084	-27%
Tires & Tubes	1,517	8,333	-82%	15,393	41,667	-63%
Information Technology	826	750	10%	4,105	3,750	9%
Other Materials & Supplies	17,525	30,833	-43%	124,098	154,167	-20%
TOTAL MAINTENANCE	\$ 172,745	\$ 230,719	-25%	\$ 948,902	\$ 1,153,593	-18%
ADMINISTRATION						
Other Salaries & Wages	\$ 48,050	\$ 40,592	18%	\$ 232,883	\$ 202,960	15%
Fringe Benefits	25,295	20,381	24%	120,358	101,906	18%
Services	43,863	47,357	-7%	194,040	236,785	-18%
Utilities	15,517	21,020	-26%	86,685	105,098	-18%
Casualty & Liability Expenses	15,404	22,349	-31%	97,655	111,744	-13%
Information Technology	5,200	4,842	7%	23,919	24,208	-1%
Bad Debt Expense	-	-	0%	1,238	-	100%
Other Materials & Supplies	7,944	10,973	-28%	27,411	54,865	-50%
Miscellaneous	(588)	11,945	-105%	21,528	59,727	-64%
TOTAL ADMINISTRATION	\$ 160,685	\$ 179,458	-10%	\$ 805,719	\$ 897,292	-10%
TOTAL EXPENSES	\$ 713,730	\$ 800,676	-11%	\$ 3,670,998	\$ 4,003,380	-8%
NET INCOME/(LOSS)	\$ 92,084	\$ -	100%	\$ 27,700	\$ -	-100%

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

	MONTH TO DATE			YEAR TO DATE		
	FY2025 NOV ACTUAL	FY2024 NOV ACTUAL	% VAR	FY2025 YTD ACTUAL	FY2024 YTD ACTUAL	% VAR
REVENUE						
FRT Passenger Revenue	\$ 35,032	\$ 48,779	-28%	\$ 211,009	\$ 208,646	1%
DRT Passenger Revenue	5,388	3,364	60%	24,888	13,688	82%
Contracts (CVCC Access)	4,253	4,253	0%	21,265	21,265	0%
Non-Operating Revenue	552	17	3217%	16,416	41,679	-61%
Advertising Revenue	3,916	10,653	-63%	40,094	34,399	17%
City Operating Assistance	156,609	143,705	9%	783,045	718,526	9%
County Operating Assistance	7,080	6,808	4%	35,399	34,038	4%
State Operating Assistance	234,401	232,756	1%	786,749	829,505	-5%
Federal Operating Assistance	358,584	337,556	6%	1,777,737	1,702,593	4%
TOTAL REVENUE	\$ 805,815	\$ 787,890	2%	\$ 3,698,698	\$ 3,604,339	3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 147,599	\$ 140,374	5%	\$ 757,636	\$ 744,936	2%
Operator-Overtime	10,539	12,150	-13%	59,898	63,324	-5%
Other Salaries & Wages	45,689	44,988	2%	220,449	218,129	1%
Supervisors-Overtime	1,094	287	281%	5,259	5,531	-5%
Fringe Benefits	108,002	116,266	-7%	539,166	495,865	9%
Information Technology	3,433	3,213	7%	17,167	17,163	0%
TOTAL FIXED ROUTE	\$ 316,357	\$ 317,278	0%	\$ 1,599,574	\$ 1,544,948	4%
DEMAND RESPONSE						
Operator Labor	\$ 31,077	\$ 24,872	25%	\$ 151,949	\$ 123,624	23%
Operator-Overtime-PTS	1,097	295	272%	4,646	2,701	72%
Other Salaries & Wages	9,706	8,890	9%	52,265	46,952	11%
Fringe Benefits	22,062	19,907	11%	107,943	83,264	30%
Information Technology	-	-	0%	-	2,336	-100%
TOTAL DEMAND RESPONSE	\$ 63,942	\$ 53,963	18%	\$ 316,803	\$ 258,877	22%
MAINTENANCE						
Other Salaries & Wages	\$ 67,929	\$ 70,591	-4%	\$ 334,768	\$ 338,386	-1%
Inspection&Maint,Srvc-Overtime	3,324	2,553	30%	15,733	11,496	37%
Fringe Benefits	37,523	42,187	-11%	181,145	168,128	8%
Fuel & Lubricants	44,102	63,696	-31%	273,659	331,228	-17%
Tires & Tubes	1,517	9,334	-84%	15,393	42,718	-64%
Information Technology	826	973	-15%	4,105	4,865	-16%
Other Materials & Supplies	17,525	31,252	-44%	124,098	181,096	-31%
TOTAL MAINTENANCE	\$ 172,745	\$ 220,586	-22%	\$ 948,902	\$ 1,077,917	-12%
ADMINISTRATION						
Other Salaries & Wages	\$ 48,050	\$ 39,798	21%	\$ 232,883	\$ 214,004	9%
Fringe Benefits	25,295	23,555	7%	120,358	102,835	17%
Services	43,863	40,541	8%	194,040	229,129	-15%
Utilities	15,517	11,103	40%	86,685	76,155	14%
Casualty & Liability Expenses	15,404	17,802	-13%	97,655	100,999	-3%
Information Technology	5,200	5,852	-11%	23,919	28,455	-16%
Bad Debt Expense	-	-	0%	1,238	-	100%
Other Materials & Supplies	7,944	11,700	-32%	27,411	35,439	-23%
Miscellaneous	(588)	12,363	-105%	21,528	45,615	-53%
TOTAL ADMINISTRATION	\$ 160,685	\$ 162,713	-1%	\$ 805,719	\$ 832,630	-3%
TOTAL EXPENSES	\$ 713,730	\$ 754,540	-5%	\$ 3,670,998	\$ 3,714,372	-1%
NET INCOME/(LOSS)	\$ 92,084	\$ 33,350	-176%	\$ 27,700	\$ (110,033)	125%

Central VA Transit Management Company Inc.
Balance Sheet
Nov FY 2025

	FY 2025	FY 2024	Difference	%
ASSETS				
Cash	\$ 203,458	\$ 408,281	\$ (204,823)	-50%
Cash Reserve - City of Lynchburg (BankoftheJames)	\$ 5,031	-	\$ 5,031	100%
Cash - OPEB	-	321,255	(321,255)	-100%
OPEB - CASH -Bank of The James	100,000	-	100,000	100%
OPEB - ICS MMDA (SAV) ACCOUNT	166,614	-	166,614	100%
Working Funds - Transfer Center	75	75	-	0%
Working Funds - Greyhound	-	100	(100)	-100%
Accounts Receivable	219,883	245,019	(25,136)	-10%
Materials and Fuel	336,309	323,589	12,720	4%
TOTAL CURRENT ASSETS	\$ 1,031,370	\$ 1,298,319	\$ (266,949)	-21%
Tangible Property	\$ 36,542	\$ 36,542	-	0%
Accumulated Depreciation	(20,603)	(17,558)	(3,045)	17%
NET FIXED ASSETS	\$ 15,939	\$ 18,984	\$ (3,045)	-16%
Prepayments	121,712	327,600	(205,887)	-63%
TOTAL ASSETS	\$ 1,169,022	\$ 1,644,903	\$ (475,881)	-29%
LIABILITIES AND CAPITAL				
Accounts Payable - Trade	\$ 269,843	\$ 98,110	\$ 171,733	175%
City Operating Advance Payable	0	441,284	(441,283)	-100%
Wages Payable	93,903	269,319	(175,416)	-65%
Other Payroll Liabilities	589,472	540,162	49,311	9%
Short Term Loan - City of Lynchburg	941,284	500,000	441,284	88%
Line of Credit	-	-	-	N/A
Advance Payments	(753,181)	(593,330)	(159,851)	27%
TOTAL LIABILITIES	1,141,321	1,255,545	(114,224)	-9%
Restricted Reserve	-	250,000		
Accumulated Income/(Loss) Current Year	27,700	139,357	(111,657)	-80%
TOTAL CAPITAL	\$ 27,700	\$ 139,357	\$ (111,657)	-80%
TOTAL LIABILITIES AND CAPITAL	\$ 1,169,022	\$ 1,644,903	\$ (475,881)	-29%



GLTC Board Agenda Detail

Item #: 4c

Item Title: November 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 in November 31.01% compared with our monthly average and was down 9.9% from the previous month.

Ridership:

Fixed Route ridership for the month of November was 58,422.

Paratransit ridership for November was 1,411.

Flex ridership for the month of November was 1,606

Service Impacts:

System-wide on-time performance was 80.9% in September.

1.51% of the service was lost due to missed trips in November.

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

Route	1B	3A	3B	4	5	8	10	11
On-time	77.7%	78.5%	82.0%	68.6%	77.5%	77.3%	76.6%	77.5%

Route	12X
On-time	82.9%

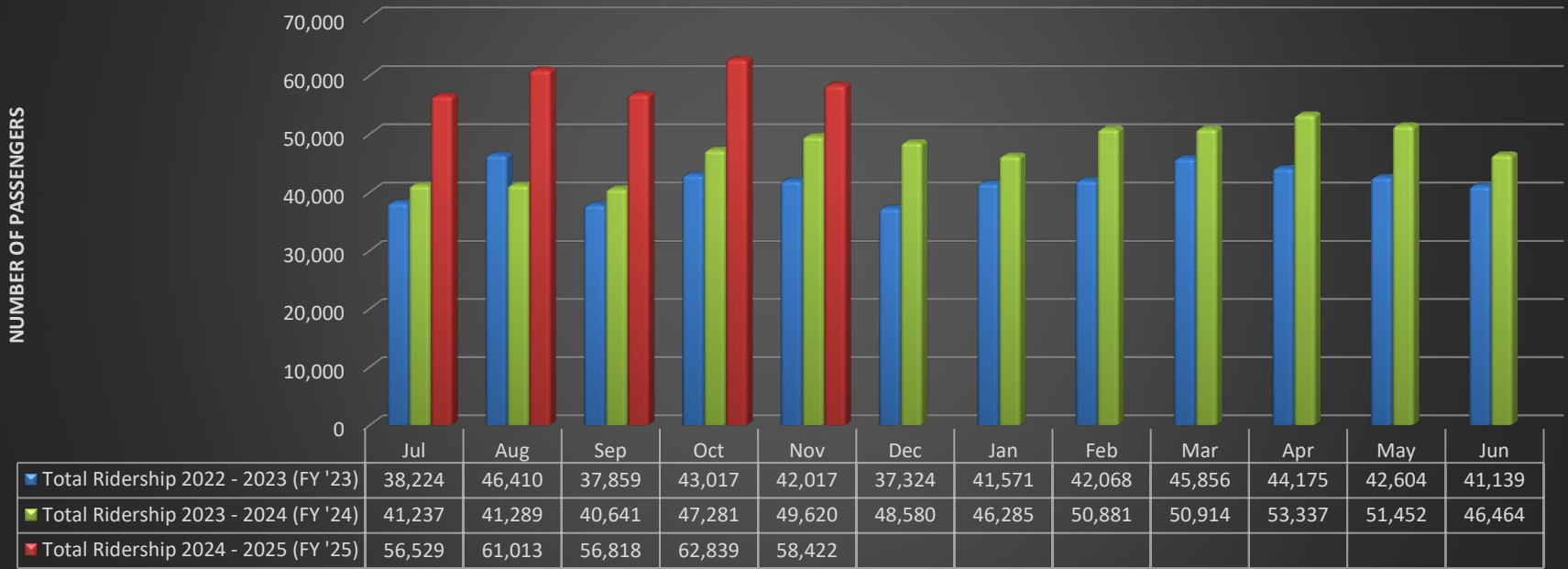
Maintenance:

Maintenance activities are reported as follows for October 2024:

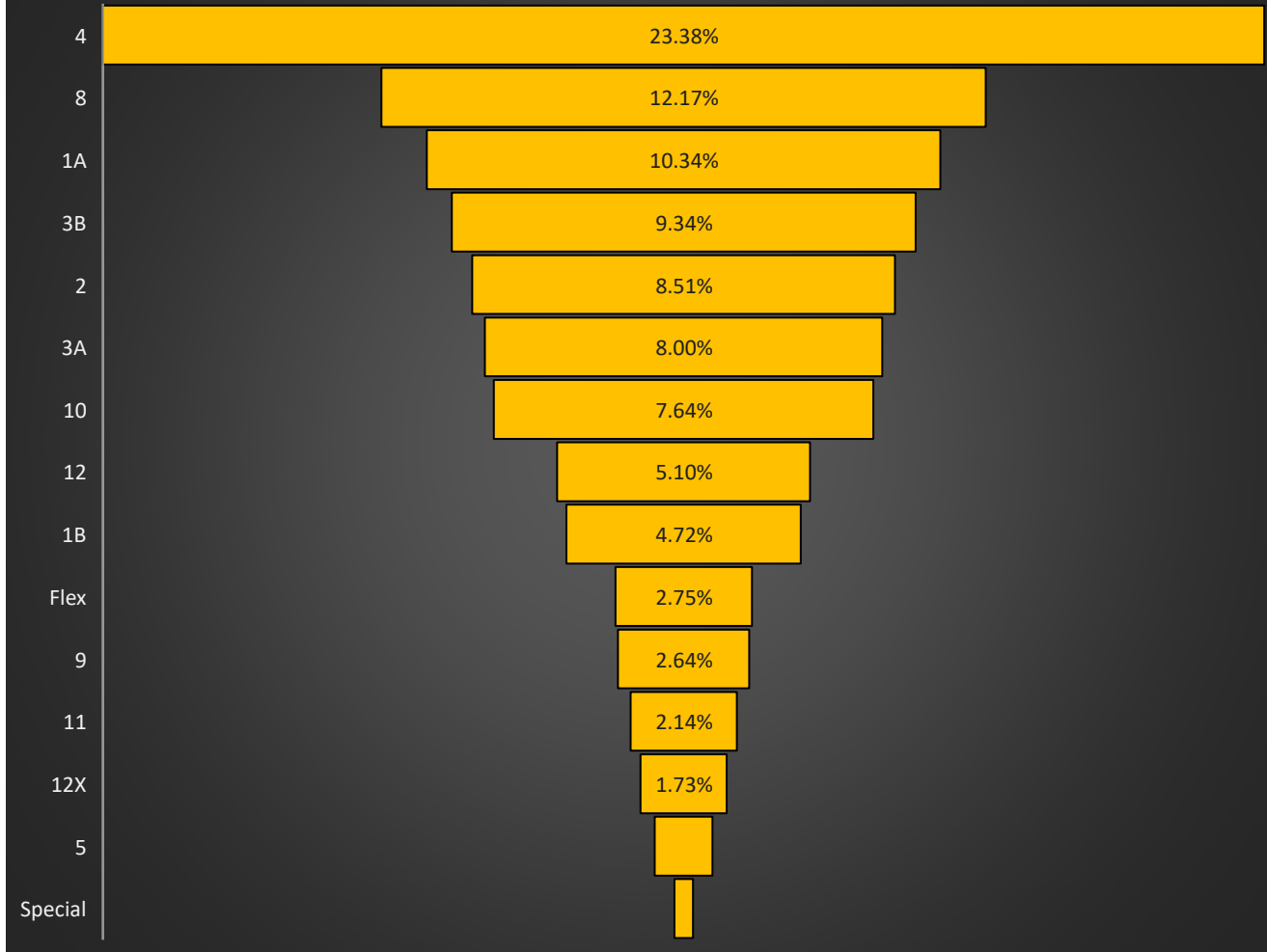
- Total mileage for fixed route – 56,153.9
- Paratransit total mileage – 14,415.6
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 1.35%



Monthly System Ridership FY23 - FY25



Ridership Percentage by Route

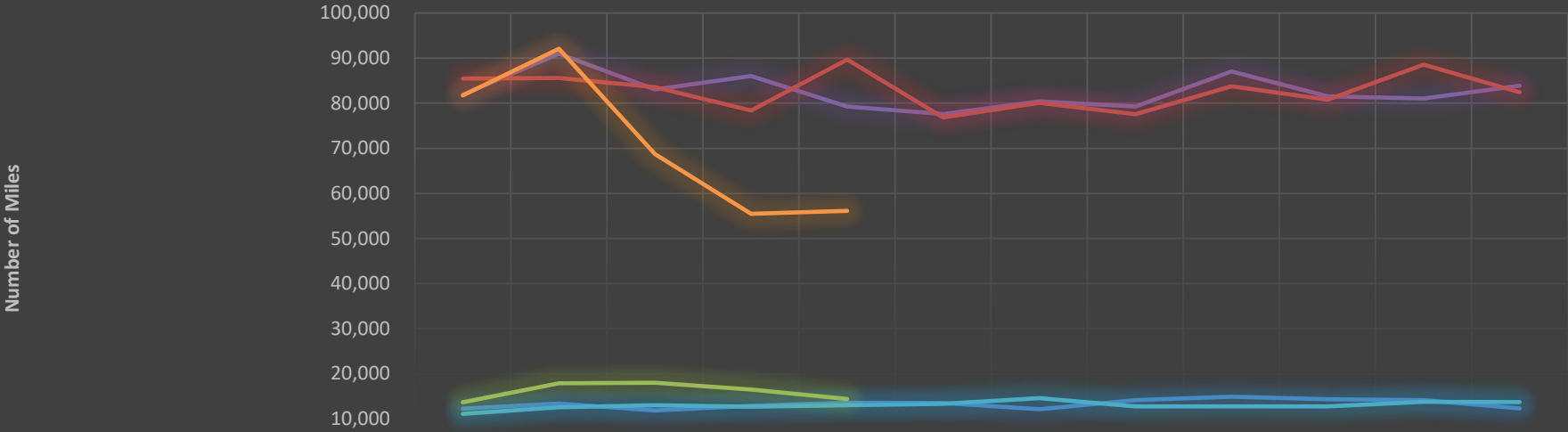


Nov-24

Route	Ridership	Percentage
4	13661	23.38%
8	7109	12.17%
1A	6041	10.34%
3B	5455	9.34%
2	4974	8.51%
3A	4673	8.00%
10	4464	7.64%
12	2977	5.10%
1B	2757	4.72%
Flex	1606	2.75%
9	1543	2.64%
11	1249	2.14%
12X	1013	1.73%
5	682	1.17%
Special	218	0.37%
Total	58,422	100.00%



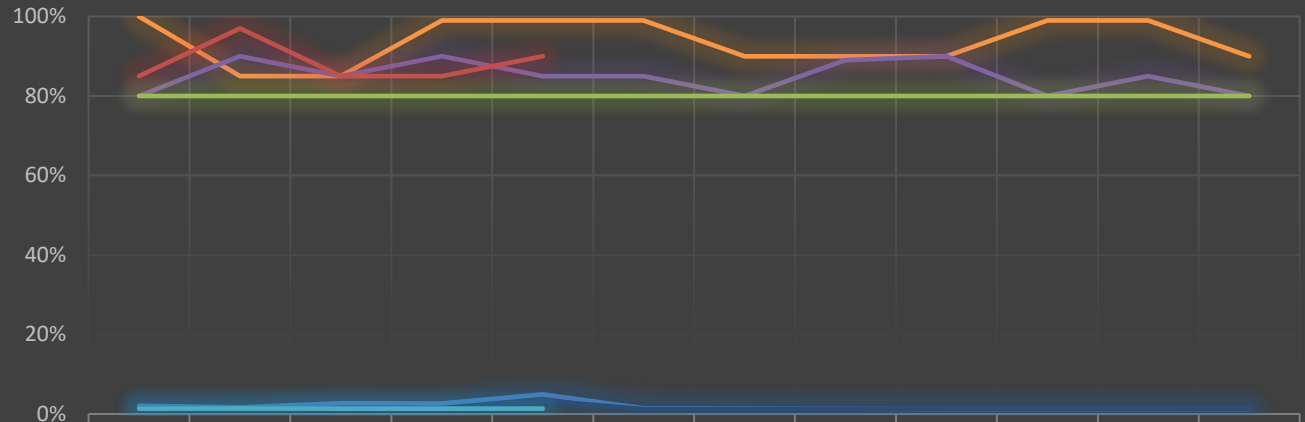
GLTC Mileage FY23, FY24, FY25



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	68,707	55,474	56,154							
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	18,006	16,516	14,416							



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%	85%	85%	90%							
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%	1.34%	1.34%	1.35%							





GLTC Board Agenda Detail

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

Summary:

The November Capital Report will come out under separate cover with the rest of the November financials.

Contacts: Josh Moore
Attachments: November 2024 Capital Report (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

Amendment to the FY25 Capital Budget and FY26 Capital Improvement Plan

Attached is a request to amend the FY26 Capital Improvement Plan to allow for the use of existing funds for the purchase of additional heavy-duty transit buses.

Contacts: Josh Moore

Attachments: FY26 Capital Improvement Plan Amendment

Action Required: Discussion





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January 3rd, 2025

Re: FY26 Proposed Capital Improvement Plan Amendment

Dear GLTC Board of Directors,

Attached is an amendment to the proposed FY26 Capital Improvement Plan (CIP).

The original line item read:

- 4 Replacement 35' buses for 2012 vehicles

Staff is proposing the following modification:

- 3 Replacement 35' buses for 2012 vehicles
- 5 Replacement 35' buses for 2010 vehicles

The funding for this change is broken down as follows:

Existing funding for the five vehicles would be utilized. This is funding that was awarded by DRPT in 2022 and has previously been allocated by the City. Staff would move this funding from the current year into the future year of FY27 (based on estimated vehicle delivery)

The three vehicles replacing 2012 models would be a new grant funding request and would be a reduction from the four vehicles that the Board previously adopted. This would allow GLTC to replace vehicles faster as well as reduce the capital requirement on the City.

Sincerely,

Josh Moore
General Manager



Project Name:
Project Description:

5 35' HD Replacement Buses

Project Type: Revenue Vehicles

These would be replacement buses for 5 units in the fleet that have reached the end of their useful life

Revenues	Prior Funding	FY26	FY27	FY28	FY29	FY30	Total
Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State	\$ 2,189,346	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,189,346
Local	\$ 1,030,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,030,279
Total	\$ 3,219,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,219,625

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Production		\$ 2,978,400	\$ -	\$ -	\$ -	\$ -	\$ 2,978,400
BLI	\$ -	\$ 6,550	\$ -	\$ -	\$ -	\$ -	\$ 6,550
Radio/In-Service	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Fare Collection	\$ -	\$ 166,000	\$ -	\$ -	\$ -	\$ -	\$ 166,000
Inspection Travel	\$ -	\$ 11,275	\$ -	\$ -	\$ -	\$ -	\$ 11,275
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 40,400	\$ -	\$ -	\$ -	\$ -	\$ 40,400
Total	\$ -	\$ 3,219,625	\$ -	\$ -	\$ -	\$ -	\$ 3,219,625

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: 3 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. (Note only three will be replaced)

Revenues	Prior Funding	FY26	FY27	FY28	FY29	FY30	Total
Federal	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
State	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Local	\$ 40,400	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 115,400
Total	\$ 40,400	\$ 1,875,000	\$ -	\$ -	\$ -	\$ -	\$ 1,915,400

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Production		\$ 1,787,040	\$ -	\$ -	\$ -	\$ -	\$ 1,787,040
BLI	\$ -	\$ 6,550	\$ -	\$ -	\$ -	\$ -	\$ 6,550
Radio/In-Service	\$ -	\$ 10,200	\$ -	\$ -	\$ -	\$ -	\$ 10,200
Fare Collection	\$ -	\$ 99,600	\$ -	\$ -	\$ -	\$ -	\$ 99,600
Inspection Travel	\$ -	\$ 11,275	\$ -	\$ -	\$ -	\$ -	\$ 11,275
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 735	\$ -	\$ -	\$ -	\$ -	\$ 735
Total	\$ -	\$ 1,915,400	\$ -	\$ -	\$ -	\$ -	\$ 1,915,400

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.



GLTC Board Agenda Detail

Item #: 6b

Item Title: New Business

Action: Discussion and Approval

Authorization to Transfer GLTC Archives

GLTC has explored options for preserving its physical archives and believes that the best option to allow both presentation and usage is to transfer the archives to the Jones Memorial Library.

Contacts: Josh Moore

Attachments: GLTC Archives Transfer Memo

Action Required: Discussion and Approval





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January 2nd, 2025

Re: Transfer of GLTC Historical Archives

Dear GLTC Board of Directors,

Staff have examined several options for the long-term preservation of GLTC's historical archives. These items include newspaper scrapbooks, employee rosters, company documents, and photographs. These items require a controlled environment to minimize degradation. GLTC does not have the staff, training, or facilities to ensure that these items are cared for in a manner that would preserve them for future generations.

After discussions with the staff of The Jones Memorial Library, the library would take on GLTC's collection and place it into their conservation collection. This would entail GLTC surrendering the archives to the library, where they will be preserved but also available to the public.

Staff feels that this is the most prudent course to preserve this aspect of GLTC's history and allow for usage by continuing generations. I am recommending that the Board grant me the authority to take the necessary steps to donate the archives to the Jones Memorial Library.

Sincerely,

Josh Moore
General Manager





GLTC Board Agenda Detail

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

Early Voting Information

Attached is the information that we received from the Election Board regarding early voting for this year's elections.

Contacts: Josh Moore

Attachments: Early Voting Information Memo

Action Required: Discussion





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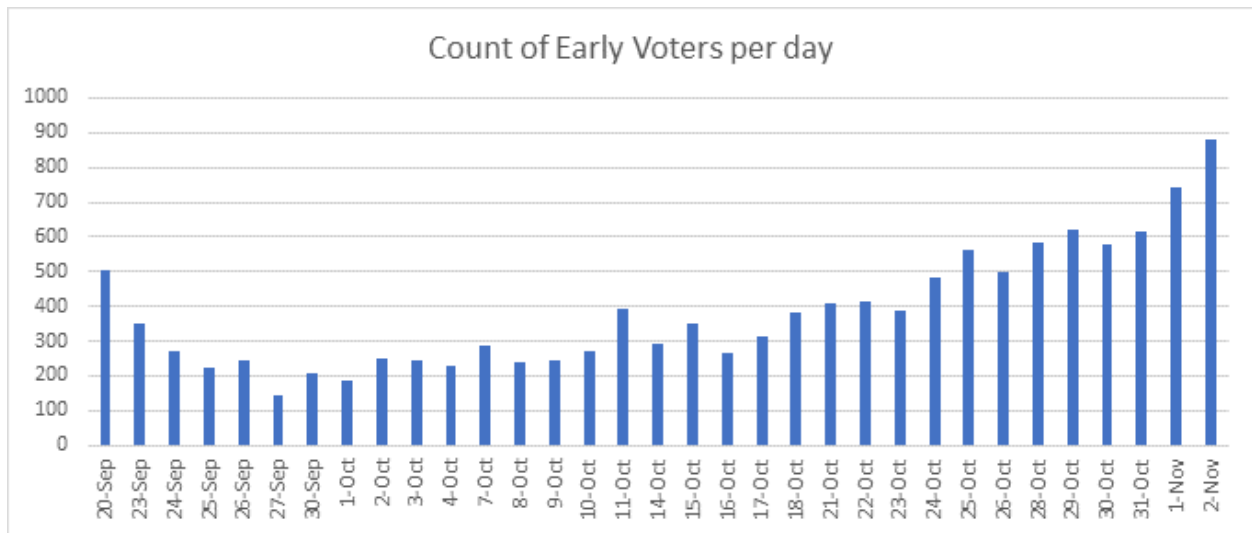
We're Here To Get You There!

December 21st, 2024

Re: Early Voting in November 2024

Dear GLTC Board of Directors,

GLTC Staff have been in contact with the Lynchburg Registrar’s Office, and they have provided the information that they are able to show the early voting trends for the recent election.



September 26th and October 26th were the two dates that GLTC provided fare free service for early voting.

Voting totals for September 26th were 246 and for October 26th were 498. The Registrar does not know how many early voters utilized GLTC to access early voting. Ridership for the two early voting days was ~40% higher than on similar dates during this period.

Sincerely,

Josh Moore
General Manager





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 scheduled on February 5th, 2025, at 8:30 am

The next GLTC Work Session is scheduled to take place on
January 23rd, 2025, 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
Gary DuPriest	cvdissability@gmail.com
Christopher Hackman	chackman@gltconline.com
Valarie Holmes	vholmes@gltconline.com
Cameron Howe	chowe@gltconline.com
Brian Landergan	blandergan@gltconline.com
Andre Miller	amiller@gltconline.com
Greg Patrick	gpatrick@gltconline.com
Tab Sprouse	tsprouse@gltconline.com

Members may be reached by mail by addressing items to:

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

