

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, March 5th, 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

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| #1 | Call to Order – 8:30 a.m. | GLTC Board President |
| #2 | Consideration of Meeting Minutes Approval January 23 rd , 2025, Work Session February 5 th , 2025, 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 | Natalie Wilkins |
| | 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) Health Insurance Partnership b) Draft Marketing Policy c) Cash Farebox Replacement | Natalie Wilkins Chris Poindexter Natalie Wilkins |
| #7 | President's Report | GLTC Board President |
| #8 | Next Meeting Dates & Adjournment Board Meeting: April 2 nd , 2025 @ 8:30 am – GLTC Board Room Board Retreat: March 20 th , 2025 @ 8:30 am – GLTC Board Room | All |





GLTC Board Agenda Detail

Item #: 2
Item Title: January 23rd, 2025, and February 5th, 2025, Meeting Minutes
Action: Consideration of Approval



Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS WORK SESSION
MINUTES - DRAFT
January 23rd, 2025
8:30 a.m. – 10:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on January 23rd, 2025 at GLTC’s Transfer Station, 800 Kemper Street, Lynchburg, Virginia.

Board members in attendance:

President: Cameron Howe
Vice President: Tab Sprouse
Secretary: Ben Blanks
Members: Andre Miller; Valerie Holmes; Christopher Hackman
Absent: Greg Patrick; Brain Landergan; Gary Dupriest

GLTC Staff: Josh Moore, Natalie Wilkins, Steve Overstreet, Chris Poindexter, John Yauger, and Millie Martin.

1 – Call to Order Public Comment

Ms. Howe called the meeting to order at 8:30 am. No public comment made.

WORK SESSION

A - Draft Special Services Policy

Mr. Moore reviewed a draft of the Special Services Policy. The policy is to ensure compliance with federal regulations while maintaining fair and accessible community transit services. By design the policy shall prevent unfair competition with private charter providers, in accordance with the Federal Transit Administration (FTA) Charter Bus Service Rule (49 U.S.C. 5323(d)). This rule prohibits the use of federally funded assets for charter services if private charter operators are willing to provide the service. Exemptions exist for emergency response, government business, and situations when no private provider are available.

The Special Services Policy addresses transportation requests for events beyond normal operations such as services for community events. Special event services must align with operational guidelines to ensure fairness.

Mr. Moore discussed how sponsorship and special services overlap, particularly in cases where reduced or free fares are requested. While some organizations integrate sponsorship under marketing, others separate it into its own policy. A decision will be made on whether to merge these policies or keep them distinct.

The board reviewed how special services are categorized. Partner agencies such as the City of Lynchburg, Lynchburg City Schools, and state entities may request services. Nonprofits and community organizations may also request services. Charter services such as transportation for the Commonwealth Transportation Board or visiting state officials remain exempt under an 80-hour cap.



To ensure compliance, all requests will be evaluated based on federal and state regulations. Mr. Moore emphasized the need for a structured approach to sponsorships and special services to maintain financial sustainability while supporting community needs.

Ms. Sprouse asked which types of vehicles are used for charter services. Mr. Moore replied that fixed route buses and paratransit vehicles are used.

Ms. Howe asked if the estimated number of participants do not show up for a charter service, does GLTC continue to offer charter services to that specific organization. Mr. Moore replied generally there are no actions taken for the first occurrence. Staff will work on making recommendations to target number of passengers per event. Mr. Moore suggested arranging a passenger /cost ratio.

Ms. Sprouse asked if GLTC could provide service to those organizations outside of the service area. Mr. Moore stated that special service requests are granted to individuals within the service area.

Mr. Moore explained leasing transit equipment to a Registered Charter Provider (RCP) is allowed only when all private providers have exhausted their vehicles. Transit agencies may also enter agreements with all RCPs in their region to use transit equipment outside regulations if all agree.

If a transit agency wishes to provide a charter service outside these exceptions, it must notify RCPs and wait for responses—72 hours for short-term requests and 14 days for longer-term ones. If any RCP expresses interest, the agency cannot proceed.

The board also discussed FTA waivers for events of national or regional significance, rural hardships, or time-sensitive events. Staff will continue monitoring compliance and provide updates as needed.

B - Policy on Donations and Sponsorship Requests

Mr. Moore reviewed the policy framework for evaluating monetary donation and sponsorship requests from outside organizations, agencies, and businesses. The purpose of this policy is to ensure responsible management of taxpayer funds while supporting initiatives that enhance the quality of life for Lynchburg residents. Requests will be evaluated based on their community impact, alignment with GLTC's mission, and available resources.

GLTC receives requests for both direct monetary contributions and in-kind sponsorships, such as free transit passes or service in exchange for promotional recognition. Historically, sponsorships under \$500 have been approved at the manager's discretion, but there has not been a formalized policy guiding these decisions. Ms. Sprouse stated that there should be an annual threshold for donations.

Past sponsorships have included organizations such as Peacemakers, United Way, the Lynchburg Police Department's SWAT team fund, and local schools. This policy aims to create a structured process for reviewing such requests while ensuring fairness and consistency.

Ms. Wilkins stated that there should be a requirement that entails the requesting agency promote GLTC as a sponsor. Mr. Moore commented that section 6 mentions that GLTC will provide the graphic of the GLTC logo to the Awardee to be displayed prominently on marketing and promotional materials during the event or activity to acknowledge contribution.

The board reviewed policy donation timeline and reaffirmed that any external organization, agency, or business requesting a monetary donation or sponsorship for a specific event must submit a completed application at least 120 days before the event. Applications may be submitted at any time throughout the year; however, funding is limited and may be fully allocated before the end of the calendar year. Additionally, applications for event-related sponsorships cannot be submitted more than 365 days in advance of the event. The board emphasized adherence to these timelines to ensure a fair and transparent allocation of sponsorship funds.



Mr. Moore explained that ensuring clear deadlines for a sponsorship and monetary donation applications is important for effective planning, budgeting, and fair allocation of funds. Setting a 120-day minimum submission period allows sufficient time for review and decision-making, while the 365-day limit prevents premature applications that may not align with future funding priorities.

The drafted policy applies to external donation and sponsorship request; however, it does not cover memberships in organizations that provide direct benefits to GLTC, such as the Lynchburg Regional Business Alliance, the Central Virginia Planning District Commission, and transit advocacy groups like the Virginia Transit Association (VTA) and the American Public Transportation Association (APTA). These memberships serve a strategic purpose in regional and national transportation planning.

Mr. Moore emphasized that certain organizations and agencies shall not be eligible for GLTC donations or sponsorships. These include religious or political groups, organizations that discriminate based on race, color, gender, religion, disability, sexual orientation, marital status, or national origin, and for-profit businesses. This restriction is necessary to ensure that public funds are used in a way that is inclusive, equitable, and aligned with GLTC's mission of serving the entire community. Excluding religious and political groups prevents the appearance of government endorsement or favoritism, while prohibiting support for discriminatory organizations reinforces GLTC's commitment to fairness and equal access. For-profit businesses are excluded to ensure that public funds are directed toward community-serving initiatives rather than private commercial gain.

Staff will refine the policy framework to ensure transparency, fiscal responsibility, and equitable support for community-driven initiatives. A final recommendation on policy integration will be presented at a future meeting.

President's Report

No report.

Ms. Howe asked all members to bring laptops to the GLTC board member retreat. The retreat will serve as a time to brainstorm and create ways of improving service.

Mr. Moore reminded the board that the next GLTC Board Meeting is scheduled to take place on February 5th, 2025, at 8:30 AM at the GLTC Transfer Station. Additionally, the GLTC Board Retreat is set for February 20th, 2025, with a backup date of February 27th, 2025, if needed. The retreat will be held at the GLTC Operations and Maintenance Facility.

As there was no further discussion, Ms. Howe asked for a motion to adjourn. Ms. Sprouse made a motion adjourn with Mr. Miller seconding the motion and the vote was carried. The meeting ended at 10:26 a.m.

Secretary/Treasurer

Next Meeting & Adjournment

Board Meeting: February 5th, 2025 @ 8:30 am – GLTC Board Room

Work Session Board Retreat: February 20th, 2025 @ 8:30 am – GLTC O&M Facility





Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS MEETING
MINUTES - DRAFT
February 5th, 2025
8:30 a.m. – 10:30 a.m.



A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on February 5th, 2025 at GLTC's Transfer Station, 800 Kemper Street, Lynchburg, Virginia.

Attendance

Board President: Cameron Howe

Board Vice President: Tab Sprouse

Secretary-Treasurer: Ben Blanks

Members: Christopher Hackman; Valerie Holmes; Andre Miller

Absent: Greg Patrick, Gary DuPriest

Staff: Josh Moore, Natalie Wilkins, Chris Poindexter, John Yauger, Millie Martin, Wendell Watts, II.

Via ZOOM: Ada Hunsberger of the Central Virginia Planning District Commission (CVPDC).

Guests: Kyle Trissel of Department of Rail and Public Transportation; Jarod Varner of Transdev

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

Ms. Howe called the board meeting to order at 8:30 am.

Consideration of Meeting Minutes Approval

January 8th, 2025, Board Meeting.

Ms. Howe asked for a motion to approve the minutes for January 8th, 2025 board minutes. Mr. Blanks made a motion to accept the minutes as presented with Mr. Landergan seconding the motion and the minutes were approved unanimously.

Committee & Partner Reports

Ride Solutions - CVPDC Transportation Planner

Ms. Hunsberger reported that the annual Commuter Assistance Program operating assistance grant application was submitted to the Department of Rail and Public Transportation (DRPT) in January. The awards for this grant are expected to be announced later in the spring.

An upcoming initiative, the "Clean Commute Challenge," is scheduled to take place from May 1st to May 16th. This event will engage employers and employees in adopting cleaner commuting methods such as transit, walking, biking, and carpooling, and vanpooling.

Ms. Hunsberger gave updates on The Central Virginia Transportation Safety Summit. The summit held on January 31st, 2025, gathered regional stakeholders to review fatal and serious injury crash data and develop strategies to enhance transportation safety. The summit focused on education, outreach, enforcement, encouragement, and engineering solutions tailored to regional needs.

Project consultants EPR PC and Kimley-Horn are summarizing key discussions and recommendations to shape the draft Central Virginia Safety Action Plan and is expected by summer. A consultant from the Timmons Group



attended the Transportation Safety Summit to gather data and feedback for the Lynchburg Multimodal Plan. Insights from the summit will help shape a city-specific strategy to enhance safe multimodal transportation.

The study is in its early stages, and CVPDC staff will continue working with the GLTC Board for input. Updates will be provided as the plan progresses. More details are available at www.lynchburgmultimodalplan.com.

Staff Reports

Mr. Moore reported the following:

The General Manager participated in various industry meetings and legislative events over the past month. Attendance at the VTA Legislative Day and Reception, along with staff and Ms. Howe provided opportunities for advocacy and networking. Discussions with the Department of Rail and Public Transportation (DRPT) focused on potential joint procurement initiatives to improve purchasing efficiency and generate administrative revenue for GLTC. Additionally, meetings with the Federal Transit Administration (FTA) and industry stakeholders explored the implications of the OMB Budget Memo and recent Executive Orders.

Collaboration continues with the Central Virginia Planning District Commission (CVPDC) on the Multimodal Plan and Thriving Communities/Transit-Oriented Development (TOD) Plans. Participation in the Pittsylvania/Danville Industrial Authority Meeting provided insights into regional transit service updates and connectivity plans. Furthermore, capital budget requests for FY26 have been submitted to DRPT, and preparations are underway for the submission of the 2025 Triennial Review Request for Information Report (RIR).

Assistant General Manager's Report

The Assistant General Manager attended several community and industry events, including the Lynchburg City Schools Partners in Education Breakfast and the NAACP Lynchburg Branch officer installation and general meeting. Additional involvement included participation in the CTAV Board Meeting, Social Media Committee, Professional Development Committee, and Rodeo Committee meetings. Attendance at the VTA Legislative Reception also facilitated engagement with key transit stakeholders.

Transportation Manager's Report

The Transportation Manager has been assessing recent modifications to Flex services to ensure operational efficiency. A comprehensive safety review was conducted, and a work plan has been developed to provide remedial training for employees requiring additional support in specific areas.

Maintenance Manager's Report

The Maintenance Department has initiated a "Spring Cleaning" effort to organize and dispose of unused items. Additionally, training sessions on various maintenance topics, including transmissions, brakes, and electronic troubleshooting, have been facilitated for both GLTC and external agency staff.

Finance and Grants Manager's Report

The Finance and Grants Department is preparing for an internal role transition while working on submitting the operating budget request to DRPT. Efforts are also underway to update company policies and procedures.

IT Manager's Report

The IT Department has been addressing HVAC-related issues caused by recent weather conditions. Coordination with Nathan Wyand resulted in successfully redirecting the mybus@gltonline email to the current website. Participation in the VTA Legislative Day in Richmond provided opportunities for IT-related transit discussions. Additionally, staff workstations and Microsoft licenses are being updated to enhance system functionality.



HR Manager's Report

The HR Department completed the 2024 ACA reporting and is actively working on FTA Drug and Alcohol Reporting. Interviews are ongoing for the Transportation Supervisor position, as well as for Part-Time and Flex Operator roles.

Marketing Manager's Report

The Marketing Manager participated in the City of Lynchburg's Partners in Networking Communication event and attended the Rider Improvement Committee meeting. Additionally, content was filmed to showcase new bus technologies, and student engagement activities were hosted to promote transit awareness.

Financials and Capital Projects Report

Mr. Moore presented the financial statements for November and December 2024. Only December's report was discussed. The service operated as scheduled throughout December, except for shortened hours on December 24th and no service on December 25th.

For December, Fixed Route revenue was 7% above projections, while Paratransit revenue exceeded expectations by 50%. Year-to-date, Fixed Route revenue is up 14%, and Paratransit revenue has increased by 66%. Non-operating revenue was slightly lower than expected but was balanced by reduced expenses in insurance repairs and reimbursements. Advertising revenue has grown steadily due to several long-term campaigns that generated significant income throughout the year. Although December's advertising income was slightly lower, several new campaigns launched in January are expected to boost revenues when billing begins. State operating assistance was slightly above budget due to more reimbursable expenses than anticipated. Federal, City, and county reimbursements remained on budget.

Expenses in December reflected several positive trends. Fixed Route Operator labor came in under budget, with overtime reduced by 57% for Operators and 58% for Supervisors. This reduction is attributed to being nearly fully staffed and transitioning two routes to microtransit service. Other salaries and wages were 2% higher than budget due to overtime for staff not included in the Supervisor Overtime category. Paratransit labor tracked close to budget, with overtime down 57%, thanks to the use of more part-time operators in the Flex service, which increased scheduling flexibility.

Maintenance expenses were mostly under budget. December saw significant savings in fuel costs, partially due to market conditions and the timing of fuel purchases. Maintenance IT expenses were slightly over budget due to new subscription pricing for diagnostic hardware. However, the Other Materials and Supplies category was over budget by 185% (\$57,108). This overage resulted from replacing brakes and kingpins on 11 vehicles at once and performing additional repairs to keep older vehicles operational before the deployment of 2024 Gillig buses in mid-December. Much of these maintenance costs were offset by drawing from the Associated Capital Maintenance (ACM) fund.

Mr. Landergan asked if the City's terrain influences the wear and tear of the front axles? Mr. S. Poindexter replied that the particular style of brakes has to be replaced often.

Administrative expenses remained on budget overall with most categories tracking below projections. The Services category was higher than usual due to several one-time costs. These included bus wash repairs, locksmith services, AV system repairs at the Operations and Maintenance facility, and payment of both the November and December Transdev invoices in December due to billing timing.

The overall financial performance for December was positive, with an income surplus of \$60,452 for the month and a year-to-date surplus of \$104,444.

In January, expenses for maintenance overtime are expected to rise due to snow and ice earlier in the month. Ridership and passenger fare revenue may decline due to fare-free service from January 20 to 22 and the New



Year's Day closure on January 1, 2025. There were no unanticipated expenses in December. However, staff is closely monitoring the potential impact of new Federal Executive Orders on future federal funding. These orders could cause delays in projects, particularly bus procurements. Staff is in regular contact with manufacturers to ensure GLTC remains informed of any potential issues.

Regarding capital projects, funds were drawn from the Associated Capital Maintenance (ACM) fund to cover maintenance costs. Additional expenses were associated with finalizing costs for the deployment of new buses and recently delivered vehicles.

Ridership & Operating Statistics

Mr. Moore led the discussion highlighting performance metrics. Ridership for December 2024 increased by 18.1% compared to the monthly average but decreased by 12.9% from the previous month. November's ridership statistics show Fixed Route trips totaled 51,255, Paratransit recorded 1,614 trips, and Flex Route trips amounted to 1,412. Fixed Route and Flex Route ridership are combined for reporting to the Federal Transit Administration (FTA) and National Transit Database (NTD).

System-wide on-time performance for December was recorded at 80.4%. In November, 2.07% of trips were missed. Several routes experienced on-time performance below the 85% threshold. These include Route 1B (75.6%), Route 3A (79.4%), Route 3B (83.7%), Route 4 (68.2%), Route 5 (81.5%), Route 8 (81.7%), Route 10 (77.6%), Route 11 (73.4%), and Route 12X (73.7%). Routes not mentioned maintained an on-time performance above 85%.

Maintenance statistics for December showed Fixed Route vehicles covered a total of 63,064 miles, while Paratransit services recorded 16,545.2 miles. Preventative maintenance performed on time in 90% of cases. Fleet downtime was 1.68%, reflecting good fleet management practices and minimal service disruptions.

Public Comment

No Public Comment.

Old Business

No Old Business.

New Business

Transdev Quarterly Report

Mr. Moore introduced Mr. Varner to the new board members. Mr. Varner provided an update on various topics concerning safety, federal transit policy, agency funding, electric buses, vehicle technology projects, and ongoing support initiatives.

Mr. Varner discussed recent shifts in federal transit policy, highlighting a push for policies that enhance mobility and improve access to jobs, healthcare, and recreational activities for families and communities. He stressed the importance of federal programs maintaining alignment with their intended federal roles rather than serving local political objectives. Key aspects of this direction include leveraging local commitment through matching requirements and prioritizing capital project funding.

Concerns were raised about frozen federal funds, although Mr. Varner reassured that current programs relying on FTA grants (5307 and 5310) are not at immediate risk. Health insurance premium increases among transit agencies were highlighted, with variations ranging from stable rates to significant hikes, complicating financial planning and operational stability.

Mr. Varner addressed the impact of Proterra's recent bankruptcy on transit agencies that had invested heavily in the electric bus manufacturer's products. Several agencies have sought federal dispensation to procure new



buses, given that some existing federally funded buses are now unsellable. While Proterra's battery and charging infrastructure were praised for their quality, the company's rapid growth and custom-built bus bodies created operational and financial challenges for many transit agencies.

Mr. Landergan asked how long has the company been in business. Mr. Varner estimated a decade in business for Proterra.

Vehicle and Technology Projects

Mr. Varner explained delays in two concurrent vehicle and technology projects in Youngstown, Ohio were discussed. Mr. Varner emphasized the lessons learned, particularly the importance of ensuring technological compatibility with realistic project timelines. These challenges were most evident in projects involving electric and autonomous vehicles, reinforcing the need for better alignment between technology and vehicle readiness.

Ms. Howe asked if there are new bus designs that incorporate lights on the rear of buses that border the silhouette of the vehicle? Mr. Varner and Mr. Moore commented that there are special lighting and tape options for buses.

Mr. Varner state that there will be continued managerial networking and knowledge-sharing meetings for GLTC managers. Transdev remains committed to offering support on various operational challenges, including healthcare costs, human resources issues, service animal integration, and temporary work restrictions.

Mr. Varner concluded with an overview of upcoming initiatives. A national meeting involving general managers and Transdev management is planned to focus on shared practices and updates on fleet visibility improvements.

Purchase of 1 Light-Duty Body-on-Chassis Vehicle

Mr. Moore provided a proposal on GLTC's Light-Duty vehicle replacement plan. Initially, six vehicles were scheduled for replacement; however, rising costs limited the replacement to five vehicles. The sixth vehicle will now be replaced with the assistance of grant funding, ensuring the fleet remains well-equipped to meet service demands.

Mr. Landergan asked for a description of the Light-Duty vehicle? Mr. Moore gave details that explained the intended lifespan and quality of the vehicle. The vehicle is designed with a low floor and wider doors. Mr. Watts stated that the vehicle would be replacing one of the oldest vehicles that continually has maintenance issues.

Mr. Moore informed the board that after reviewing vehicle options, it was revealed that the previously quoted Ford gas chassis vehicle could be substituted with a more cost-effective Chevy gas chassis. This alternative would reduce expenses by approximately \$6,000 to \$10,000 and requires less bodywork, making it a more economical solution.

Ms. Sprouse asked what the total amount would be. Mr. Moore responded that the total grant funding available for the replacement is \$224,000 - \$229,000. Ms. Sprouse stated she agreed with spending the grant amount. Estimated costs for outfitting the vehicle with radios, fareboxes, and other essential equipment are projected to range between \$220,000 and \$224,000. The potential savings from the Chevy chassis could leave a surplus of up to \$29,000 for additional fleet needs.

Mr. Landergan asked how much radio installation would cost. Mr. S. Poindexter estimated the cost to be roughly \$300.00.

The board was also briefed on the technical and operational strategy for fleet management. GLTC continues to prioritize a balance between low-floor and high-floor vehicles. High-floor vehicles are better suited for routes with steep grades and driveways, offering durability and reliability, while low-floor vehicles improve accessibility, especially for passengers using larger mobility devices. This strategic balance ensures both operational efficiency and enhanced rider experience.



Mr. Hackman asked for a motion to allow Mr. Moore to purchase a light-duty body on chassis vehicle with VA State Contract: CTR005734 if the total amount does not exceed the awarded amount. Mr. Landergan seconded the motion, the motion passed unanimously.

Health Insurance Transition, Budget Discussion, and Potential Service Cuts

GLTC staff submitted a funding request to the City of Lynchburg to support operations. The City indicated that it would be unlikely to approve the full request, particularly the additional \$400,000 needed to cover rising health insurance costs. This shortfall is primarily driven by a 34% increase in health insurance premiums for GLTC employees. In response, Mr. Moore has actively explored options to close this budget gap. He suggested GLTC employees join the City of Lynchburg's health insurance plan to mitigate the financial strain. He informed the board members that he discussed the health insurance conversion with Donna Witt, the City of Lynchburg's Finance Officer.

Recent budget adjustments and careful cost management have helped reduce expenses over the past few years, including offsetting a \$148,000 decrease in state funding. Projections for FY26 suggest that funding levels will remain consistent, though exact figures will be determined following legislative vote in June. State-level legislative efforts are ongoing to secure additional funding, with a proposal to allocate \$50 million from the state's sales tax surplus to the transit line item. However, this funding is highly competitive, with a 50% likelihood of approval due to strong demand from larger urban regions like Northern Virginia and Hampton Roads.

The board discussed the possibility of joining the City of Lynchburg's health insurance plan. The city's insurance plan offers a similar structure to GLTC's current plan, with slightly higher deductibles but minimal disruption for employees. Preliminary discussions with the union indicated general support for this change, pending formal agreement.

Mr. Moore explained a secondary option to mitigate the cost of health insurance could be exploring service cuts if the insurance transition does not materialize. Eliminating Sunday service was presented by Mr. Moore. with an estimated savings of \$530,000 annually. Sunday service serves an average of 800 riders over eight hours, and analysis revealed that transitioning to flex service on Sundays would not generate meaningful cost savings due to high demand. The board expressed concern about the negative impact on rider trust and service reliability, emphasizing the importance of maintaining current service levels.

Ms. Sprouse asked if GLTC had explored searching for insurance on the open enrollment marketplace. Mr. Moore replied that staff did not search the open enrollment marketplace. He agreed to explore the option. The board agreed that joining the City's health insurance plan is the preferred solution to avoid budget cuts. Mr. Moore will continue engaging with City officials, including the City's HR and insurance broker to push for this transition. Mr. Landergan asked who makes the final decision to allow GLTC employees to join City of Lynchburg's health insurance. Mr. Moore explained the final approval for the transition rests with the City Council, with likely involvement from Mayor Taylor and the City Manager.

To ensure progress on this matter, GLTC will proceed to communicate their intentions to its current insurance agent. The board will also prepare a joint letter to the City Council advocating for the change, highlighting the financial benefits and cost-saving opportunities for both the organization and taxpayers. The draft of the joint board letter will be presented at the upcoming retreat for review and approval in March. Contingency plans will be developed to prepare for potential service adjustments if the insurance transition is not approved. The board will continue to monitor legislative updates and maintain regular communication with stakeholders regarding developments in funding and insurance negotiations. Regular updates will be provided to the board as progress is made.

President's Report

No report.



Ms. Howe encouraged board members to connect with Lynchburg City Council members to discuss the importance of converting GLTC employees to the City of Lynchburg's health insurance plan. The board believes this transition would help reduce GLTC's budgetary pressures and improve financial stability. Members were urged to build these connections to help facilitate the process and gather support from City leadership.

Mr. Moore reminded the board that the upcoming board retreat is scheduled for February 20, with a backup date set for February 27. The retreat will be held at the maintenance operations facility on Brad. Ms. Howe proposed adding optional activities to the retreat, such as facility tours and an opportunity for interested board members to experience driving a bus.

To ensure the retreat is productive, pre-meeting preparations were emphasized. Board members were encouraged to verify their access to necessary digital platforms and systems ahead of the meeting to maximize focus on the agenda.

Ms. Howe praised GLTC staff for their advocacy efforts during Transit Advocacy Day. Staff presented comprehensive documents to legislators outlining various transit-related bills and their implications. Their networking and advocacy were recognized as crucial in promoting transit initiatives and increasing awareness of GLTC's needs at the state level.

Mr. Blanks raised the idea of implementing fare-free transit for Transit Equality Day in honor of Rosa Parks Day. The board discussed the potential financial implications of such a program, given GLTC's existing budget constraints. Although there is interest in pursuing this initiative, it was agreed to revisit the topic at a later date with a detailed cost analysis and an assessment of its impact on operations and finances.

Mr. Miller highlighted the importance of using transit to support housing and assist homeless populations in the community. He emphasized the need for educational programs to teach riders how to use the bus system effectively, focusing on scheduling, boarding procedures, and common courtesy while using public transit.

In response, Mr. Moore outlined plans to renew and expand GLTC's instructional videos. These updated materials will cover essential topics such as how to board a bus, proper rider etiquette, and using microtransit services.

As there was no further discussion, Ms. Howe asked for a motion to adjourn. Ms. Sprouse made a motion adjourn with Mr. Landergan seconding the motion and the vote was carried. The meeting ended at 10:15 a.m.

Secretary/Treasurer

Next Meeting Dates & Adjournment

Board Meeting: March 5th, 2025 @ 8:30 am – GLTC Board Room

Work Session: February 20th, 2025 @ 8:30 am – GLTC O&M Facility





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: Natalie Wilkins

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 CVPDC on the Multimodal Plan and Thriving Communities/TOD Plans
- Worked with the City on revisions to the GLTC Operating Budget Request for FY26
- Submitted the Triennial Review RIR and documents on February 28th.
- Hosted Williamsburg Area Transit Authority (WATA) for facility tours, construction Q&A, and senior staff training
- Hosted a Senior Staff meeting to review policies and procedures and talk about upcoming projects
- Traveling to a Transdev GM Conference March 5th – 7th.

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

- WATA Meeting and Q&A Session
- Senior Staff Retreat
- Continued work on DBE updates for FTA
- Attended the CTAV: Board; Social Media; Professional Development; and Roadeo Committee meetings

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

- Evaluating Flex services
- Hosted Safety Meetings to review best practices and safe driving techniques

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

- Working on "Spring Cleaning" including preparing unused items for disposal
- Reviewing Transdev Maintenance Peer Review Walkthrough
- Working with the IT Manager on boiler component replacements

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

- Completed January financial statements and reports
- Worked on information for Triennial Review

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

- Working with the Maintenance Manager on boiler component replacements
- Performed emergency repairs on Transit Station cameras due to component failure

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

- Hired 2 new Supervisors
- Completed MIS Report (FTA's Yearly Drug and Alcohol Report)
- Working on gathering and entering information for the Triennial Review

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

- Attended VTLP Customer Service Seminar
- Attended the Digital Accessibility for Transportation Providers seminar

- Performed ChatGPT for Excel training
- Curate weather emergency management content for social media channels





GLTC Board Agenda Detail

Item #: 4b

Item Title: Financials

Action: For Your Information

Attached are the financial statements for January 2025

Contacts: Millie Martin

Attachments: January 2025 Financials

Action Required: None





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

February 26th, 2025

Re: January 2025 Financial Statements

Dear GLTC Board of Directors,

Attached are the financial statements for January 2025. We did not operate the service on January 1st. We had an early service termination on January 6th and delayed start on January 7th due to snow. We also operated fare free January 20th through 22nd due to severe cold. We also had pay for two holidays this month, New Year's Day and MLK.

Income:

Fixed Route revenue is 6% under anticipated revenue and Paratransit Revenue is 73% over for the month. Year-to-date we are up by 11% in Fixed Route and 67% in PTS. Fixed Route fares were likely affected by the holidays, fare free days, and low ridership on the snow days.

Non-operating revenue is lower than expected, which is balanced by lower outlays for insurance repairs and reimbursements. Advertising revenue continues to show good returns for the year, with a downturn in January as several campaigns ended, and new ones were preparing to start in February.

State operating assistance is 13% less than budgeted as we are still trailing in our reimbursable expenses for our microtransit grant. Federal, City, and County reimbursements are all on-budget.

Expenses:

Fixed Route Operator labor is slightly over budget while overtime is less than budgeted by 67% for Operators and 23% for Supervisors. This is partially due to being nearly fully staffed as well as the transition of two routes to microtransit service. Other salaries are wages are 11% higher than budget due to overtime for staff not included in the Supervisor Overtime category. PTS labor is slightly down but in line with the budget while overtime is down 61%. This is partially due to attracting more part-time operators with Flex service which allows us to have a wider range of hours for scheduling.





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Most Maintenance categories are at or below budget apart from fringe benefits. Maintenance IT is slightly over budget due to new subscription pricing for diagnostic hardware.

Other Materials and Supplies were under budget by 8%, although still up for the year by 11% due to the high number of repairs to our older vehicles before our new ones entered service in mid-December.

Administration is on budget overall with most items tracking below budget except for fringe benefits, utilities, and salaries and wages. Salaries and wages are higher due to overtime by non-salaried staff to cover vacations and illnesses and weather conditions.

Overview:

Overall, we had a negative income of \$6,514 for the month and have a \$97,931 surplus for the fiscal year.

Anticipated Expenses:

We will have higher overtime expenses for Maintenance and non-salaried operations and administration staff in February due to the snow and ice that we experienced. This will also likely show up as a decrease in both ridership and passenger fares, the same as in January due to us generally experiencing a decrease in ridership during snow or extreme cold weather events.

Unanticipated Expenses:

We do not have any expected unanticipated expenses in February, but we are still watching updates from the FTA and Federal Government on the implementation of existing and new Executive Orders.

Capital Projects:

We drew against capital funds for Associated Capital Maintenance and we will begin drawing larger amounts from grant VA-2016-022-00 as we move into the Phase 3 deployment for fare collection.

Sincerely,

Josh Moore
General Manager



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT
AS OF JANUARY 31, 2025

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|-------------------------|-------------------------|--------------|-------------------------|-------------------------|--------------|
| | FY2025 JAN ACTUAL | FY2025 JAN BUDGET | % VAR | FY2025 YTD ACTUAL | FY2025 YTD BUDGET | % VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 34,382 | \$ 36,542 | -6% | \$ 284,568 | \$ 255,792 | 11% |
| DRT Passenger Revenue | 5,211 | 3,010 | 73% | 35,231 | 21,070 | 67% |
| Contracts (CVCC Access) | 4,253 | 4,253 | 0% | 29,771 | 29,771 | 0% |
| Non-Operating Revenue | 1,710 | 5,417 | -68% | 18,622 | 37,917 | -51% |
| Advertising Revenue | 2,501 | 5,833 | -57% | 47,900 | 40,833 | 17% |
| City Operating Assistance | 156,609 | 156,609 | 0% | 1,096,263 | 1,096,263 | 0% |
| County Operating Assistance | 7,080 | 7,080 | 0% | 49,559 | 49,559 | 0% |
| State Operating Assistance | 194,660 | 224,192 | -13% | 1,224,954 | 1,569,345 | -22% |
| Federal Operating Assistance | 358,584 | 357,740 | 0% | 2,494,905 | 2,504,183 | 0% |
| TOTAL REVENUE | \$ 764,990 | \$ 800,676 | -4% | \$ 5,283,868 | \$ 5,604,732 | -6% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 153,232 | \$ 151,155 | 1% | \$ 1,061,206 | \$ 1,058,086 | 0% |
| Operator-Overtime | 6,460 | 19,650 | -67% | 74,775 | 137,551 | -46% |
| Other Salaries & Wages | 42,959 | 38,693 | 11% | 302,845 | 270,849 | 12% |
| Supervisors-Overtime | 1,481 | 1,917 | -23% | 7,543 | 13,416 | -44% |
| Fringe Benefits | 118,147 | 103,874 | 14% | 726,119 | 727,117 | 0% |
| Information Technology | 3,433 | 8,333 | -59% | 24,033 | 58,333 | -59% |
| TOTAL FIXED ROUTE | \$ 325,712 | \$ 323,622 | 1% | \$ 2,196,521 | \$ 2,265,353 | -3% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 31,919 | \$ 32,497 | -2% | \$ 216,094 | \$ 227,477 | -5% |
| Operator-Overtime-PTS | 382 | 975 | -61% | 5,814 | 6,824 | -15% |
| Other Salaries & Wages | 11,002 | 9,223 | 19% | 73,970 | 64,559 | 15% |
| Fringe Benefits | 24,924 | 21,437 | 16% | 148,540 | 150,057 | -1% |
| Information Technology | - | 2,746 | -100% | - | 19,221 | -100% |
| TOTAL DEMAND RESPONSE | \$ 68,226 | \$ 66,877 | 2% | \$ 444,418 | \$ 468,139 | -5% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 72,767 | \$ 72,516 | 0% | \$ 473,592 | \$ 507,609 | -7% |
| Inspection&Maint,Srvc-Overtime | 2,690 | 4,567 | -41% | 21,595 | 31,968 | -32% |
| Fringe Benefits | 43,175 | 38,703 | 12% | 248,599 | 270,920 | -8% |
| Fuel & Lubricants | 46,728 | 75,017 | -38% | 365,194 | 525,117 | -30% |
| Tires & Tubes | 4,025 | 8,333 | -52% | 26,416 | 58,333 | -55% |
| Information Technology | 826 | 750 | 10% | 5,757 | 5,250 | 10% |
| Other Materials & Supplies | 28,363 | 30,833 | -8% | 240,402 | 215,833 | 11% |
| TOTAL MAINTENANCE | \$ 198,574 | \$ 230,719 | -14% | \$ 1,381,555 | \$ 1,615,030 | -14% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 45,202 | \$ 40,592 | 11% | \$ 318,251 | \$ 284,144 | 12% |
| Fringe Benefits | 26,136 | 20,381 | 28% | 159,771 | 142,668 | 12% |
| Services | 47,311 | 47,357 | 0% | 321,389 | 331,498 | -3% |
| Utilities | 22,309 | 21,020 | 6% | 126,819 | 147,138 | -14% |
| Casualty & Liability Expenses | 22,517 | 22,349 | 1% | 135,215 | 156,441 | -14% |
| Information Technology | 4,643 | 4,842 | -4% | 32,730 | 33,892 | -3% |
| Bad Debt Expense | - | - | 0% | 1,338 | - | 100% |
| Other Materials & Supplies | 6,546 | 10,973 | -40% | 39,250 | 76,811 | -49% |
| Miscellaneous | 4,326 | 11,945 | -64% | 28,679 | 83,617 | -66% |
| TOTAL ADMINISTRATION | \$ 178,991 | \$ 179,458 | 0% | \$ 1,163,442 | \$ 1,256,209 | -7% |
| TOTAL EXPENSES | \$ 771,503 | \$ 800,676 | -4% | \$ 5,185,937 | \$ 5,604,732 | -7% |
| NET INCOME/(LOSS) | \$ (6,514) | \$ - | -100% | \$ 97,931 | \$ - | -100% |

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
COMPARATIVE INCOME STATEMENT
AS OF JANUARY 31, 2025

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|-------------------|---------------------|--------------|---------------------|---------------------|------------|
| | FY2025 | FY2024 | % VAR | FY2025 | FY2024 | % VAR |
| | JAN ACTUAL | JAN ACTUAL | | YTD ACTUAL | YTD ACTUAL | |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 34,382 | \$ 35,943 | -4% | \$ 284,568 | \$ 278,650 | 2% |
| DRT Passenger Revenue | 5,211 | 2,888 | 80% | 35,231 | 20,002 | 76% |
| Contracts (CVCC Access) | 4,253 | 4,253 | 0% | 29,771 | 29,771 | 0% |
| Other Contract Revenue | - | - | 0% | 2,096 | - | 100% |
| Non-Operating Revenue | 1,710 | 13 | 13345% | 18,622 | 41,712 | -55% |
| Advertising Revenue | 2,501 | 4,568 | -45% | 47,900 | 44,756 | 7% |
| City Operating Assistance | 156,609 | 143,705 | 9% | 1,096,263 | 1,005,937 | 9% |
| County Operating Assistance | 7,080 | 6,808 | 4% | 49,559 | 47,653 | 4% |
| State Operating Assistance | 194,660 | 238,455 | -18% | 1,224,954 | 1,217,147 | 1% |
| Federal Operating Assistance | 358,584 | 713,953 | -50% | 2,494,905 | 2,740,839 | -9% |
| TOTAL REVENUE | \$ 764,990 | \$ 1,150,586 | -34% | \$ 5,283,868 | \$ 5,426,465 | -3% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 153,232 | \$ 143,975 | 6% | \$ 1,061,206 | \$ 1,032,745 | 3% |
| Operator-Overtime | 6,460 | 10,598 | -39% | 74,775 | 84,989 | -12% |
| Other Salaries & Wages | 42,959 | 46,219 | -7% | 302,845 | 309,466 | -2% |
| Supervisors-Overtime | 1,481 | 1,270 | 17% | 7,543 | 8,729 | -14% |
| Fringe Benefits | 118,147 | 111,186 | 6% | 726,119 | 689,595 | 5% |
| Information Technology | 3,433 | 3,213 | 7% | 24,033 | 23,588 | 2% |
| TOTAL FIXED ROUTE | \$ 325,712 | \$ 316,460 | 3% | \$ 2,196,521 | \$ 2,149,113 | 2% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 31,919 | \$ 27,361 | 17% | \$ 216,094 | \$ 180,220 | 20% |
| Operator-Overtime-PTS | 382 | 822 | -54% | 5,814 | 4,175 | 39% |
| Other Salaries & Wages | 11,002 | 8,339 | 32% | 73,970 | 63,454 | 17% |
| Fringe Benefits | 24,924 | 19,962 | 25% | 148,540 | 119,028 | 25% |
| Information Technology | - | - | 0% | - | 2,336 | -100% |
| TOTAL DEMAND RESPONSE | \$ 68,226 | \$ 56,484 | 21% | \$ 444,418 | \$ 369,212 | 20% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 72,767 | \$ 71,631 | 2% | \$ 473,592 | \$ 477,477 | -1% |
| Inspection&Maint,Srvc-Overtime | 2,690 | 2,195 | 23% | 21,595 | 16,331 | 32% |
| Fringe Benefits | 43,175 | 40,270 | 7% | 248,599 | 237,148 | 5% |
| Fuel & Lubricants | 46,728 | 55,099 | -15% | 365,194 | 438,261 | -17% |
| Tires & Tubes | 4,025 | 4,344 | -7% | 26,416 | 53,080 | -50% |
| Information Technology | 826 | 973 | -15% | 5,757 | 6,811 | -15% |
| Other Materials & Supplies | 28,363 | 36,108 | -21% | 240,402 | 269,738 | -11% |
| TOTAL MAINTENANCE | \$ 198,574 | \$ 210,621 | -6% | \$ 1,381,555 | \$ 1,498,845 | -8% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 45,202 | \$ 46,684 | -3% | \$ 318,251 | \$ 304,921 | 4% |
| Fringe Benefits | 26,136 | 25,381 | 3% | 159,771 | 146,436 | 9% |
| Services | 47,311 | 47,512 | 0% | 321,389 | 323,238 | -1% |
| Utilities | 22,309 | 14,929 | 49% | 126,819 | 104,488 | 21% |
| Casualty & Liability Expenses | 22,517 | 21,815 | 3% | 135,215 | 140,613 | -4% |
| Information Technology | 4,643 | 5,408 | -14% | 32,730 | 40,158 | -18% |
| Bad Debt Expense | - | - | 0% | 1,338 | - | 100% |
| Other Materials & Supplies | 6,546 | 3,627 | 81% | 39,250 | 44,208 | -11% |
| Miscellaneous | 4,326 | 9,493 | -54% | 28,679 | 58,012 | -51% |
| TOTAL ADMINISTRATION | \$ 178,991 | \$ 174,847 | 2% | \$ 1,163,442 | \$ 1,162,074 | 0% |
| TOTAL EXPENSES | \$ 771,503 | \$ 758,412 | 2% | \$ 5,185,937 | \$ 5,179,244 | 0% |
| NET INCOME/(LOSS) | \$ (6,514) | \$ 392,174 | -102% | \$ 97,931 | \$ 247,222 | 60% |

GREATER LYNCHBURG TRANSIT COMPANY, INC.
INCOME STATEMENT
AS OF JANUARY 31, 2025

| | FY2025 ACTUAL JAN | FY2025 ACTUAL YTD |
|------------------------------|----------------------------------|----------------------------------|
| REVENUE | | |
| Operating Assistance Revenue | \$ 676,388 | \$ 4,253,442 |
| Money Paid to CVTMCI | (676,388) | (4,253,442) |
| Federal Grant Revenue | 5,717 | 1,107,197 |
| Local Grant Revenue | <u>(1,220)</u> | <u>4,864,181</u> |
| TOTAL REVENUE | \$ 4,497 | \$ 5,971,378 |
| EXPENSES | | |
| Repairs - Capital | - | \$ 21,184 |
| Pass Thru Grants | - | \$ 8,526 |
| Other Miscellaneous Expense | <u>-</u> | <u>-</u> |
| TOTAL EXPENSES | \$ - | \$ 29,710 |
| NET INCOME/(LOSS) | \$ <u>4,497</u> | \$ <u>5,941,668</u> |

GREATER LYNCHBURG TRANSIT COMPANY, INC.
COMPARATIVE INCOME STATEMENT
AS OF JANUARY 31, 2025

| | MONTH TO DATE | | | YEAR TO DATE | | |
|------------------------------|-------------------------|-------------------------|-------------|-------------------------|-------------------------|-------------|
| | FY2025 JAN ACTUAL | FY2024 JAN ACTUAL | % VAR | FY2025 YTD ACTUAL | FY2024 YTD ACTUAL | % VAR |
| REVENUE | | | | | | |
| Operating Assistance Revenue | \$ 676,388 | \$ (564,767) | -220% | \$ 4,253,442 | \$ 4,467,438 | -5% |
| Money Paid to CVTMCI | (676,388) | 564,767 | -220% | (4,253,442) | (4,467,438) | -5% |
| Federal Grant Revenue | 5,717 | 484,212 | 100% | 1,107,197 | 487,783 | 127% |
| Local Grant Revenue | (1,220) | 298,587 | -100% | 4,864,181 | 302,667 | 1507% |
| TOTAL REVENUE | \$ 4,497 | \$ 782,799 | -99% | \$ 5,971,378 | \$ 790,450 | 655% |
| EXPENSES | | | | | | |
| Repairs - Capital | - | 39,752 | 0% | \$ 21,184 | \$ 41,030 | -48% |
| Pass Thru Grants | - | - | 0% | \$ 8,526 | \$ - | 100% |
| Other Miscellaneous Expense | - | - | 0% | - | - | 0% |
| TOTAL EXPENSES | \$ - | \$ 39,752 | 0% | \$ 29,710 | \$ 41,030 | -28% |
| NET INCOME/(LOSS) | \$ 4,497 | \$ 743,047 | 100% | \$ 5,941,668 | \$ 749,420 | 693% |

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

| | FY 2025 | FY 2024 | Difference | % |
|--|----------------------|----------------------|---------------------|--------------|
| <i>ASSETS</i> | | | | |
| Cash - GLTC | \$ - | \$ - | \$ - | 0% |
| Cash - Capital | 193,597 | 214,301 | (20,704) | -10% |
| Accounts Receivable | 18,075 | 289,199 | (271,124) | -94% |
| TOTAL CURRENT ASSETS | \$ 211,672 | \$ 503,501 | \$ (291,829) | -58% |
| Tangible Property | \$ 69,398,929 | 62,764,520 | \$ 6,634,409 | 11% |
| Accumulated Depreciation | (29,598,406) | (27,990,964) | (1,607,442) | 6% |
| NET FIXED ASSETS | \$ 39,800,523 | \$ 34,773,556 | \$ 5,026,966 | 14% |
| TOTAL ASSETS | \$ 40,012,195 | \$ 35,277,057 | \$ 4,735,138 | 13% |
| <i>LIABILITIES AND CAPITAL</i> | | | | |
| Accounts Payable - Miscellaneous | \$ 1,325 | \$ 288,525 | \$ (287,200) | -100% |
| TOTAL LIABILITIES | 1,325 | 288,525 | (287,200) | -100% |
| Capital Stock | 5 | 5 | - | 0% |
| Accumulated Income/(Loss) Prior Years | 34,069,197 | 34,239,107 | (169,909) | 0% |
| Accumulated Income/(Loss) Current Year | 5,941,668 | 749,420 | 5,192,247 | 693% |
| TOTAL CAPITAL | \$ 40,010,870 | \$ 34,988,532 | \$ 5,022,338 | 14% |
| TOTAL LIABILITIES AND CAPITAL | \$ 40,012,195 | \$ 35,277,057 | \$ 4,735,138 | 13% |

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

| | FY 2025 | FY 2024 | Difference | % |
|---|---------------------|---------------------|---------------------|-------------|
| ASSETS | | | | |
| Cash | \$ 514,420 | \$ 614,562 | \$ (100,142) | -16% |
| Cash Reserve - City of Lynchburg (BankoftheJames) | \$ 4,896 | \$ - | \$ 4,896 | 100% |
| Cash - OPEB | - | 321,261 | (321,261) | -100% |
| OPEB - CASH -Bank of The James | 100,000 | - | 100,000 | 100% |
| OPEB - ICS MMDA (SAV) ACCOUNT | 167,412 | - | 167,412 | 100% |
| Working Funds - Transfer Center | 75 | 75 | - | 0% |
| Working Funds - Greyhound | - | 100 | (100) | -100% |
| Accounts Receivable | 341,101 | 324,754 | 16,348 | 5% |
| Materials and Fuel | 276,514 | 335,646 | (59,132) | -18% |
| TOTAL CURRENT ASSETS | \$ 1,404,418 | \$ 1,596,397 | \$ (191,979) | -12% |
| Tangible Property | \$ 36,542 | \$ 36,542 | \$ - | 0% |
| Accumulated Depreciation | (21,110) | (18,066) | (3,043) | 17% |
| NET FIXED ASSETS | \$ 15,433 | \$ 18,476 | \$ (3,043) | -16% |
| Prepayments | 241,119 | 224,219 | 16,900 | 8% |
| TOTAL ASSETS | \$ 1,660,970 | \$ 1,839,093 | \$ (178,123) | -10% |
| LIABILITIES AND CAPITAL | | | | |
| Accounts Payable - Trade | \$ 134,123 | 630,089 | \$ (495,967) | -79% |
| Wages Payable | 178,593 | 160,233 | 18,361 | 11% |
| Other Payroll Liabilities | 575,210 | 591,159 | (15,949) | -3% |
| Short Term Loan - City of Lynchburg | 941,284 | 500,000 | 441,284 | 88% |
| Advance Payments | (266,172) | (539,610) | 273,439 | -51% |
| TOTAL LIABILITIES | 1,563,039 | 1,341,871 | 221,168 | 16% |
| Accumulated Income/(Loss) Prior Years | - | - | - | 0% |
| Restricted Reserve | - | 250,000 | - | - |
| Accumulated Income/(Loss) Current Year | 97,931 | 247,222 | (149,291) | -60% |
| TOTAL CAPITAL | \$ 97,931 | \$ 247,222 | \$ (149,291) | -60% |
| TOTAL LIABILITIES AND CAPITAL | \$ 1,660,970 | \$ 1,839,093 | \$ (178,123) | -10% |



GLTC Board Agenda Detail

Item #: 4c

Item Title: January 2025 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 January 21.48% compared with our monthly average and was up 3.38% from the previous month.

Ridership:

Fixed Route ridership for the month of January was 54,173

Paratransit ridership for January was 1,581

Flex ridership for the month of January was 1,625

For FTA and NTD Ridership statistics, Fixed Route and Flex are reported together

Service Impacts:

System-wide on-time performance was 83.2% in January.

5.21% of the service was lost due to missed trips in January.

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

| Route | 1B | 3A | 4 | 5 | 9 | 10 | 11 |
|---------|-------|-------|-------|-------|-------|-------|-------|
| On-time | 74.3% | 82.5% | 76.5% | 81.3% | 84.4% | 79.5% | 77.5% |

| Route | 12X |
|---------|-------|
| On-time | 76.9% |

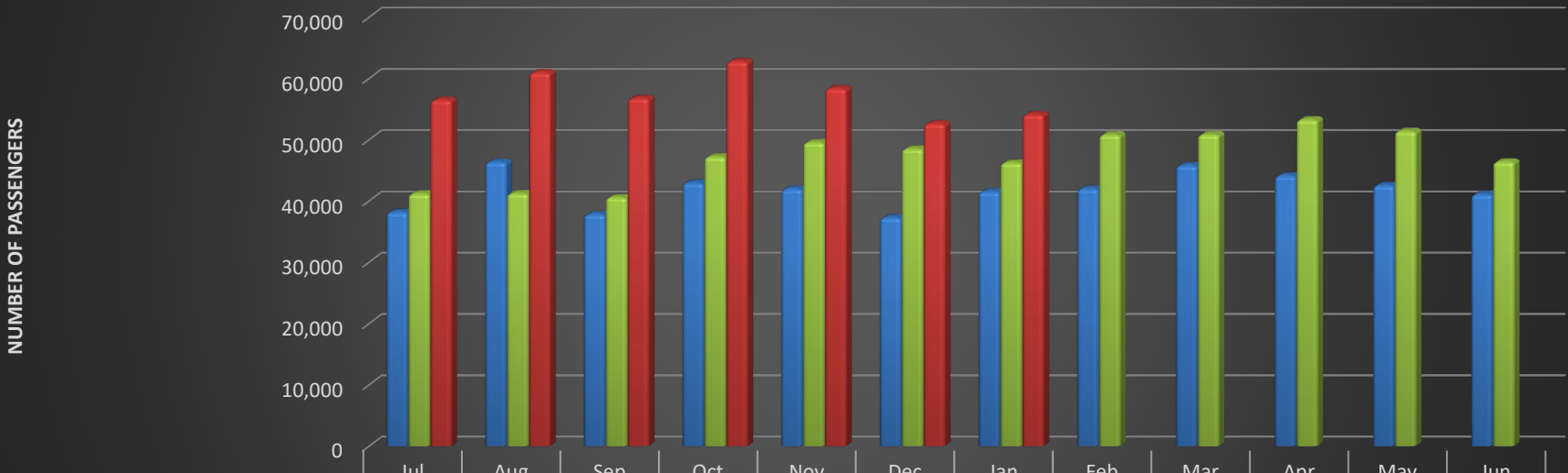
Maintenance:

Maintenance activities are reported as follows for January 2025:

- Total mileage for fixed route – 76,195
- Paratransit total mileage – 12,632
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 1.53%



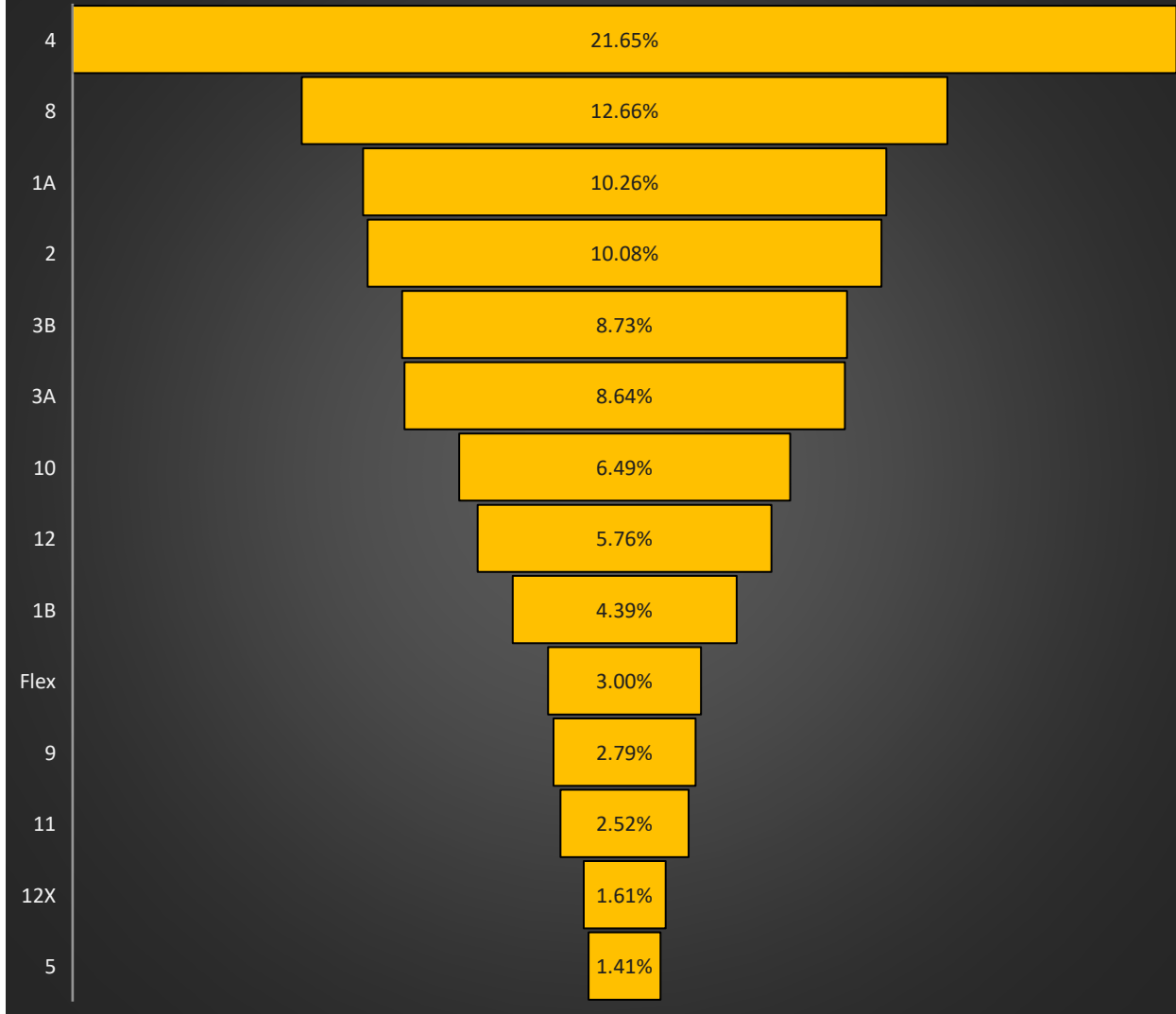
Monthly System Ridership FY23 - FY25



| | 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 | 56,818 | 62,839 | 58,422 | 52,667 | 54,173 | | | | | |



Ridership Percentage by Route

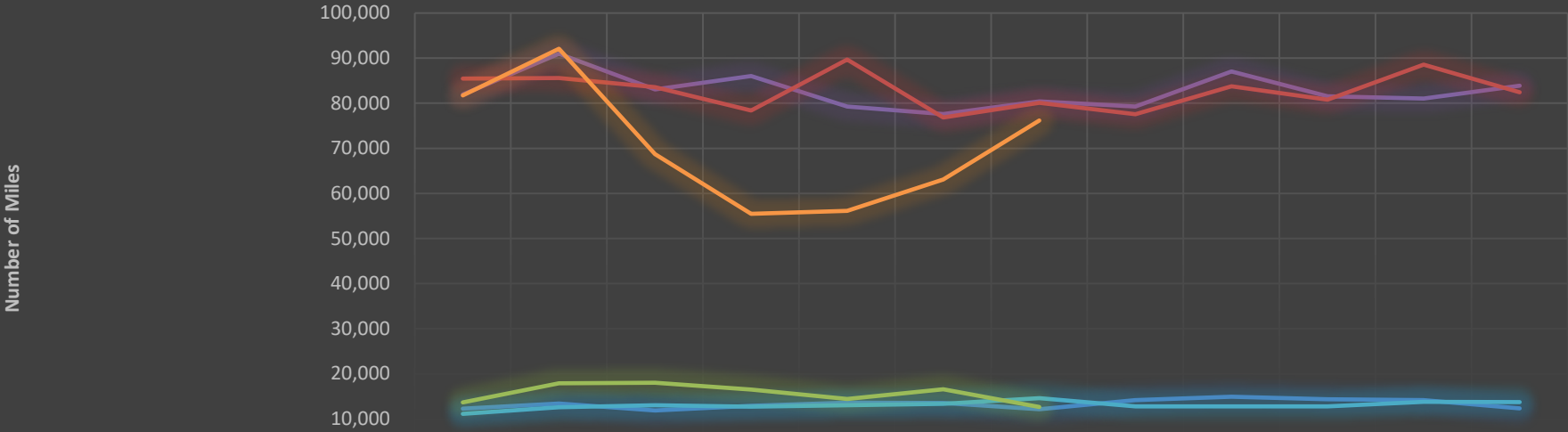


Jan-25

| Route | Ridership | Percentage |
|--------------|---------------|----------------|
| 4 | 11,731 | 21.65% |
| 8 | 6,860 | 12.66% |
| 1A | 5,560 | 10.26% |
| 2 | 5,462 | 10.08% |
| 3B | 4,728 | 8.73% |
| 3A | 4,680 | 8.64% |
| 10 | 3,517 | 6.49% |
| 12 | 3,123 | 5.76% |
| 1B | 2,379 | 4.39% |
| Flex | 1,625 | 3.00% |
| 9 | 1,509 | 2.79% |
| 11 | 1,363 | 2.52% |
| 12X | 871 | 1.61% |
| 5 | 765 | 1.41% |
| Total | 54,173 | 100.00% |



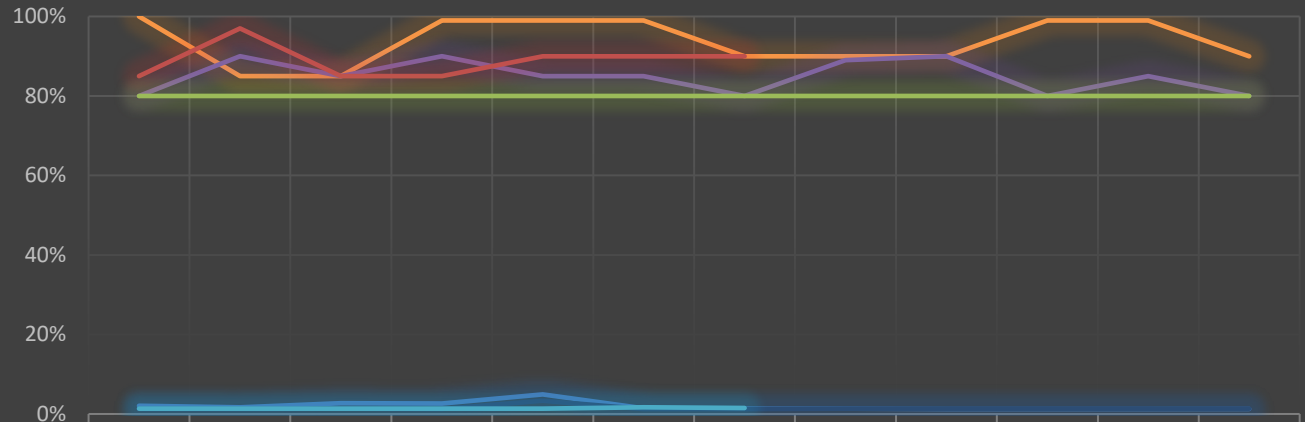
GLTC Mileage FY23, FY24, FY25



| | 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 | 63,064 | 76,195 | | | | | |
| 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 | 16,545 | 12,632 | | | | | |



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% | 90% | 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% | 1.68% | 1.53% | | | | | |





GLTC Board Agenda Detail

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

Summary:

The January 2025 Capital Report is attached with the January Financial Statements.

Contacts: Millie Martin
Attachments: January 2025 Capital Report
Action Required: None



GLTC CAPITAL GRANTS

| FEDERAL GRANT#/PROJECT# | STATE PROJECT# | DESCRIPTION | FEDERAL | STATE | LOCAL | TOTAL | 1/31/2025 Balance |
|---|-----------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| VA-95-X120 | | | | | | | |
| Revision approved 1/3/1 | 73022-25 | PURCHASE FARE COLLECTION EQUIPMEN | \$ 55,480 | \$ 11,096 | \$ 2,774 | \$ 69,350 | \$ 0 |
| Revision approved 1/3/1 | 73022-25 | PURCHASE FARE COLLECTION EQUIPMEN | \$ 86,594 | \$ 17,319 | \$ 4,329 | \$ 108,242 | \$ 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 | \$ 997,176 |
| | | | \$ 1,021,071 | \$ 204,214 | \$ 51,054 | \$ 1,276,339 | \$ 997,176 |
| 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 | \$ - | \$ 91,350 | \$ 456,748 | \$ 23,951 |
| | | | \$ 365,398 | \$ - | \$ 91,350 | \$ 456,748 | \$ 23,951 |
| 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 | \$ 2,721 | \$ 68,007 | \$ - |
| | | | \$ 54,406 | \$ 10,880 | \$ 2,721 | \$ 68,007 | \$ - |
| 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 | \$ 3,215,642 |
| | | | \$ 824,972 | \$ 5,610,001 | \$ 1,815,027 | \$ 8,250,000 | \$ 3,215,642 |
| VA-2024-019 Executed in FTA 4/12/2024 | | | | | | | |
| | 73023-32 | Purchase Replacement Support Vehicle (2 | \$ 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 | \$ 195,738 |
| | | | \$ 87,682 | \$ 212,942 | \$ 12,526 | \$ 313,150 | \$ 213,300 |
| 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 c | \$ - | \$ 197,200 | \$ 92,800 | \$ 290,000 | \$ 43,366 |
| | | | \$ - | \$ 496,400 | \$ 233,600 | \$ 730,000 | \$ 67,342 |
| STATE/LOCAL ONLY Executed | | | | | | | |
| | 50054-01 | Route 4 Regional Connectivity Improve | \$ - | \$ 652,160 | \$ 163,040 | \$ 815,200 | \$ 78,599 |
| | | | \$ - | \$ 652,160 | \$ 163,040 | \$ 815,200 | \$ 78,599 |
| STATE/LOCAL ONLY Executed | | | | | | | |
| | 71124-03 | Microtransit Demo | \$ - | \$ 785,280 | \$ 196,320 | \$ 981,600 | \$ 650,927 |
| | | | \$ - | \$ 785,280 | \$ 196,320 | \$ 981,600 | \$ 650,927 |
| STATE/LOCAL ONLY Executed | | | | | | | |
| | 71124-02 | Intern | \$ - | \$ 16,640 | \$ 4,160 | \$ 20,800 | \$ 17,851 |
| | | | \$ - | \$ 16,640 | \$ 4,160 | \$ 20,800 | \$ 17,851 |
| 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 | \$ - |
| | | ADP Hardware | \$ 44,800 | \$ - | \$ 11,200 | \$ 56,000 | \$ 50,601 |
| | | | \$ 2,435,557 | \$ 1,195,379 | \$ 1,206,579 | \$ 4,837,514 | \$ 50,601 |

| | | | | | | | | | |
|-------------------------|-----------------|----------------------------------|----|---|-----------|-----------|-----------|----|---------------|
| 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&Swit | \$ | - | \$ 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 | \$ | 40,620 |
| | | | \$ | - | \$ 79,560 | \$ 37,440 | \$ 117,000 | \$ | 40,620 |

| | | | | | | | | | |
|-------------------------|-----------------|------------------|----|---|-----------|----------|-----------|----|---------------|
| 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 and Approval

Health Insurance Partnership

Attached is draft language to the Lynchburg City Council for GLTC partnering with the City and Schools on health insurance for employees.

Contacts: Natalie Wilkins

Attachments: Health Insurance Partnership Letter

Action Required: Discussion and Approval





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

City of Lynchburg Council
900 Church St.
Lynchburg, VA 24501

March 5th, 2025

Re: Health Insurance Partnership

Honorable Members of Council,

GLTC has provided mass transit service to the City of Lynchburg since 1880. Throughout our years of operation, GLTC has strived to be good stewards of the funds invested in it. As a small organization, GLTC has been impacted by increased health insurance premiums, particularly this current year.

GLTC staff have been in discussion with City staff regarding GLTC joining the City and Lynchburg City Schools in their self-insurance pool. This would allow GLTC to have a level funding request for this upcoming year's budget as almost the entirety of the request was dedicated to funding the increase in health insurance premiums.

As GLTC's sole stockholder, the reduction in insurance premiums generates savings for both GLTC and the City of Lynchburg and allows for more of the funds received to be utilized in providing service for the citizens and visitors of Lynchburg.

The Board of Directors is more than happy to answer any questions or concerns that you may have at your convenience.

Sincerely,

GLTC Board of Directors





GLTC Board Agenda Detail

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

Draft GLTC Marketing Policy

Attached is a draft Marketing Policy for preliminary discussion.

Contacts: Chris Poindexter
Attachments: Draft Marketing Policy
Action Required: Discussion



As the Marketing Manager for the Greater Lynchburg Transit Company (GLTC), I am pleased to present a progressive and dynamic Integrated Advertising, Marketing, and Promotional Policy designed to establish GLTC as a statewide leader in transit marketing while elevating our public image, ridership engagement, and revenue-generating capabilities.

This policy aims to redefine public perception of transit by embracing cutting-edge marketing strategies, digital technology, and strong regional branding. Our goal is to ensure that GLTC is not just a transportation provider, but an essential and innovative community asset. The key objectives include:

- **Developing a strong, unified regional transit identity to facilitate seamless coordination across the service area.**
- **Implementing digital display technology at GLTC Transfer Station and within buses to enhance real-time communication/advertising revenue.**
- **Reinforce brand consistency with our modern Gotham-style font while using blue, yellow, and white color scheme. Those colors symbolize a corporate yet energetic and balanced aesthetic.**
- **Positioning GLTC as a benchmark for transit marketing excellence in Virginia by utilizing innovative advertising partnerships and public engagement initiatives.**

Through this policy, GLTC will modernize its brand, enhance service accessibility, and redefine the public transit experience for Lynchburg and beyond.

2. Enhance Transit Identity

A key challenge in public transit marketing is overcoming the misconception that transit is only for seniors, persons with disabilities, or low-income riders. Through our marketing and outreach, we will reshape public perception to showcase transit as a convenient, modern, and accessible service for all demographics, including professionals, students, and families.

To strengthen this identity, our marketing shall:

- **Standardize branding across all marketing materials, utilizing the GLTC blue, yellow, and white color palette and the Gotham- sans font family to convey a strong, corporate yet inviting brand presence.**
- **Streamline transit information by improving website navigation, route maps, and signage, making it easy for both new and experienced riders to access transit services.**

3. Digital Displays

One of GLTC's most forward-thinking initiatives is the integration of digital display technology at the GLTC Transfer Station and inside buses. These state-of-the-art digital displays will serve as a real-time communication tool, an advertising revenue generator, and a customer engagement platform, reinforcing GLTC's commitment to innovation.

3.1 Digital Displays at GLTC Transfer Stations

The GLTC Transfer Station is the central hub of our transit network, making it the most valuable location for digital signage. The high foot traffic and dwell time at this station create an ideal opportunity for engaging riders with real-time information and impactful marketing.

These digital displays will:

- Provide real-time route updates, service alerts, and emergency notifications to keep riders informed.
- Serve as an advertising hub for local businesses and community organizations, generating additional revenue.
- Feature rotating public service announcements, city initiatives, and community-driven content.

3.2 Interior Bus Digital Displays

While transfer station screens engage riders before their trips, interior bus digital displays serve as a critical in-transit marketing tool. These screens provide captive audience engagement, meaning riders are more likely to absorb messages while traveling.

Key features of interior bus digital displays:

- Continuous reinforcement of GLTC's brand and service offerings, enhancing awareness and engagement.
 - Location-based advertising opportunities, allowing businesses to target riders based on their routes.
 - Emergency messaging capabilities, ensuring quick and direct communication during service disruptions.
 - Live updates on weather, local events, and rider alerts, making transit more interactive and informative.
-

4. Enhancing Public Engagement & Awareness

A multi-channel approach will ensure that GLTC's services are widely known and easily accessible. Our strategies include:

4.1 Social Media & Digital Advertising

- Engaging video content featuring rider testimonials, service highlights, and fare promotions.
- Regular community engagement through polls, and interactive transit challenges.

4.2 Community Involvement & Partnerships

- Collaborations with local businesses, universities, and nonprofits to increase transit awareness.
- Sponsorship and cross-promotional events that integrate GLTC into the fabric of Lynchburg.

4.3 Accessibility & Inclusion

- Multi-language marketing efforts to reach diverse communities.
 - ADA-compliant digital content, ensuring accessibility for individuals with disabilities.
-



GLTC Board Agenda Detail

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

Cash Farebox Replacement

Attached is the cost for the replacement of the cash fareboxes on our fixed route and paratransit fleet. This is part of the final phase of our replacement plane for our fare collection systems.

Contacts: Natalie Wilkins
Attachments: GFI Farebox Upgrades Breakdown
Action Required: Discussion





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

February 26th, 2025

Re: Cash Farebox Replacements

Dear GLTC Board of Directors,

Overview

As part of the final phase of our farebox replacement and mobile fare collection plan, we have received quotes from GFI for the replacement of our existing Odyssey fareboxes. The Odyssey farebox is no longer manufactured and while some components are interchangeable, the majority of the farebox will need to be replaced with a newer model. This model will also have the capability to read smartcards, although they are different from our Masabi system smartcards.

This will also necessitate changes to our vaulting unit as well as a software upgrade from our current version of 2.02 to 4.4. Staff are also recommending that internal and external components be keyed differently than the existing keys as the previous keys have been in use for ~20 years. Also included in this purchase is a testbench simulator to allow for repairs to the equipment without needing to send it back to the manufacturer.

GLTC staff is currently recommending against the inclusion of “trim” devices in the units which allow for the issuance of paper tickets. With the addition of disposable and permanent smartcards in this phase of our plan, staff feel that while GLTC has the funds for new trim units, the \$215,671.23 for the trim components could be better utilized on other aspects of the fare system.

Trim units have the most moving parts and are the most likely cause of failure in a farebox as well as being the highest reason for a farebox road call or bus being taken out of service currently. If the trim units are purchased but not used, they will still require routine maintenance to keep them in a state of readiness to be able to be deployed. Trim units can be added later if desired, or if GLTC’s fare system changes and paper tickets are again issued.





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Funding

| Item | Quantity | Price | Item Total |
|-------------------------|----------|-------------|--------------|
| Fastfare (no trim) | 43 | \$14,413.06 | \$619,765.58 |
| Testbench | 1 | \$19,974.14 | \$19,974.14 |
| Vault | 1 | \$39,752.06 | \$39,752.06 |
| Software Upgrade | 1 | \$34,121.00 | \$34,121.00 |
| Keys | 40 | \$19.22 | \$768.80 |
| Magnetic Super Key | 1 | \$41.00 | \$41.00 |
| Trims | 43 | \$5,015.61 | \$215,671.23 |
| Freight | 1 | \$1,800.00 | \$1,800.00 |
| Total (minus trims) | | | \$716,218.58 |
| Total (including trims) | | | \$931,889.81 |

GLTC currently has \$997,176 in funding for fare system replacements. If trims were bought with the units, this would leave us with \$65,286.19 remaining. This will be enough to accomplish the remaining base goals of the Masabi upgrade but will leave very little for any changes or additional cards or work that we may determine that we need.

GLTC may also purchase the fare system without the trims and then determine the remaining funds before purchasing these units. Staff is therefore recommending that the Board approve the purchase of all items listed on the chart above except the Trim units for a total cost of \$716,218.58.

Sincerely,

Josh Moore
General Manager



Sales Quotation

Sold-To-Party
 Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party
 Greater Lynchburg Transit
 Attn: Clay Behrens
 419 Bradley Drive
 Lynchburg VA 24501-4901

| Information | |
|----------------------------|-------------------------------|
| Sales Quote No. | 5050558 |
| Document Date | 12/12/2024 |
| Customer No. | 4706 |
| Currency | USD |
| Contact Name | |
| Phone | 434-455-5081 |
| FAX | 434-847-8621 |
| EMAIL | accountspayable@gltonline.com |
| Validity Start Date | 12/12/2024 |
| Validity End Date | 03/12/2025 |
| Req Ship Date | 11/15/2024 |

End User
 Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Vaults and garage equipment must be upgraded to vault and probe Fast Fare fareboxes. Garage equipment must be configured to accept mixed fleet (ODY and Fast fare) if using both farebox types. Budgetary quote for spares can be provided upon request. Installation not included in this quote. A Scope of work with a Genfare PM is required before order can be placed to ensure all items are captured and scheduled correctly. If ordering TRiMs would need to know decision prior to manufacturing. 43 Fareboxes total. Quantite needed for multiple delivery will need to be confirmed. 12 OCU cables will need to be 20 foor cables.

| Item | Material | Quantity | Price | Amount |
|------|---|--------------------------------|---------------|------------|
| 10 | FASTFARE FAST FARE FBX-TRiM,OPSCR,BCR,WIFI | 43 EA | 14,413.06 USD | 619,761.58 |
| | With the following configuration | | | |
| | OCU MOUNTING SHAFT LENGTH CHAR | 6 INCH RAM (STD) | | |
| | OCU CABLE LENGTH | 3FT | | |
| | SWIPE CARD READER | YES | | |
| | SMART CARD READER | FEIG OPENPAY (SEL. ETH CABLES) | | |
| | ETHERNET CABLE | NONE | | |
| | FAREBOX HEIGHT | 36 INCHES | | |
| | EXTERNAL CABLE | NONE | | |
| | TRIM (OR) PRINTER | NO | | |

Customer Signature: _____ **Date:** _____

Signature: _____ **Date:** 01/09/2025

Sales Representative: Jennille Logan **Phone:** _____

Email: _____

Genfare Price Quotation Summary Terms & Conditions: All prices are valid for 90 days from the Document Date unless otherwise noted above. Delivery will be made within 120 After Receipt of Order (ARO) unless otherwise noted above. Prices do not include any state or local taxes or freight charges unless specifically listed. Regardless of any taxes included above, applicable taxes due are determined as of the date of sale. All price quotations are subject to and shall be governed solely and exclusively by the Genfare Standard Terms And Conditions Of Sale, a copy of which is attached and incorporated herein.

Sales Quotation

Sold-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party

Greater Lynchburg Transit
 Attn: Clay Behrens
 419 Bradley Drive
 Lynchburg VA 24501-4901

Information

Sales Quote No. 5050558
Document Date 12/12/2024
Customer No. 4706
Currency USD
Contact Name
Phone 434-455-5081
FAX 434-847-8621
EMAIL accountspayable@gltconline.com
Validity Start Date 12/12/2024
Validity End Date 03/12/2025
Req Ship Date 11/15/2024

End User

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

| Item | Material | Quantity | Price | Amount |
|----------------------|--------------------------------------|----------|---------------|------------|
| | WIFI | NO | | |
| | BARCODE READER | YES | | |
| | CASHBOX HEIGHT | SHORT | | |
| | Delivery date: 01/09/2025 | | | |
| 20 | D29142-XXXX | 1 EA | 19,974.14 USD | 19,974.14 |
| | S/A, SIMULATOR, FAST FARE | | | |
| | Delivery date: 12/12/2024 | | | |
| 30 | FREIGHT | 1 EA | 1,800.00 USD | 1,800.00 |
| | Freight | | | |
| | Delivery date: 12/12/2024 | | | |
| 40 | D22192-0007 | 43 EA | 5,015.61 USD | 215,671.23 |
| | S/A TRIM, MAGNETIC-FAST FARE FAREBOX | | | |
| | Delivery date: 01/09/2025 | | | |
| Gross Value: | | | | 857,206.95 |
| Total Tax: | | | | |
| Final Amount: | | | | 857,206.95 |

Customer Signature: _____ **Date:** _____

Signature: _____ **Date:** 01/09/2025

Sales Representative: Jennille Logan **Phone:** _____
Email: _____

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Sales Quotation

Sold-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Information

Sales Quote No. 5050184
Document Date 11/15/2024
Customer No. 4706
Currency USD
Contact Name
Phone 434-455-5081
FAX 434-847-8621
EMAIL accountspayable@gltonline.com
Validity Start Date 11/15/2024
Validity End Date 03/15/2025
Req Ship Date 10/15/2024

End User

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

As noted, a replacement of the Receiver portion of the Vault is necessary to be able to probe and vault Fast Fare fareboxes. An upgrade kit may not provide the reliability of the vault. As such most cables have also been quoted as a replacement since there has not been a survey and cannot predict condition of associated cabling. Genfare has included installation of vault equipment and freight for vault that will be shipped direct to customer. A software upgrade is not quoted but could be covered under an SSA agreement. The SSA is not included in this quote and has been sent separately. All electric work responsibility of customer. Please be advised that spares for the Fast Fares are not included. Genfare is responsible for installing vault equipment. Not quoted is a second receiver. (Second could be for use as spare). Not quoted is Fast Fare spares, training and maintenance tools. Site Survey and scope of work will need to be completed prior to installation. Quoted are two probes (one for use and second as a spare).

| Item | Material | Quantity | Price | Amount |
|------|---|----------|---------------|-----------|
| 10 | C31509-0001 S/A PROBE,UDP(AFTER 2020 REQ'D 1EA LANE) | 2 EA | 2,406.38 USD | 4,812.76 |
| 20 | R00542-0012 S/A RECEIVER MECHANISM-CBID V2 & E-TIMER | 1 EA | 15,990.75 USD | 15,990.75 |
| 30 | D28118-0002 S/A CONTROLLER, ID (V2) HW | 1 EA | 5,071.50 USD | 5,071.50 |
| 40 | D03259-0003 ISOLATION BOX DATA SYSTEM | 1 EA | 2,866.00 USD | 2,866.00 |

Customer Signature: _____ **Date:** _____

Signature: _____ **Date:** 11/15/2024

Sales Representative: Jennille Logan **Phone:** _____
Email: _____

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Sales Quotation

Sold-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Information

Sales Quote No. 5050184
Document Date 11/15/2024
Customer No. 4706
Currency USD
Contact Name
Phone 434-455-5081
FAX 434-847-8621
EMAIL accountspayable@gltconline.com
Validity Start Date 11/15/2024
Validity End Date 03/15/2025
Req Ship Date 10/15/2024

End User

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

| Item | Material | Quantity | Price | Amount |
|---------------------|---|----------|--------------|-----------|
| 50 | A00469-0500A CABLE, DATA- 3 PR. 18 GA. (500 FT.) | 1 ROL | 5,061.00 USD | 5,061.00 |
| 60 | INSTALL Install | 1 EA | 3,200.00 USD | 3,200.00 |
| 70 | C01620-0001 S/A, I/O CABLE-DATA SYSTEM | 2 EA | 207.00 USD | 414.00 |
| 80 | C28871-0001 MODULE, LINE DRIVER-CBID V2 | 1 EA | 291.73 USD | 291.73 |
| 90 | FREIGHT Freight | 1 EA | 800.00 USD | 800.00 |
| 100 | TS-0001 TECH.SUPPORT (1hr) | 1 EA | 300.00 USD | 300.00 |
| 110 | C01412-0001 S/A J-BOX MOUNTING | 2 EA | 472.16 USD | 944.32 |
| Gross Value: | | | | 39,752.06 |
| Total Tax: | | | | |

Customer Signature: _____ **Date:** _____

Signature: _____ **Date:** 11/15/2024

Sales Representative: Jennille Logan **Phone:** _____
Email: _____

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Genfare, LLC
 800 Arthur Ave
 Elk Grove Village, IL 60007
 Ph: (847) 593-8855

Sales Quotation

Sold-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Information

Sales Quote No. 5050184
Document Date 11/15/2024
Customer No. 4706
Currency USD
Contact Name
Phone 434-455-5081
FAX 434-847-8621
EMAIL accountspayable@gltconline.com
Validity Start Date 11/15/2024
Validity End Date 03/15/2025
Req Ship Date 10/15/2024

End User

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Final Amount:

39,752.06

Customer Signature: _____ **Date:** _____

Signature: _____ **Date:** 11/15/2024

Sales Representative: Jennille Logan **Phone:** _____
Email: _____

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Sales Quotation

Sold-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party

Greater Lynchburg Transit
 Attn: Clay Behrens
 419 Bradley Drive
 Lynchburg VA 24501-4901

Information

Sales Quote No. 5050157
Document Date 11/14/2024
Customer No. 4706
Currency USD
Contact Name
Phone 434-455-5081
FAX 434-847-8621
EMAIL accountspayable@gltconline.com
Validity Start Date 11/14/2024
Validity End Date 12/31/2024
Req Ship Date 11/14/2024

End User

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

| Item | Material | Quantity | Price | Amount |
|----------------------|---|----------|---------------|-----------|
| 10 | SW-DS04 SOFTWARE LICENSE, DATA SYSTEM v4 | 1 EA | 31,671.00 USD | 31,671.00 |
| 20 | TS-0270 DATA SYS (V2 TO V4) | 1 EA | 2,450.00 USD | 2,450.00 |
| | | | | ----- |
| Gross Value: | | | | 34,121.00 |
| Total Tax: | | | | |
| Final Amount: | | | | 34,121.00 |

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 11/14/2024

Sales Representative: Keith Gerstner **Phone:** _____
Email: _____

Genfare Price Quotation Summary Terms & Conditions: All prices are valid for 90 days from the Document Date unless otherwise noted above. Delivery will be made within 120 After Receipt of Order (ARO) unless otherwise noted above. Prices do not include any state or local taxes or freight charges unless specifically listed. Regardless of any taxes included above, applicable taxes due are determined as of the date of sale. All price quotations are subject to and shall be governed solely and exclusively by the Genfare Standard Terms And Conditions Of Sale, a copy of which is attached and incorporated herein.



Genfare, LLC
 800 Arthur Ave
 Elk Grove Village, IL 60007
 Ph: (847) 593-8855

Sales Quotation

Sold-To-Party

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

Ship-To-Party

Greater Lynchburg Transit
 Attn: Clay Behrens
 419 Bradley Drive
 Lynchburg VA 24501-4901

Information

Sales Quote No. 5050152
Document Date 11/14/2024
Customer No. 4706
Currency USD
Contact Name
Phone 434-455-5081
FAX 434-847-8621
EMAIL accountspayable@gltconline.com
Validity Start Date 11/14/2024
Validity End Date 12/31/2024
Req Ship Date 11/14/2024

End User

Greater Lynchburg Transit
 PO Box 11286
 LYNCHBURG VA 24506

| Item | Material | Quantity | Price | Amount |
|----------------------|---|----------|-----------|--------|
| 10 | C04789-0077 KEY, MB077 | 40 EA | 19.22 USD | 768.80 |
| 20 | C05706-0001 S/A KEY MAGNETIC SUPER KEY | 1 EA | 41.00 USD | 41.00 |
| | | | | ----- |
| Gross Value: | | | | 809.80 |
| Total Tax: | | | | |
| Final Amount: | | | | 809.80 |

Customer Signature: _____ **Date:** _____

Signature:  _____ **Date:** 11/14/2024

Sales Representative: Keith Gerstner **Phone:**
Email:

Genfare Price Quotation Summary Terms & Conditions: All prices are valid for 90 days from the Document Date unless otherwise noted above. Delivery will be made within 120 After Receipt of Order (ARO) unless otherwise noted above. Prices do not include any state or local taxes or freight charges unless specifically listed. Regardless of any taxes included above, applicable taxes due are determined as of the date of sale. All price quotations are subject to and shall be governed solely and exclusively by the Genfare Standard Terms And Conditions Of Sale, a copy of which is attached and incorporated herein.



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 for April 2nd, 2025, at 8:30 am

The next GLTC Work Session is scheduled for March 20th, 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

