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Greater Lynchburg Transit Company
Board Meeting Packet
July 1st, 2026

8:30 a.m. – 10:00 a.m. | 800 Kemper St. Lynchburg, VA 24501

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Call to Order and Roll Call

- The meeting will be called to order by the Chair of the Board.
- Roll call will be taken to confirm the presence of a quorum & remote voting

Approval of Minutes

- Approval of minutes from the previous board meetings
- Any corrections or changes to the minutes will be discussed.

Committee & Partner Reports

- Committee Chairs will present updates on their committees' activities.
- Any issues or challenges will be discussed, and recommendations will be made to the Board
-

General Manager's Report

- The General Manager will present a report on the organization's recent activities.
- Any remaining reports, ridership, maintenance, etc.

Public Comment

- Speakers should state their name for the official record
- Speakers will be allotted a maximum of 3 minutes
- Speakers representing a group will be allotted a maximum of 5 minutes should state the name of the group they are representing for the official record

Unfinished/Old Business

- Any unfinished business from previous meetings will be addressed.

New Business

- New business items will be discussed and any necessary actions will be taken.

President's Report

- The Board will discuss any necessary development or education topics. Board member comments.

Adjournment

- The Chair will ask for a motion to adjourn the meeting.

A board meeting of the Board of Directors of Greater Lynchburg Transit Company was held on June 3rd, 2026, 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: Valerie Holmes; Andre Miller via Zoom; Mercedes Braun

Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; John Yauger; Scott Poindexter; Donna Klein; Jeremy Branham

Guests: Kyle Trissel of DRPT; Jared Varner of TransDev

[► June 3rd, 2026 Board Minutes](#)

Committee & Partner Reports

Central Virginia Commuter Services
CVPDC Transportation Planner



GLTC Finance Committee:

The Finance Subcommittee met for the first time on June 19th, 2026. The committee discussed and approved three documents for recommendation to the Board:

- GLTC Fund Balance Policy
- GLTC City MOU Revised Draft
- GLTC City Employee Transit Service Agreement

The Finance Committee would like for the Board to approve using these documents for starting negotiation with the City with Committee and Board representative Christopher Hackman, and GLTC representatives Josh Moore and Donna Kline.

The Finance Committee also recommends the Board vote to add verbiage on Capital purchases into the MOU agreement.

May saw several changes for GLTC. We received two awards at the Virginia Transit Association conference for our ridership growth year over year and our summer camp program working with the 40 Ways Coalition. We also temporarily suspended Sunday service beginning May 10th. We hosted the first of our summer camp programs in May as well and started our 25th year of the Summer Youth Pass. Additionally, GLTC and CVPDC staff hosted Director Maria Zimmerman from DRPT before the Lynchburg Commonwealth Transportation Board Meeting late in the month. Staff worked hard to complete several events and prepare for FY27 and the programs that will be going on through the summer, including installation of passenger amenities and work to improve paratransit dispatching and scheduling.

Josh Moore

Click Link Below

[May 2026 Ridership](#)

[May 2026 Financial Statements](#)

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

A) SPEAKERS SHOULD STATE THEIR NAME FOR THE OFFICIAL RECORD

B) SPEAKERS WILL BE ALLOTTED A MAXIMUM OF 3 MINUTES

OLD BUSINESS

(A) No Old Business

NEW BUSINESS

(A) [Hiring Update](#)

(B) Microtransit Fare Update and Proposed Route Updates

(C) FY27 Appropriated Budget -

** This item will be provided under separate cover pending final DRPT Contracts*

PRESIDENT'S REPORT

The City provided 91 documents related to the FOIA request on multi-modal, totaling 1,171 pages. Due to the format in which these documents were provided, the documents were not able to be searched in typical pdf format (i.e., no keyword searches, unable to use accessibility features, etc.), and so reading those documents is ongoing; relevant information will be relayed at a later date as needed.

Another FOIA reclarifying scope and asking for it in an accessible format was requested on June 22, 2026. This request was relayed by Mary Beth Nash, Esq., on behalf of Cameron Howe, Citizen and Chair of GLTC. That request is outstanding, but additional time was granted to accommodate staff that have been/are out of the office. We anticipate hearing back by the end of next week.

ADJOURNMENT

Next Board Meeting, August 5th, 2026, 800 Kemper Street
GLTC Board Room @ 8:30 a.m.

Next Work Session: July 16th, 2026, 800 Kemper Street
GLTC Board Room @ 8:30 a.m.

GLTC Board of Directors



Cameron Howe- President
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Tab Sprouse- Vice President
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Ben Blanks- Secretary/Treasurer
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Andre Miller
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Christopher Hackman
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Valerie Holmes
vholmes@gltconline.com

Members may be reached by mail by addressing items to
[Board Member]
GLTC Board of Directors
P O Box 11286
Lynchburg, VA 24506

* The following items have been approved by the Board of Directors *

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CALL TO ORDER

At 9:18 a.m. Ms. Howe called the meeting to order. Ms. Howe asked for a motion to allow remote voting. Ms. Braun made a motion to allow remote voting. The motion was seconded by Ms. Holmes, vote carried unanimously. Roll call was conducted by Mr. Poindexter and a quorum was confirmed.

APPROVAL OF MINUTES

Ms. Howe asked for the approval of the following minutes. Ms. Sprouse made a motion to approve the presented minutes. Motion was seconded by Mr. Blanks carried unanimously.

- May 6th, 2026, Board Minutes
- May 21st, 2026, Work Session

COMMITTEE & PARTNER REPORTS

Central Virginia Planning District Commission CVPDC

Mr. Moore presented partner updates on behalf of planning district staff. The Timberlake Area Transit Needs Survey will launch in June and run through the end of the month. The survey will assess demand among residents and employers along the Timberlake corridor in Campbell County. It is a first step toward potentially reorganizing existing microtransit zones. A virtual employer information session will be held on June 17th, 2026, in cooperation with the Campbell County Economic Development Office.

CVPDC staff is continuing work with Kimley-Horn on a bus stop prioritization project. The project incorporates data collected by Virginia Department of Transportation providing condition data for each stop. Combined with ridership data, the resulting dataset will allow GLTC and Department of Transportation to prioritize stop improvements based on a blended assessment of demand and cost. Mr. Moore noted that future stop upgrades will increasingly require capital investment.

Timmons Group is providing technical assistance to CVPDC on Traffic Analysis Zone data in support of the regional Long-Range Transportation Plan update. The public engagement phase is anticipated to begin in

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July or August 2026, at which time CVPDC staff will return to the Board for input on the transit component of the plan.

Central Virginia Commuter Services has launched a Businesses for Bikes initiative intended to increase cyclist engagement with participating local businesses and to support adoption of active transportation throughout the region.

GENERAL MANAGER'S REPORT

Mr. Moore held meetings with partner agencies at the Virginia Department for Aging and Rehabilitative Services (DARS), the Department for the Blind, Vision Impaired (DBVI), to discuss program updates and the GLTC smartcard transition. Mr. Moore noted that GLTC has recently hired DARS clients directly into utility and janitorial positions. The summer youth pass program launches on June 4th, 2026, and the smartcard is being finalized.

Mr. Moore announced that GLTC employee Jeremy Branham had graduated from the Virginia Transit Leadership Institute. Mr. Moore also commended Ms. Natalie Wilkins for her work in support of GLTC's recognition at the Community Achievement Awards.

FINANCIALS / RIDERSHIP

Mr. Moore presented the ridership report, noting that total system ridership remained strong at just under 60K passenger trips.

- Flex ridership was stable at approximately 23,300 trips. Paratransit saw significant increases, rising from 1,100–1,300 monthly trips in January 2026 to 1,700–1,800 trips recently.
- Performance: Lost service improved from 13% in March to 10% in April. On-time performance was negatively impacted by roadway construction and traffic downtown and along Timberlake Road, causing specific delays on Routes 3, 5, and 11.

April 2026 Financial Report

Mr. Moore reviewed financial statements. GLTC closed April with net income of \$8,674.00 resulting in a fiscal year-to-date deficit of \$614.00, which remained effectively on budget. Monthly revenue totaled slightly below budget.

- Fixed-route revenue was slightly above budget. Paratransit passenger revenue continued to exceed expectations, up 94 percent for the month and 110 percent year to date. Advertising revenue also remained strong.
- Fixed-route labor and overtime were below budget due to staffing vacancies. Paratransit labor and fringe costs exceeded budget as demand continued to rise. Fuel expenses remained 8 percent below budget because of favorable purchasing timing, though Mr. Moore noted continued price volatility. Fixed-route information technology costs were significantly above budget due to higher fare-system usage and hosted-service fees. Administrative service, technology, and miscellaneous costs were also above budget, largely due to work on aging lighting, plumbing, and HVAC systems.

City Of Lynchburg Financial Clarification

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Ms. Braun provided an update on information received in response to questions submitted to City of Lynchburg staff regarding GLTC's financial relationship with the City of Lynchburg, the short-term operating advances reflected on the balance sheet, and the Memorandum of Understanding ("MOU") Special Reserve Fund. Ms. Braun explained that GLTC, like Lynchburg City Schools, is a component unit of the City of Lynchburg; therefore, year-end fiscal balances revert to the City of Lynchburg. The short-term loan balance of \$941,283.50 shown on GLTC's April 2026 balance sheet represents City operating cash advanced to GLTC under the MOU's loan provisions. These advances are expected to be repaid and are not drawn from the MOU Special Reserve Fund.

The Board discussed that the short-term advances function as operating cash-flow support while GLTC awaits reimbursement revenues, including federal operating funds. Due to cash-flow instability during federal reimbursement cycles, advances serve as a bridge between operating expenses and the receipt of reimbursements. Ms. Braun explained that the MOU establishes two separate financial mechanisms. First, the City of Lynchburg may provide GLTC with short-term operating advances when cash flow requires assistance. The current \$900K balance reflects advances made under that authority. Second, the MOU establishes a separate Special Reserve Fund capped at \$500,000, for use only if GLTC ends a fiscal year with an operating deficit.

The Board discussed that City of Lynchburg budget materials and internal financial discussions have used the term "GLTC reserve" to describe a separate budgetary set of items that is not the same as the MOU-established Special Reserve Fund. The overlapping use of the term "reserve" has contributed to misunderstanding regarding ownership, authority, and permitted use of the various funds. Mr. Moore stated that GLTC and City of Lynchburg staff should adopt distinct terminology for the different operating, budgetary, and reserve mechanisms.

The Finance Subcommittee will begin the initial work of drafting proposed MOU revisions, including recommended terminology changes, and will return to the Board with a draft for consideration.

PUBLIC COMMENT

No public comment made. Mr. Moore informed the Board that he had received written communication from Timberlake Community Church requesting an extension of the Flex microtransit zone to permit service to clients of the church's food pantry, located just outside the existing service zone along Timberlake Road. Mr. Moore met with church representatives and encouraged participation in the upcoming Timberlake Area Transit Needs Survey.

Old Business

(A) Capital Improvement Plan

Mr. Moore presented a proposed amendment to the FY2026 Capital Improvement Plan (CIP) reassigning the previously approved Technical Assistance Grant that was originally scoped for an alternative fuels analysis. The new initiative is to perform a long-range financial strategy and

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feasibility study examining sustainable funding mechanisms for GLTC operations. Department of Rail and Public Transportation has tentatively approved the proposed change.

Ms. Howe asked for motion to accept the new CIP plan. Ms. Sprouse made a motion to accept the plan. Mr. Blanks seconded the motion, and the motion carried unanimously.

NEW BUSINESS

(A) Transdev Report

Mr. Jared Varner gave a Transdev update highlighting national transit ridership has reached 85–87% of pre-pandemic levels. He advised GLTC to proactively monitor safety around vehicles, merging bicyclist, and pedestrian zones. In addition, Section 5339 Grants, Capital Investment Grants face steep competition and nationwide processing delays. Varner noted that the FTA is exploring national hours-of-service standards, which GLTC's current scheduling practices already satisfy. He emphasized the critical need for local transit advocacy amid rising municipal costs.

President's Report

Ms. Howe reported that she attended a regional roundtable with U.S. Secretary of Transportation Sean Duffy. She outlined two critical priorities for GLTC. She advocated for federal safeguards to protect locally controlled transit funding and reserves. She also addressed the Build America 250 Act which addresses driver licensing standards and state cannabis laws.

Mr. Moore noted that DRPT Director Maria Zimmerman visited Lynchburg and met with representatives of CVPDC and GLTC to hear about operational issues facing the agency and regulatory framework governing driver testing requirements. Mr. Moore informed the Board that GLTC employee Chyna Williams was recognized by the Virginia Transit Liability Pool under its "Above and Beyond" program for her response to a medical emergency at the GLTC Transfer Station.

Mr. Moore proposed that the June 18, 2026, Board Work Session be cancelled to permit the corresponding meeting space and time to be reallocated to the inaugural meeting of the Finance Subcommittee Board Meeting. Ms. Howe asked for a motion to change the June Work Session meeting to Finance Subcommittee meeting. Ms. Braun made a motion; Mr. Blanks seconded the motion. The motion passed unanimously to change meeting arrangements.

Adjournment

With no further comment, Ms. Howe asked for a motion to end the board meeting. Ms. Sprouse made a motion to end the meeting. Mr. Blanks seconded the motion and the meeting ended at 10:02 am.

Secretary/Treasurer



Next Meeting Dates

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