We're Here to Get You There!

Greater Lynchburg Transit Company

Board Meeting Packet

June 3rd 2026

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

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MEETING AGENDA ORDER

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 May 21st, 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; Brian Landergan; Christopher Hackman; Gary Dupriest; Mercedes Braun

Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; John Yauger; Donna Klein; Steve Overstreet

Guests: Kyle Trissel of DRPT; Mark Hand of The News and Advance; Bishop James Camm of One Voice One Community; Emma Malinak of Cardinal News

May 6th, 2026 Board Minutes

May 21st, 2026 Board Minutes

Committee & Partner Reports

Central Virginia Commuter Services
CVPDC Transportation Planner

CVPDC
CENTRAL VIRGINIA PLANNING DISTRICT COMMISSION

April was busy month for operators and mechanics who competed in roadeos across the state and represented GLTC very well in those areas. We also met with members of Lynchburg City Council for our first joint work session and hosted Vice Mayor Diemer for a tour and ride-along. Staff also met with our partners at DARS and DBVI to discuss some program updates that those organizations have and plan for GLTC's upcoming changeover to smartcard use. Staff also spent time planning for our summer youth pass and summer camps that we will be hosting again this year with our partners.

Josh Moore

Click Link Below

[April 2026 Ridership]

[April 2026 Financial Statements]

PUBLIC COMMENT

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

AGENDA ITEMS

OLD BUSINESS

(A) Capital Improvement Plan

NEW BUSINESS

(A) Transdev Quarterly Update

PRESIDENT'S REPORT

N/a

ADJOURNMENT

Next Board Meeting, July 1st, 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.

BOARD ROSTER

GLTC Board of Directors

Cameron Howe- President
chowe@gltconline.com

Tab Sprouse- Vice President
tsprouse@gltconline.com

Ben Blanks- Secretary/Treasurer
bblanks@gltconline.com

Brian Landergan
blandergan@gltconline.com

Gary DuPriest
gdupriest@gltconline.com

Mercedes Braun
mbraun@gltconline.com

Andre Miller
amiller@gltconline.com

Christopher Hackman
chackman@gltconline.com

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 documents were approved by the Board of Directors *

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

May 28th, 2026

Re: Amendment of the FY26 Capital Improvement Plan

Dear GLTC Board of Directors,

GLTC staff have discussed with DRPT staff the possibility of changing our technical assistance grant from an alternative fuels study to one that will focus on long-term financial strategies and possible additional funding methods that may be applicable to GLTC.

GLTC staff have received the guidance that if the Board supports this proposed change to the existing study, staff will be able to formally request the change and have the request scored. This study would utilize existing funding that was already approved in this year's CIP and has a 50% local match and 50% DRPT match.

It is the recommendation of staff that we place the alternative fuels study on hold for this year, especially as there is uncertainty at the Federal level on the status of several of the alternative fuel funding programs pending the negotiation of an new Surface Transportation bill. These funds can then be spent on evaluating potential additional funding alternatives for GLTC and examine if there are additional or more advantageous ways to utilize the funds that GLTC has access to.

This study would not change the cost of the previously approved amount, only the scope and final outputs of this process.

Sincerely,

Joshua A. Moore

Josh Moore
General Manager

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

Project Name: Financial Planning and Funding Strategy Study Project Type: Technical Assistance

Project Description:

This project was originally the Alternative Fuels Feasability Study but has been transititioned to a Financial Planning and funding methodology study to assess long-term funding strategies and evaluate potential alternative funding methods.

Revenues	Prior Funding	FY25	FY26	FY27	FY28	FY29	Total
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	$ -	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
Local	$ -	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
Total	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000

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

Estimated Operating Costs Impact:

There will be no operating impact from the study. However, information from the study may determine future funding mechanisms and strategies which may affect operating costs and funds in the future.

Notes:

This was awarded as technical assistance with a 50/50 funding split.

GREATER LYNCHBURG TRANSIT COMPANY, INC.

BOARD OF DIRECTORS

RESOLUTION NO. 2026-05-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER LYNCHBURG TRANSIT COMPANY, INC. OPPOSING THE PROPOSED DRAW-DOWN OF THE SPECIAL RESERVE FUND IN THE CITY OF LYNCHBURG'S PROPOSED FY2027 BUDGET AND CALLING FOR RENEGOTIATION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LYNCHBURG AND GLTC

WHEREAS, the Greater Lynchburg Transit Company, Inc. ("GLTC") is the public transportation provider for the City of Lynchburg, Virginia providing fixed-route, micro-transit, and paratransit services essential to the mobility, dignity, and workforce participation of Lynchburg residents;

WHEREAS, the City of Lynchburg (the "City") and GLTC entered into a binding Memorandum of Understanding ("MOU"), executed July 18, 2012, governing the financial relationship between the City and GLTC, including the annual operating contribution, local match for capital purchases, disposition of annual operating deficits or surpluses, and the establishment and administration of a Special Reserve Fund to Support Transit Operations ("Reserve Fund");

WHEREAS, pursuant to the MOU between the City and GLTC, the City agrees to annually consider and provide a contribution toward GLTC operating expenses through the City's budget process;

WHEREAS, the MOU further provides that access to the Reserve Fund shall occur only upon a formal request by GLTC as temporary financial assistance, with documentation of the cash shortage and expected repayment timeline, and that the GLTC Board of Directors shall be informed of any such request;

WHEREAS, GLTC further acknowledges that, should extenuating circumstances arise requiring additional funding beyond the adopted budget, GLTC shall submit a formal funding request to the Finance Department for review and presentation to the Lynchburg City Council ("City Council") for consideration;

WHEREAS, the MOU establishes a temporary assistance structure requiring documented repayment — a temporary advance requiring documented repayment to restore the Reserve Fund — and not as a permanent appropriation or discretionary transfer;

WHEREAS, the City Manager's Proposed FY2027 Budget, as suggested at the City Council Special Called Meeting on March 26, 2026, includes a line item that would reduce the GLTC Reserve Fund from approximately $1,402,891 to $102,891, a reduction of approximately $1,300,000 — through a one-time draw described as funding for current transit needs and a comprehensive multi-modal transportation plan was not initiated by a formal request from GLTC as required by the MOU;

WHEREAS, a remaining reserve balance of $102,891 represents less than one week of GLTC's operating costs (approximately $208,250 per week based on the current annual operating budget of over $10.8 million), rendering the Reserve Fund operationally meaningless and exposing GLTC to acute financial risk in the event of any unplanned cash shortfall, delayed federal reimbursement, or other operational disruption;

WHEREAS, the proposed draw-down is not directed toward an unplanned cash shortfall as defined by the MOU, and no repayment timeline has been provided as required by the MOU's loan structure;

WHEREAS, the MOU expressly establishes that the Reserve Fund shall be maintained at a minimum of $500,000 and no more than six months of the annual budgeted operating subsidy provided by the City, and that the GLTC Board of Directors shall annually review the Reserve Fund;

WHEREAS, the MOU's $500,000 reserve minimum was established in 2012 and has never been adjusted for inflation or for the growth of GLTC's operating budget, which has increased over $4 million in the intervening years; the original minimum floor — intended to represent meaningful operating liquidity — now represents a substantially diminished real-dollar protection;

WHEREAS, maintaining adequate operating reserves is a recognized best practice in public transportation finance and is essential to preserving service continuity, financial stability, and organizational resilience;

WHEREAS, the GLTC Special Reserve Fund exists to ensure continuity of transit operations during periods of operational disruption, delayed reimbursements, revenue instability, emergencies, or other unforeseen financial events that could impair the delivery of public transportation services;

WHEREAS, public transit systems regularly experience timing delays associated with federal and state reimbursements, grant disbursements, fuel volatility, vehicle maintenance, and other operational costs, making adequate operating reserves essential to uninterrupted service delivery;

WHEREAS, significant reductions in reserve capacity could ultimately jeopardize service reliability, route stability, workforce retention, and the ability of residents to access employment, healthcare, education, and essential services;

WHEREAS, the City of Lynchburg, GLTC, and the Central Virginia Transportation Planning Organization ("CVTPO"), a program of the Central Virginia Planning District Commission ("CVPDC"), are already active co-partners in the Lynchburg Multimodal Plan, a formal regional planning initiative — publicly launched in August 2025 and funded through CVTPO — to develop strategies for pedestrian, bicycle, and transit connectivity throughout Lynchburg City;

WHEREAS, the proposed use of part of the funds ($500,000), as suggested at the City Council Special Called Meeting on March 26, 2026, for the purpose of a multimodal plan at a time when the City and GLTC are already engaged with community and state partners, will substantially duplicate planning efforts already underway through the Lynchburg Multimodal Plan;

WHEREAS, during the joint City Council–GLTC Work Session on April 14, 2026, the potential use of approximately $500,000 for financial audit activities, operational studies, and grant-development initiatives was publicly discussed in connection with the proposed reserve fund draw-down;

WHEREAS, subsequent internal communication between GLTC and COL on May 14, 2026, have suggested that some or all of these proposed expenditures may instead be funded through the City's General Fund; however, as of the date of this Resolution, no amended public budget document or formal revision to the City Manager's Proposed FY2027 Budget has been presented reflecting such changes;

WHEREAS, the Board believes any proposed operational study, financial audit, or grant-development initiative involving substantial public expenditures should first be evaluated through a clearly defined scope, cost-benefit analysis, and identified funding source prior to the commitment of transit reserve funds;

WHEREAS, multimodal transportation planning — encompassing pedestrian, bicycle, and broader connectivity infrastructure — constitutes a citywide planning function that benefits the general public and serves populations and purposes well beyond the transit system; to draw down GLTC-specific reserves to fund planning activities that are municipal in nature and scope would set a precedent that inappropriately shifts the financial burden of general city planning onto a transit fund established solely to protect transit operational continuity;

WHEREAS, the GLTC Board of Directors received no formal notice from the City of Lynchburg prior to the proposed $1,300,000 reserve draw-down appearing as a line item in the City Manager's Proposed FY2027 Budget presented on March 26, 2026; this absence of prior notification raises substantial concerns regarding compliance with the MOU's notice and process provisions which contemplate that the GLTC Board of Directors shall be informed of any request to access the Reserve Fund;

WHEREAS, the Board of Directors of GLTC has a fiduciary obligation to the riders, employees, and community served by GLTC to ensure the financial stability and operational continuity of the transit system;

WHEREAS, the Board recognizes the significant fiscal pressures facing the City and affirms its commitment to continued collaboration with the City Council and City administration in pursuit of sustainable transit funding and responsible stewardship of public resources;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Greater Lynchburg Transit Company, Inc. hereby opposes the proposed $1,300,000 draw-down of the GLTC Special Reserve Fund as included in the City Manager's Proposed FY2027 Budget, on the grounds that it is inconsistent with the 2012 Memorandum of Understanding ("MOU"), was not initiated through the procedures established therein, does not include a repayment timeline consistent with the Reserve Fund's loan structure, and would significantly reduce the Reserve Fund below levels necessary to maintain adequate operating liquidity for GLTC services;

BE IT FURTHER RESOLVED that the Board of Directors firmly opposes using the GLTC Special Reserve Fund for city budgeting and foreseen operational expenses;

BE IT FURTHER RESOLVED that the Board of Directors requests that the Lynchburg City Council remove or substantially revise the proposed GLTC Reserve Fund draw-down prior to adoption of the FY2027 Budget, and that the City and GLTC work collaboratively to identify alternative funding mechanisms for any transit-related initiatives not already addressed through the existing Lynchburg Multimodal Plan or other established regional planning efforts or funding studies;

BE IT FURTHER RESOLVED that the Board of Directors does not approve the proposed allocation of $500,000 from the GLTC Special Reserve Fund for multimodal planning, operational studies, financial audit activities, grant exploration, or related purposes at this time, and requests that any such initiatives be evaluated within the context of existing fiscal priorities and appropriately sourced funding mechanisms;

BE IT FURTHER RESOLVED that the Board of Directors formally calls for the renegotiation of the 2012 Memorandum of Understanding between the City of Lynchburg and GLTC to include updated provisions governing the Reserve Fund, including:

1) an updated minimum reserve balance reflecting current operating conditions and sufficient to maintain at least one month of operating liquidity;
2) inflation-adjusted standards for reserve adequacy subject to periodic review;
3) clear procedures governing any City-initiated use of Reserve Funds, including a required repayment timeline consistent with the Reserve Fund's loan structure; and
4) provisions requiring GLTC Board participation in and consent to any material modification of Reserve Fund terms or balances.

BE IT FURTHER RESOLVED that the Board requests the establishment of a joint City–GLTC review process for any future proposed use, transfer, or reduction of the Special Reserve Fund prior to inclusion in any proposed City budget;

BE IT FURTHER RESOLVED that the Chair of the Board of Directors, or their designee, is authorized to transmit this Resolution to the Lynchburg City Council and the City Manager, and to request clarification regarding the status, use, and accounting of the GLTC Special Reserve Fund as necessary to support the Board's fiduciary oversight responsibilities.

ADOPTED by the Board of Directors of the Greater Lynchburg Transit Company, Inc. on this 21st day of May, 2026.

Ayes: 8

Nays: 1

Abstentions: Ø

Absent: Ø

Cameron E. C. Howe

Cameron E. C. Howe, *President*

Benjamin Blanks

Benjamin Blanks, *Treasurer / Secretary*

Greater Lynchburg Transit Company
Draft Board Minutes
May 6th, 2026
8:30 AM – 10:30 AM

A board meeting of the Board of Directors of Greater Lynchburg Transit Company was held on May 6th, 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; Brian Landergan; Christopher Hackman; Gary Dupriest; Mercedes Braun
Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; John Yauger; Scott Poindexter; Donna Klein; Mr. Landergan via Zoom
Guests: Kyle Trissel of DRPT; Mark Hand of The News and Advance; Kelly Hitchcock of Central Virginia Planning District Commission

CALL TO ORDER

At 8:30 a.m. Ms. Howe called the meeting to order. Ms. Howe asked for a motion to allow remote voting. Ms. Sprouse made a motion to allow remote voting. The motion was seconded by Christopher Hackman, 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 following minutes. Motion was seconded by Mr. Blanks and the approval carried unanimously.

- April 1st, 2026 Board Meeting
- April 16th, 2026 Work Session
- December 3rd, 2026 Board Meeting

COMMITTEE & PARTNER REPORTS

Ms. Hitchcock reported that the 5303-Grant application had been submitted to the Virginia Department of Rail and Public Transportation. She also reported that an updated proposal had been received from Kimberley-Horn for the Bus Stop Evaluation Project so the project could resume. No Commuter Services report was provided.

GENERAL MANAGER'S REPORT

Mr. Moore presented the monthly report. GLTC operators participated in the Community Transportation Association of Virginia (CTAV) Roadeo where Operator Sam Lawson placed second in the 35-foot bus competition. Maintenance Foreman Jeremy Branham will graduate from the Virginia Transit Leadership Institute, becoming the second GLTC employee to complete the program. GLTC Staff will participate in the upcoming Virginia Transit Association (VTA) Conference in Fredericksburg, VA.

- The temporary Sunday service reduction took effect Sunday, May 3rd, 2026. Mr. Moore reported that recruitment has improved with stronger applicant pools attributed to news coverage and broader outreach. Several new trainees have entered training. Staff will provide a further update on staffing and service in July.

FINANCIALS / RIDERSHIP

Mr. Moore reported that the financial materials included finalized statements and balance sheets for months prior to March.

- Revenue: Fixed-route revenue was slightly higher, paratransit revenue increased, and non-operating revenue decreased. Advertising revenue temporarily dipped as older campaigns ended and new campaigns began.

- Expenses: Fixed-route, demand-response, and maintenance salary lines were elevated due to payroll timing.

- Fuel and lubricants: Fuel and lubricant costs remained below budget but increased from $28k in February to $49k in March.

GLTC received four new paratransit vans. Mr. Miller asked about the scheduled shelter replacements. Mr. Moore stated that shelters remain planned for CVCC and Walmart on Wards Road.

- Ridership and service performance: March system ridership was just under 57k. Paratransit ridership exceeded 1,700 trips, and Flex remained near 2,400 trips. On-time performance and missed trips remained below target, with missed trips near 13 percent due largely to operator shortages. Route 1B continued to be affected by construction, and Route 11 continued to experience traffic impacts on Timberlake Road.

Public Comment

No Comment made.

Old Business

(A) Continued FY27 Budget Discussion
(B) Public Input on Service Efficiency Changes

(A) Continued FY27 Budget Discussion

The Board received a report on the FY27 operating budget. Mr. Moore informed Board members that the City of Lynchburg had committed $800,000 in operating funding, increasing the local match contribution to $2.5 million. With that commitment, GLTC would be able to maintain current service levels through efficiency adjustments rather than major route reductions.

Mr. Moore also reported that GLTC currently holds a technical assistance grant of $150k. The grant was originally intended for an alternative-fuels assessment. The study has not begun, GLTC staff had preliminarily discussed with DRPT the possibility of redirecting the grant toward a financial-management and operational-sustainability study. The Board would need to formally request the change and amend the Capital Improvement Plan.

Reserve Funds, FOIA Responses, and MOU Discussion.

The Board discussed concerns about the City of Lynchburg and GLTC financial agreements. Multiple questions were raised relating to reserve funds, cash-flow advances, historical surplus, prior-year appropriations, and the need for a revised Memorandum of Understanding. Ms. Howe stated that the current structure has become difficult to follow and does not give the Board a clear record to carry out its oversight role.

Mr. Moore explained that some capital amounts appearing in the current proposed budget year may have been appropriated in prior years and carried forward until the related vehicle, equipment, or project is completed. This is common in public-sector accounting, especially for multi-year capital projects, but it can make the funding picture hard to understand when viewed through summary budget documents. He noted that GLTC's Capital Improvement Plan attempts to show prior-year funds separately so the Board can see which dollars are new and which dollars have been carried forward.

Ms. Howe discussed the City's response to recent Freedom of Information Act requests. She stated that several earlier requests had not produced the requested records. A renewed request submitted on April 27th, 2026, produced documents shortly before the May Board meeting. Board members found the response incomplete and difficult to reconcile with prior City of Lynchburg statements and budget records. The response stated that the 2012 MOU is the only governing document for the reserve account and that there are no additional policies, procedures, resolutions, internal documents, amendments, modifications, or interpretive guidance governing the reserve beyond that MOU.

Board members expressed concern that the MOU appears to be applied inconsistently. The City of Lynchburg's response described $500,000 as tied to the MOU and the remaining reserve amount as City funds above the required floor but did not provide legal or accounting documentation showing that those funds are separate.

Ms. Howe discussed 2024 advances and the City of Lynchburg's characterization of certain amounts as delinquent. Mr. Moore noted the City of Lynchburg response also stated that there was no line of credit, while prior practice involved cash-flow advances that GLTC would repay and request again as needed. Mr. Moore stated that City of Lynchburg staff had previously asked GLTC not to continue that repayment-and-request cycle because of how it appeared on the financial documents. A main concern was the $441,000 FY25 amount. Mr. Moore stated that if records show the amount was withdrawn from reserves while also being listed as delinquent, the same money appears to be treated two different ways. Members agreed that this point needs further reconciliation. Board members identified several unresolved documentation issues, including:

- No legal or accounting documentation showing that funds above the $500,000 reserve floor are legally distinct from the MOU-governed reserve.
- No City Attorney opinion or financial analysis explaining whether reserve funds may be drawn below the stated floor.
- No correspondence supporting the basis for characterizing the advances as delinquent.
- No clear reconciliation between prior City statements that reserve funds had not been distributed before FY2024 and budget or ledger records showing earlier activity.
- No scope of work, procurement documents, request for proposals, or internal analysis explaining the proposed $500,000 multimodal or financial study, or how it would differ from planning work already underway.

Board members agreed that a revised MOU is needed to define:

- How reserves may be used.
- How the reserve floor is calculated and protected.
- How year-end surpluses and deficits are handled.
- How cash-flow advances are requested, recorded, repaid, or reconciled.
- How capital funds and operating funds are separated.
- What documentation the City and GLTC must keep and share.
- What level of Board approval is required for reserve activity.
- How future financial reports should be presented so the Board can understand them.

Ms. Howe stated that the prior ad hoc committee had completed its purpose and that a new finance-focused committee was needed to address the MOU and financial governance issues.

Ms. Sprouse made a motion to form a finance committee to partner with City of Lynchburg to draft a new MOU and improve the operational sustainability of GLTC. Mr. Blanks and Mr. Landergan seconded the motion and the voted carried unanimously. Ms. Howe asked for a motion to terminate the GLTC ad-hoc committee. Mr. Dupriest made a motion to terminate the previous ad-hoc committee. Mr. Landergan seconded the motion and the voted carried unanimously.

The following Board members were appointed to the Finance Committee: Tab Sprouse, Christopher Hackman, and Gary DuPriest. The General Manager will support the Committee, and any other Board member may attend as a non-voting ex officio participant. The Committee is charged with reviewing GLTC's finances, clarifying all cash and reserve mechanisms in coordination with City Finance, and drafting a new MOU. The first session will coincide with the May 21st work session.

Ms. Howe discussed the practice of providing free rides to City of Lynchburg staff, valued at estimated $50K per year. Rather than continuing free rides, the City of Lynchburg enter into a formal agreement with GLTC comparable to the CVCC contract. By doing so the associated value could count toward local match dollars. Members discussed the distinction between operating contributions and a service contract. No formal action was taken. Staff was directed to gather ridership data and regional comparisons and to return with options for a defined policy and contract.

(B) Public Input on Service Efficiency Changes

Mr. Moore requested authorization to begin the public input process for proposed efficiency changes. The changes under consideration include potential modifications to Routes 1A, 1B, 9, and 11, and a change to the Flex fare. Setting GLTC Flex to $4.00 per trip to match paratransit. At Amherst County's request, elimination of the first trip on Route 5, with a corresponding adjustment to the paired Route 11. Mr. Moore noted that the required Title VI, equity, and disparate-impact analyses would be conducted.

Ms. Howe asked for a motion to begin public input process. Ms. Sprouse motion to start public input process. Mr. Blanks and Mr. Landergan seconded the motion. Motion carried unanimously.

NEW BUSINESS

(A) New Fare Payment Option

Mr. Moore explained the option of adding open-loop fare payment that would permit riders to pay with NFC-enabled credit or debit cards and with mobile tools such as Apple Pay, Google Pay, or Samsung Pay. Mr. Moore explained that implementation might be supported by existing federal funds if an exemption were approved. The option carried recurring operating costs of $30,000 per year with higher per-transaction processing costs. He recommended against proceeding at this time considering current financial conditions and limited evidence of demand. By consensus, and without a motion, the Board determined not to proceed with open-loop fare payment at this time.

President's Report

No President's Report was presented. Ms. Howe asked for a motion to change the May 21st, 2026, work session meeting to an official GLTC Board of Directors meeting o permit the Board to consider a resolution before the City of Lynchburg's budget adoption. Mr. Blanks and Ms. Braun seconded the motion. The motion carried unanimously.

Adjournment

With no further comment, Ms. Howe asked for a motion to end the board meeting. Mr. Dupriest made a motion to end the meeting. Mr. Landergan seconded the motion and the meeting ended at 10:50 a.m.

Ben Blanks

Secretary/Treasurer

Greater Lynchburg Transit Company
Draft Board Minutes
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Next Meeting Dates
Next Board Meeting: May 21st, 2026 - 800 Kemper Street GLTC Board Room @ 8:30 a.m.
Next Board Meeting: June 3rd, 2026 - 800 Kemper Street, Lynchburg, VA 24501@ 8:30 a.m.

Greater Lynchburg Transit Company
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Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; John Yauger; Donna Klein; Steve Overstreet
Guests: Kyle Trissel of DRPT; Mark Hand of The News and Advance; Bishop James Camm of One Voice One Community; Emma Malinak of Cardinal News

CALL TO ORDER

At 8:30 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 Mr. Blanks and vote carried unanimously. Roll call was conducted by Mr. Poindexter and a quorum was confirmed.

APPROVAL OF MINUTES

No Minutes Presented

COMMITTEE & PARTNER REPORTS

No Reports Presented

GENERAL MANAGER'S REPORT

Mr. Moore reported that he and several GLTC staff members attended the Virginia Transit Association (VTA) Conference.

Awards Received
GLTC received two awards at the VTA Conference:

- Outstanding Community Program Award, recognizing the Transit Academy program — a community outreach initiative conducted in partnership with local educators and serving area youth through summer camp programming. An expanded summer program is planned for the current year.
- Hill-Spencer Ridership Award for the medium-sized agency category. GLTC was an inaugural recipient of the award in this category, recording the highest ridership growth rate in its group and the second-highest overall ridership growth rate in the Commonwealth of Virginia.

Mr. Moore reported that GLTC employee Jeremy Branham graduated from the Virginia Transit Leadership Institute.

Greater Lynchburg Transit Company
Draft Board Minutes
May 21st, 2026
8:30 AM – 10:30 AM

FINANCIALS / RIDERSHIP

No Reports Presented

Public Comment

No Comment made.

Old Business

(A) Continued FY27 Budget Discussion

Mr. Moore provided an update on ongoing FY27 budget discussions with City of Lynchburg staff and the Virginia Department of Rail and Public Transportation (DRPT).

Following communications with City staff, GLTC is redirecting the use of the DRPT Technical Assistance Grant previously designated for an alternative fuels study. The revised scope will examine alternative funding allocation models, funding options, and longer-term financial sustainability strategies. Mr. Moore explained that this change was partly driven by the fact that the Central Virginia Planning District Commission is already completing a multi-year multimodal planning process that involves GLTC, the City of Lynchburg, and regional planning staff. Since the change in purpose modifies the Capital Improvement Plan (CIP), staff will bring an updated CIP to the Board for formal approval at the June 3rd, 2026, meeting. The grant is funded on a 50/50 cost-share basis.

Mr. Moore stated that based on email communication with City Finance staff, the $800,000 originally identified in the City of Lynchburg's FY27 budget as coming from GLTC reserves is now planned to be funded from the City of Lynchburg's general fund rather than GLTC reserves. Mr. Moore mentioned that no formal public document has been issued to confirm this change and budget documents currently posted online still reflect the original allocation from GLTC reserves. The Board specified that a written publicly available confirmation is required.

Mr. Moore identified Virginia State budget timing as the largest remaining uncertainty for the FY-27 budget. The Virginia General Assembly's budget session is not expected to be completed until after GLTC's preferred budget approval deadline. The City of Lynchburg's formal model budget is scheduled for presentation on May 26th, 2026. The City's final appropriation number for GLTC remains pending at the time of this meeting. Mr. Moore noted that the Lynchburg City Council has not yet approved certain revenue components of the City of Lynchburg's budget and that the City of Lynchburg will need to realign portions of its budget accordingly before a final number for GLTC can be confirmed.

Given the uncertainty around both state allocations and the City's final appropriation, Mr. Moore recommended presenting the final proposed FY27 budget to the Board at the July 2026 meeting rather than June. This approach is consistent with the timeline followed in the prior fiscal year and will allow staff to incorporate confirmed City funding figures and any late-breaking state allocation information before the budget is formally submitted for Board approval.

Mr. Moore noted that fuel price volatility is increasing. Fuel cost forecasting remains a meaningful challenge for the FY27 budget. GLTC staff will continue monitoring market conditions and adjust budget projections as needed through the finalization process.

NEW BUSINESS

(A) Resolution Regarding Reserve Fund

Ms. Howe introduced a proposed resolution addressing the use of the GLTC Special Reserve Fund and the funding of FY27 operational expenses. The resolution had been reviewed by GLTC's external legal counsel. She stated that GLTC has submitted four Freedom of Information Act (FOIA) requests to the City seeking relevant financial and contractual documentation. The most recent FOIA response provided only a portion of the requested records. Board members discussed the GLTC Special Reserve Fund and the governing document. It is intended to ensure continuity of transit operations during periods of operational disruption, delayed reimbursements, revenue instability, emergencies, or other extraordinary circumstances — not to fund recurring or anticipated operational expenses.

The Board discussed past advances, receivables, and related accounting between the City of Lynchburg and GLTC. Outstanding receivables totaling $941,000 ($441,000 reported as settled per certain City documentation, and $500,000 still outstanding) continue to appear on both the City of Lynchburg and GLTC's audited financial statements. A GLTC FOIA request produced documentation suggesting the amount may have been drawn from reserves in 2024. However, the amount is not consistently reflected across all financial documents and was not authorized by Board action. Written clarification is needed before the Board can confirm the reserve balance and determine whether any amounts remain owed.

Mr. Hackman supported moving forward with the resolution as a means of formally documenting the Board's position based on publicly available information. He acknowledged that discussions with City staff appeared to be progressing constructively but noted prior instances in which verbal commitments had not materialized as expected.

Ms. Braun expressed concern regarding adoption of the resolution. She stated that the existing 2012 MOU already governs the relevant matters. GLTC should not adopt a resolution until the receivables amount is resolved. The Board should draft a revised MOU rather than adopting a stand-alone resolution at the current time. She recommended that the resolution serve as a foundational framework for a future MOU.

Ms. Howe asked for a motion to approve the presented RESOLUTION NO.2026-05-21. Mr. Landergan and Mr. Miller seconded the motion. The vote carried with Ms. Braun voting nay.

The approved resolution will be transmitted to City Council, the City Manager's Office, and City Finance staff for the record and for consideration in connection with the FY27 budget process and ongoing reserve-fund discussions.

(B) Closed Session

Attendance:

Greater Lynchburg Transit Company
Draft Board Minutes
May 21st, 2026
8:30 AM – 10:30 AM

Cameron Howe; Tab Sprouse; Ben Blanks; Valerie Holmes; Andre Miller; Brian Landergan; Christopher Hackman; Gary Dupriest; Mercedes Braun; Josh Moore

At 9:21 a.m. Ms. Howe moved that the Board enter closed session pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by the public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion was seconded by Mr. Dupriest and Mr. Blanks and carried unanimously.

At 10:07 a.m. Ms. Howe asked for motion to end closed session. The motion was made to end closed session by Mr. Hackman and seconded Mr. Blanks. Motion carried unanimously.

President's Report

No President's Report was presented.

Adjournment

With no further comment, Ms. Howe asked for a motion to end the board meeting. Mr. Hackman made a motion to end the meeting. Mr. Blanks seconded the motion and the meeting ended at 10:12 a.m.

Ben Blanks
Secretary/Treasurer

Next Meeting Dates
Next Board Meeting: June 3rd, 2026 - 800 Kemper Street GLTC Board Room @ 8:30 a.m.
Next Work Session Meeting: June 16th, 2026 - 800 Kemper Street, Lynchburg, VA 24501@ 8:30 a.m.