We're Here to Get You There!

Greater Lynchburg Transit Company

Board Meeting Packet

August 5th, 2026

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

GLTC Board Meeting Agenda

August 5, 2026 | 8:30 – 10:00 a.m. | 800 Kemper St, Lynchburg, VA 24501

CALL TO ORDER & APPROVAL OF MINUTES

- Roll call to confirm quorum and remote voting.
- Approval of minutes from the previous board meeting.

COMMITTEE & PARTNER REPORTS

Central Virginia Commuter Services CVPDC Transportation Planner

GENERAL MANAGER'S REPORT

June was a very busy month with visits from the Vice Mayor and several City Council candidates. We also began our transition of more partner agencies to our mobile fare system to speed up boarding and give our partners greater insight into where their pass usage is effective. We have continued to work on several capital projects and on our operator hiring, making significant inroads in starting new operators in July.

FINANCIAL & RIDERSHIP STATEMENTS

PUBLIC COMMENT

- Speakers state name for the record; 3-minute limit.
- Group representatives: 5-minute limit; state group name for the record.

NEW BUSINESS – VOTING ITEMS

- (A) FY-27 Proposed Budget
- (B) PTASP — Public Transportation Agency Safety Plan
- (C) FOIA Request Update
- (D) Update to Proposed Route Changes / Service Change Update
- (E) Closed Session — pursuant to Virginia Code § 2.2-3711(A)(8); consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

PRESIDENT'S REPORT / ADJOURNMENT

President's Report: Verbal. Adjournment by motion of the Chair.

NEXT MEETINGS

Board Meeting
September 2nd, 2026 · 8:30 a.m.
800 Kemper St, GLTC Board Room

Work Session
August 20th, 2026 · 8:30 a.m.
800 Kemper St, GLTC Board Room

BOARD OF DIRECTORS

Cameron Howe — President
Tab Sprouse — Vice President
Ben Blanks — Secretary/Treasurer
Brian Landergan
Gary DuPriest
Andre Miller
Christopher Hackman
Valerie Holmes
Mercedes Braun

Correspondence: GLTC Board of Directors, P O Box 11286, Lynchburg, VA 24506

The following Board of Directors Meeting Minutes were approved
on
August 5th, 2026

Greater Lynchburg Transit Company
Finance Committee Board Minutes
June 18th, 2026
8:30 AM – 10:30 AM

A sub-finance committee meeting of the Board of Directors of Greater Lynchburg Transit Company was held on June 18th, 2026, virtually via Zoom.

Attendance:
Board President: Cameron Howe
Board Vice President: Tab Sprouse
Members: Christopher Hackman
Staff: Josh Moore; Chris Poindexter; Donna Klein; Steve Overstreet
Absent: Gary Dupriest

CALL TO ORDER

At 8:30 a.m. Ms. Howe called the meeting to order. Roll call was conducted by Mr. Poindexter and a quorum was confirmed.

Item - 1 - MOU Draft

Ms. Howe presented a draft MOU with the City of Lynchburg outlining the use and control of GLTC reserves, City operating contributions, capital-project local matches, reserve-fund requirements, year-end surpluses or deficits, and approval requirements. The draft shall serve as GLTC's initial negotiating proposal to the City, subject to later Board approval of a final agreement. Members noted that some provisions, particularly notice and termination requirements, may be subject to City revisions during negotiations. Mr. Moore reported an upcoming meeting with City staff and GLTC counsel to discuss the MOU, FOIA matters, and related issues.

Mr. Hackman made a motion to recommended that the full Board consider and approve the draft MOU as GLTC's initial proposal to the City of Lynchburg. Ms. Sprouse and Ms. Howe seconded the motion. The motion carried.

Item – 2 – Employee Payment Agreement

Ms. Howe presented a draft employee transit service and payment agreement with the City of Lynchburg. The agreement would provide unlimited fixed-route service to eligible City employees in exchange for an annual service fee.

Ms. Sprouse made a motion to recommend the employee transit service agreement to the full Board. Mr. Hackman and Ms. Howe seconded the motion. The motion carried.

Fund Balance Policy

Ms. Howe presented a draft Fund Balance Policy to establish an unrestricted fund balance for GLTC. It shall improve cash-flow management and reduce reliance on short-term advances/reserve draws.

Ms. Sprouse made a motion to recommend the draft Fund Balance Policy to the full Board. Mr. Hackman and Ms. Howe seconded. The motion carried.

Greater Lynchburg Transit Company
Finance Committee Board Minutes
June 18th, 2026
8:30 AM – 10:30 AM

Closed session

At 9:12 a.m. Ms. Sprouse motioned to enter closed session pursuant to Virginia Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice. Mr. Hackman and Ms. Howe seconded the motion, the motion carried unanimously.

At 9:36 a.m. Ms. Sprouse motioned to reconvene in open session and certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements and identified in the motion convening the closed session were discussed. Ms. Howe and Mr. Hackman seconded the motion, the motion carried unanimously.

Adjournment

With no further comment, the meeting ended at 9:37 a.m.

Secretary/Treasurer

Next Meeting Dates

Finance Sub-Committee Meeting: June 23rd, 2026, @ 8:30 a.m. via Virtual Remote Zoom

Greater Lynchburg Transit Company
Finance Committee Board Minutes
June 23rd, 2026
8:30 AM – 10:30 AM

A sub-finance committee meeting of the Board of Directors of Greater Lynchburg Transit Company was held on June 23rd, 2026, virtually via Zoom.

Attendance:
Board President: Cameron Howe
Board Vice President: Tab Sprouse
Members: Christopher Hackman; Andre Miller
Staff: Josh Moore; Chris Poindexter; Donna Klein; Steve Overstreet
Absent: Gary Dupriest

CALL TO ORDER

At 8:30 a.m. Ms. Howe called the meeting to order. Roll call was conducted by Mr. Poindexter and a quorum was confirmed.

Item - 1 – Closed Session

Ms. Howe made a motion to begin closed session. Ms. Sprouse and Mr. Hackman seconded. The motion passed.

At 8:36 a.m. Board members entered a closed meeting pursuant to Virginia Code § 2.2-3711(A)(8) for the purpose of consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body."

At 9:09 a.m. Ms. Howe motioned to reconvene in open session and certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements and identified in the motion convening the closed session were discussed. Ms. Sprouse and Mr. Hackman seconded the motion, the motion carried unanimously.

Adjournment

With no further comment, the meeting ended at 9:10 a.m.

Secretary/Treasurer

Next Meeting Dates

GLTC Board Meeting: July 1st, 2026, @ 8:30 a.m. at 800 Kemper St. Lynchburg, VA 24501

Greater Lynchburg Transit Company
Board Minutes
July 1st, 2026
8:30 AM – 10:30 AM

A board meeting of the Board of Directors of Greater Lynchburg Transit Company was held on July 1st, 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; Brian Landergan via Zoom; Mercedes Braun
Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; John Yauger; Scott Poindexter; Donna Klein;
Guests: Kyle Trissel of Department of Rail and Public Transportation via Zoom; Kelly Hitchcock of Central Virginia Planning District Commission; Emma Malinak of Cardinal News
Absent: Gary Dupriest

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 Mr. Blanks, 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. Mr. Hackman made a motion to approve the presented minutes. Motion was seconded by Ms. Sprouse and carried unanimously.

- June 3rd, 2026, Board of Directors Meeting

COMMITTEE & PARTNER REPORTS

Central Virginia Planning District Commission CVPDC

Ms. Hitchcock presented the CVPDC transportation and commuter-services update.

- The Timberlake Area Transit Needs Survey deadline was extended from June 30 to July 17,2026.

- Timmons Group continued work on the 2050 Long-Range Transportation Plan (LRTP), including updates to regional travel-analysis zones and forecasts for employment, housing, and development. A public survey was scheduled to launch July 17th, 2026. The plan was scheduled for Transportation Planning Organization consideration on September 17th, followed by a 30-day public-comment period through October 19th.

Central Virginia Commuter Services continued its Businesses for Bikes initiative, encouraging downtown businesses to offer benefits to participating cyclists, and planned to support DRPT's Try Transit promotion in September.

Greater Lynchburg Transit Company
Board Minutes
July 1st, 2026
8:30 AM – 10:30 AM

GENERAL MANAGER'S REPORT

Mr. Moore attended the Commonwealth Transportation Board meeting in Lynchburg. GLTC staff continued working to improve paratransit dispatching and scheduling. Passenger-amenity work included two new shelters and concrete-pad improvements at Central Virginia Community College and a new shelter and pad improvements at Walmart on Wards Road.

FINANCIALS / RIDERSHIP

Mr. Moore reported the overall ridership decreased in May. The slight decrease is a result to a recurring seasonal pattern and the temporary suspension of Sunday service. The National Transit Database directed GLTC to report agency-operated Flex microtransit with paratransit rather than fixed-route service. On-time performance improved by nine percentage points. Missed trips declined from 11 percent to 6 percent. Route 1B continued to experience the lowest on-time performance because of the Fifth Street construction detour.

Mr. Moore explained that a duplicate November entry caused May paratransit fare revenue to appear as a negative amount, even though fares were collected. The error will be corrected before the audit is completed. With the correction, May revenue was slightly above budget, although GLTC recorded modest monthly and year-to-date deficits. Fixed-route fare revenue remained near budget, while CVCC contract payments, advertising revenue, and reimbursements performed better than projected. State assistance remained below budget because of normal reimbursement timing.

May expenses exceeded the monthly budget, primarily because of higher labor, benefit, and technology costs. Technology expenses increased because of rising hosting and customer-service system costs, and staff planned to reallocate certain charges between fixed-route and demand-response accounts. Fuel expenses remained within budget but were higher than earlier monthly levels.

PUBLIC COMMENT

No public comment made.

OLD BUSINESS

No Old Business

NEW BUSINESS

(A) Hiring Update

Mr. Yauger presented the first quarterly staffing update.

- Five employees resigned, including one medical resignation.
- During the hiring process, one candidate declined an offer, one accepted an offer but did not report for the first day, and one failed the required drug screening.
- Three trainees passed their commercial driver's license examinations and were expected to begin independent service after completing cadet training.
- After the three trainees entered service, GLTC expected to remain three operators below its minimum staffing target and seven operators below its preferred full-staffing level. Two supervisor positions also remained vacant.

(B) Finance Committee Report

Ms. Howe presented three documents prepared by the Finance Committee for use in negotiations with the City of Lynchburg:

- GLTC Fund Balance Policy
- Revised draft Memorandum of Understanding
- Employee Transit Service Agreement

The documents were prepared in response to the Board's earlier direction that GLTC develop initial drafts for discussion with the City of Lynchburg. The Finance Committee recommended that the Board approve the documents as GLTC's starting position for negotiations.

Members discussed adding language for capital purchases to the MOU and noted that all documents would be subject to revision during negotiations. The proposed documents would provide greater clarity than the current MOU which contains limited details.

Several members reported that they had not received the documents in advance. Mr. Moore explained that the documents were mistakenly omitted from the meeting agenda and offered to provide copies.

Ms. Braun requested that action be postponed because she had not had an opportunity to review the documents. She also reiterated her concern about charging City of Lynchburg employees for transit service. Ms. Howe clarified that the proposed action would authorize use of the documents as an opening negotiating position only.

Mr. Hackman motioned to table the documents approval and convert the July Work Session into a regular Board Meeting to be held on July 16th, 2026. Motion seconded by Mr. Landergan and Ms. Sprouse. Motion was carried unanimously.

C. FY2027 Operating Budget and City Appropriation

Greater Lynchburg Transit Company
Board Minutes
July 1st, 2026
8:30 AM – 10:30 AM

Mr. Moore presented three planning scenarios built around two unresolved funding decisions: whether the City of Lynchburg would release additional GLTC reserve funding and whether DRPT TRIP funding would continue to support Flex microtransit. The City of Lynchburg's recurring contribution of $1.8 million was unchanged in all three scenarios. Mr. Moore projected 24-percent health-insurance increase as the dominant cost pressure, while wage growth remained limited to two percent.

- **Scenario 1 - Full Funding (+8% from the FY2026 adopted budget).**
  The City of Lynchburg would release the $800,000 operating allocation while the separate $500,000 allocation remained designated for City consultant work, and TRIP funding would continue. All currently scheduled routes, maintenance activities, and customer amenities would be funded. Sunday service would remain in the service plan and resume when sufficient operators were recruited. No operator or supervisor positions would be eliminated, and fuel funding would be held flat despite price volatility. Banked federal Section 5307 funds were projected to be exhausted in FY2028. Mr. Moore cautioned that limiting wage growth to two percent could further weaken recruitment and retention as operator pay fell behind comparable systems.
- **Scenario 2 - City Reduction (-1% from the FY2026 adopted budget).**
  The City of Lynchburg would retain the $1.3 million in additional funds, consisting of the $800,000 operating allocation and $500,000 consultant allocation, while TRIP funding would continue. Balancing the budget would eliminate approximately eight operator positions and one supervisor position, permanently eliminate Sunday service and Route 11 on weekdays and Saturdays, combine Routes 5 and 9, and reduce Route 9 frequency. Route 1B and Flex would be retained. Planned maintenance replacement programs would be eliminated. Building maintenance would be deferred. Customer amenities would be reduced through measures such as removing trash cans and reducing shelter and bench cleaning. A lower fuel budget would increase exposure to price volatility. Mr. Moore noted that some preventive-maintenance and amenity funding might be restored by ending evening service at 9:00 p.m. instead of 10:00 p.m. Banked federal Section 5307 funds were projected to be exhausted in FY2028.
- **Scenario 3 - City and TRIP Reduction (-3.8% from the FY2026 adopted budget).**
  The City would retain the $1.3 million in additional funds and TRIP support for Flex would end. This scenario included all Scenario 2 reductions and would eliminate approximately 13 operator positions and one supervisor position. GLTC would also be required to eliminate either Route 1B or the Flex service in its entirety. Sunday service and Route 11 would be permanently eliminated; Routes 5 and 9 would be combined with reduced Route 9 frequency; and maintenance and customer amenities would remain reduced. Banked federal Section 5307 funds were projected to be exhausted in FY2027, one year earlier than under Scenarios 1 and 2.

Mr. Moore advised that the Board may elect to proceed on the figures reflected in the publicly adopted budget, which shows the $800,000 transferring as operating revenue, but cautioned that no schedule exists for its release and that proceeding on that basis creates a risk of cash flow difficulty later in the year.

Greater Lynchburg Transit Company
Board Minutes
July 1st, 2026
8:30 AM – 10:30 AM

The Board discussed differing interpretations of the advance and the distinction between the advance, the GLTC reserve, and the FY2027 operating allocation. Members expressed concern about the absence of definitive written terms, the potential effect on local match and state and federal funding, and the service consequences for riders. Ms. Howe asked Ms. Braun to seek written City of Lynchburg support for the TRIP grant. Ms. Braun declined to make that request. Members agreed the FY2027 funding questions required direct written responses.

Ms. Sprouse made a motion for Mr. Moore to send a formal letter to the City of Lynchburg's Manager documenting GLTC's efforts to resolve the outstanding loan; requesting that the loan information be formally structured; explain GLTC's funding needs and the service impacts under each scenario with and without the DRPT TRIP grant; requesting written responses by July 10th, 2026, regarding both the proposed method for repaying the loan and the City's funding commitment for Fiscal Year 2027. Mr. Landergan and Mr. Hackman seconded the motion. The motion carried

The following direction was established by consensus pending formal action at the July 16th, 2026 Board Meeting:

- Mr. Moore will send a formal letter to the City of Lynchburg Manager documenting GLTC's prior efforts to resolve the operating advance, presenting feasible repayment or accounting options, requesting a written response to each option, and explaining the operating need and local-cost benefits associated with the TRIP grant.
- The letter will request a City of Lynchburg response by July 10th, 2026, so that GLTC staff and Board members have adequate time to review and develop options before the July 16th meeting.
- Until the July 16th review, GLTC will operate under the previously proposed FY2027 budget and will not make permanent service reductions.
- The Board will reconsider the final FY2027 operating budget, the three Finance Committee documents, the City's written responses, the TRIP grant, updated capital-contract amounts, and firmer health-insurance projections at the July 16th Board meeting.
- The Flex fare and proposed route-update presentation will remain postponed until the August Board meeting.

President's Report

Ms. Howe reported that she has requested documents from the City of Lynchburg to better understand its multimodal planning and longer-term intentions for GLTC. After a written request to discuss the matter went unanswered, she submitted a Freedom of Information Act request. GLTC has also requested additional records regarding the finances and operation of the reserve account including a prior withdrawal from that account. She emphasized the importance of clearly understanding both the Board's plan and the City's plan for the agency so they can be aligned and expressed hope that additional information about the scope of the related study would be available by the next meeting.

Adjournment

With no further comment, Ms. Howe asked for a motion to adjourn. Mr. Landergan made a motion to end the meeting. Ms. Sprouse and Mr. Hackman seconded the motion, and the meeting ended at 10:33 am.

Secretary/Treasurer

Next Meeting Dates

Next Board Meeting: August 5th, 2026, at 800 Kemper St. Lynchburg, VA 24501 @ 8:30 a.m.
Next Work Session Board Meeting: July 16th, 2026, at 800 Kemper St., Lynchburg, VA 24501 @ 8:30 a.m.

Greater Lynchburg Transit Company
Board Minutes
July 16th, 2026
8:30 AM – 10:30 AM

A meeting of the Board of Directors of Greater Lynchburg Transit Company was held on July 16th, 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; Brian Landergan via Zoom; Christopher Hackman; Andre Miller via Zoom; Mercedes Braun via Zoom
Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; Scott Poindexter; Donna Klein; Steve Overstreet
Guests: Emma Malinak of Cardinal News; Jaida Simone of WSET; Kyle Trissel of Department of Rail and Public Transportation
Absent: Gary Dupriest

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 Mr. Blanks, vote carried unanimously. Roll call was conducted by Mr. Poindexter and a quorum was confirmed.

APPROVAL OF MINUTES
No meeting minutes presented.

COMMITTEE REPORT

Ms. Howe reported that the recommendations remained before the Board unchanged. The recommendations are to approve three draft documents.

The three documents are intended as a basis for negotiation; they are not final executed instruments.

- **Fund Balance and Budgetary Reserve Policy.** This policy distinguishes GLTC's unrestricted operating fund balance — held and managed directly by GLTC — from the City-held Special Reserve Fund to Support Transit Operations, which is governed by the memorandum of understanding.
- **City-GLTC Memorandum of Understanding (Revised Draft).** The draft MOU supersedes the 2012 agreement prospectively, updating it to reflect the current scale of GLTC operations. The draft also preserves all historical claims and provides for a separate Reconciliation and Settlement Agreement.
- **City-GLTC Employee Transit Service Agreement.** The draft agreement places City employee ridership on a compensated, documented footing comparable to GLTC's agreements with other institutional partners such as CVCC.

Mr. Hackman motioned to approve the three documents and to present them to the City of Lynchburg. Mr. Landergan and Ms. Sprouse seconded the motion. The motion carried.

GENERAL MANAGER'S REPORT

Greater Lynchburg Transit Company
Board Minutes
July 16th, 2026
8:30 AM – 10:30 AM

No Report.
FINANCIALS / RIDERSHIP
No Report

PUBLIC COMMENT
No public comment made.

VOTING ITEMS

(1) FY-27 Proposed Budget

Mr. Moore presented the draft FY2027 appropriated operating budget. The proposed budget reflects an increase from the prior fiscal year and assumes that all anticipated funding sources will be received.

The revenue plan includes continued state support for Flex microtransit service, the Lynchburg Police Department officer program, and the Finance Intern position. Federal operating assistance is projected to decline from the prior year. Mr. Moore advised that GLTC continues to draw on federal funds at a rate exceeding its annual allocation and may deplete previously accumulated balances within the next several years unless additional funding is secured or expenses are reduced.

The budget also assumes increased City operating assistance. However, the availability of the additional funding had not been confirmed. The proposed budget further recognizes City-held funding for consultant services. Demand-response fare revenue is anticipated to increase based on updated service projections. Advertising revenue is expected to grow through expanded outreach and prospective partnerships. Revenue from the Central Virginia Community College Universal Pass agreement was adjusted to reflect current usage.

Employee fringe benefits remain the principal cost driver and are projected to increase significantly across all departments. Operating costs for fixed-route service, demand-response service, maintenance, and administration are all expected to increase. Administrative expenses include substantial increases in information technology costs, largely due to higher hosted-service expenses and changes involving longtime vendors.

Under the full-funding assumptions, the proposed budget would preserve scheduled service levels and support the resumption of Sunday service once sufficient operators have been hired. Mr. Moore stated that staff have pursued savings through expense reductions, vendor changes, and capitalization of eligible costs.

Capital project contracts from the Virginia Department of Rail and Public Transportation had not yet been distributed. Capital funding amounts and related approvals are expected to be presented to the Board at a later date.

TRIP GRANT

Greater Lynchburg Transit Company
Board Minutes
July 16th, 2026
8:30 AM – 10:30 AM

General Manager Moore explained that the TRIP grant is a multi-year, declining state-support program that requires an increasing local contribution over the life of the award. He advised that proposed changes to the DRPT program may require a written commitment from the City of Lynchburg before GLTC can apply.

The Board discussed whether GLTC should proceed with the grant application without a formal local funding commitment. Several members stressed the importance of pursuing available grant opportunities, citing the potential benefit to riders, operating revenue, and local operating costs. Those members expressed the view that GLTC should accept available funding and address future funding needs as they arise.

Board members expressed concern about accepting a multi-year obligation without a written commitment for the required local match. They noted that the local contribution would increase over time and that, without a formal commitment, GLTC could face difficulty meeting future obligations. These members supported delaying a final decision until the necessary local commitment could be secured.

Mr. Moore outlined potential service and staffing actions that may be necessary if anticipated state grant funding and additional local operating support are not available. He advised that the resulting budget shortfall would require substantial reductions to balance the operating budget.

Potential measures under consideration include:

- Permanent reduction or elimination of Sunday service.
- Reduction or elimination of Flex microtransit service; if continued without grant support, the service could operate at a substantially reduced level.
- Reductions in fixed-route service, including the possible elimination of routes.
- Reduced evening service hours.
- Elimination of vacant positions, including an open supervisory position.
- Suspension of additional operator hiring beyond the class scheduled to begin the following week, unless operational needs require otherwise.

Mr. Moore stated future hiring and vacant positions could be affected. He cautioned that significant service reductions could negatively affect GLTC's future performance measures and its eligibility or competitiveness for state and federal funding. He stated that, absent the anticipated funding, these actions may be necessary to maintain a balanced budget.

Ms. Sprouse made a motion to table any decision regarding the FY-27 Proposed Budget and TRIP Grant until the August 5th, 2026, Board Meeting. The motion was seconded by Mr. Hackman and Mr. Miller. Motion carried unanimously.

Greater Lynchburg Transit Company
Board Minutes
July 16th, 2026
8:30 AM – 10:30 AM

NEW BUSINESS

City of Lynchburg Correspondence and Operating Advance

Mr. Moore informed the Board that he sent two letters to the City of Lynchburg. One letter requested a written City position on support for the TRIP grant. A second letter set out the options proposed for resolving and accounting for an operating advance. A written response was requested for each item. The Board had initially requested a response by July 10th, 2026. Mr. Moore extended the date to July 15th, 2026. He stated that no written response had been received from the City of Lynchburg.

Freedom of Information Act Request and Reserve Documentation

Mr. Moore reported on GLTC's outstanding Freedom of Information Act request to the City of Lynchburg concerning records related to the proposed multimodal study and prior reserve transfers. Although the City had provided some materials, GLTC had not received all records identified as necessary to complete its review. Counsel for GLTC sent a follow-up letter specifying the outstanding documents. The City of Lynchburg has not produced the remaining records or formally requested an extension under the applicable statutory process. GLTC's counsel notified the City of Lynchburg Manager that GLTC was prepared to seek court action to compel production if the requested materials were not provided. The City of Lynchburg indicated that staff availability and document review had delayed its response.

Mr. Landergan made a motion to authorize outside counsel Mary Beth Nash, to continue pursuing the requested Freedom of Information Act records from the City of Lynchburg. The motion was seconded by Mr. Hackman and Mr. Miller. The motion carried unanimously.

President's Report

On June 22, 2026, a Freedom of Information Act (FOIA) request was sent to the City seeking records in an accessible format related to the proposed multimodal study and the $500,000 transferred out of GLTC reserves in 2020. As of this report, the City of Lynchburg has not complied with that request. I am currently working with attorney Mary Beth Nash to determine next steps, which may include follow-up correspondence to the City or further legal action to compel compliance. I will keep the Board updated as this progresses and will bring any recommendations for Board action or items necessary for the Board's attention to a future meeting as needed.

Adjournment

With no further comment, the meeting ended at 10:12 am.

Secretary/Treasurer

Greater Lynchburg Transit Company
Board Minutes
July 16th, 2026
8:30 AM – 10:30 AM

Next Meeting Dates

Next Board Meeting: August 5th, 2026, at 800 Kemper St. Lynchburg, VA 24501 @ 8:30 a.m.
Next Work Session Meeting: August 20th, 2026, at 800 Kemper St., Lynchburg, VA 24501@ 8:30 a.m.

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

July 29th, 2026

Re: June 2026 Financial Statements

Dear GLTC Board of Directors,

Attached are the financial statements for June 2026. We operated service normally for the month with the exception of several fare-free days due to weather. We did not operate Sunday Service in June.

Income:

Fixed Route revenue is up in June by 18%. Paratransit revenue was slightly over budget by 4%.

Non-operating revenue was significantly lower with no insurance payments. Advertising revenue is down this month significantly due to billing cycles but ended the year 54% higher than budgeted.

State operating assistance is lower than budgeted based on the closure of the microtransit demonstration grants with all of those funds expended. Federal Operating Assistance is under budget by 25% for the month and under 12% for the year.

Expenses:

Fixed Route Operator labor and overtime are under budget by 9% and 47% respectively. Other salaries are wages are 23% below budget also. PTS labor is up by 4% and overtime under by 80% for the month. IT for Fixed Route is above budget and PTS below budget We are continuing to experience increases in fixed-route IT costs as more usage shifts onto those components from our customer facing systems and hosting fee increases.

Maintenance wages are over budget by 9% due to extra work required for defective transmissions. Tires are under budget this month while fuel is currently just under budget. Maintenance IT is under budget for the month with our changeover to our newest version of our RTA maintenance software. Other Materials and Supplies are lower this month as well.

Administration wages and salaries over budget due to overtime for several positions and for increased training time. Fringe benefits for PTS, Maintenance, and Administration were over budget due to the higher costs this past year.

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IT expenses for Administration were over budget by 8% for the month. We will be reducing some IT expenses in FY27 with the transition to several new vendors and streamlining some product lines.

Overview:

Overall, we had a negative income of ($188,926) for the month and have a ($254,586) deficit for the fiscal year.

We were unable to pull an additional $95,230 in federal funds for the month and ~$400,000 for the year due to not having the required local funds to satisfy the federal match requirements. This is related to the reduction in the operating request for FY26 with the intention of joining the City of Lynchburg's health insurance program. When this did not occur, the local match contribution did not change while expenses increased by ~$420,000, resulting in an ~$800,000 loss of funding with an increase in expenses. Staff worked diligently to try to make up for this shortfall, but due to the compounding nature of local match funds, this was very difficult to overcome.

Anticipated Expenses:

Fuel prices and pricing for fuel surcharges are still volatile and will continue to be a possible risk for the near future.

We expect to have a fare free day in August due to the elections, and possibly some related to weather if there are any additional severe weather days.

Unanticipated Expenses:

We did not have any unanticipated expenses during this month.

Capital Projects:

We have started work on some security infrastructure projects and are continuing our customer amenities work deploying additional seating.

Sincerely,

Joshua A. Moore
General Manager

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

DRAFT INCOME STATEMENT

AS OF JUN 30, 2026

	MONTH TO DATE			YEAR TO DATE		
	FY2026 JUN ACTUAL	FY2026 JUN BUDGET	% VAR	FY2026 YTD ACTUAL	FY2026 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	$ 47,401	$ 40,083	18%	$ 510,099	$ 481,000	6%
DRT Passenger Revenue	3,260	3,125	4%	64,596	37,500	72%
Contracts (CVCC Access)	4,253	4,253	0%	51,036	51,036	0%
Non-Operating Revenue	1,870	5,417	-65%	42,134	65,000	-35%
Advertising Revenue	1,260	7,083	-82%	130,678	85,000	54%
City Operating Assistance	156,609	156,609	0%	1,879,308	1,879,308	0%
County Operating Assistance	7,631	7,631	0%	91,575	91,575	0%
State Operating Assistance	135,258	215,425	-37%	2,186,073	2,585,094	-15%
Federal Operating Assistance	301,355	400,854	-25%	4,248,745	4,810,253	-12%
TOTAL REVENUE	**$ 658,898**	**$ 840,481**	**-22%**	**$ 9,204,744**	**$ 10,085,766**	**-9%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 142,515	$ 157,201	-9%	$ 1,800,616	$ 1,886,416	-5%
Operator-Overtime	10,433	19,650	-47%	128,218	235,802	-46%
Other Salaries & Wages	35,509	45,900	-23%	509,113	550,805	-8%
Supervisors-Overtime	443	1,917	-77%	9,246	22,999	-60%
Fringe Benefits	119,208	112,184	6%	1,270,485	1,346,206	-6%
Information Technology	31,970	9,454	238%	248,907	113,442	119%
TOTAL FIXED ROUTE	**$ 340,078**	**$ 346,306**	**-2%**	**$ 3,966,584**	**$ 4,155,670**	**-5%**
DEMAND RESPONSE						
Operator Labor	$ 35,121	$ 33,796	4%	$ 428,826	$ 405,555	6%
Operator-Overtime-PTS	192	975	-80%	8,621	11,699	-26%
Other Salaries & Wages	10,165	10,918	-7%	131,403	131,012	0%
Fringe Benefits	28,509	23,152	23%	295,324	277,820	6%
Information Technology	3,943	4,634	-15%	54,005	55,609	-3%
TOTAL DEMAND RESPONSE	**$ 77,930**	**$ 73,475**	**6%**	**$ 918,178**	**$ 881,695**	**4%**
MAINTENANCE						
Other Salaries & Wages	$ 82,496	$ 75,416	9%	$ 912,851	$ 904,993	1%
Inspection&Maint,Srvc-Overtime	2,383	4,567	-48%	29,092	54,802	-47%
Fringe Benefits	52,088	41,799	25%	489,020	501,589	-3%
Fuel & Lubricants	70,360	75,017	-6%	617,165	900,201	-31%
Tires & Tubes	7,214	8,333	-13%	85,620	100,000	-14%
Information Technology	275	556	-51%	4,961	6,673	-26%
Other Materials & Supplies	33,308	37,083	-10%	316,585	445,000	-29%
TOTAL MAINTENANCE	**$ 248,125**	**$ 242,771**	**2%**	**$ 2,455,295**	**$ 2,913,258**	**-16%**
ADMINISTRATION						
Other Salaries & Wages	$ 51,918	$ 46,612	11%	$ 570,747	$ 559,338	2%
Fringe Benefits	31,810	22,012	45%	296,309	264,140	12%
Services	47,260	47,357	0%	581,782	568,283	2%
Utilities	14,973	21,650	-31%	224,761	259,803	-13%
Casualty & Liability Expenses	20,699	22,572	-8%	257,103	270,867	-5%
Information Technology	4,188	3,893	8%	52,440	46,712	12%
Bad Debt Expense	-	-	0%	-	-	100%
Other Materials & Supplies	6,597	7,167	-8%	72,439	86,000	-16%
Miscellaneous	4,243	6,667	-36%	63,692	80,000	-20%
TOTAL ADMINISTRATION	**$ 181,689**	**$ 177,929**	**2%**	**$ 2,119,272**	**$ 2,135,143**	**-1%**
TOTAL EXPENSES	**$ 847,822**	**$ 840,480**	**1%**	**$ 9,459,329**	**$ 10,085,766**	**-6%**
NET INCOME/(LOSS)	**$ (188,926)**	**$ -**	**-100%**	**$ (254,586)**	**$ -**	**-100%**

Central VA Transit Management Company Inc.
Draft Balance Sheet
Jun FY 2026

		FY 2026		FY 2025		Difference	%
ASSETS							
Cash	$	313,058	$	390,261	$	(77,203)	-20%
Cash Reserve - City of Lynchburg (BankoftheJames)	$	11,929	$	17,258	$	(5,328)	100%
Temporary Cash Investment	$	-		-		-	N/A
Cash - OPEB	$	-		-		-	N/A
OPEB - CASH -Bank of The James		100,000		100,000		-	100%
OPEB - ICS MMDA (SAV) ACCOUNT		159,891		156,640		3,250	100%
Working Funds		-		-		-	N/A
Working Funds - Transfer Center		75		75		-	0%
Working Funds - Greyhound		-		-		-	N/A
Accounts Receivable		250,012		767,914		(517,902)	-67%
Materials and Fuel		308,238		291,172		17,066	6%
TOTAL CURRENT ASSETS	$	1,143,202	$	1,723,320	$	(580,117)	-34%
Tangible Property	$	37,330	$	36,542	$	788	2%
Accumulated Depreciation		(25,417)		(22,376)		(3,040)	14%
NET FIXED ASSETS	$	11,914	$	14,166	$	(2,252)	-16%
Prepayments		59,802		46,343		13,459	29%
TOTAL ASSETS	$	1,214,918	$	1,783,829	$	(568,911)	-32%
LIABILITIES AND CAPITAL							
Accounts Payable - Trade	$	118,885		107,735	$	11,150	10%
City Operating Advance Payable		0		-		0	-100%
Wages Payable		138,395		117,133		21,262	18%
Other Payroll Liabilities		608,126		601,642		6,484	1%
Short Term Loan - City of Lynchburg		941,284		941,284		-	0%
Line of Credit		-		-		-	N/A
Advance Payments		(305,010)		-		(305,010)	N/A
TOTAL LIABILITIES		1,501,679		1,767,793		(266,114)	-15%
Accumulated Income/(Loss) Prior Years		-		-		-	0%
Restricted Reserve		-					N/A
Accumulated Income/(Loss) Current Year		(286,761)		(0)		(286,761)	61581365644099400%
TOTAL CAPITAL	$	(286,761)	$	(0)	$	(286,761)	
TOTAL LIABILITIES AND CAPITAL	$	1,214,918	$	1,767,793	$	(552,875)	-31%
	$	-	$	16,036.00			

GLTC Board Agenda Detail
Item Title: June 2026 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 down June 3.0% compared with the previous year and was up 15.58% from the previous month. Total ridership for the year was 703,465 which was 20,090 higher than the previous year.

Ridership:

Fixed Route and Flex ridership for the month of June was 57,392
Paratransit ridership for June was 1,596
Flex ridership for the month of June was 2,177
For FTA and NTD Ridership statistics, Fixed Route and Flex were previously reported together. Per NTD request, they are now being reported separately.

Service Impacts:

On-Time Performance was 77.4%

3.03% of the service was lost due to missed trips in June.

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

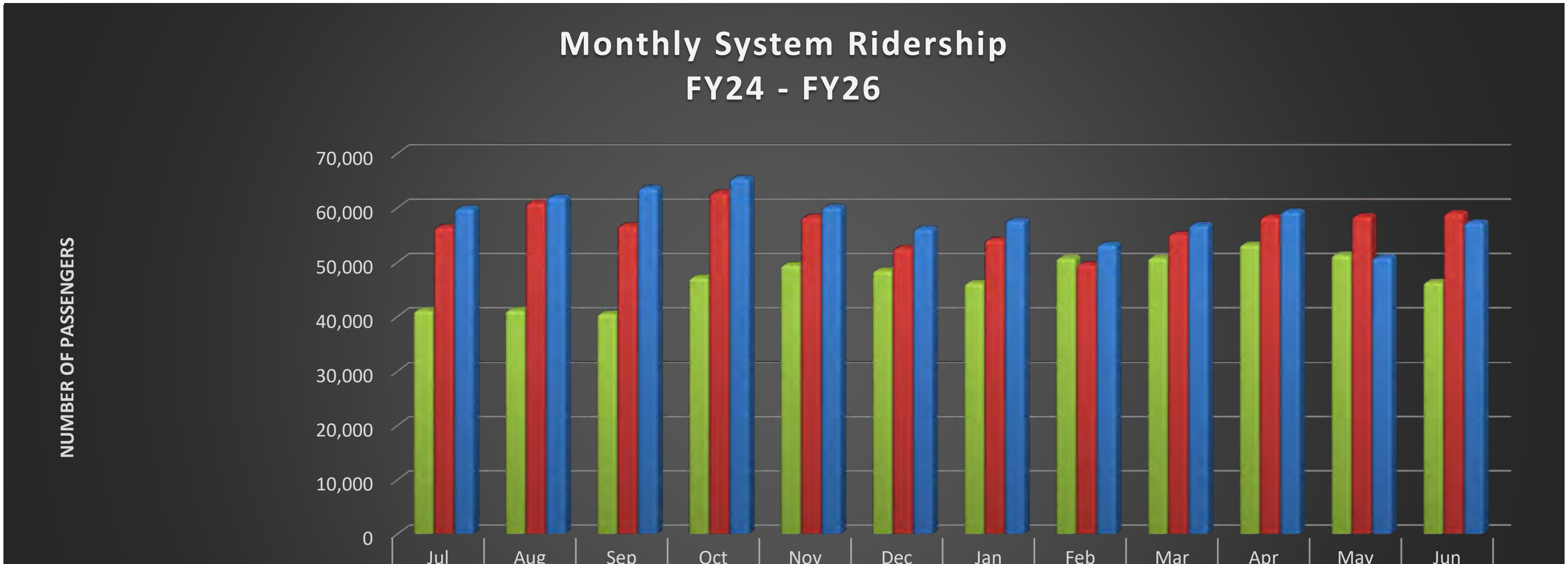
Route	1A	1B*	3A	3B	4	5	10	12X
On-time	79.0%	67.7%	84.4%	80.7%	75.2%	72.3%	81.0%	72.7%

*Primarily caused by the detour due to water line construction

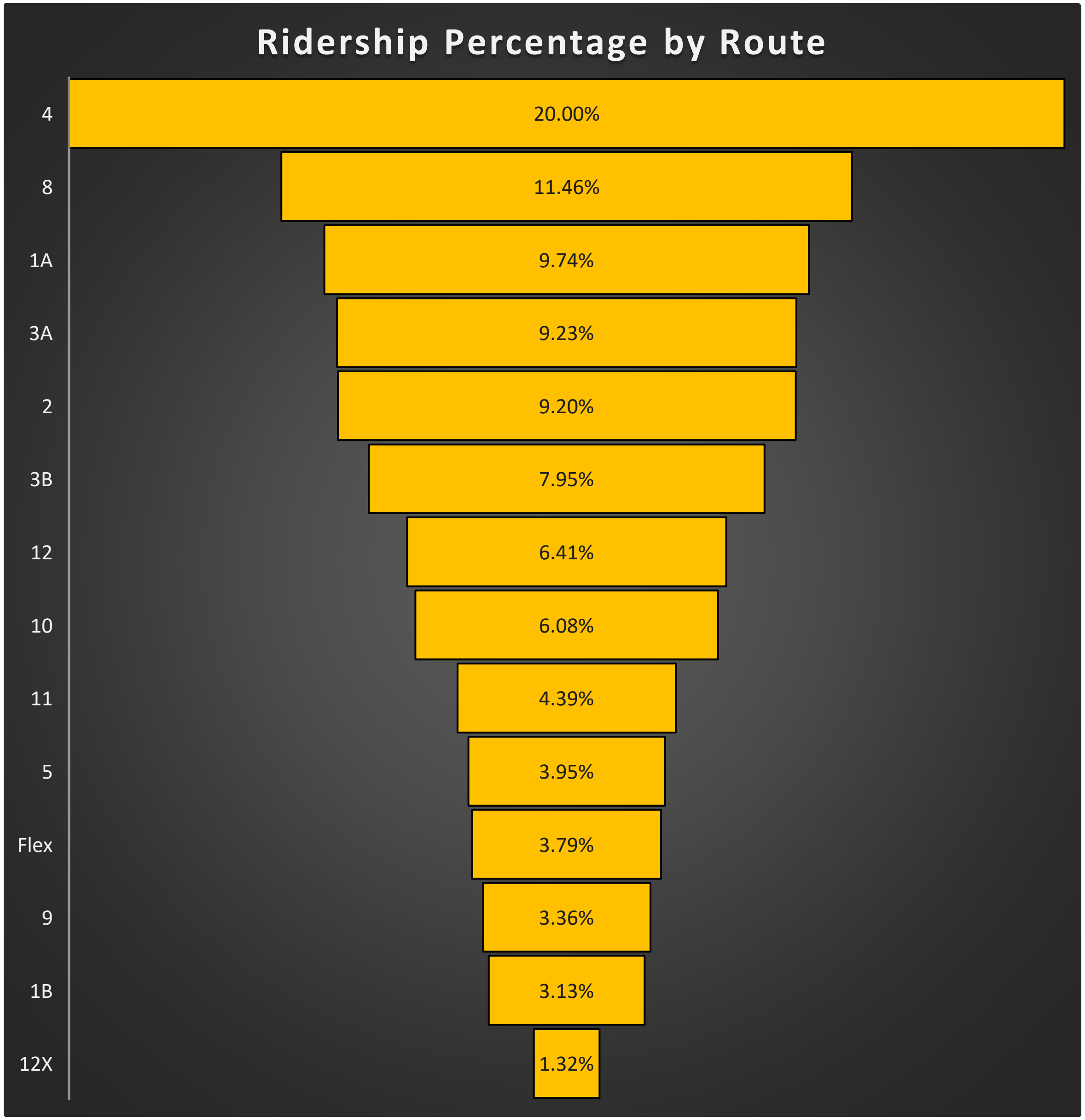
Maintenance:

Maintenance activities are reported as follows for June 2026:

- Total mileage for fixed route – 70,090
- Flex – 12,954
- Paratransit total mileage – 13,162
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 3.6%
- Road calls - 12

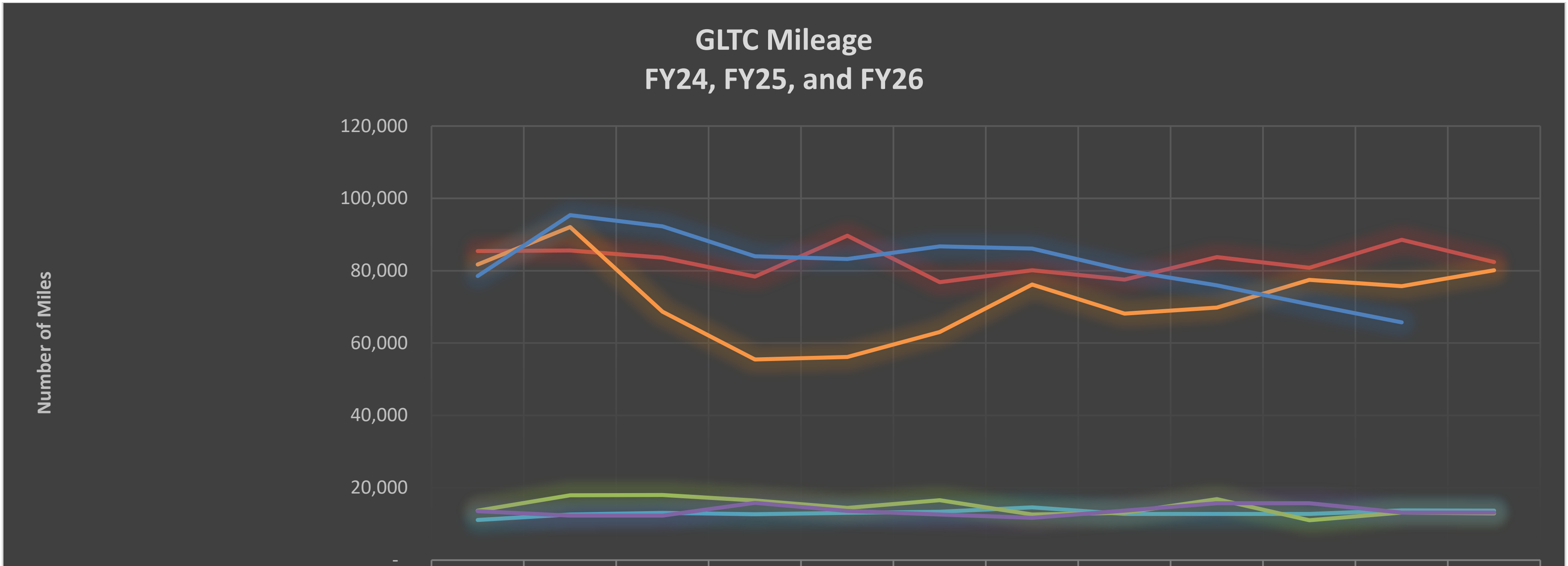


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Ridership 2023 - 2024 (FY '24)	41,237	41,289	40,641	47,281	49,620	48,580	46,285	50,881	50,914	53,337	51,452	46,464
Total Ridership 2024 - 2025 (FY '25)	56,529	61,013	56,818	62,839	58,422	52,667	54,173	49,648	55,238	58,370	58,540	59,118
Total Ridership 2025 - 2026 (FY '26)	59,971	62,011	63,703	65,516	60,240	56,288	57,734	53,324	56,958	59,410	50,918	57,392



Jun-26

Route	Ridership	Percentage
4	11,478	20.00%
8	6,579	11.46%
1A	5,588	9.74%
3A	5,295	9.23%
2	5,278	9.20%
3B	4,561	7.95%
12	3,679	6.41%
10	3,488	6.08%
11	2,518	4.39%
5	2,266	3.95%
Flex	2,177	3.79%
9	1,930	3.36%
1B	1,796	3.13%
12X	759	1.32%
Total	**57,392**	**100.00%**



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	68,153	69,846	77,508	75,717	80,113
Fixed Route Mileage 2025-2026 (FY-26)	78,508	95,371	92,279	84,011	83,222	86,741	86,118	80,155	75,991	70,695	65,733	
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	13,050	16,864	11,028	13,119	12,899
Paratransit Mileage 2025-2026 (FY-26)	13,517	12,279	12,335	15,837	13,574	12,609	11,704	13,692	15,744	15,737	13,143	13,162

Maintenance Performance
FY24, FY25, and FY26

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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%	90%	90%	85%	80%	80%
On Time Performance FY'26 (FTA Requires 80%)	90%	85%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
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%	1.68%	1.65%	1.75%	1.78%	1.86%
Fleet Downtime FY'26 (Industry Average 5%)	1.65%	1.76%	1.65%	1.70%	1.68%	1.70%	1.72%	1.70%	1.83%	1.82%	2.26%	3.60%

The following Public Transportation Agency Safety Plan was approved by the Board of Directors on August 5th, 2026.

APPENDIX A: GREATER LYNCHBURG TRANSIT COMPANY (GLTC)

A1 ABOUT GLTC

Greater Lynchburg Transit Company (GLTC) is a public transportation agency providing service primarily within the City of Lynchburg, with limited service in neighboring Madison Heights and Campbell County. There are 14 fixed routes, plus paratransit service. GLTC is governed by a Board of Directors, primarily consisting of political appointees. GLTC utilizes a Management Contractor (MC), Transdev, to operate and maintain the GLTC system. The MC employs the General Manager (GM) and Assistant General Manager (AGM). The MC's wholly-owned subsidiary, Central Virginia Transit Management Company, employs the balance of GLTC, including all other managers and front-line employees.

GLTC is based at the Operations & Maintenance Facility (O&M), located at 419 Bradley Drive in Lynchburg. The O&M is the site of all fleet storage, maintenance, and GLTC administrative offices. The O&M is also the only GLTC operating base, with a dispatch center and employee breakroom. GLTC also owns and operates the Transfer Station, located at 800 Kemper Street in Lynchburg, across from the Lynchburg Amtrak station. The Transfer Station includes a large bus transfer facility, with capacity for all GLTC routes to converge simultaneously. There is also a small two-story building on the site with a passenger waiting area, customer service office, and boardroom.

GLTC's fleet includes mostly Gillig transit buses (40, 35, and 30 feet in length), as well as a single New Flyer 35 foot bus. GLTC also operates 13 cutaway buses for paratransit service and five ADA-accessible minivans for microtransit service.

GLTC Fleet

- Gillig 40 foot buses
- Gillig 35 foot buses
- Gillig 30 foot buses
- New Flyer 35 foot bus
- Chevy cutaway paratransit van
- ADA-accessible minivan

A2 REVISION HISTORY – GLTC

Each year, GLTC will be required to work with DRPT to review and revise its portion of the Statewide PTASP. DRPT will work with each agency to initiate this process prior to release of a new revision of the Plan. The following table shows the history of revisions solely for GLTC's PTASP sections.

Table F-1: Revision Table

Version	Notes
Rev. 0	Initial PTASP developed for all required bus agencies

A3 SAFETY MANAGEMENT POLICY

A3.1 SAFETY POLICY STATEMENT

Safety is a core value of GLTC. GLTC is committed to providing safe, reliable transit service to the City of Lynchburg and surrounding communities, and to developing and implementing the structures, roles, and responsibilities, and providing the resources needed to effectively manage safety risk using the principles of Safety Management Systems (SMS).

This Public Transportation Agency Safety Plan (PTASP) is written in accordance with the requirements set forth by 49 CFR Part 673, the National Public Transportation Safety Plan, and the Commonwealth of Virginia. This PTASP defines the authorities, accountabilities and responsibilities, as well as the safety management roles and responsibilities for key GLTC staff. All GLTC employees are held accountable for the overall safety performance of GLTC, and for carrying out their individual safety roles and responsibilities. With the execution of this PTASP, GLTC managers and employees are accountable and responsible for the delivery of the highest achievable levels of safety performance.

GLTC will establish a culture of safety among its managers and employees, such that safety is at the core of all operational and administrative decisions and actions. GLTC passengers can count on the organization to provide safe and reliable service.

GLTC employees must meet or exceed the minimum thresholds and requirements set forth in all agency plans, policies, and procedures. GLTC will also meet or exceed all local, state and federal regulations and requirements related to the safety of the transit system.

To achieve these safety goals, GLTC has established measurable safety performance targets, outlined in this PTASP, in accordance with the National Public Transportation Safety Plan. Using the SMMS processes described in this PTASP, GLTC will continually measure and assess the achievement of its safety performance targets through its Safety Management Policies, Safety Risk Management processes, Safety Assurance activities, and Safety Promotion, including, but not limited to:

- Ensuring constant communication and awareness of GLTC's safety policies throughout the organization
- Clearly defining the safety roles, responsibilities, and accountabilities of GLTC employees
- Communicating safety policies and safety information throughout the organization
- Identifying, analyzing, and mitigating safety risks
- Measuring and monitoring safety performance
- Providing employees with key safety competencies and training
- Providing all employees with the ability to identify and report safety concerns

As the General Manager, I am the Accountable Executive and have ultimate authority and responsibility for the safety of GLTC. With this plan, all GLTC employees are hereby accountable and responsible for the implementation of all of the SMS activities described herein.

August 5th, 2026

Joshua A. Moore
General Manager

Date:

Cameron Howe
President, GLTC Board of Directors

Date:

A3.2 SAFETY GOALS, OBJECTIVES, AND TARGETS

GLTC has established the following measurable Safety Performance Targets as a benchmark for the overall safety performance of the agency. The activities used to measure the achievement of these targets generally include information collected and provided to the National Transit Database (NTD).

Table F-2: GLTC Safety Performance Targets

	Fatalities (total number of reportable fatalities per year)	Fatalities (rate per total vehicle revenue miles by mode)	Injuries (total number of reportable injuries per year)	Injuries (rate per total vehicle revenue miles by mode)	Safety events (total number of safety events per year)	Safety events (rate per total vehicle revenue miles by mode)	Distance between Major Failures	Distance between Minor Failures
Fixed Route	0	0	5	Less than .5 injuries per 100,000 vehicle revenue miles	11	Less than 1 reportable event per 100,000 vehicle revenue miles	15,000 miles	3,200 miles
Paratransit/ Demand Response	0	0	1	Less than .75 injuries per 100,000 vehicle revenue miles	2	Less than 1.5 reportable event per 100,000 vehicle revenue miles	65,000 miles	10,000 miles

NTD defines the above categories as follows:

Reportable Event (Major)

A safety or security event occurring on a transit right-of-way or infrastructure, at a transit revenue facility, or at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding $25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

Non-Major Summary Incident/Event (Minor)

Less severe incidents or events that do not meet the requirements of Reportable Events listed above, such as:

- Other injuries or safety occurrences not otherwise classified
- Fires

Major Mechanical System Failures

NTD defines these as failures that limit actual vehicle movement or create safety issues, including but not limited to:

- Brakes
- Doors
- Engine cooling systems
- Steering, axles, and suspension

Minor Mechanical System Failures

Minor failures could include some other mechanical element of a revenue vehicle not caused by a collision, natural disaster, or vandalism, but, because of GLTC policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service, such as, but not limited to:

- Fareboxes
- Wheelchair lifts
- Heating, ventilation, and air conditioning (HVAC) systems

GLTC may elect to add additional measurable safety performance targets in the future, depending on data trends collected through its Safety Assurance and Safety Risk Management activities. The GM is responsible for ensuring that GLTC employees are performing the SMS activities needed to collect and analyze the safety data needed to measure safety performance, and for periodically reporting on the agency's safety performance to the Board of Directors. The GM is responsible for working with GLTC management to periodically evaluate the safety performance targets and determining whether they require revision, alongside all of the other SMS processes as part of the annual PTASP review and revision process, alongside DRPT.

Working with DRPT, GLTC is responsible for annually providing its Safety Performance Targets to the Central Virginia Metropolitan Planning Organization (CVMPO) to help aid in the transportation planning process. DRPT will coordinate with CVMPO and GLTC in the selection of GLTC's safety performance targets.

A3.3 EMPLOYEE SAFETY REPORTING

GLTC employees have the ability to report safety issues to their Supervisor or Manager, during front-line meetings, as well as though completing an incident form. Safety is a regular agenda item during employee meetings. GLTC managers work together to help employees feel comfortable communicating their safety concerns formally and informally, and no punitive action shall be taken against a GLTC employee for reporting a safety concern except those that are in clear violation of existing GLTC policies and procedures as described in the Employee Handbook.

The GM or their designee is responsible for determining whether discipline is required for employees on a case-by-case basis, in accordance with GLTC's Employee Handbook and Collective Bargaining Agreement with Amalgamated Transit Union Local 1493 and any disciplinary decisions are kept in employee personnel files.

A3.4 SAFETY POLICY COMMUNICATION

It is the policy of GLTC to communicate the safety policies in this PTASP with all affected employees. The GM or their designee is responsible for ensuring that GLTC safety policies are disseminated through training, formal and informal meetings, and verbal and written communication with employees. GLTC's Safety Policy will be provided to every new employee alongside printed training materials. GLTC employees will have access to the complete PTASP in both hard copy and electronically.

The GM is responsible for working every day with the AGM, Transportation Manager, Maintenance Manager, and other GLTC managers to communicate GLTC safety policies and procedures to transportation and maintenance front-line employees through formal and informal meetings and other communications. The Transportation Manager holds periodic safety discussions with fixed-route and paratransit Operators, as well as Supervisors and Dispatchers.

A3.5 SAFETY ACCOUNTABILITIES AND RESPONSIBILITIES

General Manager. The GM is GLTC's Accountable Executive. The GM is responsible for overseeing the implementation of GLTC's SMS and for maintaining safe working conditions and practices for all GLTC employees. The GM holds GLTC employees accountable for safety performance, and for fulfilling their respective safety roles and responsibilities. In accordance with 49 CFR Part 673.23(d), the GM has the authority and responsibility to allocate the human and capital resources within GLTC needed to implement the SMS and to address safety risks.

Overall, the GM is responsible for the following:

- Communicating safety performance information to employees and to the GLTC Board of Directors
- Maintaining relationships with other local and state agencies, including first responder agencies and emergency managers for the City of Lynchburg, Bedford County, and other agencies as appropriate.
- Ensuring local emergency response personnel are notified of safety events requiring outside assistance
- Ensuring that GLTC's PTASP is updated annually in coordination with DRPT
- Ensuring that GLTC employees fully understand their safety roles and responsibilities
- Instilling a culture of safety throughout the organization

Assistant General Manager. The AGM works closely with the GM and is responsible for completing special projects and assignments, such as:

- Performing miscellaneous management tasks on an interim basis during position vacancies
- Collecting, synthesizing, and disseminating safety information throughout the GLTC organization

- Working with GLTC's insurer, Virginia Transit Liability Pool (VLTP), to obtain regular reports on safety and loss performance
- Developing and publishing a monthly newsletter for GLTC employees, including safety information

Transportation Manager. The Transportation Manager oversees all fixed-route and paratransit operations, supervision, and dispatching. The Transportation Manager is designated as the GLTC Chief Safety Officer and is responsible for the overall day-to-day implementation of the GLTC SMS. The Transportation Manager has completed the Transportation Safety Institute (TSI) certificate in transit safety and security.

The Transportation Manager oversees all fixed-route and paratransit operations, including operators, supervisors, and dispatchers. All transportation employees are responsible for understanding their SMS responsibilities, including Safety Risk Management and Safety Assurance activities.

Supervisors/Dispatchers. GLTC Supervisors/Dispatchers are cross-trained to perform both dispatch and street supervision of bus operations. Supervisors are responsible for leading on-scene accident investigation activities and for completing associated investigation reports. Supervisors help manage the safety-critical operations at the Transfer Station multiple times per hour, and routinely observe Operators to manage and enforce operating rule compliance. In the dispatch role, Supervisors are in direct contact with local police, fire, and emergency medical services (EMS), and are responsible for clear and compliant radio communications. Supervisors are trained in "reasonable suspicion" in accordance with 49 CFR Part 655 and are responsible for assessing the fitness for duty of Operators as they report for their shifts at the dispatch window. **Paratransit Dispatchers** are dedicated solely to dispatching paratransit service.

Fixed Route Operators. GLTC Fixed Route Operators are responsible for exercising maximum care and good judgment at all times while driving GLTC vehicles, and for following all GLTC rules and procedures in the execution of their duties. Operators must maintain and have in their possession a valid Commercial Driver's License (CDL) with the appropriate endorsement for carrying passengers, as required by law at all times while operating GLTC vehicles. Operators must also maintain and have in their possession a valid Department of Transportation medical examiner's certificate, as required by law or regulation, at all times while operating a GLTC vehicle. Other duties include, but are not limited to, reporting safety hazards and accidents to Dispatch, completing incident reports, conducting pre-trip inspections, and attending employee meetings. **Paratransit Operators'** duties and responsibilities mirror those of Fixed-Route Operators, with separate procedures specific to paratransit operations.

Maintenance Manager. The Maintenance Manager is responsible for the maintenance and reliability of GLTC's fleet, including overseeing the Maintenance Technicians, Foremen, Utility Persons, and Parts Clerk. **All Maintenance personnel** are responsible for completing required safety training and for fulfilling their delegated safety and SMS responsibilities. This includes adherence to all required **preventive** maintenance and inspection activities specified in GLTC maintenance plans, policies, and procedures.

Manager of Administration and Human Resources. The Manager of Administration and Human Resources is responsible for maintaining employee personnel files, including any records of disciplinary action in accordance with the current Collective Bargaining Agreement. This individual is also responsible for administering the Drug and Alcohol program. Human Resources also oversees Customer Service Representatives, who are responsible for communicating relevant safety information to GLTC managers for evaluation and action, as appropriate, as part of the SMS.

Customer Experience & Marketing Manager. This individual works with a Marketing Specialist, and together they are responsible for working with other GLTC managers to help disseminate important safety information to GLTC riders.

Finance and Grants Manager. The Finance and Grants Manager oversees the GLTC procurement process and is responsible for working with GLTC managers to ensure that safety is adequately incorporated into the process for procuring new goods and services (such as the specifications of new vehicles for the GLTC fleet).

All GLTC personnel are responsible for performing key SMS activities, including, but not limited to, immediately reporting safety hazards to their immediate supervisor, the Transportation Manager, or other GLTC management. All GLTC personnel must also complete all training required for the safe performance of their duties, attend safety meetings as required, and perform their duties in a safe manner. As needed, GLTC employees may be asked to participate in emergency preparedness drills and exercises in coordination with external first responders and other agencies.

A3.6 SAFETY MEETINGS

GLTC holds monthly leadership meetings involving upper management and Supervisors. Safety performance is a regular and ongoing discussion topic during these meetings. The Transportation Manager and Maintenance Manager each hold regular informal meetings with their supervisory and front-line employees. These meetings are an opportunity for GLTC employees to identify and discuss safety concerns with management, and for management to convey safety information to employees.

A3.7 DOCUMENTATION AND RECORDKEEPING

GLTC safety is governed by this PTASP as well as several referenced standalone documents. This includes:

GLTC Substance Abuse – Drug and Alcohol Policy. This document describes the drug and alcohol testing program and requirements for GLTC's Safety-Sensitive employees, in accordance with 49 CFR Parts 40 and 655.

GLTC Maintenance Policies and Procedures Manual. This document describes maintenance requirements for GLTC vehicles and equipment, including maintenance schedules and intervals.

GLTC/CVTMCI Employee Handbook/Personnel Policies & Procedures. This document contains key safety policies and procedures for GLTC employees, including but not limited to, electronic communications, standards of conduct, ethical and legal business practices, and security/emergency procedures.

GLTC records developed and maintained by the agency to document the SMS and to measure its effectiveness are described in the Safety Risk Management and Safety Assurance sections below, and generally include accident and incident reports, pre-trip inspections, drug and alcohol testing records, training records, operator observations, maintenance work orders, safety performance reports and presentations, and logs used to track safety events and safety hazards. GLTC must comply with all relevant GLTC and other local, state, and federal records management requirements. The AGM or their designee is responsible for the maintenance of all documents and records developed in the implementation of the SMS. At a minimum, GLTC retains all records related to the implementation of the SMS for a minimum of three years. All such documentation will be made available upon request to the FTA, DRPT, or any other entities having jurisdiction.

A4 SAFETY RISK MANAGEMENT

This section of the PTASP establishes formal processes for the identification, analysis, and mitigation of safety hazards. Safety hazards are any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, vehicles, or infrastructure of a public transportation system; or damage to the environment.

A4.1 HAZARD IDENTIFICATION

GLTC employees identify safety hazards using a variety of methods, including but not necessarily limited to:

- Operator reports to Supervisors/Dispatchers
- Near-miss reporting by Operators
- Formal and informal meetings facilitated by Transportation and Maintenance
- Operator pre-trip inspections
- Maintenance technician reports to Foremen or the Maintenance Manager
- Facility and equipment inspections performed by the Maintenance Manager or their designee
- Customer service complaints
- GLTC’s Customer Advisory Committee
- Random monitoring of Operators by Supervisors and the Transportation Manager
- Discussions during formal and informal meetings

Individual department managers are responsible for regularly monitoring these sources of hazard data to determine whether safety hazards require further action or analysis. The Transportation Manager, in their capacity as CSO, is responsible for working with Transportation, Maintenance, and other GLTC departments and regularly monitoring each of the above sources of safety data, and for systematically tracking these data using a log or database. The Transportation Manager or their designee is also responsible for direct observation and identification of safety hazards throughout the GLTC system, such as through compliance checks and facility safety inspections.

As appropriate, GLTC will incorporate any relevant safety data provided by local, state, and federal oversight and regulatory bodies into the safety risk management process.

A4.2 HAZARD ANALYSIS AND EVALUATION

GLTC analyzes and evaluates potential safety hazards identified through the above-listed information sources using a variety of methods:

- During leadership meetings, department managers and supervisors have the opportunity to discuss and evaluate safety hazards.
- During formal and informal employee meetings held by individual departments, front-line employees have the opportunity to discuss and review safety hazards with management.
- Individual department managers are responsible for continually monitoring the sources of safety data under their respective authority and responsibility, and for using the principles of Safety Risk Management to help evaluate and prioritize the mitigation of those safety hazards.
- The Transportation Manager, in their capacity as CSO, is responsible for the compilation of reports on safety performance, including accidents and incidents, and for disseminating information on safety hazards to GLTC leadership and other department managers.
- The Transportation Director is responsible for working closely with the Supervisors to review and evaluate potential safety hazards in accordance with Safety Risk Management principles.

GLTC is committed to the analysis and evaluation of hazards for the purpose of prioritizing the management and mitigation of safety risk. GLTC management is responsible for receiving and evaluating hazards based on severity and probability through a formal hazard analysis process. GLTC will use a hazard assessment process based on Military Standard 882E to evaluate identified hazards as described in the DRPT PTASP section 3.1: Safety Risk Management Processes. See more detail on the process for rating hazards for all small transit providers covered by the DRPT PTASP in section 3.1 of the Statewide PTASP introduction.

GLTC's leadership team, including the GM, AGM, Transportation Manager, Maintenance Manager, and others as needed, are responsible for the review of all unacceptable hazards. Through leadership meetings as well as formal and informal employee meetings, GLTC managers are responsible for overseeing the development and implementation of mitigations for such unacceptable hazards. GLTC managers have the discretion to prioritize hazards of a lower risk and determine if mitigation is needed. All such decisions are documented in meeting minutes, tracking logs, or other means deemed appropriate by GLTC management for posterity. All such documentation must be maintained in accordance with GLTC's requirements for SMS-related document retention.

A4.3 SAFETY RISK MITIGATIONS

GLTC's safety risk mitigation strategies include the development of corrective or preventive actions to help reduce the likelihood that safety hazards will reappear in the future. The GM, AGM, Transportation Manager, Maintenance Manager, and other GLTC employees are responsible for working together to develop and implement such mitigations. GLTC management is responsible for obtaining relevant input and feedback from Supervisors, Foremen, frontline employees, and outside experts as necessary in the creation of mitigations. GLTC uses the leadership meetings as a forum for discussion and documentation of such mitigations.

A4.4 HAZARD TRACKING AND RECORDKEEPING

The Transportation Manager or their designee is responsible for the documentation, tracking, and monitoring of safety hazards and any associated mitigations or corrective actions. The primary tracking mechanism for hazards and their associated mitigations is a spreadsheet that serves as a central repository of information that captures, at a minimum, the following information:

- Date of identification or discovery of the safety hazard
- Source of the information
- Brief description of the hazard
- Potential Consequence
- Description of any associated mitigations or corrective actions to address the hazard
- Person(s) responsible for implementation of the mitigation
- Current status

This spreadsheet also captures information related to mitigations developed to address the results of event investigations, inspections, and audits. The Transportation Manager or their designee is responsible for the regular, ongoing maintenance and update of this spreadsheet. A sample Risk Register for tracking hazards has been included in the DRPT PTASP section 3.2: Safety Risk Register.

The Transportation Manager is responsible for working with GLTC leadership and managers to regularly evaluate the safety mitigations and their effectiveness and to consider alternative approaches as needed.

A5 SAFETY ASSURANCE

A5.1 SAFETY PERFORMANCE MONITORING

GLTC uses a variety of formal and informal processes to monitor and measure safety performance, both proactively and reactively. GLTC leadership and management regularly work together to monitor safety performance through leadership meetings, employee meetings, investigations, and frequent, ongoing conversations with supervisory and front-line employees. Individual department managers are responsible for regularly reviewing and monitoring safety-related information that is produced by their respective departments and employees. Department managers are also responsible for reviewing safety-related data for potential safety hazards, and for evaluating those hazards to determine whether mitigation is needed. Department managers are responsible for communicating information regarding safety performance with GLTC leadership, including the GM and AGM, and with other affected departments through meetings and reports.

A5.1.1 GLTC TRANSPORTATION

Supervisors are responsible for continually evaluating the safety performance of GLTC Operators. Supervisors and the Transportation Manager are responsible for completing Fixed Route Driver Observation Reports and Paratransit Driver Observation Reports. The Transportation Manager or their designee is responsible for keeping and maintaining a log of Observation Reports.

Any rule violations must be documented in the reports. The Transportation Manager reviews all Observation Reports and determines whether follow-up is needed with individual employees, or whether there are trends or patterns suggesting more systemic safety issues. In such cases, the Transportation Manager or their designee is responsible for evaluating potential alternative mitigations, such as training or re-training, review or update of policies, procedures, or training programs, or addressing physical or operational issues. Some mitigations may require input or actions by external entities, such as the City of Lynchburg (for example, street markings or stripes, or traffic signal timing or visibility).

During dispatch shifts, Supervisors continually monitor radio traffic and immediately alert the Transportation Manager and GLTC leadership if there is a safety event.

Operators are responsible for completing pre-trip inspection forms before beginning their routes, and for providing the completed forms to Dispatch. All safety-related maintenance issues must be immediately reported to the Maintenance Manager for action.

A5.1.2 MAINTENANCE

The Maintenance Manager is responsible for the overall maintenance of GLTC facilities, equipment, and vehicles. The GLTC Maintenance Policies and Procedures Manual governs all GLTC maintenance activities, including work scheduling, preventive maintenance, general repairs, servicing and cleaning, tires, building and grounds, unit rebuild procedures, and storeroom management. The Maintenance Manager or their designee is responsible for regularly reviewing and monitoring GLTC inspection and maintenance activities for the purpose of monitoring safety performance and evaluating potential safety hazards. The Maintenance Manager reviews all completed pre-trip inspections, inspection checklists completed by Maintenance Technicians, and maintenance work orders. The Maintenance Manager or their designee is responsible for communicating any safety hazards identified through the maintenance process to front-line maintenance employees during informal employee meetings, and during GLTC leadership meetings. The Maintenance Manager is also responsible for performing periodic inspections of GLTC facilities and for documenting any safety hazards requiring repair or mitigation.

A5.2 OTHER SAFETY PERFORMANCE MONITORING ACTIVITIES AND DATA COLLECTION

GLTC administers a United States Department of Transportation (USDOT) compliant drug and alcohol testing program. The HR Manager is responsible for the administration of the program, including working with GLTC's collection vendor to facilitate all types of testing, including pre-employment, random, post-accident, return-to-duty, and follow-up testing. The HR Manager or their designee is also responsible for the administration of required drug and alcohol awareness training to covered employees, as well as training in reasonable suspicion to supervisory staff. GLTC's drug and alcohol testing program is described in detail in the GLTC Substance Abuse – Drug and Alcohol Policy.

GLTC's insurance company, Virginia Transit Liability Pool (VTLP) regularly assesses and evaluates GLTC safety performance from a loss prevention perspective. VTLP provides reports to GLTC leadership on safety events and injuries. The AGM is responsible for working with VTLP and facilitating their assessments and reporting.

The AGM or their designee is responsible for reporting safety events and other safety-related data, as required, to the National Transit Database, in consultation with relevant GLTC managers.

A5.3 PROCESS EVALUATION

As the CSO, the Transportation Manager is responsible for working with individual department managers or their designees to ensure that they are regularly evaluating safety performance and the effectiveness of any safety mitigations put in place. The managers are responsible for evaluating alternative mitigations or approaches in the event they determine that a given mitigation is ineffective.

The Transportation Manager is also responsible for regularly monitoring the effectiveness of GLTC's employee safety reporting program. This includes, but is not necessarily limited to, the effective use of incident reporting, and the level and quality of information provided by front-line employees during meetings. The Transportation Manager will work with other GLTC managers and leadership as needed to evaluate any needed changes to the employee safety reporting program.

A5.4 EVENT INVESTIGATIONS

GLTC has a formal process for the investigation of safety events, including accidents and near misses. The investigation process is detailed in written investigation procedures. The Transportation Manager, as well as all GLTC Supervisors, have completed the TSI Bus Accident Investigation training course, and GLTC aims to ensure that any future Supervisors will also complete such training.

Supervisors are responsible for initially reporting to the scene of a safety event; depending upon the severity of the event, the Transportation Manager, AGM, or GM may also respond to the scene to conduct investigation activities.

Investigations are documented in formal reports. Supervisors complete initial reports, with input from Operators as appropriate. All investigation reports must be reviewed by the Transportation Manager, who is responsible for determining preventability. The Transportation Manager will issue a formal letter to an Operator involved in a preventable accident, documenting the causal factors. GLTC maintains a folder on its V: drive devoted to accident investigation documentation, including reports, photos, and video, as applicable and appropriate. The Transportation Manager or their designee is responsible for logging all safety events into a spreadsheet that includes, but is not limited to, the following information:

- Date of event
- Vehicle number
- Location
- Description/damage
- Whether EMS was needed

The Transportation Manager is responsible for working with other GLTC managers, including the AGM, to coordinate with GLTC's insurance and risk management to ensure the provision of relevant investigation information. The insurance carrier, VLTP, produces reports for GLTC documenting injuries and damage from accidents and other safety events.

A6 SAFETY PROMOTION

A6.1 SAFETY COMMUNICATION

GLTC uses a variety of methods to communicate safety information to ensure that all employees are aware of the Safety Management Policy, safety performance, as well as the processes, activities, and tools that are relevant to their responsibilities. The agency's safety policies and other information related to employee safety and SMS responsibilities are provided to each new GLTC employee upon hiring. This PTASP and any referenced plans, policies, and procedures are available to all affected employees digitally or in hard copy.

Individual department managers, or their designees, are responsible for posting safety-related bulletins and other messages in areas visible to front-line employees, such as the employee break room. If necessary, management will ensure that safety-related materials are directly distributed to individual employees. Managers may require employees to acknowledge, in writing, their receipt and understanding of safety-related information.

A6.1.1 COMPETENCIES AND TRAINING

GLTC has formal processes in place to ensure that employees receive the appropriate competencies and training to safely perform their duties and continues to evaluate its training needs including formal refresher training. GLTC has minimum training requirements for its safety-critical employees, particularly Operators and Maintenance Technicians.

For Operators, GLTC prefers candidates who already possess a CDL with a Passenger endorsement, but has the ability to provide CDL training to new employees if needed. The Operator training program typically lasts 4-6 weeks, depending on the aptitude of the individual, and includes both classroom and behind-the-wheel training. The Transportation Manager is responsible for ensuring the completion of all required training for both Fixed-Route and Paratransit Operators. The Transportation Manager, along with designated Supervisors and other GLTC managers, directly administers the training to student Operators. GLTC uses Transit and Paratransit Company (TAPTCO) training workbooks and modules to facilitate Operator training, and all employees are provided copies of these workbooks. At a minimum, each student must undergo 80 hours of classroom training, behind the wheel training with a Supervisor, as well as a senior Operator who will monitor the student in revenue operations. All GLTC operators are required to have completed training checklists in their files, including a signature from the Training Supervisor that the training has been successfully completed. Operators are subject to a minimum annual evaluation, plus any remedial training or performance monitoring, as needed and determined by the Transportation Manager or their designee. These observations evaluate the following:

- Pre-trip inspections
- Acceleration, braking, and stopping distances
- Lane use, lane changes, signals and turns
- Intersections, curves and hills
- Wheelchair operation

Supervisor training is performed on-the-job, including both dispatch and field supervision. The Transportation Manager is responsible for ensuring the completion of any required training for new Supervisors, including training in Reasonable Suspicion.

Maintenance technicians receive on-the-job training from their foremen and the Maintenance Manager. The Maintenance Manager is responsible for ensuring that all Maintenance personnel are proficient with all of the policies and procedures contained in the GLTC Maintenance Policies and Procedures Manual, and for documenting the completion of any formal or on-the-job training through a combination of spreadsheets and sign-off sheets.

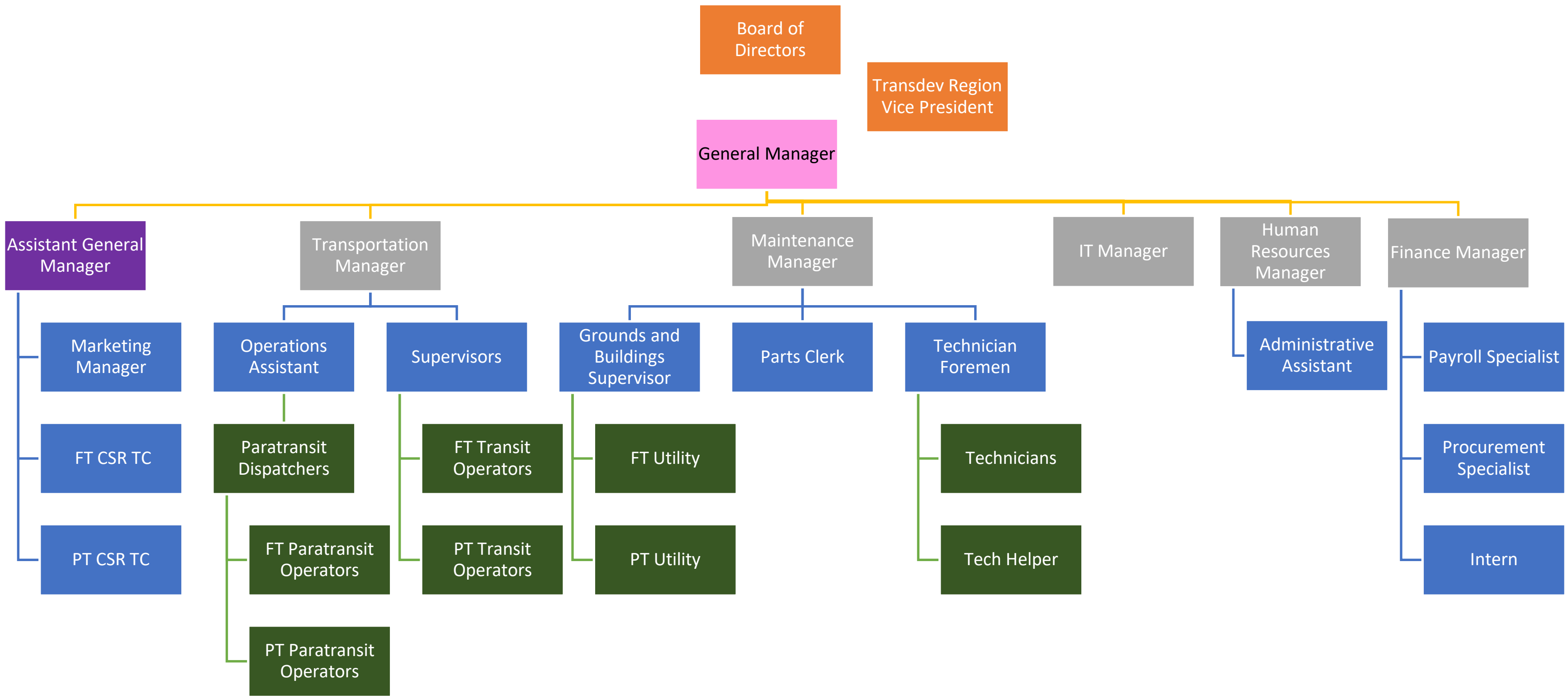
The Transportation Manager, Maintenance Manager, and AGM are responsible for working together to regularly review employee training records to ensure training has been completed as required, and completed on-time. Individual department managers are responsible for regularly reporting to GLTC leadership on training program compliance during leadership meetings.

A6.1.2 TRAINING PROGRAM EVALUATION

The Transportation Manager, in consultation with the AGM and Maintenance Manager, is responsible for periodically analyzing all employee training programs to determine whether changes or updates are necessary. The Transportation Manager is responsible for documenting these reviews and reporting to GLTC leadership, at least annually, on any proposed changes or updates. These analyses are intended to ensure that the agency has identified and provided all necessary skills and competencies related to the safe performance of GLTC job functions. Changes or updates could include, but are not limited to:

- New training techniques or technology
- Changes based on the results of accident investigations
- Changes based on identified safety hazards or deficiencies
- Changes based on local, state, or federal regulations or guidance

Greater Lynchburg Transit Company
Organizational Chart



FY27 Budget Scenarios

Executive Summary

Prepared for the GLTC Board of Directors • June 30, 2026

Overview

GLTC staff have prepared three Fiscal Year 2027 budget scenarios reflecting different funding assumptions. The scenarios diverge on two decisions outside of staff's control, and those two decisions cascade into very different outcomes for service levels, staffing, and the agency's longer-term financial health:

- **1. The City reserve:** Whether the City of Lynchburg releases the $1.3M in GLTC reserve funds it is currently holding — $800,000 for operations and $500,000 for consultant work.
- **2. TRIP funding:** Whether DRPT TRIP funding continues to support the Flex microtransit service.

The City's direct contribution is unchanged at $1,879,308 in every scenario. What changes is access to the $1.3M reserve and the TRIP grant. Across all three, employee health insurance is the dominant cost pressure, following fringe-benefit increases of 34% in FY25, 24% in FY26, and a projected 24% in FY27, with wages held to 2%.

At a Glance

Category	Scenario 1 Full Funding	Scenario 2 City Reduction	Scenario 3 City + TRIP Reduction
Budget vs. FY26 Adopted	+8%	−1%	−3.8%
City reserve funds ($1.3M)	Released to GLTC	Held by City	Held by City
TRIP funding (Flex)	Continues	Continues	Ends
Federal 5307 banked funds exhaust	FY28	FY28	FY27
Operator positions cut	None	~8 + 1 supervisor	~13 + 1 supervisor
Sunday service	Retained (resume when staffed)	Permanently eliminated	Permanently eliminated
Route 11 (Wkdy & Sat)	Retained	Eliminated	Eliminated
Routes 5 & 9	As scheduled	Combined; Rt 9 frequency cut	Combined; Rt 9 frequency cut
Route 1B / Flex	Both retained	Both retained	One eliminated entirely
Maintenance & amenities	Maintained	Reduced	Reduced

Maintained / no cut   Moderate reduction   Severe reduction / loss

Scenario Detail

Scenario 1 · Full Funding

+8% vs. FY26 • City releases $800k funds, holds 500k additional funds • TRIP funding continues

Impacts

- Funds all GLTC services as currently scheduled; Sunday service resumes once enough operators are recruited to run it reliably.
- No operator or supervisor positions eliminated.
- Maintenance and customer amenities held at current levels; fuel held flat against price volatility.
- The 8% increase is driven mostly by employee health insurance.
- Workforce risk: with wage growth held to 2%, GLTC slips behind Roanoke and Charlottesville in operator pay, which may worsen the current operator shortage as drivers have competitive options within driving distance.

Scenario 2 · City Reduction

−1% vs. FY26 • City holds the $1.3M additional funds • TRIP funding continues

Impacts

- Approximately 8 operator positions and 1 supervisor position eliminated, along with related fringe benefits.
- Sunday service permanently eliminated; Route 11 eliminated on weekdays and Saturdays.
- Routes 5 & 9 combined and Route 9 frequency reduced.
- Maintenance cut: planned replacement programs eliminated, building maintenance deferred, and customer amenities scaled back (trash cans removed; reduced shelter and bench cleaning). A reduced fuel budget increases exposure to price volatility.
- Trade-off option: preventative maintenance and amenity funding could be partially restored by ending service an hour earlier each evening — 9:00 p.m. instead of 10:00 p.m.

Scenario 3 · City + TRIP Reduction

−3.8% vs. FY26 • City holds the $1.3M additional funds • TRIP funding ends

Impacts

- The most severe scenario — it includes every cut in Scenario 2 plus further reductions.
- Approximately 13 operator positions and 1 supervisor position eliminated (roughly 5 more than Scenario 2).
- Requires eliminating either Route 1B or the Flex service in its entirety.
- Sunday service and Route 11 permanently eliminated; Routes 5 & 9 combined with reduced Route 9 frequency; maintenance and amenities reduced.
- Federal 5307 banked funds are exhausted a year earlier — in FY27 rather than FY28. Health insurance increases are partly offset by having fewer employees as service is curtailed.

Key Decision Points

- **Reserve release:** The $1.3M reserve is the single largest lever. Releasing it is the difference between funding full service (Scenario 1) and eliminating roughly 8 positions while permanently cutting Sunday service and Route 11 (Scenario 2).
- **TRIP funding:** Losing TRIP funding on top of the reserve deepens layoffs to roughly 13 positions and forces the elimination of an entire route or the Flex service (Scenario 3).
- **Cost pressure:** Health insurance is the dominant cost driver in every scenario; even the fully funded budget rises 8% primarily because of it.
- **Workforce:** Flat 2% wages threaten operator recruitment and retention relative to Roanoke and Charlottesville — a risk present even in the fully funded scenario.
- **Federal funds:** Federal 5307 usage is running ahead of the allocation; banked funds are exhausted by FY27–FY28 regardless of which scenario is adopted, and will need to be addressed separately.

Prepared by Josh Moore, General Manager, Greater Lynchburg Transit Company. Please reach out with any questions.

#1<shans3ladybugs@gmail.com>

Dear GLTC,

My name is Shannon M Ray and I have riden the bus system since 2022. First off I would like to say I appreciate the position the Board is under given the financial and political changes in all levels of government that is affecting the decisions that you have to consider. I maybe very vocal in my opinions but would like to acknowledge the difficult situation you are in.
I am emailing you concerning the changes proposed to the Flex service. I would like to let you know that in all honesty this is a very very stupid idea. I understand that in the original setup for the Flex that it was to be under the paratransit portion of the company, and they would be in charge of the drivers needed and the dispatching of rides. However that has not been the case completely, very often it is fixed route operators who are driving the vehicles. The Board voted to take away the 6, 7 and 6/7x and change other routes not knowing if this project would work out and not having a backup plan should it be very popular or a total bust. Currently it is setup with the $2 one way cash payment and no way to buy a paper ticket or scan a paper ticket on the vehicles. You do accept the app bought tickets and honor the paper ones. My concern with the proposed changes are as follows, you took away 3 fixed routes and changed what the routes are without looking at long term feasibility and cost. By rasing the price to $4 a ride one way with no bus tickets being accepted you are forcing everyone into the paratransit system without following your own guidelines. To become a paratransit rider you have an application process that requires the person to get their doctor to atest to their need to ride paratransit, but are saying that because this service doesn't really fit the fixed route mold or the paratransit mold you are just going to squish the Flex in their somewhere and hope it sticks. You have made a Frankenstein of a service taking parts from here and there and just going on vibes. While I understand that the program has been a huge success I acknowledge that it was an experiment and mainly state funded and those funds are not guaranteed. I respect that the one way price needs to go up to adjust for inflation but not accepting paper or electronic bus tickets is going in the face of your own rules. Those tickets were bought with the understanding that it would cover rides on the fixed routes including the Flex district. You are now saying that the tickets are only for buses and not all fixed routes. You have decided to be a guinea pig for the state and have no backup other then nickel and dime the riders to make up for your mistakes. Please I understand people have been abusing the one way cash payment system but you are taking it out on everyone else. I do have some recommendations to maybe help with this. Before you do this please launch the tap to ride cards and allow people to load and use them instead of cash for everything. Also launch the fare capping so that people who use the electronic tickets have an option to get the best deal with GLTC. Also if they pay cash they should be issued a slip that turns into a ticket on the bus when they connect like a ticket error slip. If I remember right the Flex was marketed as just a faster change to the route nothing more. I also recommend, even to my detriment stop the door to door pickup. Use the Flex vehicles but reduce the miles by using only the bus stops as pickup and drop off points. Honor bought bus tickets like any fixed route and half fare program. Honestly if it makes more sense financially go back to the buses and revert back to the old bus system. No

matter what you do you will lose riders. Also raise the ticket prices to compensate. I would recommend that the fares be as follows One way $2.50 half fare and $5 full fare One day $5? half fare and $7 full fare 2 week $15 half fare and $ 30 full fare31 day $ 30 half fare and $ 60 full fare. I know there is the formula for calculating ridership loss with fare increase but I would compare it to the ridership lost by rasing Flex alone vs implementing the ticket prices. No matter what happens ridership will go down. It's a matter of how to compensate. I personally think it's better to stay in the good graces of DRPT and keep Flex just make changes all around to compensate than possibly losing access to grant money in the future. I would gladly pay the increase if it means the routes stay the same and a bus pass can be used for Flex.
Thank you so much for your time.

In Christ,

Shannon M. Ray

#2 Robyn Lee <relm1993@gmail.com>

The proposed increase in flex costs is ridiculous. For those that argue its similar service to the paratransist and so its unfair they pay more than flex. Well para transist is not for everyone I as an able bodied person can not use paratransit. But the people who utilize paratransit can utilize all services GLTC offers with in reason. Plus para trasnist goes more places than flex does. I would basically be paying the cost of a lyft or Uber to take flex with me and my children and that doesn't even guarantee a van. GLTC chose to end bus lines that serviced the area the flex does and now youre lucky to get a van. Let's take today July 24th its a friday I had a womens health appointment on nationwide I had to over draft and scrounge for a lyft to and from the dr appointment because I was unable to even get a van after trying for extended amount of time. The flex vans are only available in certain areas and another bus is bout to be cut from timberlake side of town on weekends. At this point I have been left stranded more often than not by GLTC. I have gotten to the point of saying those letter stand for "get left today cuz" because nothing is in the best interest of ridership. I have been riding the bus on and off for over a decade and there have been many instances walking miles was faster then waiting for a bus that may or may not come. You guys keep taking away routes or changing them up so much and then want to charge a full day fare amount to people who live and work in the flex zone? Most people on the bus dont have that kind of money or they wouldn't be on the bus to begin with. But just like everything else this email will be ignored like all the other public comments and GLTC will just do what they want and not care how it affects the people who rely on them.

#3 Renee Scott <Renee.Scott@Centrahealth.com>

To the Greater Lynchburg Transit Company Board of Directors, I am writing to strongly oppose the proposed increase in the GLTC Flex Microtransit fare from $2.00 to $4.00 per trip and the elimination of Flex period passes. My son has a physical disability that prevents him from safely accessing fixed-route bus stops. Because of his disability, GLTC Flex is not a convenience—it is his primary means of transportation. The service allows him to attend medical appointments, obtain groceries, access community resources, and maintain a level of independence that would otherwise be impossible. Like many individuals with disabilities, my son lives on a limited income. Doubling the fare would create a significant financial hardship. What may appear to be a small increase can quickly become an unaffordable monthly expense for riders who depend on Flex multiple times each week. Many individuals may be forced to choose between transportation and necessities such as food, medications, or utilities. I am equally concerned about the elimination of Flex period passes. These passes provide predictability and help riders budget transportation costs. Removing them creates additional financial strain for those already living with limited resources. I fear this proposal will have a profound impact on individuals with disabilities, seniors, and others who cannot safely access traditional bus routes. For these riders, Flex is not optional, it is essential. Without affordable transportation, many people risk becoming isolated from healthcare, employment opportunities, and community involvement. I respectfully urge the Board to reject the proposed fare increase, retain Flex period passes, and explore alternatives that do not place additional burdens on those who rely on this service the most. Accessible and affordable transportation is a lifeline for many residents in our community. I ask that you carefully consider the real-world consequences of these proposed changes and protect a service that enables individuals like my son to live with dignity, independence, and connection to the community. Thank you for your time and consideration.

Respectfully,

Renee W. Scott

#4 James J. Elleyby, SALT <james@elleyby.com>

** A Proposal for the Future of Our Flex Service **To the GLTC Board of Directors:**

The introduction of the Flex service has brought a welcome level of innovation to our streets. As a professional, a Lynchburg resident, and a blind rider, I deeply appreciate the effort it takes to keep this city moving, and I completely understand our need to ensure the long-term sustainability of the budget. To support our operational viability while maintaining the heart of the service, I would like to offer a gentle, gradual compromise before the final vote is cast:

* **Cap the Regular Fare increase at $3.00** (A 50% increase, rather than jumping entirely to $4.00).* **Cap the Half-Fare at $1.50.*** **Reinstate the use of unlimited passes for all Flex routes.** I offer this reasonable solution because we must step away from the spreadsheets for a moment and look at the harsh, flesh-and-blood reality of the original $4.00 proposal. If this fare is doubled overnight and the validity of our transit passes is stripped away, we are not sustaining this service—we are paralyzing our community. **People will lose their jobs.** When a fixed-income worker suddenly finds out their commute costs double, or that their prepaid pass is completely useless, they will not be able to afford the ride to work. By excluding these passes, the very incentive to purchase an unlimited pass is removed—which is exactly why we buy them in the first place. This will price people out of their own livelihood. **Citizens will miss critical medical care.** There are elderly and disabled riders in Lynchburg, such as myself, who depend on Flex just to make it to the doctor. At $8.00 round-trip out-of-pocket, we are actively choosing to price the most vulnerable people out of their own healthcare, and public infrastructure. What is the sense of having a public service if the people who need it most cannot afford to ride it?**This is a bait-and-switch on the community.** Let's be completely real: Flex was brought in

to replace the regular, fixed-route buses that were stripped from our neighborhoods. Taking away our buses, handing us Flex, and now proposing to charge us premium Paratransit rates to use it is unacceptable. Transit riders do not exist to single-handedly bail out operational costs; our fares subsidize a service that is already heavily backed by tax dollars precisely so it remains accessible. If it is made inaccessible, the service has failed. As a blind rider, I navigate enough obstacles in a day without the transit authority throwing up another wall. Do not let our legacy be the city that priced the working class, the elderly, and the disabled out of Lynchburg. Please, adopt the $3.00 counter-proposal, honor our transit passes, and choose the human solution.

Sincerely, A Proud GLTC Rider
James J. Elleyby, SALT
Spiritual Advisor & Life Teacher
3831 Old Forest Road, Suite 6
Lynchburg, VA 24501
(434) 444 – 9594

#5 Anna Dittmann <annakdittmann@gmail.com>

I have a history of ovarian cancer. I find it to be unfair that our prices are increasing which I screen shot as stated in your website. Also, when are you bringing the route to jcrew back? Are you going to make the van accessible 100% of the time? I believe the best thing is for the jcrew bus route to come back. And for pricing and bus routes to be equal among all areas of Lynchburg as far as pricing goes $2 for van and buses. Not only for the bus riders.
Thank you, Anna

#6 Kat Davis <katrenadavison666@gmail.com>

Please do not do this. I cant afford it. This is my only way to get to work and get groceries.

#7 - TChina Dunklee <1tichinadunkley1@gmail.com>

I am writing to express my strong opposition to the proposed Flex fare increases and the elimination of unlimited passes. As a student at Central Virginia Community College (CVCC), these changes will severely impact my education and financial stability.
Please consider the following critical issues with the current Flex system:

- Unreliable Service: The Flex app is completely hit or miss. Because rides are frequently unavailable when needed, I am forced to spend extra money on expensive rideshare apps like Lyft just to get to my classes or work on time.
- No Advance Scheduling: The lack of a "schedule in advance" option makes it impossible for students and workers to reliably plan their days, leading to missed classes and shifts.
- Unfair Pass Restrictions: Eliminating the unlimited pass option for the Flex zone is incredibly unjust. Regular bus routes were removed from our neighborhoods, forcing us into this system. Making us pay extra for a service we were forced to use is wrong.

I urge the board to reject these fare increases, keep the unlimited pass options valid for Flex rides, and focus on fixing the app's reliability before charging riders more money.

#8 Route Changes for 2026
by Andre Miller, GLTC Director

Scenario A

1A
Reroute from 5th St & Park Ave to Buchanan St to 5th St & Fillmore St
new stop at 7th St & Buchanan St instead of Transfer Station
riders can make a transfer at :45 connection
bus can keep moving
saves minimum of two minutes
Service to Jefferson & McGurk Houses
1A only every hour
every other hour when 1B is not in service
No service to Atherholt Rd extension
service every other hour when 1B is not in service
saves minimum of two minutes
No service to Lower Plaza
saves minimum of two minutes
Reroute from Wadsworth St & Euclid Ave to Fort Ave & Wadsworth St to Park Ave & Fort Ave
current route 12

1B
Reroute from Park Ave & Fort Ave to Wadsworth St & Fort Ave to Euclid Ave & Wadsworth St
current route 12
No service to Lower Plaza
saves minimum of two minutes
Service to Atherholt Rd extension
1B only every hour
1A serves every other hour when 1B is not in service
No service to Jefferson & McGurk Houses
saves a minimum of two minutes
1B serves only when 1A is behind schedule or out of service
Reroute from Fillmore St & 5th St to Park Ave & Buchanan St to 5th St & Park Ave
bus stop at 9th St & Buchanan St instead of Transfer Station
riders can make a transfer at the :45 connection
bus can keep moving
saves a minimum of two minutes

Eliminate the first trips of both routes
route 5 starts at 8:15am
route 11 starts at 7:15am
Eliminate route 11 at night and transfer hours to route 10
route 11 ends at 6:15pm
route 10 will run at night

9
No change
If route 9 must be rerouted, it should be what is proposed in scenario B
Combine with route 10 when not in service
route 10 outbound to Oakley Ave to Stadium Rd to route 9 outbound to River Ridge Mall to route 10 inbound to Transfer Station

10
Extend service at night
eliminate route 11 and transfer hours
Combine with route 9 when not in service
route 10 outbound to Oakley Ave to Stadium Rd, route 9 outbound to River Ridge Mall to route 10 inbound to Transfer Station

12
Reroute from Park Ave & Fort Ave to Lakeside Dr & Park Ave to Plaza to Memorial Ave & Wadsworth St
current route 10
Service to Lower Plaza
outbound only, 8am-5pm weekday

12X
Reroute from Park Ave & Fort Ave to Lakeside Dr & Park Ave to Fresh Market, inbound to Oakley Ave & Lakeside Dr to Memorial Ave & Oakley Ave to Park Ave & Memorial Ave to Fort Ave & Park Ave
saves minimum of three minutes

FLEX
Extend zone to cover the area of Fort Ave & Fort Hill Village
new connection to route 10
No service to River Ridge Mall
transfer to/from route 4 at CVCC/Target
transfer to/from route 10 at Fort Ave/Fort Hill Village
saves minimum of five minutes
Extend night hours to when all services end

Scenario B

same as Scenario A except:

2
Pair with route 12X, weeknights and saturdays
eliminate route 12 at night

4
Reduce by one bus, weeknights and saturdays
2 buses in service only on 30/60 minute headway

5
Eliminate the first trip
start at 8:15am
Reroute from Transfer Station to Park Ave & Buchanan St to 5th St & Park Ave
current route 9
Pair with route 9
every other hour

9
Eliminate the first trip
start at 7:15am
Reroute from Transfer Station to 5th& Fillmore St to Plaza to Memorial Ave, Oakridge Bvd & Fort Ave to Fort Ave & Wythe Rd to Stadium Rd to Carroll Ave
current route 11
Pair with route 5
every other hour
Service to Lower Plaza
could serve instead of route 12, outbound only, 8am-5pm weekday

10
Extend service at night
eliminate route 11 and transfer hours
Reroute outbound
option A = from Fort Ave & Long Meadows Dr to Wards Rd & Fort Ave to Candler's Mtn Rd & Wards Rd to Seminole Dr
current route 11
option B = from Fort Ave & Long Meadows Dr to Wards Rd & Sheffield Dr to River Ridge Mall
Reroute inbound to Wards Rd to Fort Ave & Wards Rd to Fort Hill Village to Long Meadows Dr & Igloo Dr
current route 11
Combine with route 12 when not in service
route 10 outbound to Fort Ave & Graves Mill Rd to McConville Rd to Lakeside Dr to Fresh Market to route 12 inbound to Transfer Station

11
Eliminated entirely
transfer night hours to route 10

12
Reroute from Park Ave & Fort Ave to Lakeside Dr & Park Ave to Plaza to Memorial Ave & Wadsworth St
current route 10
Service to Lower Plaza
outbound only, 8am-5pm weekday
Eliminate service at night
service by route 12X
Combine with route 10 when not in service
route 10 outbound to Fort Ave & Graves Mill Rd to McConville Rd to Lakeside Dr to Fresh Market to route 12 inbound to Transfer Station

12X
Reroute from Park Ave & Fort Ave to Lakeside Dr & Park Ave to Fresh Market, inbound to Oakley Ave & Lakeside Dr to Memorial Ave & Oakley Ave to Park Ave & Memorial Ave to Fort Ave & Park Ave
saves minimum of three minutes
Service on weeknights
eliminate route 12 at night
pair with route 2, weeknights and saturday

Scenario C
same as Scenario B except:

1A
Rename midtown loop to new route 1B
eliminate route 1B
Service to Transfer Station
serve both :15 and :45 connections

1B
Eliminated
rename midtown loop of 1A to new route 1B

FLEX
Option A: Reduce by two vans
2 vans in service only
Option B: Eliminated
convert into new crosstown bus route serves Fresh Market, Graves Mill Rd, Fort Hill Village, CVCC, Leesville Rd, Timberlake Rdnew route 11

Kelvin Jones 434-316-8645

I Agree with the 1A And 1b change
Also it needs to be noted that Someone needs to
watch the new drivers because they Are leaving
there timepoints early And no Supervisor is
watching to make sure that doesn't Happen
A lot of passengers have complained to me
About that And I told them to notify A Supervisor
but one lady told me that when she notified
A Supervisor he just laughed in her face.

Paul Marcel Kee
oppose Rt. 5 time change
7:00 AM - 4 PM M-F 4:45 Bus departure
434-439-8178
DOLLAR TREE RT. 29

Bus Stop @ Sams' Club

JANIE TOLEDANO
(804) 366-7015

January 17,2026

Beginning Sunday 1/17/2026 GLTC added 8 new busses to their current service; then 8 drivers short.

24 weeks ago

Josh Moore said they were short 8 drivers

-How do you plan to heir 8 more drivers and restore Sunday routs to the Greater Lynchburg area? How are you advertising for these jobs? There are a lot of young professionals who could use work.

-There are "big box Stores" like Walmart, Target, Restaurants, etc who need workers some of whom ride the bus. There are many businesses in the Lynchburg area that need workers on Sundays and are short staffed because of GLTC.

- GLTC received 2.8 million in state funds plus 300 Thousand for new vehicles

- ***Hiring Events should be advertised on GLTC busses, which would cost GLTC nothing.***
- ***Obviously the only News Station discussing GLTC issues is ABC 13, reach out to the other local television stations. When they report GLTC news ask them to report that they are looking for 8 more bus drivers***
- ***GLTC is 8 buss drivers short (8 paychecks) short and Sunday routs "suspended" you should be saving money that could be used to advertise for 8 new drivers using Spotify, local TV, and GLTC busses etc. Hire 8 drivers and reinstate Sunday routs. You may want to consider several part time bus drivers. Advertise outside the Lynchburg area.***

Approximately July 17th 2026

ABC 13 WSET
"Working through some major decisions that will shape next years budget and bus service"

- GLTC received 2.8 million in state funds plus 300 Thousand for new vehicles

-When did this yearly budget start and when do they receive budget for 2027?

- GLTC should not increase fare because you are down 8 bus drivers; no Sunday routs and you have 2.8 million state funds. Do you receive any City of Lynchburg funds?

- How much money does GLTC receive from Miller Lite, Hard Iced Tea Twisted Tea, local Lawyers, Sketchers, and Television Talk Shows to advertize on GLTC Buses?

- Is it possible to add a bus stop for 1A and 1B somewhere near the lower Plaza?

- Route 5 and 11 later morning service: many people depend on earlier services for jobs at Lowes, Walmart, restaurants etc.

- Residents of Halfway houses depend on Public Transportation, individuals with special needs, and workers need **Sunday Routs working** as well as Retired individuals. Time changes in Route 5 and 11 could affect them.

- ***More importantly, how could GLTC increase their business by getting more riders? Advertising is key, and creating a more modern image of public transportation such as Milan, Italy to increase business.***

- ***If wealthy people who live beyond the 57% need transportation I suggest advertising GLTC Flex and possibly in the future some sort of GLTC limousine service.***