

We're Here to Get You There!

Greater Lynchburg Transit Company

Board Meeting Packet

November 19th, 2026

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

Greater Lynchburg Transit Company Board Meeting Agenda

November 19th, 2026 | 8:30 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

To be provided.

GENERAL MANAGER'S REPORT

September includes several notable events for GLTC. Foremost was the continued steep increase in fuel prices, particularly diesel, that we experienced. Even though GLTC increased the amount budgeted for fuel, we are still paying substantially more for diesel fuel than we have at any point in the remembered past. This has the potential to be particularly disruptive as fuel prices as of the date of my report have remained extremely high both compared to past years as well as historical highs. We have been able to quantify the impact that the temporary Sunday service suspension has had on our ridership. As fuel prices have remained high, we have started to see additional ridership growth which has lessened some of the Sunday service ridership impact. Finally, parts availability has begun to become more of an issue as we are noticing that they are both scarcer and slower to arrive. Hopefully we will not experience shortages and lead times similar to Covid, but staff are working to prepare as much as possible to mitigate these concerns. GLTC veterans were given a token of our appreciation for their service on Veterans Day: *Allen Robey; Transportation Manager - Supervisors Jackie Woodruff and Anthony Green - Mike DePalmer; Maintenance Supervisor - Operators William Beverly; Wayne Beverly; Daphane Bowman - PTS Operators James Moseley and Lafayette Lovelace.*

FINANCIAL & RIDERSHIP STATEMENTS

To be provided.

PUBLIC COMMENT

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

NEW BUSINESS

- Performance, Incentive, and Retention Plan.

VOTING ITEMS

- FY28 Proposed CIP.

CLOSED SESSION

- 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

Verbal.

ADJOURNMENT

Adjournment by motion of the Chair.

NEXT MEETINGS

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

Work Session
December 17, 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

Greater Lynchburg Transit Company
Board of Directors Minutes
October 7th, 2026

A board meeting of the Board of Directors of Greater Lynchburg Transit Company was held on October 7th, 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; Christopher Hackman; Andre Miller; Gary DuPriest
Staff: Natalie Wilkins; Chris Poindexter; John Yauger; Donna Klein; Lisa Anderson, Sarah Klein; Doressa Hall
Guests: Kelly Hitchcock of Central Virginia Planning District Commission; Kyle Trissell of DRPT; Lora Grady of Federal Transit Administration
Absent: Mercedes Braun

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

- September 2026 Board of Directors Meeting Minutes
- September 2026 Board of Directors Work Session Minutes

COMMITTEE & PARTNER REPORTS Central Virginia Planning District Commission CVPDC

Ms. Hitchcock presented the draft Long-Range Transportation Plan. The plan guides 25 years of investment in roads, transit, freight, walking, and bicycling. Modeling identiies future congestion on Route 221, Enterprise Drive, Graves Mill Road, Candlers Mountain Road, and Route 29 in Amherst County. Ms. Hitchcock explained that the plan does not analyze individual GLTC routes

GENERAL MANAGER'S REPORT

Ms. Wilkins reported that September included operator training and partner coordination on procurements projects. GLTC completed the rollout of a new payroll system that enables staff greater flexibility and responsiveness to employees. Record fuel prices remain a significant risk with no sign of easing.

Greater Lynchburg Transit Company
Board of Directors Minutes
October 7th, 2026

FINANCIALS / RIDERSHIP

Ms. Wilkins reported August fixed-route and Flex ridership was roughly 57k trips along with 1,665 paratransit trips. Ridership was down 2.15 percent from the prior year and up 4% from July. System on-time performance was 77%, and 2 % of service was lost to missed trips. Only Routes 8 and 9 exceeded the 85th percent on-time threshold. Route 1B fell to 58% because of water-line construction detours. Fleet downtime was 3 percent against a 5 percent industry average with 11 road calls.

Draft financial statements through August showed revenue of about $1.6 million and expenses of about $1.7 million, a net loss of roughly $95,000. Not all revenue had yet been recorded, the final statements will follow completion of the audit. Federal operating assistance is carried at a placeholder of about $350,000 per month until FY27 budget approval. Fixed-route operator expenses were 17 percent below budget and paratransit operator expenses 4 percent below. Wage increases under the collective-bargaining agreement have not been entered while negotiations continue. Overtime remained elevated for operators, supervisors and maintenance staff while open positions are filled. Supervisor overtime up 15 percent. IT costs were more than 25 percent over budget because of higher renewals. Fuel costs have roughly doubled and reached about $138,000 for the year to date. It stayed within budget for July and August. Defective transmissions in paratransit and fixed-route vehicles are being replaced under warranty.

PUBLIC COMMENT

Ms. Howe asked for public comment. No comment recorded.

NEW BUSINESS

(A) GLTC STAFFING UPDATE

Mr. Yauger reported on the quarter hiring status. Several full-time operators were hired, two were released for job abandonment, and one trainee resigned, raising full-time operator staffing from 37 to 41. Part-time maintenance staffing fell from five to four when an employee left for full-time work. Six trainees are scheduled to take road tests.

STATEWIDE BENCH CONTRACT VENDOR SELECTION

Ms. Chilton reported on the statewide microtransit and paratransit Software-as-a-Service procurement. TripSpark was not advanced because of the highest first-year costs and dated technology. FSH and Concourse were not advanced for lack of experience. Of the five vendors that gave demonstrations, Via was not advanced. The committee recommended HBSS Connect, IT Curves, Spare, and Transit Technologies based on usability, customer support, technical experience, references, and pricing. The selection creates a qualified vendor pool, not a purchase order. Agencies may obtain their own pricing without repeating the solicitation, and a GLTC-specific selection returns to the Board at later date.

Greater Lynchburg Transit Company
Board of Directors Minutes
October 7th, 2026

(B) BIKE STORAGE CANOPY AND LOCKER DESIGN

GLTC Staff presented three canopy renderings for the Kemper Street facility and asked the Board to select roof and upright colors. Members discussed earlier heat concerns about colors. Members agreed the selection is an operational matter for GLTC staff.

PRESIDENT'S REPORT

FOIA Record Production and Outstanding Invoice

Ms. Howe updated the Board on GLTC's requests for City of Lynchburg records under Virginia's Freedom of Information Act (FOIA), the state law that lets the public obtain government records. GLTC asked for records about three things:

- Memorandum of Understanding (MOU
- GLTC's reserve funds
- Proposed multimodal transportation study

In April, the City of Lynchburg provided 91 records, more than 1,000 pages, at no charge. However, many pages were blacked out ("redacted") or withheld entirely. The City of Lynchburg labeled this material "working papers". In August, GLTC asked again for 14 of those same records, and this time fewer sections were blacked out. Ms. Howe suggested the City of Lynchburg had withheld information that should have been released. She also noted the law requires the City of Lynchburg to name the official claiming each working-papers exemption. GLTC asked for those names on September 3, and the City of Lynchburg had not provided them. The City of Lynchburg estimated the August request would cost $404.03. The Board approved that amount, and GLTC paid it in full in two payments by September 15th. When the records arrived, the City of Lynchburg sent a final bill of $761.97. Created a due balance of $357.94 unpaid. The City of Lynchburg never warned GLTC that costs were running over, so GLTC had no chance to stop or narrow the request. Ms. Howe questioned how the bill was calculated:

- About 6 hours (400 minutes) of senior City Manager's office time, costing $589.66, were billed, although the estimate assumed three hours.
- An hour of Deputy City Manager Greg Patrick's time was billed at the higher hourly rate of Assistant City Manager Kent White ($88.45).

Ms. Howe offered to treat the $404.03 already paid as payment in full. The City of Lynchburg declined but offered to accept an additional $300 if it was paid by the next day. Ms. Howe also explained that the City of Lynchburg would not accept GLTC's credit card by phone. She therefore paid with her own personal check. As a result, the unpaid balance is tied to her personal name and address and could be sent to a collection agency. She explained three choices:

- (A) Pay the remaining $357.94, while keeping GLTC's right to challenge the charges later.
- (B) Leave the balance unpaid as a formal dispute and settle on terms the Board sets forth.
- (C) Leave the balance unpaid and get advice from GLTC's attorney first.

Board members noted the concerns. Ms. Howe said the law does not limit the final bill to the estimate, but it does require the estimate to be made in good faith. She reported that staff of the Virginia FOIA Council, the state office that advises on public-records law, agreed the City of Lynchburg should have notified GLTC. The Board agreed to pay the remaining balance while keeping GLTC's right to dispute it and to discuss the matter with GLTC's attorney.

CLOSED SESSION

(E) CLOSED SESSION

Ms. Howe reminded members that attorney-client privilege belongs to the Board as a body and asked anyone unable to keep the discussion confidential to recuse themselves.
At 9:53 a.m. Ms. Howe stated that the Board would 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 by such counsel. A motion was made by Ms. Sprouse and seconded by Mr. Blanks to enter closed session. The motion carried unanimously.

CLOSED-SESSION PARTICIPANTS: Board members Cameron Howe, Tab Sprouse, Ben Blanks, Andre Miller, Valerie Holmes, Christopher Hackman, Gary DuPriest and Brian Landergan via Zoom. Board member Mercedes Braun was absent.

At 10:23 a.m. Ms. Howe asked for a motion to end closed session. Ms. Sprouse made a motion, and Mr. Landergan seconded the motion. The motion carried unanimously.

Certification Upon Reconvening in Open Session
Ms. Howe restated that the closed session had been held under Virginia Code § 2.2-3711 for "consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel." No member opposed, and no member stated that any other matter had been discussed. Affirmed by: Ms. Sprouse, Mr. Blanks, Mr. Miller, Ms. Holmes, Mr. Hackman, Mr. DuPriest and Mr. Landergan. Opposed: none. Absent: Ms. Braun.

Motion to File Breach-of-Contract Action
Ms. Howe asked for a motion to file breach of contract against the City of Lynchburg for violation of the MOU. Ms. Howe confirmed that the vote would be taken by individual roll call – yes.
ROLL-CALL VOTE:
Ben Blanks: Yes
Tab Sprouse: Yes
Andre Miller: Yes
Valerie Holmes: Yes
Christopher Hackman: Yes
Brian Landergan: Yes
Mercedes Braun: Absent
Gary DuPriest: Yes
Cameron Howe: Yes

The motion carried by a unanimous roll-call vote of the members present, the Board authorized filing a breach-of-contract action against the City of Lynchburg for violation of the MOU. Ms. Howe stated that the Board would be notified once the action is filed.

ADJOURNMENT
With no further comment, the meeting ended at 10:27 a.m.

Secretary/Treasurer

Next Meeting Dates

Next Board Meeting: December 2nd, 2026, at 800 Kemper St. Lynchburg, VA 24501 @ 8:30 a.m.
Next Work Session: December 17th, 2026, at 800 Kemper St., Lynchburg, VA 24501 @ 8:30 a.m.

2026 Greater Lynchburg Transit Company
Stockholder's Meeting Minutes

The Annual Stockholder's Board Meeting of Greater Lynchburg Transit Company was held on October 28th, 2026, at 419 Bradley Drive, Lynchburg, Virginia at 6:00p.m.

Attendance:
Board President: Cameron Howe
Board Vice President: Tab Sprouse
Secretary-Treasurer: Ben Blanks
Members: Valerie Holmes; Brian Landergan; Christopher Hackman; Andre Miller; Gary Dupriest
Staff: Josh Moore; Natalie Wilkins; Chris Poindexter; John Yauger; Donna Klein; Doressa Hall; Scott Poindexter; Steve Overstreet; Allen Robey; Wendall Watts II; Kevin Lacy; Jeremy Branham; Wanda Wilson; Ernest White
Guests: Virginia State Delegate Wendall Walker; Jarod Varner of Transdev; Kelly Hitchcock of Central Virginia Planning District Commission; Samuel Howe; Nicole Younger; Emily Overstreet

1. Welcome / Introduction of Guests and President's Remarks

President Howe welcomed the stockholder, invited guests, employees, and partners and reviewed the principal challenges and accomplishments of the year. She reported that operator position vacancies had affected service reliability and requiring substantial overtime and operational adjustments. The Board voted April 1st, 2026, to suspend Sunday service effective May 3rd, 2026, with a review every 90 days. She noted restoration of Sunday service remains a goal as staffing improves, and thanked operators for minimizing disruptions during continuing absences and shortages.

Ms. Howe discussed financial pressures arising from higher fuel, health-insurance, information-technology, and other operating costs, together with expiring one-time grants. GLTC presented these concerns at a joint City Council work session on April 14th. With local partnership and federal matching assistance, GLTC adopted a budget intended to maintain current service levels, although significant recurring cost pressures remain.

Ms. Howe also addressed the City of Lynchburg's use of GLTC reserves in the appropriated FY2027 budget, which she stated would reduce reserve funds. She reported that the Board voted on October 7th, 2026, to pursue court action concerning the 2012 Memorandum of Understanding (MOU) and the special reserve provisions. Because litigation was pending, she declined to address the merits of the dispute. She reiterated GLTC's interest in constructive discussions with the City of Lynchburg, predictable operating support, honoring the existing agreement, and developing an updated MOU reflecting current operations.

Ms. Howe highlighted the January introduction of account-based smart-card ticketing and fare capping, planned bicycle racks, lockers, and shelter improvements, and strong demand for Flex microtransit. She thanked riders for public participation on service and fare issues and recognized management, employees, Board members, and regional, state, and federal partners for their work during the year.

2. FY2026 Audit Review

Mr. Moore advised that the annual audit was not yet complete because outstanding information and GLTC's audit was dependent on completion of the City's corresponding audit work. Accordingly, no FY2026 audit presentation or audit approval occurred. Mr. Moore indicated that the audit would be presented to the Board when completed.

2026 Greater Lynchburg Transit Company
Stockholder's Meeting Minutes

3. Remarks from City Council and Partners

Mr. Moore recognized visiting partners and noted that no City Council members were present to offer remarks. Delegate Walker spoke about public accountability, the importance of dependable transportation, and the State's role in helping local services address funding and operating challenges.

4. General Manager's Remarks and FY2026 Annual Report

Mr. Moore reviewed operating challenges and agency accomplishments. He identified recruiting and retaining operators as an ongoing priority. He identified safety as a major priority for the coming year following several minor and moderate incidents. He emphasized that schedule reliability cannot come at the expense of passengers, employees, or the public, and noted that safer operations can help control costs. He cited record diesel prices, elevated gasoline prices, and anticipated health-insurance and other expense increases as continuing budget concerns.

Mr. Moore recognized GLTC's Hill Spencer Award for the highest percentage ridership growth in its category, referencing a 46% increase achieved during the agency's recent improvement period. He described improvements in fare technology, real-time arrival information, and service management as contributors. Mr. Moore noted the Outstanding Community Program Award for GLTC's partnership with One Community One Voice, which introduced young participants to buses, maintenance activities, and potential careers in transit. Additional accomplishments included employee participation in state and national transit competitions, a second-place finish by the maintenance team.

5. GLTC Employee Service Awards

GLTC recognized employees reaching service milestones.

- 25 years - Charles Jones
- 20 years - Natalie Wilkins, Kenneth Payne, Jeremy Branham, Jeremiah Gardner.
- 15 years - Chevelle Lockley
- 10 Years - Fran Gilmore, Phillip Bowling, Michael Zeien, Johnethia McClattie, Doressa Chilton.
- 5 years - William Blankenship, Jarvis Myers, Christopher Poindexter.
- 1 year - Reginia Sarden, Harold Hemmings, Roy Wayne, Kim Robertson, Shenna Pollard, Aubrey Brown

Mr. Moore presented special appreciation awards to Board Members in recognition of their service during the year, including a separate recognition of President Howe.

ACCIDENT-FREE SERVICE RECOGNITIONS

Accident-free safety recognition:
Nathan Harris, Sandra Silvey, Jonathan McLaddie, Tika Gaines, Keisha Walker, Harold Hemmings, Bonnie Williams, Janae Coles, Lisa Vaughn, Zach Rosser, Bobby Slaughter, Michael Phelps, and Lafayette Lovelace. Johnny Birch, Jeremy Graham, Michael DePalmer, Kim Payne, John Amche, Jarvis Myers, Damian Ross, Demetrius Morgan, George Powell, Tori Beverly, Charles Mutz, and Aubrey Brown.

6. Board Meeting Cancellation Vote

Ms. Howe asked for a motion to cancel the regularly scheduled November 4th, 2026, Board meeting and redesignate the November 19th, 2026, work session as an official Board meeting. Mr. Hackman made a motion to cancel the meeting. Mr. Landergan seconded the motion, motion carried unanimously.

7. Adjournment

With no further business, Mr. Moore concluded the meeting. The meeting ended at 7:18 p.m.

Secretary/Treasurer

Next Meeting Dates

Next Board Meeting: November 17th, 2026, at 800 Kemper St. Lynchburg, VA 24501 @ 8:30 a.m.

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

November 11th, 2026

Re: September 2026 Draft Financial Statements

Dear GLTC Board of Directors,

The draft financial statements for September 2026 are attached to this report. Additionally, Also attached are the numbers from July and August 2026 as there have been some changes in these, mostly in the area of the Federal Operating Assistance. We will not be able to issue final statements until an official end of the year has been derived from our audit. We operated service normally for the month of September with the exception of Sundays and the Labor Day holiday.

Income:

Farebox revenue is steady but is 1% above budget with paratransit revenues 1% below budget. We experienced lower fare revenues in some of our partners during the first portion of the year as they purchased a number of passes in the June and July timeframe, which has tapered off in September.

Non-operating revenue was lower with few insurance payments. Advertising revenue is down -48% currently. We have several ad campaigns that have ended and advertising is appearing to slow down based on the economy. We will likely have several new ads and one large renewal in the November or December timeframe.

State operating assistance includes TRIP grant funds for past months for both Rt 4, Flex, Intern, and LPD and are down 9% based on actual expenses. City operating and the reserve transfer are both on budget.

Federal revenues are 1% above budgeted for the quarter based on a higher draw in July due to higher eligible expenses. Staff will be taking care to monitor the Federal Operating outlay as while we are on budget for the year, this leaves little room for increased costs, particularly in IT and fuel.

Expenses:

Expenses for fixed route and PTS operators are below budget by 17% and 4% respectively, but wage increases for this year have not been entered as the Collective Bargaining Agreement is still in negotiations. Due to changes in our payroll processing setup that occurred in July, overtime is now calculated differently than in the past.
Previously, overtime was calculated and assigned to the overtime category as the additional time required to reach time-and-a-half, “the half”. Now any hour that is in over time is assigned at the full time-and-a-

half rate to the overtime category. This is also the reason the wage categories are showing under while overtime is showing over budget at 16% for fixed route and fixed route supervisors at 10% over budget, but below budget 33% on wages. This includes the two supervisor vacancies that we currently have.

Maintenance overtime is up following the same pattern as fixed route and PTS. All other maintenance costs are below budget.

IT expenses are higher than last year and are 50% over for fixed route systems primarily on several larger than expected annual renewals based on usage for our mobile fare collection system. Staff will be conducting an analysis and will be coming back to the board for discussion as the systems with the highest costs are all customer facing systems, but growing costs are a concern for the organization. Additional vendors are requiring moving systems to the cloud which is increasing costs and create large reoccurring costs each year.

Administration wages and fringe benefits were both higher than budgeted in this quarter shown by 14% and 21% respectively. Casualty and Liability expenses

Other materials and supplies was over in Administration by 39% ($8,346.71) as a number of small purchases and projects were completed at the start of the fiscal year after funding was secured. As with previous years, this spiked in July and has fallen in August and September.

Fuel costs have remained extremely high. July and August were below our budget but numbers in September were at budget. This will be an item that we will likely need to address in the future if prices remain elevated.

Overview:

We are showing a surplus for the year currently based on higher than projected federal operating reimbursements in July and some savings from health care with the adoption of new plan changes. We currently have a surplus of $82,070 for the month and $173,648 (6%) for the year.

Anticipated Expenses:

Fuel prices and pricing for fuel surcharges have increased exponentially and do not show any signs of abating in the near term. Long term this may be an issue that will need to be addressed if prices stay elevated or if there are fuel shortages.

Unanticipated Expenses:

We did not have any unanticipated operational expenses during this month.

Capital Projects:

Capital expenditures include repairs for transmissions, radiators, and coolant systems as both GLTC and the industry are experiencing higher than normal failure rates for these items and limited parts replacement options. We also have several capital projects that are underway this year including our long-term financial planning study as well as vehicle replacement projects.

Sincerely,

Joshua A. Moore
General Manager

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

DRAFT INCOME STATEMENT

JULY 31, 2026 - SEPTEMBER 30, 2026

	MONTH TO DATE FY2027 JUL ACTUAL	MONTH TO DATE FY2027 AUG ACTUAL	MONTH TO DATE FY2027 SEP ACTUAL	FY2027 YTD ACTUAL	FY2027 YTD BUDGET	Variance
REVENUE						
FRT Passenger Revenue	$40,879.68	$41,120.45	$43,933.00	$125,933.13	$ 125,000	1%
DRT Passenger Revenue	$5,004.00	$4,968.00	$5,812.00	$15,784.00	$ 15,875	-1%
Contracts (CVCC Access)	$4,066.67	$4,066.67	$4,066.67	$12,200.01	$ 12,200	0%
Non-Operating Revenue	$261.00	$283.00	$1,478.91	$2,022.91	$ 16,250	-88%
Advertising Revenue	$6,140.00	$3,940.00	$5,488.00	$15,568.00	$ 30,000	-48%
City Operating Assistance	$156,609.10	$156,609.10	$156,609.10	$469,827.30	$ 469,827	0%
GLTC Reserve Transfer	$66,666.66	$66,666.67	$66,666.67	$200,000.00	$ 200,000	0%
County Operating Assistance	$7,631.25	$7,631.25	$7,631.25	$22,893.75	$ 22,894	0%
State Operating Assistance	$209,356.54	$210,301.43	$207,623.84	$627,281.81	$ 687,017	-9%
Federal Operating Assistance	$420,597.00	$385,966.00	$366,510.00	$1,173,073.00	$ 1,156,386	1%
TOTAL REVENUE	**$ 917,212**	**$ 881,553**	**$ 865,819**	**$ 2,664,584**	**$ 2,735,449**	**-3%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$136,861.36	$139,164.87	$137,371.77	$413,398.00	$ 499,900	-17%
Operator-Overtime	$23,060.92	$23,712.32	$21,616.37	$68,389.61	$ 58,951	16%
Other Salaries & Wages	$35,977.41	$30,491.22	$30,119.86	$96,588.49	$ 143,209	-33%
Supervisors-Overtime	$2,185.31	$2,236.86	$1,916.05	$6,338.22	$ 5,750	10%
Fringe Benefits	$114,375.27	$97,836.15	$123,150.58	$335,362.00	$ 380,303	-12%
Information Technology	$31,561.75	$31,561.71	$31,561.71	$94,685.17	$ 62,925	50%
TOTAL FIXED ROUTE	**$ 344,022**	**$ 325,003**	**$ 345,736**	**$ 1,014,761**	**$ 1,088,113**	**-7%**
DEMAND RESPONSE						
Operator Labor	$35,626.52	$34,344.24	$ 35,640	$ 105,610	$ 109,500	-4%
Operator-Overtime-PTS	$1,036.13	$928.17	380	2,344	$ 2,925	-20%
Other Salaries & Wages	$11,487.52	$11,192.11	11,072	33,751	$ 34,227	-1%
Fringe Benefits	$23,575.69	$20,166.55	14,299	58,041	$ 78,484	-26%
Information Technology	$3,942.79	$3,942.77	3,943	11,828	$ 11,836	0%
TOTAL DEMAND RESPONSE	**$ 75,669**	**$ 70,574**	**$ 65,332**	**$ 211,575**	**$ 225,135**	**-6%**
MAINTENANCE						
Other Salaries & Wages	$77,623.12	$69,070.59	$ 64,471	$ 211,165	$ 239,823	-12%
Inspection&Maint,Srvc-Overtime	$6,413.92	$6,477.90	6,584	19,476	$ 13,701	42%
Fringe Benefits	$51,366.75	$43,938.91	43,722	139,027	$ 141,699	-2%
Fuel & Lubricants	$64,467.38	$73,792.96	84,302	222,562	$ 253,856	-12%
Tires & Tubes	$6,021.65	$13,215.28	1,105	20,341	$ 25,000	-19%
Information Technology	$1,355.21	$1,355.21	1,355	4,066	$ 7,235	-44%
Other Materials & Supplies	$42,282.74	$23,410.67	17,060	82,754	$ 111,250	-26%
TOTAL MAINTENANCE	**$ 249,531**	**$231,261.52**	**$ 218,598**	**$ 699,391**	**$ 785,328**	**-11%**
ADMINISTRATION						
Other Salaries & Wages	$52,675.27	$58,963.84	$56,903.87	$168,542.98	$ 148,225	14%
Fringe Benefits	$34,857.62	$29,817.07	$25,581.78	$90,256.47	$ 74,620	21%
Services	$51,826.28	$50,118.39	$18,102.14	$120,046.81	$ 142,071	-16%
Utilities	$27,552.34	$13,842.77	$14,249.60	$55,644.71	$ 66,276	-16%
Casualty & Liability Expenses	$24,680.88	$24,254.75	$24,254.75	$73,190.38	$ 67,717	8%
Information Technology	$4,078.92	$3,601.97	$4,575.30	$12,256.19	$ 14,470	-15%
Bad Debt Expense			-	-	$ -	
Other Materials & Supplies	$13,667.75	$9,422.13	$6,756.83	$29,846.71	$ 21,500	39%
Miscellaneous	$9,539.33	$2,227.81	$3,657.59	$15,424.73	$ 20,000	-23%
TOTAL ADMINISTRATION	**$ 218,878**	**$ 192,249**	**$ 154,082**	**$ 565,209**	**$ 636,873**	**-11%**
TOTAL EXPENSES	**$ 888,100**	**$ 819,087**	**$ 783,749**	**$ 2,490,936**	**$ 2,735,449**	**-9%**
NET INCOME/(LOSS)	**$ 29,112**	**$ 62,465**	**$ 82,070**	**$ 173,648**	**$ 0**	**6%**

GLTC Board Agenda Detail
Item Title: September 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 10.3% compared with the previous year and was up 1.26% from the previous month.

Total ridership has been down ~4% on average since the pause in Sunday service in May. This corresponds to about 2,300 rides a month. Ridership has been increasing in the last couple of months, particularly as fuel prices have remained high.

Ridership:

Fixed Route and Flex ridership for the month of September was 57,745
Paratransit ridership for September was 2,000
Flex ridership for the month of September was 2,053

Service Impacts:

On-Time Performance was 75.2 %

3.05% of the service was lost due to missed trips in September.

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

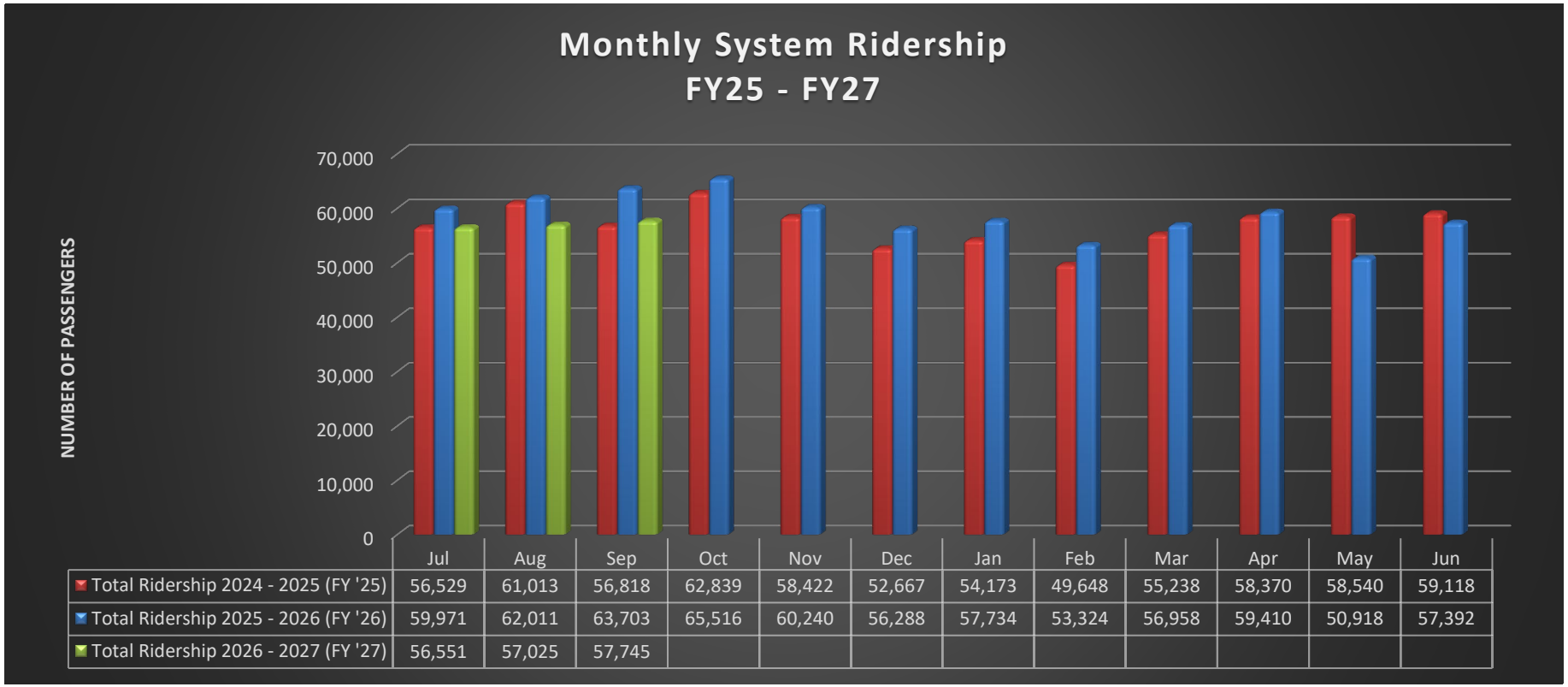
Route	1A	1B*	2	3A	3B	4	5**	10	11	12X
On-time	76.6%	53.3%	81.6	75.6%	75.4%	63.8%	66.3%	76.0%	70.2%	76.3%

*Primarily caused by the detour due to water line construction
**Delays on Timberlake are causing this route to leave the Transit Station late

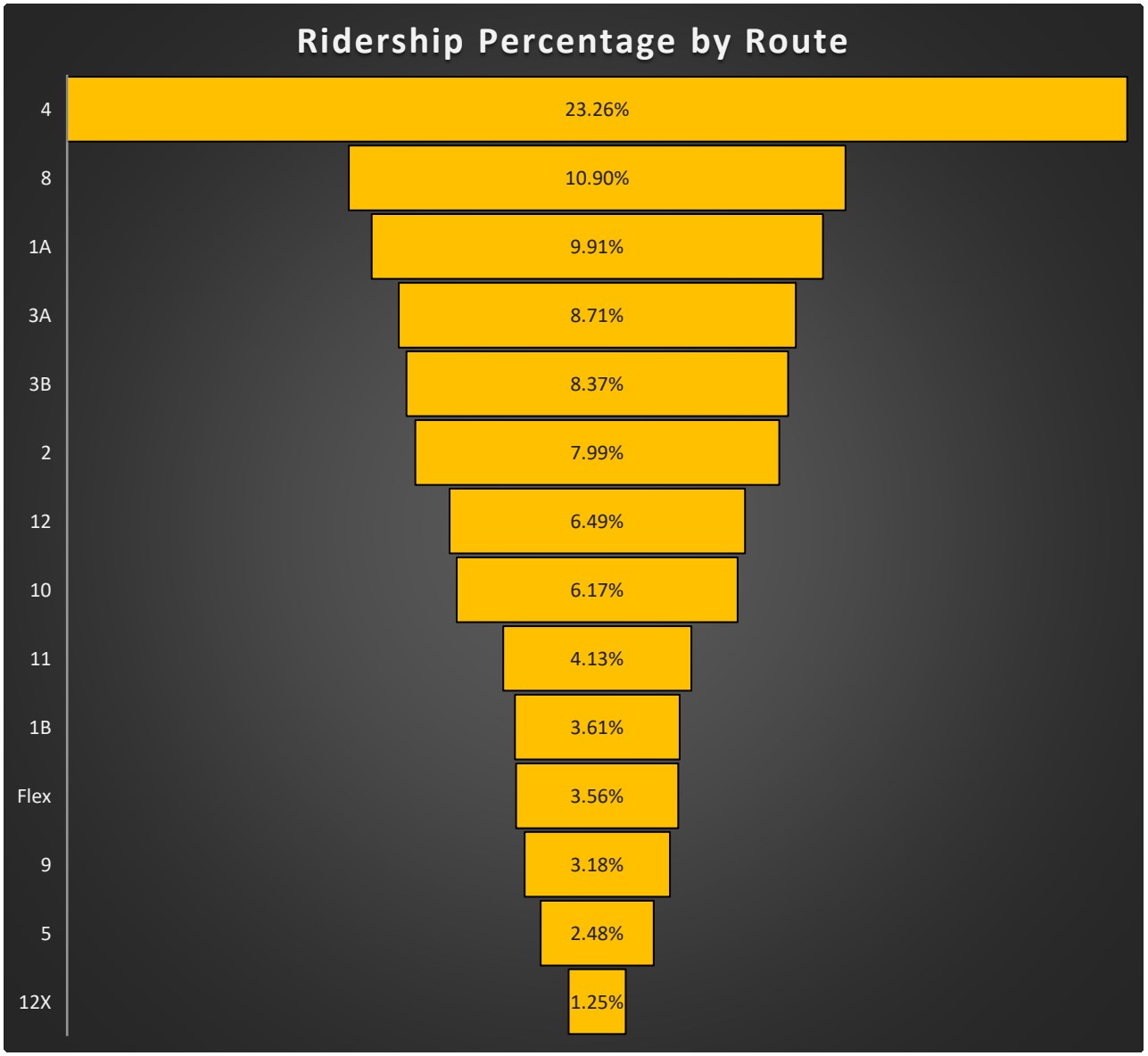
Maintenance:

Maintenance activities are reported as follows for September 2026:

- Total mileage for fixed route – 73,592
- Total mileage for Flex – 11,765
- Paratransit total mileage – 15,345
- On-time performance for preventative maintenance activities – 90%
- Fleet downtime – 4.79%
- Road calls - 16

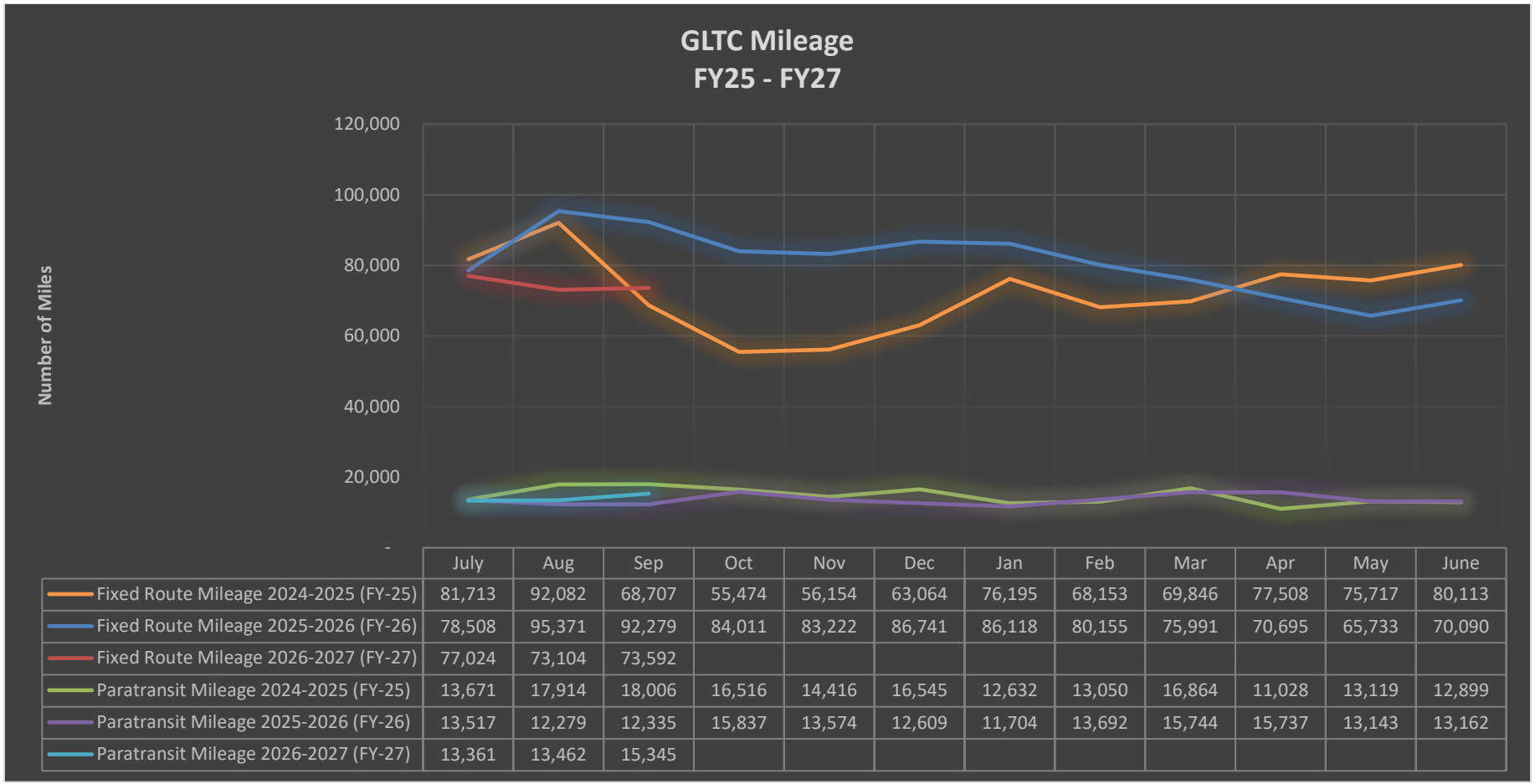


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total Ridership 2024 - 2025 (FY '25)	56,529	61,013	56,818	62,839	58,422	52,667	54,173	49,648	55,238	58,370	58,540	59,118
Total Ridership 2025 - 2026 (FY '26)	59,971	62,011	63,703	65,516	60,240	56,288	57,734	53,324	56,958	59,410	50,918	57,392
Total Ridership 2026 - 2027 (FY '27)	56,551	57,025	57,745									

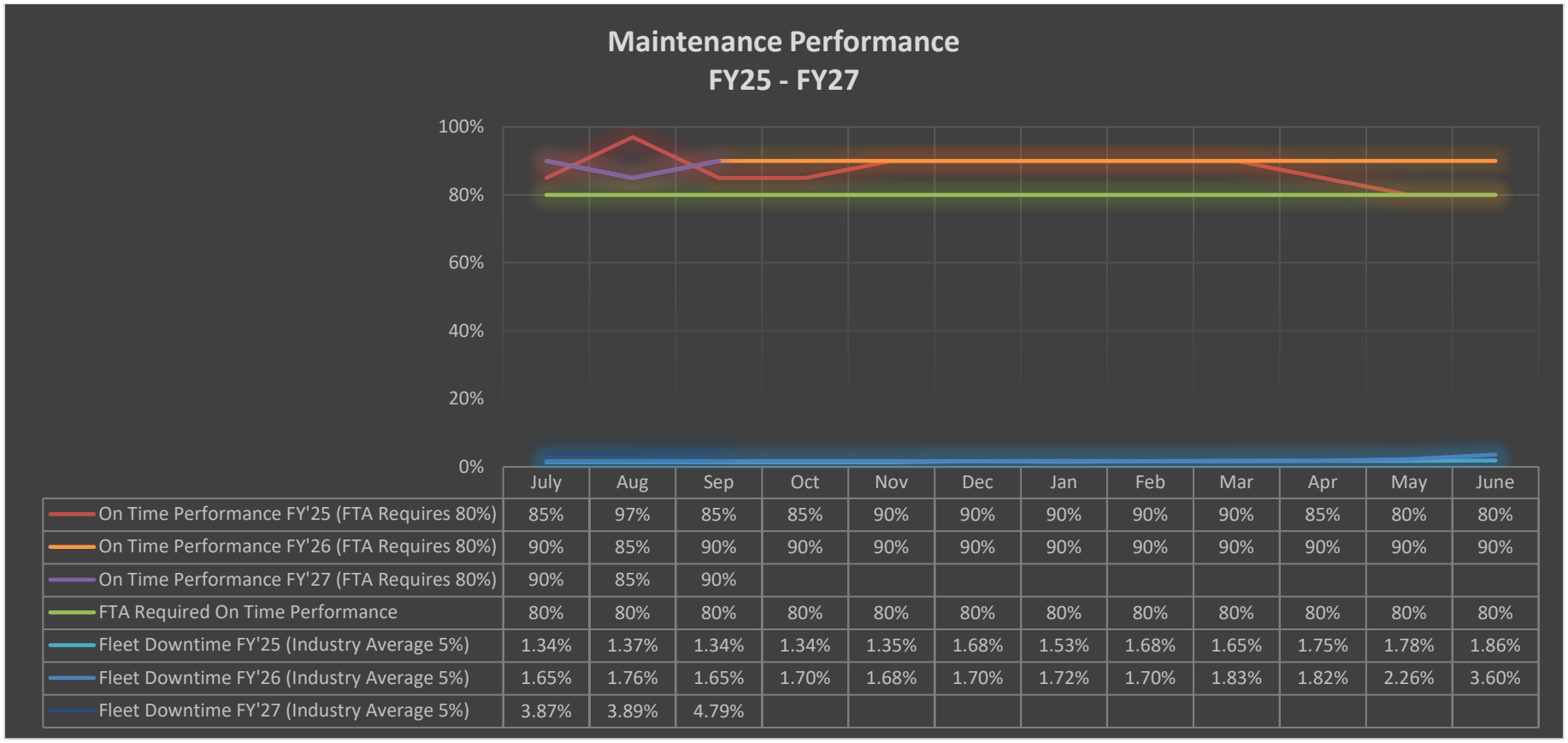


Sep-25

Route	Ridership	Percentage
4	13,433	23.26%
8	6,294	10.90%
1A	5,720	9.91%
3A	5,031	8.71%
3B	4,835	8.37%
2	4,611	7.99%
12	3,745	6.49%
10	3,560	6.17%
11	2,384	4.13%
1B	2,085	3.61%
Flex	2,053	3.56%
9	1,839	3.18%
5	1,433	2.48%
12X	722	1.25%
Total	**57,745**	**100.00%**



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	70,090
Fixed Route Mileage 2026-2027 (FY-27)	77,024	73,104	73,592									
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
Paratransit Mileage 2026-2027 (FY-27)	13,361	13,462	15,345									



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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%
On Time Performance FY'27 (FTA Requires 80%)	90%	85%	90%									
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
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%
Fleet Downtime FY'27 (Industry Average 5%)	3.87%	3.89%	4.79%									

GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

November 10th, 2026

Re: FY28 Draft Capital Improvement Plan Overview

Dear GLTC Board of Directors,

Attached is a draft version of the FY28 Capital Improvement Plan (CIP). Most items are state-of-good-repair replacements or for existing vehicles or infrastructure to comply with the Transit Asset Management (TAM) program state of good repair guidelines. There are two expansion vehicles included in this draft plan which staff has determined are necessary to ensure that there is capacity to operate the paratransit and microtransit system without disruptions.

Projects that are deal with state of good repair and TAM guidelines are:

- 2 Shelter replacements
  - This will remove shelters that are past their useful life and are beginning to pose a hazard to the riding public and replace them with new units and ensure that the locations are ADA compliant. The tentative locations identified are:
    - Fort Ave and Campbell Ave (across from Kenny's Chicken)
    - Boonesboro Shopping Center Kroger
- 2 Support Vehicle replacements
  - This continues the phased replacement process for 2017 vehicles that have reached the end of their useful life
- Replacement of 2012 radio system components, accessories, and related firmware updates
  - The units were purchased in 2012 and while most are in good condition, they need a midlife overhaul which will include component refurbishment and replacement as needed, firmware updates, replacement of accessories (batteries, carriers, mics, et cetera), and potentially replacement of units that are reaching the end of their useful life or for which refurbishment would be prohibitive. It is not anticipated that GLTC will add substantially to the number of radios which would increase the annual fee, but it has been identified that there is a need for additional handheld units.

There are four projects that would be new projects that would not be considered TAM projects:

- Additional Solar Lighting
  - This project would add additional solar lighting to stops that do not have shelters or current lighting. These systems attach directly to the 2"x2" poles and allow for lighting to

be added easily to locations that do not have it. Some systems will also allow for audible announcements or flashing lights to indicate the bus is arriving.

- 1 LD BOC and 1 ADA Minivan Expansion Vehicles
    - These projects will be entered separately due to scoring, but are both concerned with ensuring that GLTC has enough vehicles to adequately perform the service that it current operates as well as expected increases in service, especially in the paratransit transportation. As a 5307-fund recipient, GLTC can have no capacity constraints or restrictions on paratransit trips and must ensure that there is an adequate number of vehicles to be able to provide the service. With both an increase in riders as well as more customers needing additional services or time, staff feels that it is prudent to begin planning for the additional of vehicles to the fleet.
- Amherst Co Infrastructure
    - There is currently no cost associated with this project as cost estimates are still being developed by VDOT. This would be a joint project between Amherst County, GLTC, and VDOT to develop an improved bus stop with seating, a landing pad, and a sidewalk connection from the end of the John Lynch bridge to the existing sidewalk at Riverfront Park. Currently this is a placeholder in the CIP and staff will bring back further information in December when detailed cost estimates are available from VDOT and Amherst Co staff. This project will likely be applied for under the TRIP shelter grant program.

Due to continued uncertainty with the Federal Government, the financial pressures on the City of Lynchburg with uncertain economic forecasts and funding, most items proposed for this budget are required under state of good repair or have a substantial case for inclusion based on either Board priorities (solar lighting) or ensuring that GLTC has resources needed to meet Federal obligations.

The Amherst County project would not have any City of Lynchburg local match and would be a joint project between Amherst County, GLTC, and VDOT.

Please do not hesitate to let me know if you have any questions or wish further information on any of these items.

Sincerely,

Josh Moore
General Manager

Project Name: 2 Shelter Replacements Project Type: Infastructure

Project Description:

This will replace three shelters that have reached the end of their useful life. This will allow us to keep abreast of our state-of-good-repair requirements.

Revenues	Prior Funding	FY28	FY29	FY30	FY31	FY32	Total
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	$ -	$ 32,000	$ -	$ -	$ -	$ -	$ 32,000
Local	$ -	$ 8,000	$ -	$ -	$ -	$ -	$ 8,000
Total	$ -	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY28	FY29	FY30	FY31	FY32	Total
Shelters	$ -	$ 18,000	$ -	$ -	$ -	$ -	$ 18,000
Construction	$ -	$ 20,000	$ -	$ -	$ -	$ -	$ 20,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ 2,000	$ -	$ -	$ -	$ -	$ 2,000
Total	$ -	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000

Estimated Operating Costs Impact:

There should be no operating costs impacts as these are replacement shelters and will not add to the maintenance that is already ongoing.

Notes:

The tentative locations for these shelters are: Fort and Cambell and Boonesboro Kroger

This is anticipated to be TRIP Shelter funding

Project Name: 2 Support Vehicles Project Type: Support Vehicles

Project Description:

This includes replacement operations vehicles in service since 2016.

Revenues	Prior Funding	FY28	FY29	FY30	FY31	FY32	Total
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	$ -	$ 74,800	$ -	$ -	$ -	$ -	$ 74,800
Local	$ -	$ 35,200	$ -	$ -	$ -	$ -	$ 35,200
Total	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY28	FY29	FY30	FY31	FY32	Total
Ops Vehicles	$ -	$ 94,800	$ -	$ -	$ -	$ -	$ 94,800
Radios	$ -	$ 1,800	$ -	$ -	$ -	$ -	$ 1,800
In-Service	$ -	$ 9,800	$ -	$ -	$ -	$ -	$ 9,800
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ 3,600	$ -	$ -	$ -	$ -	$ 3,600
Total	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

Vehicles are T-21 and A-11

Project Name: Radio System Upgrades Phase 1 Project Type: Equipment

Project Description:

This will replace and update radio equipment that has been in use since 2013. This will include refreshing hardware, replacing or repairing in-vehicle units as needed, and updating software and firmware in units.

Revenues	Prior Funding	FY28	FY29	FY30	FY31	FY32	Total
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	$ -	$ 46,240	$ -	$ -	$ -	$ -	$ 46,240
Local	$ -	$ 21,760	$ -	$ -	$ -	$ -	$ 21,760
Total	$ -	$ 68,000	$ -	$ -	$ -	$ -	$ 68,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY28	FY29	FY30	FY31	FY32	Total
Handhelds	$ -	$ 31,000	$ -	$ -	$ -	$ -	$ 31,000
In-Vehicle	$ -	$ 31,000	$ -	$ -	$ -	$ -	$ 31,000
Updates/Hardware	$ -	$ 6,000	$ -	$ -	$ -	$ -	$ 6,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ 68,000	$ -	$ -	$ -	$ -	$ 68,000

Estimated Operating Costs Impact:

Unless there are new units added, there should not be any impact to operating costs.

Notes:

This project is being split into phases to reduce the total cost of the project in any one year. This is anticipated to be Phase 1 of 4.

Project Name: Solar Lighting Project Type: Infastructure

Project Description:

This will add additional solar lighting to stops in the system.

Revenues	Prior Funding	FY28	FY29	FY30	FY31	FY32	Total
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	$ -	$ 10,200	$ -	$ -	$ -	$ -	$ 10,200
Local	$ -	$ 4,800	$ -	$ -	$ -	$ -	$ 4,800
Total	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY28	FY29	FY30	FY31	FY32	Total
Solar Lighting	$ -	$ 12,000	$ -	$ -	$ -	$ -	$ 12,000
Installation	$ -	$ 3,000	$ -	$ -	$ -	$ -	$ 3,000
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000

Estimated Operating Costs Impact:

There should be no additional first year costs, but as the system ages, there will need to be additional maintenance including the replacement of batteries in the future and any repairs due to damage.

Notes:

Project Name: 1 LD Expansion BOC Project Type: Revenue Vehicles

Project Description:

This will add an additional paratransit vehicle as vehicle utilization on paratransit is increasing and Federal regulations prohibits capacity constraints on paratransit service.

Revenues	Prior Funding	FY27	FY28	FY29	FY30	FY31	Total
Federal	$ -	$ 126,519	$ -	$ -	$ -	$ -	$ 126,519
State	$ -	$ 111,705	$ -	$ -	$ -	$ -	$ 111,705
Local	$ -	$ 9,926	$ -	$ -	$ -	$ -	$ 9,926
Total	$ -	$ 248,150	$ -	$ -	$ -	$ -	$ 248,150

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY27	FY28	FY29	FY30	FY31	Total
Vehicle	$ -	$ 228,000	$ -	$ -	$ -	$ -	$ 228,000
BLI	$ -	$ 6,700	$ -	$ -	$ -	$ -	$ 6,700
Radio	$ -	$ 2,800	$ -	$ -	$ -	$ -	$ 2,800
In-Service/Hardware	$ -	$ 5,600	$ -	$ -	$ -	$ -	$ 5,600
Inspection Travel	$ -	$ 2,900	$ -	$ -	$ -	$ -	$ 2,900
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ 2,150	$ -	$ -	$ -	$ -	$ 2,150
Total	$ -	$ 248,150	$ -	$ -	$ -	$ -	$ 248,150

Estimated Operating Costs Impact:

Initial operating costs will go down for the first couple of years as the vehicle will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

5339 at 50.9%, DRPT at 45.1%, local at 4%. These 5339 funds must be programed in FFY27 or will be lost.

If either minivan projects are not funded, then Federal share will increase to 80%.

Project Name: 1 ADA Accessbile Minivans Project Type: Revenue Vehicles

Project Description:

This will be an expansion vehicle to support Flex and paratransit.

Revenues	Prior Funding	FY28	FY29	FY30	FY31	FY32	Total
Federal	$ -	$ 70,160	$ -	$ -	$ -	$ -	$ 70,160
State	$ -	$ 12,278	$ -	$ -	$ -	$ -	$ 12,278
Local	$ -	$ 5,262	$ -	$ -	$ -	$ -	$ 5,262
Total	$ -	$ 87,700	$ -	$ -	$ -	$ -	$ 87,700

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY28	FY29	FY30	FY31	FY32	Total
ADA Minivans	$ -	$ 73,000	$ -	$ -	$ -	$ -	$ 73,000
Radio	$ -	$ 8,200	$ -	$ -	$ -	$ -	$ 8,200
In-Service	$ -	$ 6,500	$ -	$ -	$ -	$ -	$ 6,500
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ 87,700	$ -	$ -	$ -	$ -	$ 87,700

Estimated Operating Costs Impact:

Initial operating costs will be low for the first couple of years as the vehicles will be new and any unexpected non-routine maintenance expenses will be covered under warranty

Notes:

Expansion vehicle which will require new hardware.

This would be funded at 80% from 5339, DRPT 16%, local 4%. 5339 is from FFY25.

Project Name: Riverside Park/Rt 29 Sidewalk and seating Project Type: Infastructure

Project Description:

This funding would be for a project to install sidewalk and seating at the stop located at the end of the John Lynch bridge in Amherst Co. This will be a project that will be coordinated with VDOT and Amherst County for use with additional grants, including TAP or SmartScale.

Revenues	Prior Funding	FY28	FY29	FY30	FY31	FY32	Total
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Estimated Project Costs and Year of Expenditure	Prior Expenditures	FY28	FY29	FY30	FY31	FY32	Total
Seating	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sidewalk	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contingency	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Estimated Operating Costs Impact:

Minimal impact as the seating will need to be periodically maintained by the sidewalk will be maintianed by VDOT.

Notes:

This project would be paired with other local and VDOT funds to complete a wider sidwalk/walkway project. This is currently a tentative project with VDOT working on planning and cost estimates prior to the start of the grant cycle. Amherst County/VDOT will be paying the local share