



Board of Directors Meeting Agenda

Wednesday, June 3rd, 2015
8:30 a.m. – 9:30 a.m.

Meeting Location: GLTC Transfer Station – 800 Kemper Street, Lynchburg, VA 24505

Board President: Greg Daniels
Board Vice President: Margaret "Peggy" Whitaker
Secretary-Treasurer: Lee Beaumont
Members: John "Jack" Hellewell; Jennifer Martin; Dr. James H. Mundy; L. Kimball Payne; Christian H. DePaul; Glenn McGrath

#1	Public Comment	Greg Daniels <i>President</i>
#2	Consideration of Meeting Minutes Approval May 13 th , 2015	All
#3	Committee Reports a) Customer Advisory Committee (CAC) b) ADA Advisory Committee	Sherry Gentry Garry DuPriest
#4	Staff Reports a) Management Report (<i>Deferred until next meeting</i>) b) April, 2015 Financials c) April, 2015 Ridership & Operations Statistics d) Capital Projects e) Technology f) Operations & Maintenance Facility	Dennis Dorsey <i>Assistant General Manager</i>
#5	Old Business a) Transfer Station Meeting Room (Incidental Use) b) Bus Shelters c) Fare Structure d) University/City Cost Ratio's	Update Provided Update Provided No Update No Update
#6	New Business a) William Hundley Retirement b) Customer Advisory Committee Guidelines c) ADA Advisory Committee Guidelines d) Other New Business (<i>open discussion</i>)	Resolution For Approval For Approval All
#7	Presidents Report	Greg Daniels <i>President</i>
#8	Next Meeting Date & Adjournment Next GLTC Board Meeting – July 1st, 2015 @ 8:30am Adjournment	All





GLTC Board Agenda Detail

Item #: 2
Item Title: May 13th, 2015 Minutes
Action: Consideration of Approval

Draft Minutes
Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS MEETING
May 13th, 2015
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, May 13, 2015 at the GLTC office, 800 Kemper Street, Lynchburg, Virginia.

Board members attending were: Greg Daniels, Peggy Whitaker, Dr. Jim Mundy, Kim Payne, Jennifer Martin, Glen McGrath, Christian DePaul, and Lee Beaumont.

Staff members attending were: Josh Baker, Dennis Dorsey, Gary Paris, Allen Robey, Millie Martin, Gloria Berkley, Steve Overstreet, and Natalie Wilkins.

Visitors to the meeting included Neil Sherman of DRPT, Sherry Gentry of the GLTC Customer Advisory Committee, and Gary DuPriest of the ADA Committee.

Absent: Jack Hellewell

Mr. Daniels asked for public comment. There was no public comment.
Mr. Baker introduced Neil Sherman with DRPT and Steve Overstreet, GLTC's new IT Manager.

Customer Advisory Committee Report:

Ms. Gentry provided the following report-

The Customer Advisory Committee had its regular meeting Monday, May 11, at 2:30 p.m. at the transfer station. We discussed the following:

We reviewed the draft guidelines as presented by the CAC subcommittee in an effort to outline the role, responsibility, and value of the CAC to the GLTC Board and GLTC staff.

We reviewed upcoming marketing events.

We provided feedback on the new transit guide that staff is working on.

We discussed ways to increase ridership and would encourage all board members to use transit so our customers can see who you are and your commitment to public transportation.

Consideration of Approval of Minutes:

Mr. Daniels asked for consideration of approval of the minutes of April 1, 2015. Ms. Whitaker made a motion to approve the minutes as presented with Dr. Mundy seconding the motion. The vote was unanimously carried.

Staff reports

Management Report

Mr. Baker stated that GLTC participated in the Paratransit Rodeo in Harrisonburg on April 10 and 11. Although GLTC did not place, he is very proud of the two drivers who participated as it was a great experience for all.

Mr. Baker stated that staff is continuing its work in preparation for the Triennial Review. The on-site review will occur on June 23rd and 24th. Mr. Baker will present a copy of the review to the board upon completion and make the necessary corrective actions as needed.

Mr. Baker thanked Ms. Wilkins for making a presentation to the Citizens Academy on April 18th. Staff is making great progress in cleaning up the bus announcements. This has not been an easy task; however, we will be in a better place in the future.

GLTC had a visit from the League of Women Voters on April 21. The group had a chance to ride the bus to and from the meeting and was impressed with our transit system. Mr. Baker thanked them for their interest and support of public transit.

Mr. Baker and Mr. Dorsey attended the APTA training and conference in Fort Worth, TX May 4th through 6th. They brought back several ideas on ways to increase ridership and enhance our system. This was another great opportunity to learn what other systems are doing.

March 2015 Financial Statement

Mr. Baker stated that there were some strange items on the balance sheet regarding accounts receivable. This is due to some expenses for the transfer station from last fiscal year. Ms. Martin has resolved those issues.

Mr. Baker stated that although we are doing quite well and expects a small surplus, overtime is still a challenge. Many drivers are sick, have long term illnesses, or out on FMLA, etc. Mr. McGrath asked if there is a way for drivers to have flexible hours to offset overtime expenses. Mr. Baker stated that the union contract restricts flexibility for Fixed Route drivers.

Mr. Baker presented a new report to the board. The report included a historical analysis of Cash Flow, Revenue, Expenses, and Net Income. Mr. Baker stated that we looked good financially overall; however we will not receive state funds as in the past.



Mr. Baker provided an update for the Cash Flow projections on pages 13-15. He stated that this is a regular pattern in which the budget is healthy at the beginning of the fiscal year. Towards the end of the fiscal year, the time we receive Federal, State, or Local funds can be challenging. One example is if Liberty University has a double payment scheduled in the same month based on the billing cycle.

Mr. Baker presented the Historical Revenue and Expenses chart. Mr. Daniels asked if the scale can be changed to \$400k to see more fluctuations in the data. He would like to see how the Federal, State, and City funding trends. Mr. Daniels stated that when GLTC cut service, a big picture/pattern of the entire revenue process would be helpful. Mr. Baker will provide bullet points on the peaks and valleys of the funding process in an upcoming board meeting.

Mr. Baker thanked Ms. Martin and staff for working diligently to provide this report as we did not have to draw from our reserve account for April. Mr. Baker does not anticipate having to draw from the reserve for the remainder of the fiscal year; however, he is regularly monitoring finances.

Mr. Daniels asked if First Transit is assisting with the audit. Mr. Baker stated that First Transit has assisted in the past but has not seen a need to ask for assistance at this point.

March 2015 Ridership Report

Mr. Baker stated that overall ridership is up but City ridership is down. This could be due to the transfer station move or the predicted increase in the current budget. The \$25 monthly pass could also be a factor. Mr. Baker stated that there will be a focus on ridership patterns and other factors for the upcoming Transit Development Plan (TDP) this summer. Mr. Baker has formed a Route Advisory Committee made of up GLTC drivers to assist in analyzing ridership. The state will assist in the cost of the TDP.

Mr. Baker also stated that he plans to look at the current fare structure. We have several types of fare cards that are being used. After discussion, Mr. Payne made a motion to evaluate the current fare structure, determine how many people are using reduced fares, and to evaluate, recommend, and understand what the current structure is with Mr. DePaul seconding the motion and the vote was unanimously carried.

There was a lengthy discussion on ridership and the overtime challenge. Mr. Daniels also asked if it is possible that Liberty University is pulling our overall funding in overtime. In the past, a subcommittee had been formed to determine how much LU would be charged for service. A formula was put in place for LU service and he wants to ensure that we currently charging correctly. Is the overtime coming from LU or City? Can staff review that the funding and formula structure is accurate?

Mr. Baker stated that the normal time to renew the LU contract is during the summer. Mr. Baker stated that he could provide a graph to show hours of service, etc. or have the subcommittee reconvene and analyze the cost for the upcoming year(s). Dr. Mundy suggested obtaining feedback from the Customer Advisory Committee and ask if what they've seen or heard, etc. Mr. Baker stated that having a multi-year agreement and a phased approach with LU would be beneficial. Ridership affects farebox revenue but not ridership numbers. Mr. Baker will provide updates at a later date.

Mr. Baker recapped the ridership report. System wide, ridership is up but down in the City. This could be due to the lower cost of fuel and cost of living. PTS trips continue to decline. Per Mr. McGrath's request, Mr. Baker provided how many late trips and how many early trips, average 40 for each trip. On time performance as slightly down.

Mr. Baker also provided an update on the NTD statistics compared to GLTC. When LU is in, we are much on target. When LU is out, we are pretty close to the benchmark. For PTS, we operate more miles with fewer passengers than the national average.

Maintenance remains at 96% with an increased fleet down time of 9.8%.

We are planning a spring cleaning for the main office on Saturday, May 16.

Mr. Baker stated that there was a Public Hearing on May 8th regarding the application for federal funding for the new O&M Facility.

Capital Projects

GLTC is continuing to draw down on grants.

Technology

Mr. Baker stated Mr. Overstreet has jumped on board and is addressing our IT needs. His main focus will be to update all the communication needs for the transfer station.

Mr. Baker stated that he met with Route Match while he was in Fort Worth, TX at the APTA conference. He feels positive that Route Match will finalize all the bus locator needs within the next month or so. Mr. Baker stated that Route Match's performance has been unacceptable and that they are on notice to ensure that the installation will be completed soon.

The tablets have been installed on the Fixed Route buses. Route Match will be launched once the system is fully tested and operational.

Philipp Gabathuler of Region 2000 is assisting GLTC in updating Google Maps. This will be a great marketing tool for the choice rider.

Staff is working to update our website to assist persons who are visually or hearing impaired.

Kemper Street Station

Mr. Baker is currently withholding payment due to punch list items that need completing. In addition, GLTC needs to repair the bus platform in which the concrete is deteriorating. Mr. Baker is investigating the cost. Mr. Payne suggested looking at alternative companies that may not be too expensive to repair.

O&M Facility

Mr. Baker stated that he issued a notice to proceed on May 5th. He stated that there are a few operational changes that need to be made and will report back when the information is available. He

also stated that an O&M Subcommittee meeting will be scheduled soon and anticipates a report in June.

Mr. Baker anticipates a groundbreaking date in a couple of days once he receives the full schedule from MB Contractors.

Mr. Baker has completed the bid process for special inspections and anticipates an award soon. An RFP is currently out for interior design services and closes on Friday, May 15th. This has to be a separate project. We cannot have a bid for an end product from anyone who sells or represents a product involved with the design of the facility according to the FTA. Mr. Baker would like to anticipate interior design sooner rather than later.

Old Business

Mr. Baker stated that this item is still pending.

There is no change on the bus shelter installation. He plans to have a visual chart to show where the bus shelters are located.

New Business

Mr. Baker provided an update on the Drug and Alcohol policy. Mr. McGrath stated that the policy is very detailed. Mr. Dorsey stated that this is a FTA requirement. After discussion, Mr. Payne made a motion to accept the current Drug and Alcohol Policy with Mr. McGrath seconding the motion and the vote was unanimously carried.

FY16 Federal and State Funding Levels

Mr. Baker stated that he does not want to cause alarm as DRPT has released the FY 16 Six Year Improvement Plan (SYIP) Draft. The Federal funding share is manageable with a loss of \$16,016; however, the state level funding shows a significant difference (\$111,813). Mr. Sherman explained that across the board, all agencies started out with 10% less funding. He anticipates that this is a one year deal and hopes funding will stabilize going forward. Mr. Baker plans to revisit the budget to determine how this loss impacts GLTC.

Consider Approval of the New Company Slogan

Mr. Baker stated that GLTC has come up with a new slogan that represents service to our customers. There were over thirty submissions company-wide and the winning slogan is “We’re Here to Get You There”. The slogan was well received by the board. Dr. Mundy made a motion to accept the new slogan with Mr. DePaul seconding the motion. The vote was unanimously carried.

Board Retreat

After discussion, the board decided to extend a regular board meeting by an hour or so in August or September to discuss the vision and goals of GLTC. Ms. Whitaker suggested including orientation of new board members as a topic. Mr. Daniels, Ms. Whitaker, and Mr. Baker will work on the agenda for this meeting.

ADA Committee

Mr. DuPriest provided an update on the ADA committee. The committee is working on revising the current by-laws, forming a Bus Buddy system, ensuring ADA requirements, and to establish the role of the committee.

President's Report

No report

Next meeting Date and Adjournment

After discussion, the board will hold its regular meeting on June 3rd. Mr. Dorsey will present the reports.

As there was no further business, the meeting adjourned at 9:52 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

Item #: 4a

Item Title: Management Report

Action: For Your Information

Summary:

- Deferred until July meeting due to absence of GM.

Contacts: Josh Baker

Attachments: None

Customer Impact: Minimal





GLTC Board Agenda Detail

Item #: 4b
Item Title: April 2015 Financials
Action: For Your Information

Summary:

Attached are the financial statements for April. (Pages 10-15)

The income statement reflects a small loss which is attributed to a repayment of some ineligible expenses previously billed related to the Transfer Station.

Pages 16 & 17 show historical analysis of Cash Flow, Revenue, and Expenses for Central Virginia Transit Management (operating). These charts help show how the current fiscal year compares to previous fiscal years during the same time periods.

Our accrued revenue and expenses continue to show us in the black as we approach closing out FY 15. While we currently show a surplus, there are backlogged expenses/projects which we will be completing in June which will reduce this. We will still close out FY '15 in good standing due to the hard work of our team.

Our Financial Audit kicks off this month with a preliminary on site meeting June 29th & 30th.

Contacts: Josh Baker
Attachments: Pages 10-17
Customer Impact: Minimal

Greater Lynchburg Transit Company, Inc.

Balance Sheet

April FY 2015

	FY 2015	FY 2014	Difference	%
ASSETS				
Cash - Capital	224,203	289,907	(65,704)	-23%
Accounts Receivable	6,191	100,309	(94,118)	-94%
TOTAL CURRENT ASSETS	\$ 230,394	\$ 390,216	\$ (159,822)	-41%
Tangible Property	\$ 39,109,951	\$ 36,485,946	\$ 2,624,005	7%
Accumulated Depreciation	(13,073,244)	(10,667,885)	(2,405,359)	23%
NET FIXED ASSETS	\$ 26,036,707	\$ 25,818,061	\$ 218,646	1%
TOTAL ASSETS	\$ 26,267,101	\$ 26,208,277	\$ 58,824	0%
LIABILITIES AND CAPITAL				
Accounts Payable - Miscellaneous	\$ -	\$ 83,919	\$ (83,919)	-100%
TOTAL LIABILITIES	-	83,919	(83,919)	-100%
Capital Stock	5	\$ 5		
Accumulated Income/(Loss) Prior Years	25,674,660	20,426,215	5,248,445	26%
Accumulated Income/(Loss) Current Year	592,437	5,698,138	(5,105,701)	-90%
TOTAL CAPITAL	\$ 26,267,101	\$ 26,124,358	\$ 142,743	1%
TOTAL LIABILITIES AND CAPITAL	\$ 26,267,101	\$ 26,208,277	\$ 58,824	0%



Central VA Transit Management Company Inc.

Balance Sheet

Apr FY 2015

	FY 2015	FY 2014	Difference	%
ASSETS				
Cash	\$ 66,566	\$ 124,890	\$ (58,324)	-47%
Cash - OPEB	78,117	57,053	21,065	37%
Working Funds	150	150	-	0%
Working Funds - Transfer Center	50	-	50	100%
Accounts Receivable	184,429	139,822	44,607	32%
Materials and Fuel	172,681	165,477	7,204	4%
TOTAL CURRENT ASSETS	\$ 501,995	\$ 487,393	\$ 14,602	3%
Tangible Property	\$ 12,382	\$ 12,382	\$ -	0%
Accumulated Depreciation	(12,382)	(12,382)	-	0%
NET FIXED ASSETS	\$ -	\$ -	\$ -	0%
Prepayments	83,715	71,416	12,299	17%
TOTAL ASSETS	\$ 585,710	\$ 558,809	\$ 26,901	5%
LIABILITIES AND CAPITAL				
Accounts Payable - Trade	\$ 131,674	\$ 120,603	\$ 11,070	9%
Wages Payable	54,243	35,525	18,718	53%
Other Payroll Liabilities	263,072	238,042	25,030	11%
Advance Payments	(15,007)	(81,408)	66,400	-82%
TOTAL LIABILITIES	433,981	312,763	121,219	39%
Accumulated Income/(Loss) Prior Years	-	-	-	0%
Accumulated Income/(Loss) Current Year	151,728	246,046	(94,318)	-38%
Restricted Reserve	-	-	-	0%
TOTAL CAPITAL	\$ 151,728	\$ 246,046	\$ (94,318)	-38%
TOTAL LIABILITIES AND CAPITAL	\$ 585,710	\$ 558,809	\$ 26,901	5%



GREATER LYNCHBURG TRANSIT COMPANY, INC.

INCOME STATEMENT

AS OF APRIL 30, 2015

	FY2015 ACTUAL APR	FY2015 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 379,286	\$ 4,053,121
Money Paid to CVTMC	(379,286)	(4,053,121)
Federal Grant Revenue	(1,610)	485,592
Local Grant Revenue	<u>(307)</u>	<u>120,128</u>
TOTAL REVENUE	\$ (1,917)	\$ 605,720
EXPENSES		
Repairs - Capital	-	\$ 13,284
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ -	\$ 13,284
NET INCOME/(LOSS)	\$ <u>(1,917)</u>	\$ <u>592,437</u>

GREATER LYNCHBURG TRANSIT COMPANY, INC.

COMPARATIVE INCOME STATEMENT

AS OF APRIL 30, 2015

	MONTH TO DATE			YEAR TO DATE		
	FY2015	FY2014	%	FY2015	FY2014	%
	APR	APR		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
Operating Assistance Revenue	\$ 379,286	\$ 204,249	86%	\$ 4,053,121	\$ 3,841,738	6%
Money Paid to CVTMC	(379,286)	(204,249)	86%	(4,053,121)	(3,841,738)	6%
Federal Grant Revenue	(1,610)	219,525	-101%	485,592	4,518,760	-89%
Local Grant Revenue	(307)	79,666	-100%	120,128	1,189,506	-90%
TOTAL REVENUE	\$ (1,917)	\$ 299,191	-101%	\$ 605,720	\$ 5,708,266	-89%
EXPENSES						
Repairs - Capital	-	-	0%	\$ 13,284	\$ 10,128	31%
Other Miscellaneous Expense	-	-	0%	-	-	0%
TOTAL EXPENSES	\$ -	\$ -	0%	\$ 13,284	\$ 10,128	31%
NET INCOME/(LOSS)	\$ (1,917)	\$ 299,191	-101%	\$ 592,437	\$ 5,698,138	-90%



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT AS OF APRIL 30, 2015

	MONTH TO DATE			YEAR TO DATE		
	FY2015	FY2015	%	FY2015	FY2015	%
	APR ACTUAL	APR BUDGET		YTD ACTUAL	YTD BUDGET	
REVENUE						
FRT Passenger Revenue	\$ 70,348	\$ 84,723	-17%	\$ 719,074	\$ 847,226	-15%
DRT Passenger Revenue	6,343	8,167	-22%	68,969	81,667	-16%
Contracts (LC Access)	1,907	2,063	-8%	17,163	20,633	-17%
Contracts (CVCC Access)	4,167	2,063	102%	41,667	20,633	102%
Liberty University Revenue	134,162	101,090	33%	1,207,456	909,812	33%
Other Contract Revenue	749	3,317	-77%	11,983	33,167	-64%
Non-Operating Revenue	5	-	100%	22,465	-	100%
Advertising Revenue	6,442	4,583	41%	61,567	45,833	34%
City Operating Assistance	116,170	116,170	0%	1,161,698	1,161,698	0%
County Operating Assistance	4,791	4,791	0%	47,910	47,910	0%
State Operating Assistance	121,825	115,833	5%	1,218,253	1,158,333	5%
Federal Operating Assistance	169,961	164,977	3%	1,699,613	1,649,767	3%
TOTAL REVENUE	\$ 636,870	\$ 607,777	5%	\$ 6,277,819	\$ 5,976,679	5%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 140,602	\$ 141,687	-1%	\$ 1,377,312	\$ 1,416,866	-3%
Operator-Overtime	35,606	5,574	539%	259,095	55,735	365%
Other Salaries & Wages	23,689	16,332	45%	187,053	163,315	15%
Supervisors-Overtime	2,510	1,818	38%	22,949	18,180	26%
Fringe Benefits	109,544	98,001	12%	977,922	980,011	0%
TOTAL FIXED ROUTE	\$ 311,951	\$ 263,411	18%	\$ 2,824,331	\$ 2,634,107	7%
DEMAND RESPONSE						
Operator Labor	\$ 17,962	\$ 20,559	-13%	\$ 198,809	\$ 205,586	-3%
Operator-Overtime-PTS	1,443	1,052	37%	8,602	10,515	-18%
Other Salaries & Wages	8,197	7,429	10%	81,492	74,285	10%
Fringe Benefits	14,991	8,802	70%	153,013	88,017	74%
TOTAL DEMAND RESPONSE	\$ 42,592	\$ 37,840	13%	\$ 441,916	\$ 378,403	17%
MAINTENANCE						
Other Salaries & Wages	\$ 45,606	\$ 47,763	-5%	\$ 482,364	\$ 477,633	1%
Inspection&Maint,Srcv-Overtime	3,377	1,592	112%	31,759	15,920	99%
Fringe Benefits	26,606	26,890	-1%	272,298	268,901	1%
Fuel & Lubricants	44,360	72,722	-39%	562,949	727,217	-23%
Tires & Tubes	4,424	4,824	-8%	55,753	48,240	16%
Other Materials & Supplies	54,362	27,061	101%	342,905	270,606	27%
TOTAL MAINTENANCE	\$ 178,734	\$ 180,852	-1%	\$ 1,748,028	\$ 1,808,516	-3%
ADMINISTRATION						
Other Salaries & Wages	\$ 22,183	\$ 15,760	41%	\$ 214,000	\$ 157,598	36%
Fringe Benefits	12,022	6,571	83%	113,342	65,708	72%
Services	52,451	32,804	60%	415,105	328,038	27%
Utilities	10,202	13,555	-25%	99,141	135,554	-27%
Casualty & Liability Expenses	21,362	26,347	-19%	184,983	263,467	-30%
Other Materials & Supplies	1,924	6,748	-71%	28,356	67,479	-58%
Miscellaneous	6,289	7,042	-11%	56,890	70,417	-19%
TOTAL ADMINISTRATION	\$ 126,432	\$ 108,826	16%	\$ 1,111,816	\$ 1,088,261	2%
TOTAL EXPENSES	\$ 659,709	\$ 590,929	12%	\$ 6,126,091	\$ 5,909,286	4%
NET INCOME/(LOSS)	\$ (22,839)	\$ 16,848	-236%	\$ 151,728	\$ 67,393	56%

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

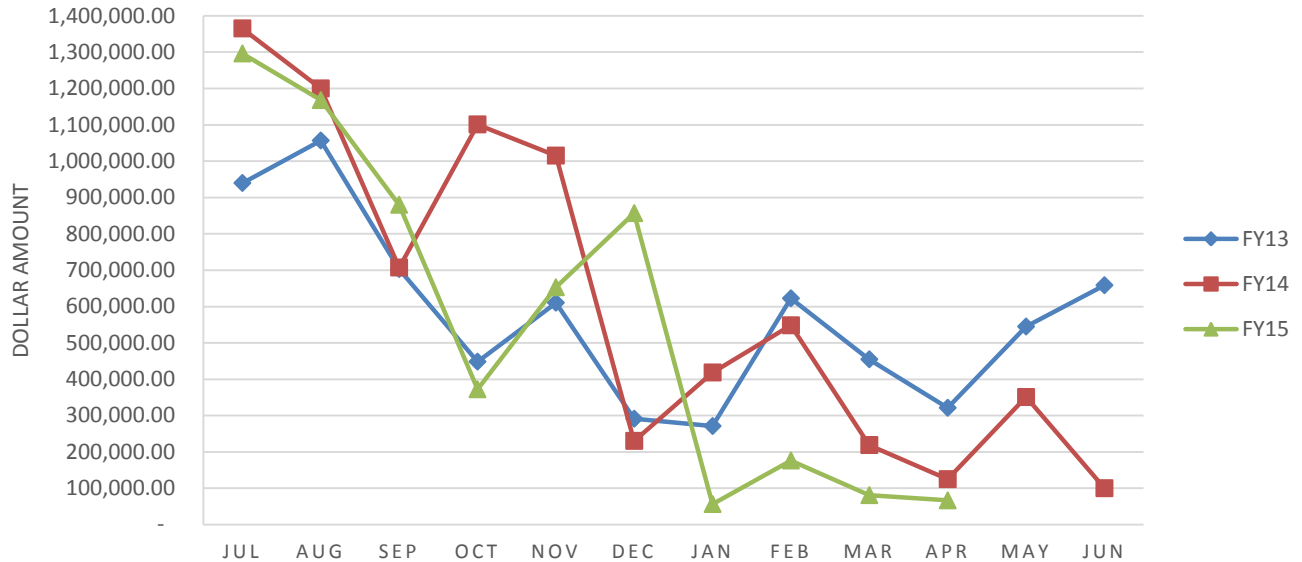
COMPARATIVE INCOME STATEMENT

AS OF APRIL 30, 2015

	MONTH TO DATE			YEAR TO DATE		
	FY2015	FY2014	%	FY2015	FY2014	%
	APR	APR		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 70,348	\$ 94,977	-26%	\$ 719,074	\$ 864,298	-17%
DRT Passenger Revenue	6,343	7,009	-10%	68,969	66,439	4%
Contracts (LC Access)	1,907	2,476	-23%	17,163	22,785	-25%
Contracts (CVCC Access)	4,167	2,063	50%	41,667	8,252	80%
Liberty University Revenue	134,162	90,253	49%	1,207,456	812,281	49%
Other Contract Revenue	749	698	7%	11,983	11,572	4%
Non-Operating Revenue	5	1,832	-100%	22,465	41,073	-45%
Advertising Revenue	6,442	4,457	45%	61,567	32,974	87%
City Operating Assistance	116,170	99,520	17%	1,161,698	995,199	17%
County Operating Assistance	4,791	4,791	0%	47,910	47,910	0%
State Operating Assistance	121,825	189,306	-36%	1,218,253	1,294,580	-6%
Federal Operating Assistance	169,961	164,477	3%	1,699,613	1,644,767	3%
TOTAL REVENUE	\$636,870	\$ 661,859	-4%	\$ 6,277,819	\$ 5,842,130	7%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 140,602	\$ 125,306	12%	\$ 1,377,312	\$ 1,333,393	3%
Operator-Overtime	35,606	16,469	116%	259,095	48,047	439%
Other Salaries & Wages	23,689	13,883	71%	187,053	139,172	34%
Supervisors-Overtime	2,510	1,679	49%	22,949	11,879	93%
Fringe Benefits	109,544	79,740	37%	977,922	836,365	17%
TOTAL FIXED ROUTE	\$311,951	\$ 237,077	32%	\$ 2,824,331	\$ 2,368,856	19%
DEMAND RESPONSE						
Operator Labor	\$ 17,962	\$ 24,244	-26%	\$ 198,809	\$ 222,628	-11%
Operator-Overtime-PTS	1,443	272	430%	8,602	2,380	261%
Other Salaries & Wages	8,197	7,720	6%	81,492	76,480	7%
Fringe Benefits	14,991	16,393	-9%	153,013	164,539	-7%
TOTAL DEMAND RESPONSE	\$ 42,592	\$ 48,629	-12%	\$ 441,916	\$ 466,027	-5%
MAINTENANCE						
Other Salaries & Wages	\$ 45,606	\$ 43,401	5%	\$ 482,364	\$ 456,721	6%
Inspection&Maint,Srvc-Overtime	3,377	3,416	-1%	31,759	20,526	55%
Fringe Benefits	26,606	23,633	13%	272,298	260,460	5%
Fuel & Lubricants	44,360	77,969	-43%	562,949	700,561	-20%
Tires & Tubes	4,424	5,035	-12%	55,753	45,871	22%
Other Materials & Supplies	54,362	24,486	122%	342,905	261,730	31%
TOTAL MAINTENANCE	\$178,734	\$ 177,941	0%	\$ 1,748,028	\$ 1,745,870	0%
ADMINISTRATION						
Other Salaries & Wages	\$ 22,183	\$ 14,606	52%	\$ 214,000	\$ 167,068	28%
Fringe Benefits	12,022	7,292	65%	113,342	91,178	24%
Services	52,451	33,465	57%	415,105	379,564	9%
Utilities	10,202	10,048	2%	99,141	88,744	12%
Casualty & Liability Expenses	21,362	24,114	-11%	184,983	241,052	-23%
Other Materials & Supplies	1,924	2,596	-26%	28,356	21,957	29%
Miscellaneous	6,289	1,953	222%	56,890	25,765	121%
TOTAL ADMINISTRATION	\$126,432	\$ 94,072	34%	\$ 1,111,816	\$ 1,015,329	10%
TOTAL EXPENSES	\$659,709	\$ 557,718	18%	\$ 6,126,091	\$ 5,596,083	9%
NET INCOME/(LOSS)	\$ (22,839)	\$ 104,141	-122%	\$ 151,728	\$ 246,046	-62%

Historical Fiscal Year Comparisons

CENTRAL VA TRANSIT MANAGEMENT HISTORICAL CASH FLOW FY '13; FY '14; FY '15



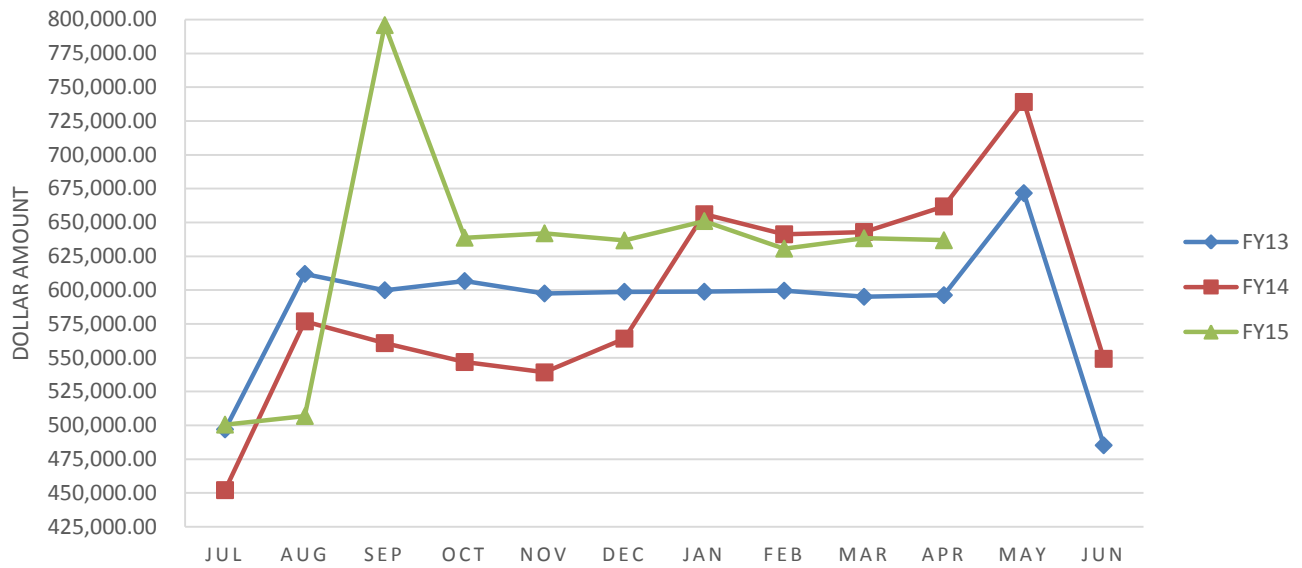
NOTES:

- July - This month is normally high due to receipt of City Funds.
- FY14 - Oct 2013 - Increase due to large FTA operating assistance payment
- FY14 - Nov 2013 - Increase due to State Operating assistance and the receipt of two payments from LU
- FY14 - Dec 2013 - Decrease is due to payment to Reserve Fund of \$746,724 for FY '13 surplus
- FY15 - Dec 2014 - Increase due to 2 payments from LU and receipt of FTA Operating Funds
- FY15 - Jan 2015 - Decrease is due to payment to Reserve Fund of \$360,431.12 for FY '14 surplus.



CENTRAL VA TRANSIT MANAGEMENT HISTORICAL REVENUE

FY '13; FY '14' FY '15

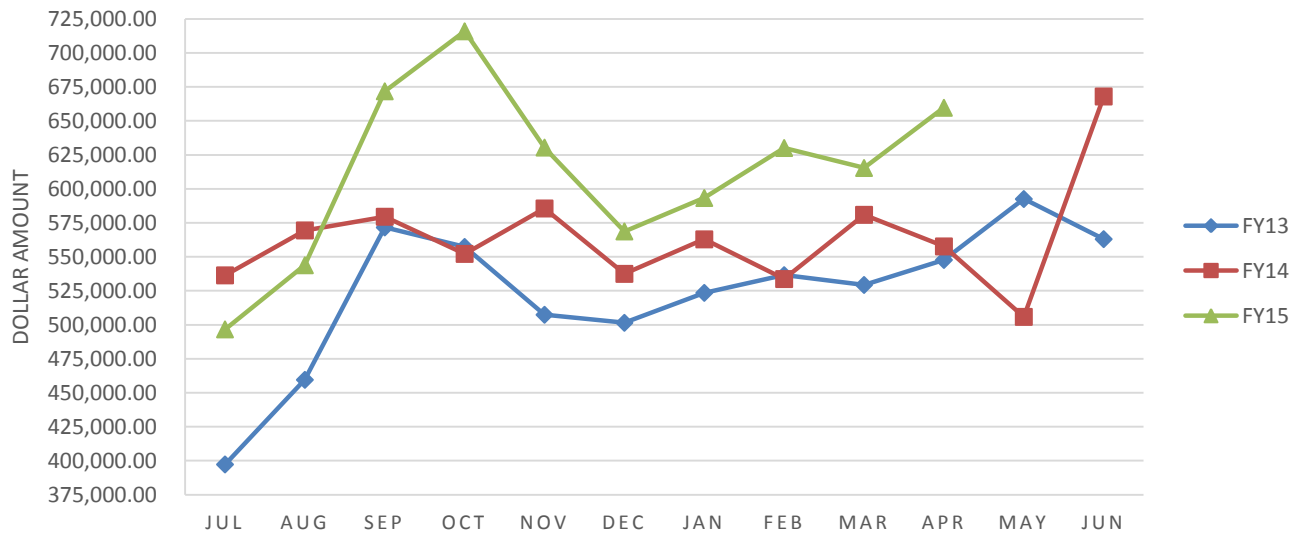


Notes:

September FY15 - Reflects accrual for both August and September

CENTRAL VA TRANSIT MANAGEMENT HISTORICAL EXPENSES

FY '13; FY '14; FY '15



Notes:

October FY 15 - This is a month in which GLTC has three pay periods, in addition to other expenses coming due.



GLTC Board Agenda Detail

Item #: 4c
Item Title: April Ridership & Operations Statistics
Action: For Your Information

Summary:

April Ridership and Performance Measurements are presented in the attached Ridership report.

GM's comments:

System ridership remains up overall, with City ridership consistently performing below average. We continue to look at ways to improve this however it will take time for us to work through route reviews, ridership patterns, and other factors. This will certainly be a place of focus for our upcoming Transit Development Plan (TDP) which we plan to start late summer.

Maintenance:

Preventative maintenance activities remain at 96% on time with a decreased fleet down time of 8.5%. Miles traveled per road call were down to 17,488 a further decline from last report. A facility "spring cleanup" event took place May 16th to help keep our working conditions tidy for the remainder of our time here.

Bus Shelters:

See report in old business.

Contacts: Josh Baker
Attachments: See Separate Ridership Report
Customer Impact: Minimal



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects list is found below. We continue to make routine draw-downs and will be ordering replacement Paratransit Vehicles and Support Vehicles soon.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						4/30/2015
GRANT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
VA-95-X110-01	73009-30	REAL ESTATE APPRAISALS (STP)	\$ 4,000	\$ 800	\$ 200	\$ 5,000	\$ 4,100
	73009-30	30%ENG/DESIGN-ADMIN/MAINTENANCE	\$ 492,000	\$ 98,400	\$ 24,600	\$ 615,000	\$ 29,908
Executed 7/9/14	73009-30	ENG/DESIGN-ADMIN/MAINTENANCE F	\$ 960,000	\$ 192,000	\$ 48,000	\$ 1,200,000	\$ -
Executed 5/19/14	73014-32	PURCHASE SUPPORT VEHICLES (1)	\$ 29,200	\$ 4,015	\$ 3,285	\$ 36,500	\$ 36,500.00
Executed 5/19/14	73014-35	PURCHASE SHOP EQUIPMENT	\$ 110,878	\$ 15,246	\$ 12,472	\$ 138,596	\$ 138,596.00
Executed 5/19/14	73014-33	PURCHASE RPLCMT BUS <30FT(3)	\$ 350,395	\$ 70,079	\$ 17,520	\$ 437,994	\$ 437,994.00
Executed 5/19/14	73014-34	PURCHASE EXPANSION BUS,30FT	\$ 116,799	\$ 16,060	\$ 13,140	\$ 145,999	\$ 145,999.00
Executed 6/18/14	73014-31	REHABILITATE/REBUILD BUSES (1)	\$ 129,753	\$ 25,951	\$ 6,488	\$ 162,192	\$ 162,191.00
			\$ 2,193,025	\$ 422,551	\$ 125,705	\$ 2,741,281	\$ 955,288
VA-95-X122	73012-35	ENG/DESIGN-BUS TERMINAL	\$ 737,422	\$ 99,552	\$ 84,804	\$ 921,778	\$ 92,507
EXECUTED 1/13/13	73012-36	CONSTRUCT-BUS TERMINAL	\$ 5,617,782	\$ 758,401	\$ 646,045	\$ 7,022,228	\$ -
EXECUTED 1/13/13	73012-37	CONSTRUCT-BUS PASSENGER SHELTERS	\$ 41,069	\$ 5,544	\$ 4,723	\$ 51,336	\$ 38,299
EXECUTED 1/13/13	73011-25	ACQUIRE-BUS ROUTE SIGNING	\$ 18,000	\$ 2,385	\$ 2,115	\$ 22,500	\$ 4,431
EXECUTED 1/13/13	73012-39	BUY ASSOC CAP MAINT ITEMS	\$ 9,479	\$ 1,280	\$ 1,090	\$ 11,849	\$ 1,145
EXECUTED 1/13/13	73011-26	ACQUIRE-SHOP EQUIPMENT	\$ 9,440	\$ 1,251	\$ 1,109	\$ 11,800	\$ 7,033
EXECUTED 1/13/13	73011-27	ACQUIRE-MISC SUPPORT EQUIPMENT	\$ 6,400	\$ 848	\$ 752	\$ 8,000	\$ 7,152
EXECUTED 1/13/13	73012-38	PURCHASE RADIOS	\$ 144,000	\$ 19,440	\$ 16,560	\$ 180,000	\$ 747
EXECUTED 1/13/13	73011-28	PURCHASE MISC COMMUNICATIONS EC	\$ 36,000	\$ 4,770	\$ 4,230	\$ 45,000	\$ 40,230
Revision - new ALI		REHABILITATE FARE COLLECTION EQUIP	\$ 12,000	\$ 2,400	\$ 600	\$ 15,000	\$ -
EXECUTED 1/13/13	73012-40	PREVENTIVE MAINTENANCE	\$ 55,601	\$ 11,120	\$ 2,780	\$ 69,501	\$ 41,732
			\$ 6,687,193	\$ 906,991	\$ 764,808	\$ 8,358,992	\$ 233,276
VA-95-X120	73013-36	IMPROVEMENTS-BUS TERMINAL	\$ 400,000	\$ 55,000	\$ 45,000	\$ 500,000	\$ -
Executed 9/11/14	73013-37	ACQUIRE-SUPPORT VEHICLES	\$ 56,154	\$ 7,721	\$ 6,317	\$ 70,192	\$ 70,192
	73013-38	ENG/DESIGN ADMIN/MAINTENANCE FA	\$ 191,000	\$ 26,263	\$ 21,487	\$ 238,750	\$ 238,750
	73013-42	ACQUIRE-SHOP EQUIPMENT	\$ 20,000	\$ 2,750	\$ 2,250	\$ 25,000	\$ 17,832
	73013-43	ACQUIRE-MOBILE FARE COLL EQUIP	\$ 55,480	\$ 7,629	\$ 6,241	\$ 69,350	\$ 69,350
	73013-44	ACQUIRE-ADP SOFTWARE	\$ 56,000	\$ 7,700	\$ 6,300	\$ 70,000	\$ 59,425
	73013-45	ACQUIRE-MOBILE SURV/SECURITY EQUI	\$ 56,000	\$ 7,700	\$ 6,300	\$ 70,000	\$ 70,000
	73013-39	ACQUIRE-BUS PASSENGER SHELTERS	\$ 64,354	\$ 8,849	\$ 7,240	\$ 80,443	\$ 80,443
	73013-40	BUY ASSOC CAP MAINT ITEMS (PM)	\$ 106,262	\$ 14,611	\$ 11,956	\$ 132,829	\$ 125,079
	73013-41	REHAB/REBUILD 40-FT BUS (PM)	\$ 280,000	\$ 96,000	\$ 24,000	\$ 400,000	\$ 400,000
	73014-29	PURCHASE SPARE PARTS-ACM (PM)	\$ 35,120	\$ 4,829	\$ 3,951	\$ 43,900	\$ 43,900
	73014-30	PURCHASE PASSENGER SHELTERS	\$ 86,594	\$ 11,906	\$ 9,742	\$ 108,242	\$ 108,242
	73114-77	REHABILITATE/REBUILD BUSES (1) (PM)	\$ 206,247	\$ 41,250	\$ 10,311	\$ 257,808	\$ 257,808
			\$ 1,613,211	\$ 292,208	\$ 161,095	\$ 2,066,514	\$ 1,541,021
VA-95-X145	50001-01	CONSTRUCT- ADMIN/MAINT FACILITY	\$ 12,880,000	\$ 7,820,000	\$ 2,300,000	\$ 23,000,000	\$ 11,500,000
Executed 4/27/15	73015-40	PURCHASE-PASSENGER SHELTERS	\$ 44,455	\$ 6,113	\$ 5,001	\$ 55,569	\$ 55,569.00
	73015-37	BUY ASSOC CAP MAINT ITEMS	\$ 84,000	\$ 11,550	\$ 9,450	\$ 105,000	\$ 105,000.00
	73015-39	ACQUIRE-SUPPORT VEHICLES	\$ 60,735	\$ 8,351	\$ 6,833	\$ 75,919	\$ 75,919.00
	73015-38	REHAB/REBUILD BUSES	\$ 64,000	\$ 8,800	\$ 7,200	\$ 80,000	\$ 80,000.00
			\$ 13,133,190	\$ 7,854,814	\$ 2,328,484	\$ 23,316,488	\$ 11,816,488.00





GLTC Board Agenda Detail

Item #: 4e
Item Title: Technology Update
Action: For Your Information

Summary:

GLTC's new Information Technology Manager Steve has really hit the ground running and is working to resolve issues related to technology at our Transfer Station, Admin facility and assessing our overall system needs.

RouteMatch (Dispatching and Customer Information) – Staff training occurs this week (June 1st – 5th) so that we can begin testing of the system prior to roll-out.

Website - no change/update since the last Board meeting.

On Bus Passenger Information System – we have finalized the details of this project and are moving forward, we anticipate this system being up and running by the beginning of July if all goes as planned.

Google Maps - we are continuing to setup our Google Maps information, Phillip Gabathuler at Region 2000 continues this work. We will update when more details are available.

Contacts: Josh Baker

Attachments: None

Customer Impact: High





GLTC Board Agenda Detail

Item #: 4f
Item Title: Operations & Maintenance Facility Update
Action: For Discussion

Summary:

MB Contractors has started work at the new Operations & Maintenance Facility site on Bradley Drive, trees have been cleared and they are beginning earth movement.

We need to re-consider the ground breaking ceremony.

Due to scheduling issues, and timing of the site work beginning, the tentative "Ground Breaking" date is July 28th. No invitations have been mailed out yet.

We are proposing that the board instead consider a "Cornerstone Ceremony" in which we would place the first brick of the structure, representing the beginning of the development of this facility. This stone could be engraved that the facility was dedicated by the Board of Directors and would be a lasting representation of the hard work by all in making it happen.

The advantages to this alternative include:

- A more unique way of celebrating this success for GLTC
- It provides an alternative to a "ground breaking" ceremony on a site where the ground has already been "broken"
- It provides a lasting tribute to the hard work of those who helped make the facility happen
- It provides more flexibility in establishing the ceremony date and making sure that more advance notice is given

We are requesting the board consider this alternative and advise if it is acceptable.

Contacts: Josh Baker
Attachments: None
Customer Impact: None

Site work begins at
Bradley Drive





GLTC Board Agenda Detail

Item #: 5
Item Title: Old Business
Action: Discussion

5a Summary:

Incidental use of Transfer Station

- Use of Meeting Room
- Parking
- Service by Greyhound and SmartWay Bus

FTA has responded favorably and is granting us the incidental use with certain conditions. There will be a full report with proposed policies & fee's at the July or August Board meeting.

5b Summary:

Bus Shelters

- Currently 22 shelters remain in our inventory for installation, one shelter has been completed since the last Board Meeting.

The following is our working shelter plan with (12) sites we have already identified, we continue to work to identify more sites for installation and will continuously update the Board on progress.

FY 15 -16 BUS SHELTER PLAN			
LOCATION	PROPERTY TYPE	Requirements	Resolution Status
<i>Madison Heights</i>			
9th & Main Street	Public ?		
MH Baptist church - Main st.	Private	Contacting Property owners	
Reichard Dr & Old Wright Shop Rd Apt	Public ?		
Food Lyon - Amelon Shopping Ctr	Private	Contacting Property owners	
Sheetz - Amalon & Rt 29	Private	Contacting Property owners	
Walmart - Madison Heights	Private	Contacting Property owners	
Lake View Dr - Acroos from KFC	Public ?		
<i>Lynchburg</i>			
Ivy Court Apt 681 Leesville Rd	Private	Prperty owners discussing - 30 day wait	
701 Leesville Rd	Private	Contacting Property owners	
Entrance to Heritage High School	Public	Area Need to be graded - working with Don Floyd	
Heritage Elemetary Leesville Rd	Private	Scheduling Installation	
Westley Apt -Longmeadow Dr	Private	Completed	Shelter installed 5/26/15

Contacts: Josh Baker, Dennis Dorsey, Gary Paris

Attachments: None

Customer Impact: Moderate





GLTC Board Agenda Detail

Item #: 6
Item Title: New Business
Action: Discussion & Approvals

6a: William Hundley Retirement

Board to recognize Mr. Hundley for 23 years of dedication to GLTC and serving those in our community.

6b: Customer Advisory Committee Guidelines

The Customer Advisory Committee is a Board Sanctioned advisory group, the General Manager has instructed the group to review and re-vamp the operating guidelines of the group. Further, it is requested that the board officially adopt these guidelines in order to ensure consistent and effective service from the group.

ACTION: Board to consider approval of the CAC Committee Guidelines provided as a separate document.

6c: ADA Advisory Committee

The ADA Advisory Committee is not currently a Board Sanctioned advisory group, the General Manager has also instructed this group to review/establish operating guidelines. In addition the General Manager requests that the Board consider adopting this group as Board Sanctioned in order to acknowledge its importance in helping GLTC to ensure ADA accessibility in all of our services.

ACTION: Board to consider establishing ADA Committee as Board Sanctioned.
The ADA Advisory Committee is still in the process of developing draft guidelines for Board consideration at a future meeting.

6d: Other New Business

For open discussion if applicable.

Contacts: Dennis Dorsey, Natalie Wilkins
Attachments: Customer Advisory Committee Guidelines, ADA Advisory Committee Guidelines
Customer Impact: High



GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

-- Report by the President of the Board --





GLTC Board Agenda Detail

Item #: 8

Item Title: Next Meeting & Adjournment

Action:

The next GLTC Board Meeting will occur on July 1st, 2015 at 8:30am.
The meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA

Consider Adjournment.





GLTC Board Agenda Detail

Item #: N/A
Item Title: Board Roster and Attendance Log
Action: None

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Gregory H. Daniels , President <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24054</i>	455-3821	greg.daniels@lynchburgva.gov
Margaret "Peggy" Whitaker , Vice-President <i>M. Whitaker Architects, 1226 Greenway Ct, Lynchburg, VA 24503</i>	384-8178	mswhitaker@mindspring.com
Lee Beaumont , Secretary-Treasurer <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	592-3315	lbeaumont@liberty.edu
John "Jack" Hellewell <i>4420 Williams Road, Lynchburg, VA 24503</i>	384-2746	hellewellj@aol.com
Jennifer Martin <i>Lynchburg Area Center for Independent Living, 500 Alleghany Ave, Suite 520, Lynchburg, VA 24501</i>	528-4971	jennifer@lacial.org
Dr. James H. Mundy <i>Lynchburg Community Action Group, 926 Commerce St, Lynchburg, VA 24504</i>	846-2778	jmundy@lynccag.org
L. Kimball Payne <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24502</i>	455-3990	kpayne@lynchburgva.gov
Christian H. DePaul <i>DePaul Wealth Management, 3728 Old Forest Road, Lynchburg, VA 24501</i>	385-1340	christian@depaulwealthmanagement.com
Glen McGrath <i>2724 Greenhill Lane, Lynchburg, VA 24503</i>	384-4750	gemcgrath@comcast.net

-- Attendance Log on Next Page --

