

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, June 6th, 2018

8:30 a.m. – 10:00 a.m.

Meeting Location: GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

Board President: Christian DePaul
Board Vice President: Glenn McGrath
Secretary-Treasurer: Joel Morgan
Members: Margaret "Peggy" Whitaker; John "Jack" Hellewell; Bonnie Svrcek; Christos Carroll; Mary-Winston Deacon; Antonio "Tony" Davis

| | | |
|-----------|--|---|
| #1 | Call to Order - Public Comment | GLTC Board President |
| #2 | Consideration of Meeting Minutes Approval May 2 nd , 2018 | All |
| #3 | Committee & Partner Reports a) Customer Advisory Committee (CAC) b) ADA Advisory Committee c) Ride Solutions d) Region2000 Transportation Planner | Sherry Gentry Gary DuPriest Kelly Hitchcock Philipp Gabathuler |
| #4 | Staff Reports <i>In the interest of time for the TDP discussion, this section is provided for review and will only be discussed during the meeting for questions.</i> a) General Manager's Report b) April 2018 Financials c) Ridership & Operations Statistics d) Capital Projects Report | Brian Booth |
| #5 | Old Business <i>In the interest of time for the TDP discussion, this section is provided for review and will only be discussed during the meeting for questions.</i> a) Discounted Fare Cards Policy b) Intercity Connector Service Concept Committee c) Transit Development Plan (TDP) Update/Route Study d) Downtown Circulator | Pending No Update Update Update |
| #6 | New Business a) FY 2019 GLTC Final Budget b) GLTC Remote Participation Policy for Board Meetings c) ADA Bus Stop Accessibility Study d) Fare Free Request – June 28 th e) Consideration to Reschedule July's Board Meeting | Brian Booth |
| #7 | Board Discussion for TDP a) TDP Presentation from Kimley-Horn | All |
| #8 | President's Report | GLTC Board President |
| #9 | Next Meeting Date & Adjournment July 4 th , 2018 @ 8:30 am (<i>Consider Rescheduling</i>) | All |





GLTC Board Agenda Detail

Item #: 2
Item Title: May 2nd, 2018 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

May 2, 2018

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, May 2, 2018 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Glenn McGrath, Joel Morgan, Jack Hellewell, Margaret "Peggy" Whitaker, and Christos Carroll. Staff members attending were: Brian Booth, Amanda Richardson, Millie Martin, Steve Overstreet, Shakim Little, and Natalie Wilkins. Visitors to the meeting included Patrice Strachan of DRPT, Kelly Hitchcock of Region 2000/Ride Solutions, Philipp Gabathuler of Region 2000, Jacqueline Robinson of the Customer Advisory Committee (CAC), Gary DuPriest, and Andy Borka of the ADA Committee, William Carr– GLTC Customer, and Margaret Carmel of the News and Advance.

Absent: Bonnie Svrcek, Mary-Winston Deacon, and Antonio Davis.

#1 – Call to Order – Public Comment

Mr. DePaul called the meeting to order at 8:30 a.m. and asked for public comment. Mr. Borka, the Vice Chair of the ADA Committee had public comment. Mr. Borka stated that he had concerns in reference to GLTC's policies regarding ADA compliance. The committee would like access to GLTC's training and policies for review. He stated all materials should be universally accessible, including the website. Mr. Borka also stated there are problems with the lifts on the paratransit vans and they should be pulled from service if not working.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of April 4th, 2018. Mr. Hellewell made a motion to accept the minutes as presented with Mr. Carroll seconding the motion and the vote was unanimously carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – No report.

3b – ADA Advisory Committee – Mr. DuPriest expressed concerns that some GLTC bus operators are not putting their name plates on the buses. He stated that if the annunciators on buses are not working properly then the operators should be making the announcements verbally. He questioned whether the Ride Systems application was reporting accurately or not.

Mr. DuPriest requested that he be able to attend a driver training session to see the information being relayed and is interested in the sensitivity training the drivers receive. He suggested that GLTC advertise that all buses are ADA accessible. In closing he thanked everyone for their time and appreciates the opportunity to express the ADA Committee's concerns.

3c – RIDE Solutions – Ms. Hitchcock stated that she is in the process of promoting The Hopper along with Alternative Transportation opportunities. She is working with Ashley Kershner of the Downtown Lynchburg Association and Mark Borel on an upcoming campaign scheduled for late June to address parking issues. The campaign will encourage people to take the bus, bike, etc. Kelly also stated that the Vanpool study being conducted by Region 2000 will now focus solely on the Region 2000 coverage area, where previously it was to



look at the entire Ride Solutions area which included Roanoke and the New River Valley.

3d – Region 2000 – Mr. Gabathuler stated that he is continuing work on the Transit Development Plan. He has completed the field work for the ADA study, finishing the last route on May 1, and expects the data to be available within the next couple weeks. Mr. Gabathuler stated that the work plan from Region 2000 has been approved by the Region 2000 board and work will begin on it in the next two months.

#4 – Staff Reports

4a – General Manager’s Report

GLTC completed the onsite review for the Triennial Review during the first week of April, conducted by the Federal Transit Administration (FTA). GLTC was cited with 8 deficiencies all in the areas of Procurement and EEO (Equal Employment Opportunity). The deficiencies in Procurement included required federal clauses missing from the procurement documents, lack of documentation to prove adequate analysis was conducted to ensure prices were fair and reasonable, and missing documentation providing proof of pre-award and post-delivery inspections of vehicles specs.

The deficiency in EEO was not in reference to EEO practices of GLTC, but rather proper analysis and assessments were not conducted to meet FTA’s requirements. GLTC staff will receive a draft report for review by May 7th, 2018, the final report will be issued to Mr. DePaul by June 11th, and all deficiencies will have to be closed out within 90 days of the issuance of the final report.

The draft SYIP (Six Year Improvement Plan) has been issued by DRPT (Department of Rail and Public Transportation) which provides financial assistance allocations to transit agencies throughout the State of Virginia. According to the draft, GLTC has been allocated funding for an Intern which will start in July, a second year of funding for the Hopper has been allocated, and funds have been allocated for the replacement of 8 heavy duty transit buses and Spare parts/Capital Maintenance items in the Capital Budget. For Operating Assistance, the allocation for Federal Assistance reduced approximately \$3,000 from FY 2018, but State Assistance allocations have increased approximately \$315,000 from FY 2018. Staff will be updating the preliminary budget approved in December to present a final budget for adoption at the June Board meeting.

The General Manager attended the second public meeting for the Graves Mill Road Corridor (Route 221 to McConville Road/ Nationwide Drive) Study supported by Region 2000. Mr. Booth recommended that bus stop pull offs be incorporated into the design and prep work be completed for the installation of future shelters and benches. Ms. Whitaker asked if there was any funding for additional shelters. Mr. Booth stated not at this time, but there may be money in the future for more shelters.

The first three low floor paratransit buses have been delivered and are currently undergoing required inspections and prep work before placing them into service. We anticipate these vehicles to be placed into service in early June once required inspections and training are completed.

Two operators participated in the State Paratransit Rodeo held in Blacksburg on Saturday, April 28th. This Rodeo is very similar to the competition hosted by GLTC in March but focuses on skills and training for operators who operate smaller vehicles for the transport of passengers with disabilities. It was a great opportunity for the operators to practice their skills and network with peers from other transit agencies.

4b – March 2018 Financials

Revenues – Revenues continue to trend along the same lines they have each month year-to-date. Total revenue is under budget by about 1 % or \$ 82,541 and is mainly due to Passenger Revenue being down about 15 %, approximately \$ 83,000, Federal Operating Assistance down approximately 2% or \$ 27,594 (due to the 5% withholding from FTA), and Other Contract and Non-Operating Revenues down approximately \$ 17,383.



Advertising Revenue is over budget approximately 78 %, County Operating Assistance is over about 2 % and State Assistance over about 1 %; which is assisting in offsetting the shortfalls in revenue.

Expenses – Total expenses are under budget by about 6 %, or \$ 375,000, overtime is over budget approximately \$ 73,000, and Utilities are coming in about \$ 27,000 higher than expected. Ms. Whitaker asked for a comparison between the old facility at 1301 Kemper Street and 419 Bradley Drive. Casualty and liability insurance is over budget about \$ 40,000, Health insurance has increased approximately \$ 49,000 above what was budgeted and maintenance repairs are over budget by about 34 %, or \$ 117,000. The credit of \$ 58,510 for Tires and Tubes in March is due to receiving funds from a Capital Preventative Maintenance grant which would cover the cost of the tires.

Summary – GLTC continues to remain in a positive financial situation and feels confident to be able to close out the year in the positive. We still anticipate expenses that are over budget to continue to trend in that manner through the end of the fiscal year.

4c – Ridership & Operations Statistics

Total Ridership for February was 207,376. City Ridership is up from last year's ridership for this month at 69,099 passengers. Liberty's ridership dropped from last March to 138,277 passengers for the month due to several snow days where Liberty closed campus. Mr. DePaul thanked Mr. Carroll for Liberty's continued support for transit services. Mr. Morgan expressed concern about the passenger revenue being down. Mr. Booth will review the various types of fares to determine if changes to the fare structure in 2016 have had an effect.

Total mileage for fixed route and paratransit services for the month of March was 107,671 miles. The fleet downtime was 13.25% and the on-time performance was 85 % for March.

4d – Capital Projects Update

GLTC continues to draw down on grants and remaining funds for the Operations and Maintenance facility have been deobligated back to the State.

#5 – Old Business

5a– Discounted Fare Policy

This item is going to be incorporated in with the update of the Transit Development Plan which is underway with our consultants Kimley-Horn.

5b – Intercity Bus Connector/Vanpool

Ms. Hitchcock stated that the scope of the van pool study has changed and will be focused exclusively on the Region 2000 area, with support from the Department of Rail and Public Transportation (DRPT). A draft scope has been sent to DRPT with the anticipation of starting in June.

5c – Transit Development Plan (TDP) Update/Route Analysis

Kimley Horn has continued their work on the Transit Development Plan to complete a draft of Chapter 4 which will describe the proposed route changes presented to staff at the end of March incorporating the feedback from GLTC and MPO. This chapter will provide recommendations for the implementation of changes as well as what capital improvements may be necessary to accomplish the long-term recommendations.



Kimley Horn will be present at the next GLTC board meeting on June 6th, 2018 to provide a presentation of the Transit Development Plan to include discussions about research conducted, survey results received, and recommended changes.

5d – Downtown Circulator

The Hopper saw a total of 90 passengers for the month of April (through April 28th). During the month the new Hopper Discount Ticket program was launched which allows individuals who ride the Hopper to be issued a ticket which can be redeemed for a \$ 1 discount at a participating business. This program is in partnership with the area businesses in downtown who are looking to support and promote the Hopper.

#6 – New Business

6a Summary – Updates to GLTC’s Public Comment Process for Fare and Service Changes

During the Triennial Review, the FTA reviewer noted the “Public Comment Process for Fare and Service Changes” policy was deficient as it does not specify what will occur with any public comments received pertaining to a proposed fare or service change. In order to correct this, the policy was revised to include the statement, “The GLTC Board of Director’s will review all public comments received and take such comments into consideration before taking action to implement an increase in fares or changes in service that exceed the threshold listed above.” Ms. Whitaker made a motion to accept the policy with Mr. Morgan seconding the motion and the vote was carried. Mr. Hellewell asked that the policy be placed on GLTC’s website.

6b Summary – Board Member Attending Meetings Electronically

Information was presented as previously requested for whether a Board Member could attend and participate in a Board Meeting through electronic communications, such as conference call or video conference. This request does not mean that the meeting would be held fully through electronic means (as that is a violation of the Freedom of Information Act), but rather the individual Board Member be able to participate in the public meeting remotely. After speaking with the City Attorney and reviewing Section 2.2-3708.1 of the Freedom of Information Act there is the ability to do this under certain circumstances and if the Board adopts a policy to govern the practice.

After discussion, Mr. Carroll made a motion to draft a policy for review with Mr. Morgan seconding the motion and the vote was carried.

#7 – Presidents Report

Mr. DePaul thanked everyone for taking the time to attend the meeting. He also thanked Ms. Wilkins for posting frequent updates during the tornado.

Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on June 6th, 2018 at 8:30 am. This will be an extended meeting as Kimley-Horn will be present to give a presentation on the Transit Development Plan before the final draft is completed.

This meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA. As there was no further business, the meeting adjourned at 9:38 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

Item #: 3
Item Title: Committee & Partner Reports
Action: None

Committee Reports

- a) Customer Advisory Committee (CAC) - Sherry Gentry
- b) ADA Advisory Committee - Gary DuPriest

Partner Reports

- c) Ride Solutions / Marketing Updates - Kelly Hitchcock
- d) Transportation Planner Updates - Philipp Gabathuler

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 4a
Item Title: General Manager's Report
Action: For Your Information

In the interest of time for the TDP discussion, this report is provided for review and will only be discussed during the meeting for questions.

The General Manager's report for the previous month is provided below:

- Scott Poindexter has been selected to fill the Maintenance Manager position, preceded by Gary Paris who left in February. Scott has been with GLTC for over 15 years in the role of Maintenance Technician and is very familiar with the processes and fleet. We look forward to working with him in this role and continuing to quality maintenance of vehicles for GLTC.
- Jeremiah Gardner Jr. traveled to Tampa Florida, in early May to represent Virginia by participating and competing in the International Bus Rodeo. There he took tops honors by winning 1st place in competition where he competed against 80 plus operators from across the United States and Canada. This is a huge honor and one that has not been held by an operator from Virginia in over 30 years. A ceremony was held on May 30th at the Transfer Station to recognize all of the participants in the State Rodeo and reveal ads placed on buses to recognize these operators and maintenance personnel (pictured below).
- Several staff attended the Virginia Transit Association's Annual Conference and Expo. At this event staff attended various developmental workshops and training to learn about current trend in the transit industry, upcoming funding challenges/changes, and spoke with exhibitors providing demonstrations of their products.
- Staff completed a kick off call for a demonstration project that GLTC is participating in with the Department of Rail and Public Transportation (DRPT). This project is to demonstrate and monitor driver assistance technology which will help alert the driver of pedestrians and bicycles in and around the bus. This project is being conducted by DRPT to determine the effectiveness of the equipment for improving safety within Transit. We anticipate this technology being installed this summer on the Hopper bus as well as another GLTC bus which will be used on Liberty's campus.





GLTC Board Agenda Detail

Item #: 4b

Item Title: April 2018 Financials

Action: For Your Information

In the interest of time for the TDP discussion, this report is provided for review and will only be discussed during the meeting for questions.

Attached are the financial statements for the month ending April 2018.

REVENUES:

Revenues continue to trend along the same lines have they each month year to date. Total revenue is underbudget by about 1 % or \$ 97,571 and is mainly due to Passenger Revenue being down about 15 %, approximately \$ 98,000, Federal Operating Assistance down approximately 2% or \$ 30,660 (due to the 5% withholding from FTA), and Other Contract and Non-Operating Revenues down approximately \$ 20,159. Advertising Revenue is overbudget approximately 77 %, County Operating Assistance is over about 2 % and State Assistance over about 1 %; which is assisting in offsetting the shortfalls in revenue.

EXPENSES:

Total expenses are underbudget by about 7 %, or \$ 472,000, and is mainly due to total salaries and benefits being underbudget from operator furloughs, staff previously out on extended medical leave, and vacancies that took longer than anticipated to fill. Overtime is overbudget approximately \$ 82,000 due to staff vacancies and operators out sick. Utilities are coming in about \$ 31,000 higher than expected for the new O&M due a lack of historical data to base the budget off of. Casualty and liability insurance is overbudget about \$ 36,000 due to increases in vehicle insurance rolling over from the previous year and having to maintain insurance on 1301 Kemper St. through March. Health insurance has also increased approximately \$ 59,000 above what was budgeted. Maintenance repairs are overbudget approximately \$ 109,000 due to repairs being higher from an aging fleet.

SUMMARY:

GLTC continues to remain in a positive financial situation and feel confident to be able to close out the year in the positive. We still anticipate expenses that are over budget to continue to trend in that manner through the end of the fiscal year but will close in the positive.

Contacts: Brian Booth

Attachments: Page 9-13

Action Required: None



Greater Lynchburg Transit Company, Inc.

Balance Sheet

April FY 2018

| | FY 2018 | FY 2017 | Difference |
|--|----------------------|----------------------|---------------------|
| ASSETS | | | |
| Cash - Capital | 241,190 | 173,498 | 67,691 |
| Accounts Receivable | 4,228 | 568,792 | (564,563) |
| TOTAL CURRENT ASSETS | \$ 245,418 | \$ 742,290 | \$ (496,872) |
| Tangible Property | \$ 62,149,663 | \$ 60,403,115 | \$ 1,746,548 |
| Accumulated Depreciation | (19,829,648) | (17,606,585) | (2,223,063) |
| NET FIXED ASSETS | \$ 42,320,015 | \$ 42,796,530 | \$ (476,515) |
| TOTAL ASSETS | \$ 42,565,433 | \$ 43,538,820 | \$ (973,387) |
| LIABILITIES AND CAPITAL | | | |
| Accounts Payable - Miscellaneous | \$ 49,614 | \$ 562,584 | \$ (512,969) |
| TOTAL LIABILITIES | 49,614 | 562,584 | (512,969) |
| Capital Stock | 5 | 5 | - |
| Accumulated Income/(Loss) Prior Years | 42,162,090 | 34,042,054 | 8,120,035 |
| Accumulated Income/(Loss) Current Year | 353,724 | 8,934,177 | (8,580,453) |
| TOTAL CAPITAL | \$ 42,515,818 | \$ 42,976,236 | \$ (460,418) |
| TOTAL LIABILITIES AND CAPITAL | \$ 42,565,433 | \$ 43,538,820 | \$ (973,387) |



Central VA Transit Management Company Inc.

Balance Sheet

Apr FY 2018

| | FY 2018 | FY 2017 | Difference |
|--|----------------------------|----------------------------|---------------------------|
| ASSETS | | | |
| Cash | \$ 65,488 | \$ 192,992 | \$ (127,504) |
| Cash - OPEB | 178,315 | 145,228 | 33,087 |
| Working Funds | 80 | 80 | - |
| Working Funds - Transfer Center | 50 | 50 | - |
| Working Funds - Greyhound | 50 | 50 | - |
| Accounts Receivable | 391,981 | 502,430 | (110,449) |
| Materials and Fuel | <u>375,870</u> | <u>257,177</u> | <u>118,693</u> |
| TOTAL CURRENT ASSETS | \$ 1,011,834 | \$ 1,098,007 | \$ (86,173) |
| Tangible Property | \$ 12,382 | \$ 12,382 | \$ - |
| Accumulated Depreciation | <u>(12,382)</u> | <u>(12,382)</u> | <u>-</u> |
| NET FIXED ASSETS | \$ - | \$ - | \$ - |
| Prepayments | <u>174,017</u> | <u>162,007</u> | <u>12,010</u> |
| TOTAL ASSETS | <u>\$ 1,185,851</u> | <u>\$ 1,260,014</u> | <u>\$ (74,163)</u> |
| LIABILITIES AND CAPITAL | | | |
| Accounts Payable - Trade | \$ 153,242 | \$ 174,372 | \$ (21,130) |
| Wages Payable | 93,027 | 91,474 | 1,553 |
| Other Payroll Liabilities | 369,621 | 314,898 | 54,723 |
| Advance Payments | <u>79,782</u> | <u>(408,441)</u> | <u>488,222</u> |
| TOTAL LIABILITIES | 695,672 | 172,304 | 523,368 |
| Accumulated Income/(Loss) Current Year | <u>490,180</u> | <u>1,087,710</u> | <u>(597,530)</u> |
| TOTAL CAPITAL | \$ 490,180 | \$ 1,087,710 | \$ (597,530) |
| TOTAL LIABILITIES AND CAPITAL | <u>\$ 1,185,851</u> | <u>\$ 1,260,014</u> | <u>\$ (74,163)</u> |



GREATER LYNCHBURG TRANSIT COMPANY, INC.

INCOME STATEMENT

AS OF APRIL 30, 2018

| | FY2018 ACTUAL APR | FY2018 ACTUAL YTD |
|------------------------------|-------------------------|-------------------------|
| REVENUE | | |
| Operating Assistance Revenue | \$ 195,593 | \$ 4,744,601 |
| Money Paid to CVTMC | (195,593) | (4,744,601) |
| Sale of Equipment & Vehicles | - | 79,128 |
| Federal Grant Revenue | 57,388 | 290,691 |
| Money to be Paid to CVTMC | - | - |
| Local Grant Revenue | - | 86,207 |
| TOTAL REVENUE | \$ 57,388 | \$ 456,026 |
| EXPENSES | | |
| Repairs - Capital | 57,388 | \$ 102,302 |
| Gain/Loss on Disposal | - | \$ - |
| Other Miscellaneous Expense | - | - |
| TOTAL EXPENSES | \$ 57,388 | \$ 102,302 |
| NET INCOME/(LOSS) | \$ - | \$ 353,724 |



| CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC. | | | | | | |
|---|-------------------------|-------------------------|-------------|-------------------------|-------------------------|-------------|
| INCOME STATEMENT | | | | | | |
| AS OF APRIL 30, 2018 | | | | | | |
| | MONTH TO DATE | | | YEAR TO DATE | | |
| | FY2018 APR ACTUAL | FY2018 APR BUDGET | % VAR | FY2018 YTD ACTUAL | FY2018 YTD BUDGET | % VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 41,703 | \$ 56,667 | -26% | \$ 476,670 | \$ 566,667 | -16% |
| DRT Passenger Revenue | 6,145 | 6,750 | -9% | 58,557 | 67,500 | -13% |
| Contracts (LU Access) | 6,006 | 6,006 | 0% | 54,054 | 54,054 | 0% |
| Contracts (LC Access) | 2,045 | 2,045 | 0% | 20,450 | 20,448 | 0% |
| Contracts (CVCC Access) | 4,509 | 4,509 | 0% | 45,088 | 45,088 | 0% |
| Liberty University Revenue | 166,388 | 166,388 | 0% | 1,497,488 | 1,497,488 | 0% |
| Other Contract Revenue | 63 | 1,787 | -96% | 5,875 | 17,872 | -67% |
| Non-Operating Revenue | 437 | 1,488 | -71% | 6,720 | 14,882 | -55% |
| Advertising Revenue | 9,251 | 5,417 | 71% | 95,939 | 54,170 | 77% |
| City Operating Assistance | 147,984 | 147,984 | 0% | 1,479,838 | 1,479,838 | 0% |
| County Operating Assistance | 6,109 | 5,990 | 2% | 61,094 | 59,896 | 2% |
| State Operating Assistance | 142,602 | 140,176 | 2% | 1,410,973 | 1,401,755 | 1% |
| Federal Operating Assistance | 180,026 | 183,092 | -2% | 1,800,256 | 1,830,916 | -2% |
| TOTAL REVENUE | \$ 713,266 | \$ 728,297 | -2% | \$ 7,013,001 | \$ 7,110,572 | -1% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 144,658 | \$ 163,648 | -12% | \$ 1,379,633 | \$ 1,636,476 | -16% |
| Operator-Overtime | 21,867 | 14,446 | 51% | 220,202 | 144,458 | 52% |
| Other Salaries & Wages | 21,799 | 27,424 | -21% | 237,644 | 274,242 | -13% |
| Supervisors-Overtime | 1,648 | 981 | 68% | 14,851 | 9,806 | 51% |
| Fringe Benefits | 93,756 | 98,405 | -5% | 937,355 | 984,049 | -5% |
| TOTAL FIXED ROUTE | \$ 283,728 | \$ 304,903 | -7% | \$ 2,789,685 | \$ 3,049,031 | -9% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 21,334 | \$ 28,789 | -26% | \$ 238,913 | \$ 287,887 | -17% |
| Operator-Overtime-PTS | 257 | 1,719 | -85% | 5,813 | 17,191 | -66% |
| Other Salaries & Wages | 3,909 | 5,262 | -26% | 41,669 | 52,620 | -21% |
| Fringe Benefits | 12,530 | 17,309 | -28% | 144,927 | 173,088 | -16% |
| TOTAL DEMAND RESPONSE | \$ 38,029 | \$ 53,079 | -28% | \$ 431,322 | \$ 530,786 | -19% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 41,876 | \$ 63,056 | -34% | \$ 501,550 | \$ 630,555 | -20% |
| Inspection&Maint,Srvc-Overtime | 5,205 | 2,708 | 92% | 40,180 | 27,078 | 48% |
| Fringe Benefits | 23,117 | 31,823 | -27% | 274,138 | 318,225 | -14% |
| Fuel & Lubricants | 15,665 | 51,947 | -70% | 414,391 | 519,468 | -20% |
| Tires & Tubes | 6,697 | 7,550 | -11% | 35,522 | 75,503 | -53% |
| Other Materials & Supplies | 16,689 | 38,488 | -57% | 480,255 | 384,875 | 25% |
| TOTAL MAINTENANCE | \$ 109,248 | \$ 195,571 | -44% | \$ 1,746,036 | \$ 1,955,705 | -11% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 33,030 | \$ 30,110 | 10% | \$ 345,708 | \$ 301,098 | 15% |
| Fringe Benefits | 16,268 | 14,570 | 12% | 174,943 | 145,700 | 20% |
| Services | 35,687 | 38,144 | -6% | 364,155 | 381,439 | -5% |
| Utilities | 18,097 | 13,275 | 36% | 164,394 | 132,754 | 24% |
| Casualty & Liability Expenses | 19,943 | 22,982 | -13% | 266,539 | 229,817 | 16% |
| Information Technology | 29,777 | 14,359 | 107% | 144,839 | 143,587 | 1% |
| Other Materials & Supplies | 1,227 | 2,642 | -54% | 18,550 | 26,417 | -30% |
| Miscellaneous | 17,120 | 9,931 | 72% | 76,652 | 99,310 | -23% |
| TOTAL ADMINISTRATION | \$ 171,148 | \$ 146,012 | 17% | \$ 1,555,779 | \$ 1,460,122 | 7% |
| TOTAL EXPENSES | \$ 602,153 | \$ 699,564 | -14% | \$ 6,522,821 | \$ 6,995,643 | -7% |
| NET INCOME/(LOSS) | \$ 111,113 | \$ 28,732 | | \$ 490,180 | \$ 114,929 | |

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF APRIL 30, 2018

| | MONTH TO DATE | | | YEAR TO DATE | | |
|--------------------------------|-------------------|-------------------|-------------|---------------------|---------------------|------------|
| | FY2018 | FY2017 | % | FY2018 | FY2017 | % |
| | APR | APR | | YTD | YTD | |
| | ACTUAL | ACTUAL | VAR | ACTUAL | ACTUAL | VAR |
| REVENUE | | | | | | |
| FRT Passenger Revenue | \$ 41,703 | \$ 47,836 | -13% | \$ 476,670 | \$ 535,710 | -11% |
| DRT Passenger Revenue | 6,145 | \$ 4,661 | 32% | 58,557 | 63,675 | -8% |
| Contracts (LU Access) | 6,006 | \$ 6,006 | 0% | 54,054 | 54,054 | 0% |
| Contracts (LC Access) | 2,045 | \$ 2,005 | 2% | 20,450 | 20,047 | 2% |
| Contracts (CVCC Access) | 4,509 | \$ 4,420 | 2% | 45,088 | 44,204 | 2% |
| Liberty University Revenue | 166,388 | \$ 223,199 | -25% | 1,497,488 | 2,029,848 | -26% |
| Other Contract Revenue | 63 | \$ 56 | 13% | 5,875 | 6,547 | -10% |
| Non-Operating Revenue | 437 | \$ 424 | 3% | 6,720 | 2,165 | 210% |
| Advertising Revenue | 9,251 | \$ 11,200 | -17% | 95,939 | 69,510 | 38% |
| City Operating Assistance | 147,984 | \$ 139,650 | 6% | 1,479,838 | 1,396,504 | 6% |
| County Operating Assistance | 6,109 | \$ 5,990 | 2% | 61,094 | 59,896 | 2% |
| State Operating Assistance | 142,602 | \$ 168,255 | -15% | 1,410,973 | 1,686,553 | -16% |
| Federal Operating Assistance | 180,026 | \$ 170,781 | 5% | 1,800,256 | 1,707,811 | 5% |
| TOTAL REVENUE | \$ 713,266 | \$ 784,482 | -9% | \$ 7,013,001 | \$ 7,676,524 | -9% |
| EXPENSES | | | | | | |
| FIXED ROUTE | | | | | | |
| Operator Labor | \$ 144,658 | \$ 157,851 | -8% | \$ 1,379,633 | \$ 1,507,749 | -8% |
| Operator-Overtime | 21,867 | 39,625 | -45% | 220,202 | 324,336 | -32% |
| Other Salaries & Wages | 21,799 | 22,807 | -4% | 237,644 | 265,598 | -11% |
| Supervisors-Overtime | 1,648 | 3,178 | -48% | 14,851 | 27,870 | -47% |
| Fringe Benefits | 93,756 | 97,741 | -4% | 937,355 | 950,846 | -1% |
| TOTAL FIXED ROUTE | \$ 283,728 | \$ 321,203 | -12% | \$ 2,789,685 | \$ 3,076,399 | -9% |
| DEMAND RESPONSE | | | | | | |
| Operator Labor | \$ 21,334 | \$ 23,498 | -9% | \$ 238,913 | \$ 245,847 | -3% |
| Operator-Overtime-PTS | 257 | 868 | -70% | 5,813 | 5,484 | 6% |
| Other Salaries & Wages | 3,909 | 4,592 | -15% | 41,669 | 54,704 | -24% |
| Fringe Benefits | 12,530 | 12,630 | -1% | 144,927 | 136,902 | 6% |
| TOTAL DEMAND RESPONSE | \$ 38,029 | \$ 41,587 | -9% | \$ 431,322 | \$ 442,938 | -3% |
| MAINTENANCE | | | | | | |
| Other Salaries & Wages | \$ 41,876 | \$ 50,958 | -18% | \$ 501,550 | \$ 540,617 | -7% |
| Inspection&Maint,Srvc-Overtime | 5,205 | 14,236 | -63% | 40,180 | 40,725 | -1% |
| Fringe Benefits | 23,117 | 28,561 | -19% | 274,138 | 260,058 | 5% |
| Fuel & Lubricants | 15,665 | 42,527 | -63% | 414,391 | 411,357 | 1% |
| Tires & Tubes | 6,697 | 6,320 | 6% | 35,522 | 78,091 | -55% |
| Other Materials & Supplies | 16,689 | 76,058 | -78% | 480,255 | 439,175 | 9% |
| TOTAL MAINTENANCE | \$ 109,248 | \$ 218,660 | -50% | \$ 1,746,036 | \$ 1,770,021 | -1% |
| ADMINISTRATION | | | | | | |
| Other Salaries & Wages | \$ 33,030 | \$ 32,591 | 1% | \$ 345,708 | \$ 335,477 | 3% |
| Fringe Benefits | 16,268 | 14,225 | 14% | 174,943 | 150,072 | 17% |
| Services | 35,687 | 30,359 | 18% | 364,155 | 285,489 | 28% |
| Utilities | 18,097 | 12,393 | 46% | 164,394 | 101,055 | 63% |
| Casualty & Liability Expenses | 19,943 | 19,560 | 2% | 266,539 | 204,256 | 30% |
| Information Technology | 29,777 | 25,517 | 17% | 144,839 | 130,302 | 11% |
| Other Materials & Supplies | 1,227 | 3,077 | -60% | 18,550 | 27,524 | -33% |
| Miscellaneous | 17,120 | 4,944 | 246% | 76,652 | 65,280 | 17% |
| TOTAL ADMINISTRATION | \$ 171,148 | \$ 142,664 | 20% | \$ 1,555,779 | \$ 1,299,456 | 20% |
| TOTAL EXPENSES | \$ 602,153 | \$ 724,113 | -17% | \$ 6,522,821 | \$ 6,588,814 | -1% |
| NET INCOME/(LOSS) | \$ 111,113 | \$ 60,369 | | \$ 490,180 | \$ 1,087,710 | |



GLTC Board Agenda Detail

Item #: 4c

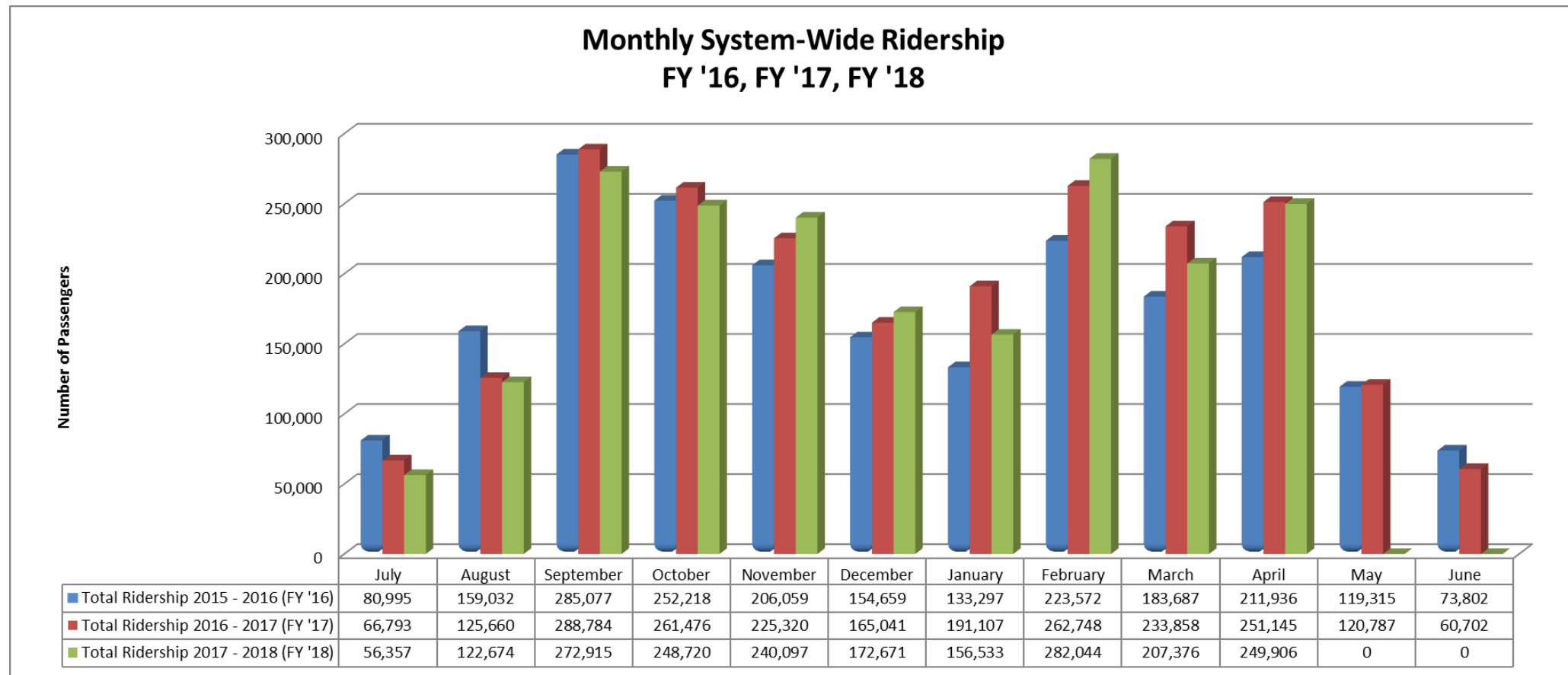
Item Title: April 2018 Ridership & Operational Statistics

Action: For Your Information

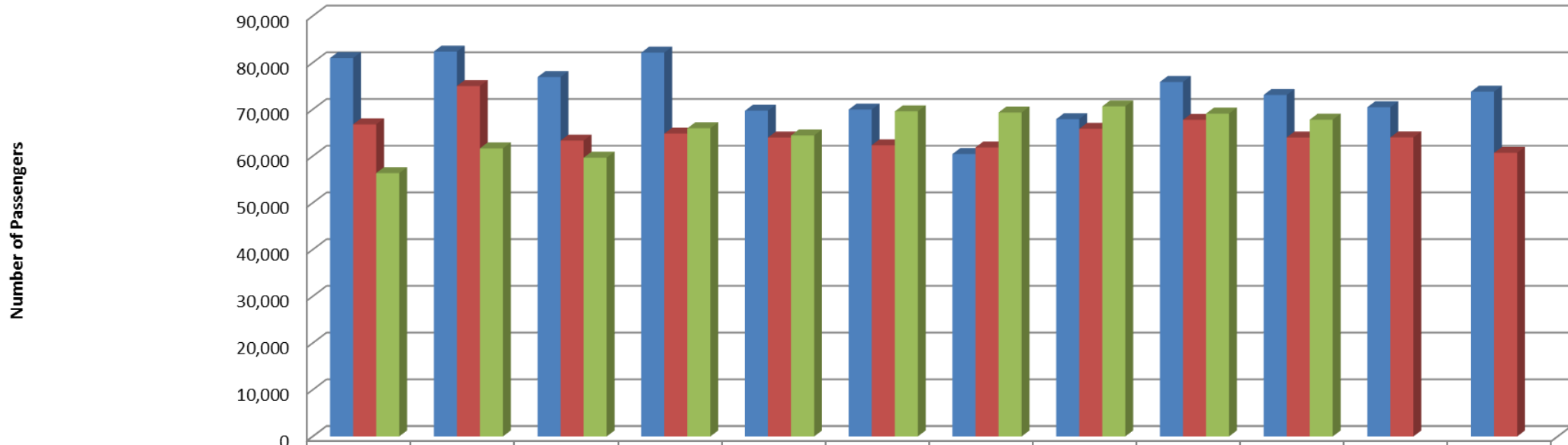
Summary:

In the interest of time for the TDP discussion, this report is provided for review and will only be discussed during the meeting for questions.

Total Ridership for April was 249,906. City Ridership is up from last year's ridership for this month at 67,798 passengers. Liberty's ridership dropped slightly from last April to 182,108 passengers for the month.

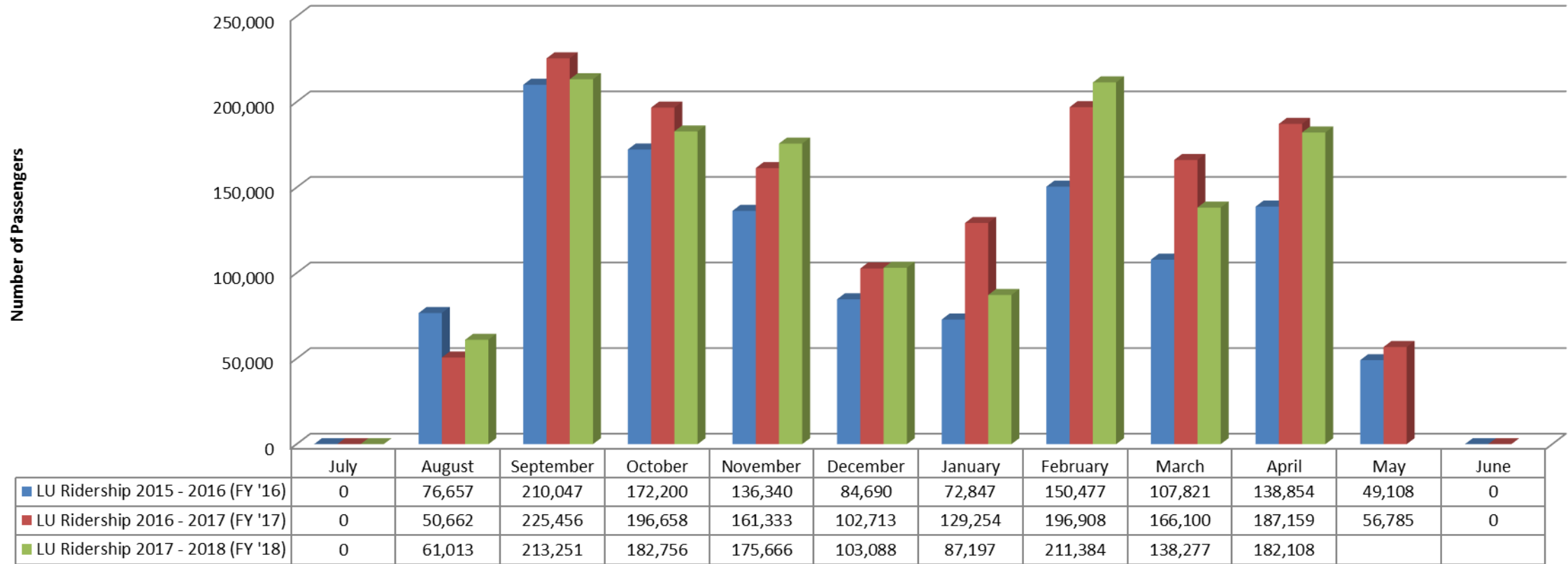


City Ridership FY '16, FY '17, FY '18

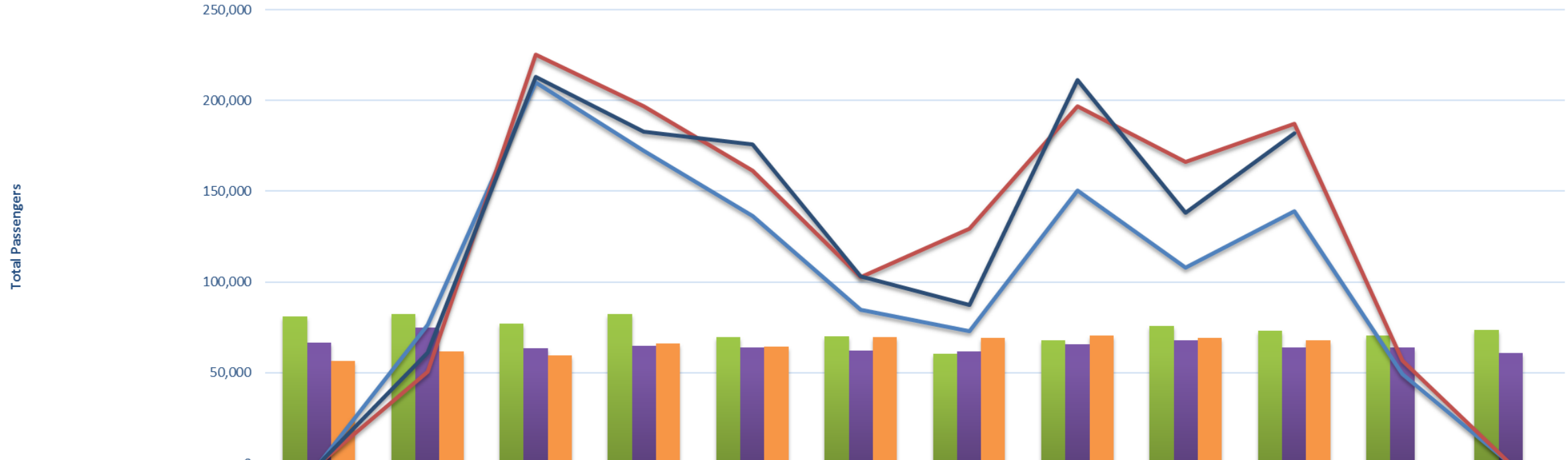


| | July | August | September | October | November | December | January | February | March | April | May | June |
|---------------------------------------|--------|--------|-----------|---------|----------|----------|---------|----------|--------|--------|--------|--------|
| ■ City Ridership 2015 - 2016 (FY '16) | 80,995 | 82,375 | 76,923 | 82,158 | 69,719 | 69,969 | 60,450 | 67,917 | 75,866 | 73,082 | 70,464 | 73,802 |
| ■ City Ridership 2016 - 2017 (FY '17) | 66,793 | 74,998 | 63,328 | 64,818 | 63,987 | 62,328 | 61,853 | 65,840 | 67,758 | 63,986 | 64,002 | 60,702 |
| ■ City Ridership 2017 - 2018 (FY '18) | 56,357 | 61,661 | 59,664 | 65,964 | 64,431 | 69,583 | 69,336 | 70,660 | 69,099 | 67,798 | | |

Liberty University Ridership FY '16, FY '17, FY '18



GLTC City vs. Liberty Ridership Comparison



| | July | August | September | October | November | December | January | February | March | April | May | June |
|-------------------------------------|--------|--------|-----------|---------|----------|----------|---------|----------|---------|---------|--------|--------|
| City Ridership 2015 - 2016 (FY '16) | 80,995 | 82,375 | 76,923 | 82,158 | 69,719 | 69,969 | 60,450 | 67,917 | 75,866 | 73,082 | 70,464 | 73,802 |
| City Ridership 2016 - 2017 (FY '17) | 66,793 | 74,998 | 63,328 | 64,818 | 63,987 | 62,328 | 61,853 | 65,840 | 67,758 | 63,986 | 64,002 | 60,702 |
| City Ridership 2017 - 2018 (FY '18) | 56,357 | 61,661 | 59,664 | 65,964 | 64,431 | 69,583 | 69,336 | 70,660 | 69,099 | 67,798 | | |
| LU Ridership 2015 - 2016 (FY '16) | 0 | 76,657 | 210,047 | 172,200 | 136,340 | 84,690 | 72,847 | 150,477 | 107,821 | 138,854 | 49,108 | 0 |
| LU Ridership 2016 - 2017 (FY '17) | 0 | 50,662 | 225,456 | 196,658 | 161,333 | 102,713 | 129,254 | 196,908 | 166,100 | 187,159 | 56,785 | 0 |
| LU Ridership 2017 - 2018 (FY '18) | 0 | 61,013 | 213,251 | 182,756 | 175,666 | 103,088 | 87,197 | 211,384 | 138,277 | 182,108 | | |

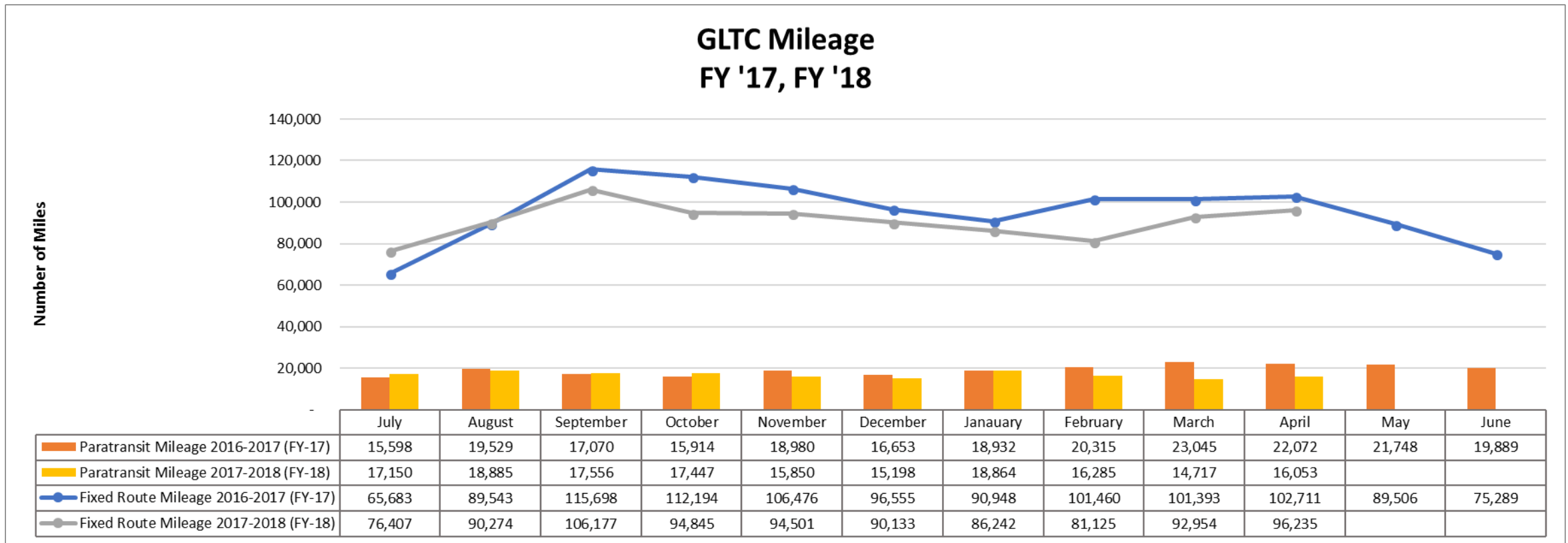
Maintenance:

In the interest of time for the TDP discussion, this report is provided for review and will only be discussed during the meeting for questions.

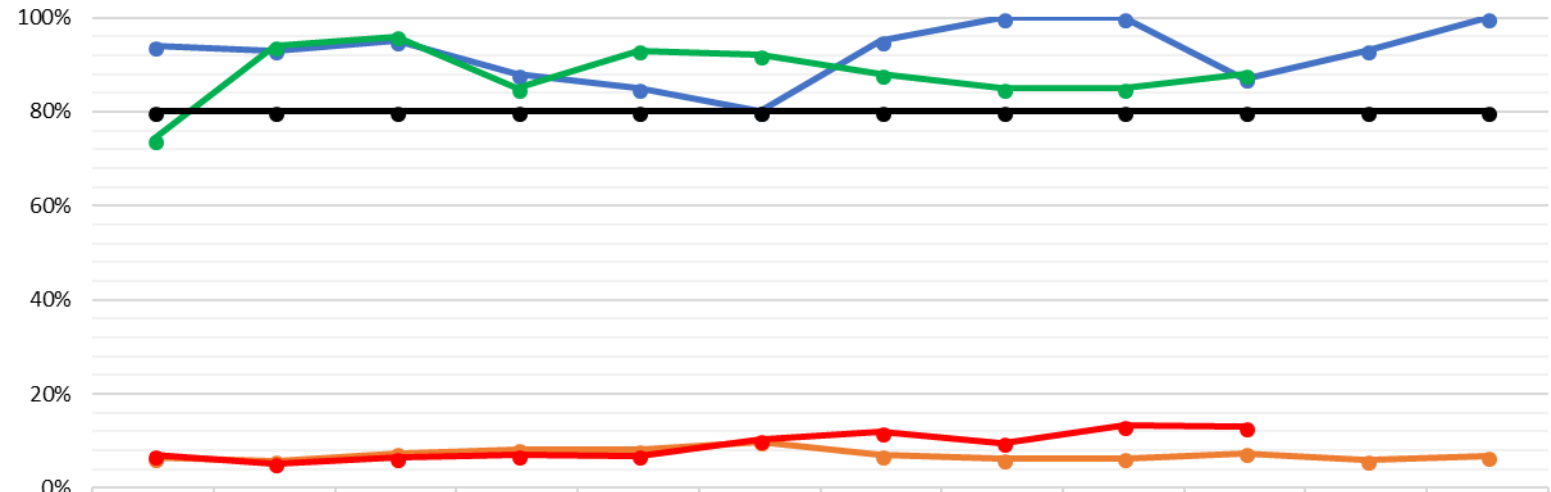
Maintenance activities are reported as follows for April 2018:

Total mileage for fixed route and paratransit services for the month of April was 112,288 miles.

The fleet downtime for April was 13% and the on-time performance was 88 % for April. A black line has been added to maintenance performance graph indicating 80 % is the minimum requirement for preventative maintenance being completed on time.



Maintenance Performance FY '17, FY '18



| | July | August | September | October | November | December | Janauary | February | March | April | May | June |
|--|-------|--------|-----------|---------|----------|----------|----------|----------|--------|--------|-------|-------|
| On Time Performance FY'17 (FTA Requires 80%) | 94% | 93% | 95% | 88% | 85% | 80% | 95% | 100% | 100% | 87% | 93% | 100% |
| On Time Performance FY'18 (FTA Requires 80%) | 74% | 94% | 96% | 85% | 93% | 92% | 88% | 85% | 85% | 88% | | |
| FTA Required On Time Performance | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% |
| Fleet Downtime FY'17 (Industry Average 5%) | 6.44% | 5.80% | 7.42% | 8.17% | 8.10% | 9.89% | 6.94% | 6.16% | 6.32% | 7.40% | 5.96% | 6.75% |
| Fleet Downtime FY'18 (Industry Average 5%) | 7.01% | 5.20% | 6.40% | 7.00% | 6.80% | 10.30% | 11.90% | 9.63% | 13.25% | 13.00% | | |

Contacts: Brian Booth
Attachments: None
Action Required: None



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

| GLTC CAPITAL GRANTS | | | | | | | |
|--|----------------|---|--------------|------------|------------|--------------|-------------------|
| FEDERAL GRANT#/PROJECT# | STATE PROJECT# | DESCRIPTION | FEDERAL | STATE | LOCAL | TOTAL | 4/30/2018 Balance |
| VA-95-X110-01 | | | | | | | |
| Revision approved 1/3/17 | 73016-42 | Purchase Expansion Bus <30 FT (1) | \$ 88,000 | \$ 17,600 | \$ 4,400 | \$ 110,000 | \$ 110,000 |
| Revision approved 1/3/17 | 73016-45 | Purchase Surveillance/Security Equipment | \$ 54,581 | \$ 10,916 | \$ 2,729 | \$ 68,226 | \$ 16,264 |
| | | | \$ 142,581 | \$ 28,516 | \$ 7,129 | \$ 178,226 | \$ 126,264 |
| VA-95-X122 | | | | | | | |
| Revision approved 1/3/17 | 73016-46 | Purchase ADP Hardware | \$ 22,285 | \$ 4,457 | \$ 1,114 | \$ 27,856 | \$ 27,856 |
| Revision approved 1/3/17 | 73016-45 | Purchase Surveillance/Security Equipment | \$ 3,857 | \$ 772 | \$ 193 | \$ 4,821 | \$ - |
| | | | \$ 26,142 | \$ 5,229 | \$ 1,307 | \$ 32,677 | \$ 27,856 |
| VA-95-X120 | | | | | | | |
| Revision approved 1/3/17 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 55,480 | \$ 11,096 | \$ 2,774 | \$ 69,350 | \$ 69,350 |
| Deobligated 3/30/17 | 73013-45 | ACQUIRE-MOBILE SURV/SECURITY EQUIP | \$ 56,000 | \$ 7,700 | \$ 6,300 | \$ 70,000 | \$ 23,268 |
| Deobligated 1/27/17 | 73013-41 | REHAB/REBUILD 40-FT BUS (PM) | \$ 280,000 | \$ 96,000 | \$ 24,000 | \$ 400,000 | \$ 120,000 |
| Revision approved 1/3/17 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 86,594 | \$ 17,319 | \$ 4,329 | \$ 108,242 | \$ 108,242 |
| Deobligated 3/30/17 | 73114-77 | REHABILITATE/REBUILD BUSES (1) (PM) | \$ 206,247 | \$ 41,250 | \$ 10,311 | \$ 257,808 | \$ 217,264 |
| | | | \$ 684,321 | \$ 173,365 | \$ 47,714 | \$ 905,400 | \$ 538,124 |
| VA-95-X145 | | | | | | | |
| Revision approved 1/3/17 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 44,455 | \$ 8,891 | \$ 2,223 | \$ 55,569 | \$ 55,569 |
| | 73015-38 | REHAB/REBUILD BUSES | \$ 64,000 | \$ 12,800 | \$ 3,200 | \$ 80,000 | \$ - |
| | | | \$ 108,455 | \$ 21,691 | \$ 5,423 | \$ 135,569 | \$ 55,569 |
| Circulator | | | | | | | |
| | 72517-08 | Smart Scale Project-GLTC Circulator Bus | \$ - | \$ 479,348 | \$ - | \$ 479,348 | \$ 13,935 |
| FY18 VA State Roadeo | | | | | | | |
| | 71318-02 | FY18 Virginia State Roadeo | \$ - | \$ 73,818 | \$ - | \$ 73,818 | \$ 73,380.00 |
| VA-2016-022-00 Executed 9/23/16 | | | | | | | |
| VA-2016-022-01-00 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 1,021,071 | \$ 204,214 | \$ 51,054 | \$ 1,276,339 | \$ 1,276,339 |
| VA-2016-022-02-00 | 73017-34 | PURCHASE <30FT REPLCMNT BUSES (2) | \$ 268,848 | \$ 53,770 | \$ 13,442 | \$ 336,060 | \$ 336,060 |
| VA-2016-022-05-00 | 73017-35 | PURCHASE MISC EQUIPMENT | \$ 6,269 | \$ 1,254 | \$ 314 | \$ 7,837 | \$ 3,444 |
| VA-2016-022-06-00 | 73017-36 | PURCHASE SURVEILLANCE/SECURITY EQUIPMENT | \$ 7,550 | \$ 1,510 | \$ 378 | \$ 9,438 | \$ 627 |
| VA-2016-022-07-00 | 73017-37 | PURCHASE SUPPORT VEHICLES (5) | \$ 132,257 | \$ 26,451 | \$ 6,613 | \$ 165,321 | \$ 3,063 |
| VA-2016-022-09-00 | 73017-39 | PURCHASE TRANSIT ENHANCEMENTS FOR DIGITAL | \$ 307,280 | \$ 61,456 | \$ 15,364 | \$ 384,100 | \$ 384,100 |
| VA-2016-022-10-00 | 73017-40 | PURCHASE SPARE PARTS, ACM ITEMS | \$ 120,000 | \$ 24,000 | \$ 6,000 | \$ 150,000 | \$ 30,786 |
| VA-2016-022-11-00 | 73017-41 | PURCHASE RADIOS FOR BUSES | \$ 1,706 | \$ 341 | \$ 85 | \$ 2,132 | \$ 2,132 |
| VA-2016-022-12-00 | 73017-42 | PURCHASE <30FT EXPANSION BUSES (4) | \$ 537,696 | \$ 107,539 | \$ 26,885 | \$ 672,120 | \$ 670,342 |
| VA-2016-022-04-00 | 73017-32 | PURCHASE ADP HARDWARE-Network Equipment | \$ 64,846 | \$ 12,969 | \$ 3,242 | \$ 81,057 | \$ 48,494 |
| VA-2016-022-04-00 | 73117-41 | PURCHASE ADP HARDWARE-SERVERS | \$ 118,375 | \$ 23,675 | \$ 5,919 | \$ 147,969 | \$ 137,500 |
| VA-2016-022-04-00 | 73117-42 | PURCHASE ADP HARDWARE-WKSTS,LAPTOPS | \$ 75,920 | \$ 15,184 | \$ 3,796 | \$ 94,900 | \$ 86,009 |
| VA-2016-022-04-00 | 73117-43 | PURCHASE ADP HARDWARE-PHONE SYSTEM REPLA | \$ 43,131 | \$ 8,626 | \$ 2,157 | \$ 53,914 | \$ 20,376 |
| VA-2016-022-04-00 | 73117-44 | PURCHASE ADP HARDWARE-PRINTERS,COPIERS | \$ 27,568 | \$ 5,514 | \$ 1,378 | \$ 34,460 | \$ 19,917 |
| VA-2016-022-04-00 | 73117-45 | PURCHASE ADP SOFTWARE | \$ 53,340 | \$ 10,668 | \$ 2,667 | \$ 66,675 | \$ 66,675 |
| | | | \$ 2,785,857 | \$ 557,171 | \$ 139,294 | \$ 3,482,322 | \$ 3,085,864 |
| VA-2018-005-00 Executed 3/14/18 | | | | | | | |
| VA-2018-005-01-00 | 73018-38 | Purchase Shop Equipment | \$ 88,000 | \$ 17,600 | \$ 4,400 | \$ 110,000 | \$ 110,000.00 |
| VA-2018-005-01-00 | 73018-39 | Purchase Spare Parts, ACM Items | \$ 300,000 | \$ 60,000 | \$ 15,000 | \$ 375,000 | \$ 375,000.00 |
| VA-2018-005-01-00 | 73018-40 | Purchase Support Vehicles | \$ 38,087 | \$ 7,617 | \$ 1,905 | \$ 47,609 | \$ 47,609.00 |
| VA-2018-005-01-00 | 73018-41 | Purchase Communications Equipment | \$ 6,160 | \$ 1,232 | \$ 308 | \$ 7,700 | \$ 7,700.00 |
| | | | \$ 432,247 | \$ 86,449 | \$ 21,613 | \$ 540,309 | \$ 540,309.00 |





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

In the interest of time for the TDP discussion, this report is provided for review and will only be discussed during the meeting for questions.

5a Summary – Discounted Fare Card Policy:

This item is going to be incorporated in with the findings from the update of the Transit Development Plan which is underway with our consultants Kimley-Horn.

5b Summary – Intercity Bus Connector/Vanpool:

There is no current update for this item.

5c Summary – Transit Development Plan (TDP) Update/Route Analysis:

Consultants from Kimley Horn are present and will provide and update on the TDP after the new business section of the Board Meeting.

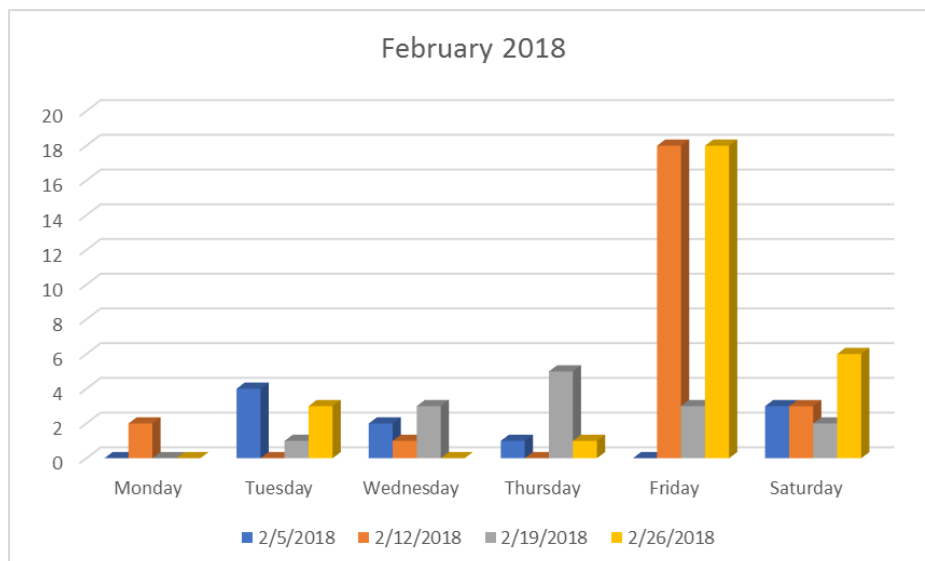
5d Summary – Downtown Circulator:

The Hopper saw a total of 110 passengers for the month of May (through May 26th). Promotion of the service and Hopper Discount Ticket program continued through billboards, television commercials, and radio ads. A meeting was held with the Academy Center for the Arts and City Parking Services Department to discuss potential promotion of the Hopper and parking available for when the Academy reopens after renovations are completed.

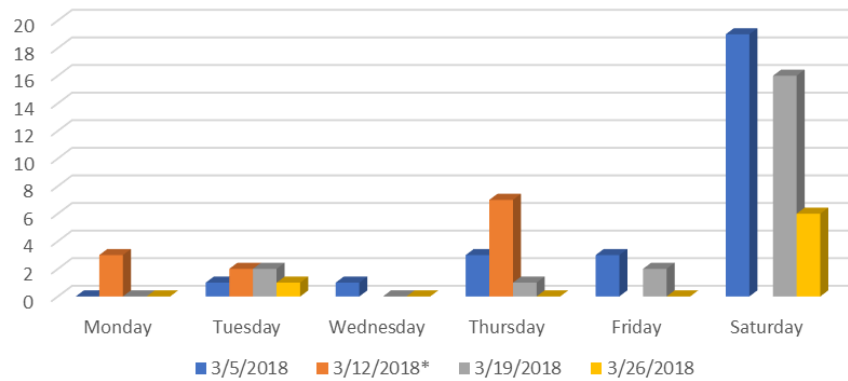
The following pages show ridership totals for each month by day as well as a breakdown by week graphically.



| Hopper Ridership February | | | Hopper Ridership March | | | Hopper Ridership April | | | Hopper Ridership May | | |
|---------------------------|-----------|-----------|------------------------|-----------|------------|------------------------|-----------|-----------|----------------------|-----------|------------|
| 2/1/2018 | Thursday | 10 | 3/1/2018 | Thursday | 1 | 4/2/2018 | Monday | 1 | 5/1/2018 | Tuesday | 4 |
| 2/2/2018 | Friday | 6 | 3/2/2018 | Friday | 18 | 4/3/2018 | Tuesday | 0 | 5/2/2018 | Wednesday | 0 |
| 2/3/2018 | Saturday | 3 | 3/3/2018 | Saturday | 6 | 4/4/2018 | Wednesday | 0 | 5/3/2018 | Thursday | 7 |
| 2/5/2018 | Monday | 0 | 3/5/2018 | Monday | 0 | 4/5/2018 | Thursday | 4 | 5/4/2018 | Friday | 17 |
| 2/6/2018 | Tuesday | 4 | 3/6/2018 | Tuesday | 1 | 4/6/2018 | Friday | 29 | 5/5/2018 | Saturday | 5 |
| 2/7/2018 | Wednesday | 2 | 3/7/2018 | Wednesday | 1 | 4/7/2018 | Saturday | 6 | 5/7/2018 | Monday | 1 |
| 2/8/2018 | Thursday | 1 | 3/8/2018 | Thursday | 3 | 4/9/2018 | Monday | 4 | 5/8/2018 | Tuesday | 0 |
| 2/9/2018 | Friday | 0 | 3/9/2018 | Friday | 3 | 4/10/2018 | Tuesday | 3 | 5/9/2018 | Wednesday | 1 |
| 2/10/2018 | Saturday | 3 | 3/10/2018 | Saturday | 19 | 4/11/2018 | Wednesday | 1 | 5/10/2018 | Thursday | 6 |
| 2/12/2018 | Monday | 2 | 3/12/2018 | Monday | 3 | 4/12/2018 | Thursday | 0 | 5/11/2018 | Friday | 6 |
| 2/13/2018 | Tuesday | 0 | 3/13/2018 | Tuesday | 2 | 4/13/2018 | Friday | 7 | 5/12/2018 | Saturday | 6 |
| 2/14/2018 | Wednesday | 1 | 3/14/2018 | Wednesday | 34 | 4/14/2018 | Saturday | 10 | 5/14/2018 | Monday | 1 |
| 2/15/2018 | Thursday | 0 | 3/15/2018 | Thursday | 7 | 4/16/2018 | Monday | 3 | 5/15/2018 | Tuesday | 8 |
| 2/16/2018 | Friday | 18 | 3/16/2018 | Friday | 33 | 4/17/2018 | Tuesday | 6 | 5/16/2018 | Wednesday | 1 |
| 2/17/2018 | Saturday | 3 | 3/17/2018 | Saturday | 57 | 4/18/2018 | Wednesday | 0 | 5/17/2018 | Thursday | 0 |
| 2/19/2018 | Monday | 0 | 3/19/2018 | Monday | 0 | 4/19/2018 | Thursday | 0 | 5/18/2018 | Friday | 10 |
| 2/20/2018 | Tuesday | 1 | 3/20/2018 | Tuesday | 2 | 4/20/2018 | Friday | 7 | 5/19/2018 | Saturday | 5 |
| 2/21/2018 | Wednesday | 3 | 3/21/2018 | Wednesday | 0 | 4/21/2018 | Saturday | 0 | 5/21/2018 | Monday | 2 |
| 2/22/2018 | Thursday | 5 | 3/22/2018 | Thursday | 1 | 4/23/2018 | Monday | 2 | 5/22/2018 | Tuesday | 0 |
| 2/23/2018 | Friday | 3 | 3/23/2018 | Friday | 2 | 4/24/2018 | Tuesday | 1 | 5/23/2018 | Wednesday | 3 |
| 2/24/2018 | Saturday | 2 | 3/24/2018 | Saturday | 16 | 4/25/2018 | Wednesday | 0 | 5/24/2018 | Thursday | 7 |
| 2/26/2018 | Monday | 0 | 3/26/2018 | Monday | 0 | 4/26/2018 | Thursday | 3 | 5/25/2018 | Friday | 7 |
| 2/27/2018 | Tuesday | 3 | 3/27/2018 | Tuesday | 1 | 4/27/2018 | Friday | 0 | 5/26/2018 | Saturday | 13 |
| 2/28/2018 | Wednesday | 0 | 3/28/2018 | Wednesday | 0 | 4/28/2018 | Saturday | 3 | May Total | | 110 |
| February Total | | 70 | 3/29/2018 | Thursday | 0 | 4/30/2018 | Monday | 3 | | | |
| | | | 3/30/2018 | Friday | 0 | April Total | | 93 | | | |
| | | | 3/31/2018 | Saturday | 6 | | | | | | |
| | | | March Total | | 216 | | | | | | |

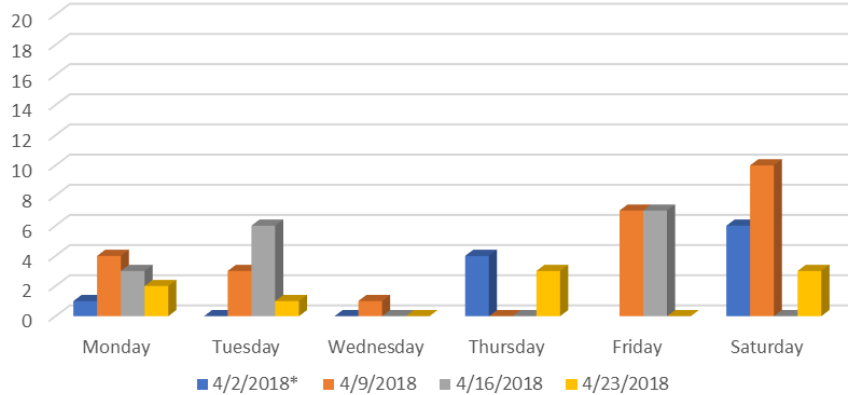


March 2018



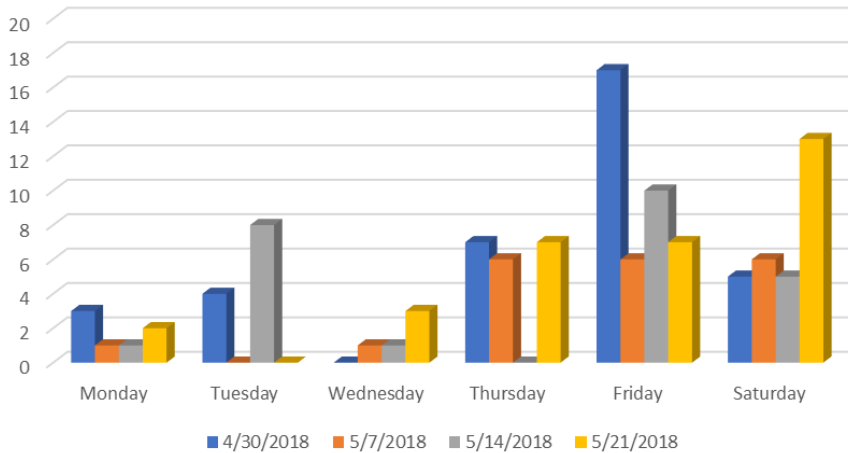
*Data Omitted For Scale - 3/14/18 (Wed) - 34 Passengers, 3/16/18 (Fri) - 33 Passenger, 3/17/18 (Sat) - 57 Passengers

April 2018



*Data Omitted for Scale - 4/6/18 (Fri) - 29 Passengers

May 2018





GLTC Board Agenda Detail

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

6a Summary – FY 2019 GLTC Final Budget:

The proposed budget for FY 2019 is provided on the following page for review. The final budget for FY 2019 is \$ 8,226,085 which is decreased 2 % from the current year FY 2018. Major changes affecting revenue are:

- Passenger Revenue has been reduced 16 % (~ \$ 102,000) to reflect current trends for farebox revenue.
- Liberty University Revenue is reduced 6 % (~ \$ 96,000) based on discussions about proposed service.
**We have not yet received the final service plan/contract from Liberty so this figure could change*
- Advertising Revenue has increased 22 % (~ \$ 19,000) to reflect current advertising contracts.
- City Assistance is reduced 2 % (~ \$ 47,000) at the direction of the City Manager for all city departments.
- State Assistance has increased 16 % (~ \$ 326,000)
- Federal Assistance has decreased 17 % (~ \$ 328,000)

The Federal Assistance decreased due to a loss in Small Transit Intensive Cities (STIC) funding which is allocated based on performance data of a transit system in comparison to the national average. GLTC is eligible for funding in up to six categories through this calculation and receives a set amount of funding for each category where our performance is above the national average. The performance data (from FY 2016) used for the calculation for the upcoming year dropped below the average in two categories causing the decrease in funding. Through our analysis we determined a decrease in ridership for FY 2016 was the main factor for the decrease in funding for the upcoming. This dip in ridership should not cause panic for future years of funding as ridership increased by 8 % in FY 2017 and other data such as revenue miles and revenue hours are factored into the calculations in addition to ridership.

Patrice with the Department of Rail and Public Transportation (DRPT) apologized for the incorrect information provided in the Draft SYIP (Six Year Improvement Plan) released in April. She indicated that this decrease in funding was not anticipated by anyone at DRPT and stated that they never want give false hope to anyone for funding. She indicated that when providing funding projections, they generally take a conservative approach to avoid a situation which occurred with GLTC this past month.

Expenses have been adjusted to reflect projected revenues and has mainly been achieved through a decrease in labor expenses. This has been accomplished through the elimination of vacant positions associated with Liberty service as well as achieving a reduction in service hours through better efficiencies associated with route changes to come from the Transit Development Plan. Other expenses have been adjusted based on actual expenses in the past and projected for upcoming. Fuel, Health Insurance, and Vehicle Repair expenses are the top expenses that have the most uncertainty at this point and will need close monitoring going into the new year.

Staff Recommendation: A motion be made for approval for adoption of the of the final FY 2019 budget as presented with the understanding that a revision may be required to be brought before the Board for review should the Liberty service drastically change from projected.

Contacts: Brian Booth
Attachments: GLTC's Public Comment Process for Fare and Service Changes Policy
Action Required: Board Discussion/Approval



GREATER LYNCHBURG TRANSIT COMPANY

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

Fiscal 2019 Operating Budget

| | FY2019 | FY2018 | FY2018 |
|--------------------------------|---------------------|---------------------|---------------------|
| | PROPOSED | PROJECTED | ADOPTED |
| REVENUE | BUDGET | ACTUAL | BUDGET |
| FRT Passenger Revenue | \$ 588,280 | \$ 572,004 | \$ 680,000 |
| DRT Passenger Revenue | \$ 70,000 | \$ 70,268 | \$ 81,000 |
| Contracts (LC Access) | \$ 25,032 | \$ 24,540 | \$ 24,538 |
| Contracts (CVCC Access) | \$ 55,200 | \$ 54,106 | \$ 54,106 |
| Contracts (LU Access) | \$ 60,060 | \$ 60,060 | \$ 60,060 |
| Liberty University Revenue | \$ 1,567,450 | \$ 1,663,876 | \$ 1,663,875 |
| Other Contract Revenue | \$ 7,700 | \$ 7,049 | \$ 18,946 |
| Non-Operating Revenue | \$ 8,285 | \$ 8,064 | \$ 17,858 |
| Advertising Revenue | \$ 84,000 | \$ 115,127 | \$ 65,004 |
| City Operating Assistance | \$ 1,728,785 | \$ 1,775,806 | \$ 1,775,805 |
| County Operating Assistance | \$ 74,780 | \$ 73,313 | \$ 71,875 |
| State Operating Assistance | \$ 2,011,122 | \$ 1,693,168 | \$ 1,684,606 |
| Federal Operating Assistance | \$ 1,945,391 | \$ 2,160,307 | \$ 2,197,099 |
| TOTAL REVENUE | \$ 8,226,085 | \$ 8,277,685 | \$ 8,394,772 |
| EXPENSES | | | |
| FIXED ROUTE | | | |
| Operator Labor | \$ 1,782,565 | \$ 1,655,560 | \$ 1,963,771 |
| Operator-Overtime | \$ 213,049 | \$ 264,242 | \$ 173,350 |
| Other Salaries & Wages | \$ 297,067 | \$ 285,173 | \$ 329,090 |
| Supervisors-Overtime | \$ 14,487 | \$ 17,821 | \$ 11,767 |
| Fringe Benefits | \$ 1,187,215 | \$ 1,124,826 | \$ 1,180,859 |
| TOTAL FIXED ROUTE | \$ 3,494,383 | \$ 3,347,622 | \$ 3,658,836 |
| DEMAND RESPONSE | | | |
| Operator Labor | \$ 321,861 | \$ 286,696 | \$ 345,464 |
| Operator-Overtime-PTS | \$ 8,002 | \$ 6,976 | \$ 20,629 |
| Other Salaries & Wages | \$ 65,098 | \$ 50,003 | \$ 63,144 |
| Fringe Benefits | \$ 203,870 | \$ 173,911 | \$ 207,706 |
| TOTAL DEMAND RESPONSE | \$ 598,831 | \$ 517,586 | \$ 636,943 |
| MAINTENANCE | | | |
| Other Salaries & Wages | \$ 666,302 | \$ 601,860 | \$ 756,666 |
| Inspection&Maint,Srvc-Overtime | \$ 29,087 | \$ 48,216 | \$ 32,494 |
| Fringe Benefits | \$ 358,945 | \$ 328,966 | \$ 381,871 |
| Fuel & Lubricants | \$ 701,121 | \$ 497,269 | \$ 623,362 |
| Tires & Tubes | \$ 92,250 | \$ 42,626 | \$ 90,604 |
| Other Materials & Supplies | \$ 490,496 | \$ 576,305 | \$ 461,850 |
| TOTAL MAINTENANCE | \$ 2,338,201 | \$ 2,095,242 | \$ 2,346,846 |
| ADMINISTRATION | | | |
| Other Salaries & Wages | \$ 372,243 | \$ 414,850 | \$ 361,318 |
| Fringe Benefits | \$ 192,144 | \$ 209,932 | \$ 174,840 |
| Services | \$ 448,850 | \$ 436,986 | \$ 457,727 |
| Utilities | \$ 180,661 | \$ 197,273 | \$ 159,305 |
| Casualty & Liability Expenses | \$ 300,223 | \$ 319,847 | \$ 275,780 |
| Information Technology | \$ 162,764 | \$ 173,807 | \$ 172,304 |
| Other Materials & Supplies | \$ 33,296 | \$ 22,260 | \$ 31,700 |
| Miscellaneous | \$ 104,489 | \$ 91,982 | \$ 119,172 |
| TOTAL ADMINISTRATION | \$ 1,794,670 | \$ 1,866,936 | \$ 1,752,147 |
| TOTAL EXPENSES | \$ 8,226,085 | \$ 7,827,385 | \$ 8,394,772 |
| NET INCOME/(LOSS) | \$ - | \$ 450,300 | \$ - |



6b Summary – GLTC Remote Participation Policy for Board Meetings:

A request was brought forward for discussion at the GLTC Board of Directors meeting on May 2nd, 2018 to explore the option of remote participation/conferencing options for Director participation in Board Meetings. Through discussion with the City Attorney, we found the allowable guidelines for this request under the Freedom of Information Act (FOIA). At the May meeting it was requested to draft a policy for review.

Provided is a draft policy which would meet the requirements under FOIA to allow a Director to participate in a Board Meeting remotely. All text within the draft document is required with the exception of the three items highlighted with comments for consideration, as described below:

- *"Requests should be sent to the Board President, General Manager of GLTC, and Clerk of the Board at least 48 hours prior to the meeting."*
 - This item was recommended to ensure adequate time for approval, adequate time to arrange for and set up electronic communication systems, and ensure accurate record within the official minutes.
- *"For a regional public body, a Director's principal residence is more than 60 miles from the primary meeting location."*
 - This is an allowable reason under FOIA, but it is recommended that this be omitted from this policy as it would not apply for the GLTC Board.
- *"Remote Participation by the Board President: The Board President shall be permitted to attend a meeting remotely should they have a reason that meets the criteria of this policy. The appropriate information shall be recorded in the official minutes of the meeting. The Board President shall not chair the meeting through remote participation and should assign those duties to another officer of the Board for that particular meeting."*
 - There isn't any guidance or regulations under FOIA for the Board President/Chair to participate in a meeting remotely. This is a recommendation for consideration and discussion which would provide guidance and afford the Board President/Chair the same ability to participate remotely as other Directors.

Staff Recommendation: The Board should review and provide comments for the policy. If the policy is acceptable then a motion should be made for consideration for approval for adoption of the policy.

Contacts: Brian Booth
Attachments: GLTC Remote Participation Policy for Board Meetings
Action Required: Board Discussion/Approval

6c Summary – ADA Bus Stop Accessibility Study:

The ADA Bus Stop Accessibility Study is part of an ongoing effort to support GLTC's disabled customers. This study marks the second regional comprehensive ADA bus stop inventory and assessment. The study recognizes the ongoing mobility challenges of the disabled community with an effort to provide recommendations to alleviate these challenges. The study draws from data of the City of Lynchburg's Connectivity Study and combines it with GLTC's bus stop database in order to highlight areas where improvements would make the most impact. CVMPO staff, along with GLTC bus operators and members from the ADA customer advisory committee, inventoried features such as continuous sidewalks, curb cuts, and landing pad material for each bus stop to determine stops that were ADA accessible and stops that had strong potential to becoming ADA accessible. The recommendations section of the plan shows prioritized improvements related to ADA accessibility and connectivity.

Staff Recommendation: A motion be made for approval to adopt this study and recommendations within.

Contacts: Brian Booth



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Attachments: ADA Bus Stop Accessibility Study
Action Required: Board Discussion/Approval

6d Summary – Fare Free Request – June 28th:

The Poverty to Progress initiative has scheduled a report out session on Thursday June 28th, 2018 to be held in City Council Chambers in City Hall beginning at 4 pm. This report out session would give an update on work completed and progress made by the individual facilitation groups. The Mayor has requested that GLTC offer fare free service to remove barriers for individuals to attend this report out session.

Staff Recommendation: Consideration for a motion be made for approval to offer fare free service on GLTC's routes beginning at 2:00 pm until the end of service on June 28th, 2018.

Contacts: Brian Booth
Attachments: None
Action Required: Board Discussion/Approval

6e Summary – Consideration to Reschedule July's Board Meeting:

The next GLTC Board of Directors Meeting is scheduled for July 4th, 2018. Due to this meeting falling on a holiday, conversation should be had for rescheduling the next meeting.

Contacts: Brian Booth
Attachments: None
Action Required: Board Discussion





GLTC Board Agenda Detail

Item #: 7

Item Title: Board Discussion for TDP

Action: Discussion

7a Summary – TDP Presentation with Kimley-Horn

Kimley-Horn is present to give a summary of findings and recommendations to be outlined in the Transit Development Plan. They began their work in August 2017, conducted a survey of riders and citizens in October 2017, and have analyzed previous data provided by GLTC staff in conjunction with Connetics Transportation Group to provide recommendations within this plan. The plan consists of six chapters which provide an overview of GLTC, goal and objectives, existing service standards and evaluation, recommended service and capital improvements, and an implementation and financial plan.

Danielle McCray, Tyler Beduhn, and Corey Hill are here to provide a summary to the Board before completing the final draft of the document. The final document is due to be completed by the end of June.





GLTC Board Agenda Detail

Item #: 8

Item Title: Presidents Report

Action: Discussion

-- Optional Report/Comments by GLTC Board President --





GLTC Board Agenda Detail

Item #: 9

Item Title: Next Meeting & Adjournment

Action: Adjournment

Opportunity for any final Board Member Comments or Remarks.

The next GLTC Board Meeting is scheduled to occur on July 4th, 2018 at 8:30 am. *Consider rescheduling due to the conflict with a holiday.*

This 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

| | | |
|---|-----------------------------------|--|
| Christos Carroll <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i> | 434-592-6463 | cccarroll2@liberty.edu |
| Antonio "Tony" Davis <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i> | 434-386-1336 434-845-0433 | adavis@jubileefamily.org |
| Mary-Winston Deacon <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i> | 434-845-2986 x231 434-258-4117 | mwdeacon@humankind.org |
| Christian H. DePaul <i>DePaul Wealth Management, 3728 Old Forest Road, Lynchburg, VA 24501</i> | 434-385-1340 | christian@depaulwealthmanagement.com |
| John "Jack" Hellewell <i>4420 Williams Road, Lynchburg, VA 24503</i> | 434-384-2746 | hellewellj@aol.com |
| Glenn McGrath <i>2724 Greenhill Lane, Lynchburg, VA 24503</i> | 434-851-2724 | gemcgrath@comcast.net |
| Joel Morgan <i>Harris Corporation, 221 Jefferson Ridge Pkwy, Lynchburg, VA 24501</i> | 434-455-6659 434-258-1844 | joel.morgan@harris.com |
| Bonnie Svrcek <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24502</i> | 434-455-3990 | bonnie.svrcek@lynchburgva.gov |
| Margaret "Peggy" Whitaker <i>M. Whitaker Architects, 1226 Greenway Ct, Lynchburg, VA 24503</i> | 404-266-1265 | maw24503@gmail.com |

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2017/2018 REGULAR (and special) BOARD MEETING

("P" present - "A" absent)

| | Christos Carroll | Antonio "Tony" Davis* | Mary- Winston Deacon | Christian DePaul | John "Jack" Hellewell | Glenn McGrath | Joel Morgan | Bonnie Svrcek | Margaret "Peggy" Whitaker |
|---------------------|-----------------------------|--------------------------------------|-------------------------------------|-----------------------------|--------------------------------------|--------------------------|-------------------------|--------------------------|--|
| Meeting Date | Term date 10/30/2018 | Term date 10/30/2020 | Term date 10/30/2018 | Term date 10/30/2019 | Term date 10/30/2019 | Term date 10/30/2019 | Term date 10/30/2020 | Term date 10/30/2020 | Term date 10/30/2018 |
| 12/6/2017 | A ¹ | A ² | P | P | P | P | P | P | P |
| 1/3/2018 | P | P | P | P | P | P | P | P | P |
| 2/7/2018 | P | P | P | P | P | P | P | A ³ | P |
| 3/7/2018 | A ⁴ | P | P | P | P | A ⁵ | A ⁶ | P | A ⁷ |
| 4/4/2018 | A ⁸ | P | P | P | P | P | P | P | P |
| 5/2/2018 | P | A ⁹ | A ¹⁰ | P | P | P | P | A ¹¹ | P |
| | | | | | | | | | |
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Note: Attendance is reported to City Council members when considering reappointments, or as requested; as Council requires appointees to attend 75% of the yearly meetings. Absences may be excused because of illness, death of family member, unscheduled or unforeseen business trips, and emergency work assignments. If you are absent and one of the above events was the reason, please let Natalie Wilkins (455-4010 or nwilkins@gltconline.com) know so she can indicate the reason on the record.

* - Not appointed until 12/12/17, Jennifer Martin remained on Board until Antonio Davis appointed.

1 - C. Carroll - Business Trip Out of Town

2 - J. Martin - Work Assignment

3 - B. Svrcek - Family Emergency

4 - C. Carroll - Business Trip Out of Town

5 - G. McGrath - Emergency Appointment

6 - J. Morgan - Out of Town

7 - P. Whitaker - Sick

8 - C. Carroll - Business Trip Out of Town

9 - A. Davis - Emergency Appointment

10 - M. Deacon - Business Trip Out of Town

11 - B. Svrcek - Sick

