

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, August 1st, 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 June 6 th , 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 a) General Manager's Report b) May 2018 Financials c) Ridership & Operations Statistics d) Capital Projects Report	Brian Booth
#5	Old Business a) Discounted Fare Cards Policy b) Intercity Connector Service Concept Committee c) Transit Development Plan (TDP) Update/Route Study d) Loss in Revenue Associated with Fare Free Service e) Downtown Circulator	Pending No Update Update Update Update
#6	New Business a) Management Contract with First Transit b) Date for Public Hearing on Route Changes c) Fare Free Service Proposal	Brian Booth
#7	Presentation from DRPT a) Transit Funding Reforms in Virginia	Patrice Strachan
#8	President's Report	GLTC Board President
#9	Next Meeting Date & Adjournment September 5 th , 2018 @ 8:30 am	All





GLTC Board Agenda Detail

Item #: 2
Item Title: June 6th, 2018 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

June 6, 2018

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, June 6, 2018 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Joel Morgan, Jack Hellewell, Margaret "Peggy" Whitaker, Mary-Winston Deacon, Bonnie Svrcek, and Antonio Davis. Staff members attending were: Brian Booth, Amanda Richardson, Millie Martin, Steve Overstreet, Scott Poindexter, Allen Robey, Shannon Hicks, and Natalie Wilkins. Visitors to the meeting included Patrice Strachan of DRPT, Kelly Hitchcock and Philipp Gabathuler of Region 2000, Jacqueline Robinson and Mike Moore of the Customer Advisory Committee (CAC), William Carr and Kenny Bateman– GLTC Customers, Carrie Dungan of the News and Advance, Danielle McCray, Tyler BeDuhn, and Corey Hill of Kimley-Horn. Absent: Glenn McGrath, Christos Carroll

#1 – Call to Order-Public Comment

Mr. DePaul called the meeting to order at 8:31 a.m. and asked for public comment. Mr. Blanks stated that he is excited about the upcoming route changes. In addition, Mr. Blanks asked for a moment of silence in observance of the 74th anniversary of D-Day.

Mr. Bateman asked is it possible to put a sidewalk near the back of the Transfer Station to allow easier access to the platform without having to walk around the building from the Park Avenue/Buchanan Street side. Staff will look into it. Ms. Svrcek suggested talking to the City's Public Works Department.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of May 2, 2018. Mr. Morgan made a motion to accept the minutes as presented with Mr. Hellewell seconding the motion and the vote was unanimously carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – Ms. Wilkins stated that the Customer Advisory Committee met on Monday, May 7th, 2018 and discussed the following: Ms. Wilkins thanked Sherry Gentry and Jackie Robinson for attending the Central Virginia Transition Fair on March 9. Items of discussion during the meeting included.

- Strollers in the aisles continue to be an issue.
- There are some passengers who use vulgar language on the buses. Some drivers do not say anything for fear of a complaint being called or that the issues will not be addressed.
- A bus shelter needs to be replaced at the Jefferson House.
- The committee also discussed the upcoming TDP survey and are willing to serve as needed to educate our customers on the changes. An extensive list was made to post information regarding the service changes. Region 2000/Ride Solutions will assist with the information as well.

Discussion followed the report from Customer Advisory Committee and staff will work to address those policies and issues.



3b – ADA Advisory Committee – No report.

3c – RIDE Solutions – Ms. Hitchcock stated that there is an RFP out for the development of a vanpool implementation plan. The deadline for submission is June 12 with the anticipation of starting work in July. Ms. Whitaker inquired about a bike share program. Ms. Hitchcock stated that she has reached out to the necessary City departments to offer the opportunity to partner with them to implement a plan but thinks the timing of a bike share program may not be a high priority at this time.

3d – Region 2000 – Mr. Gabathuler referenced the ADA Accessibility Study as presented with the Board Packet. He stated that there is a methodology to the study and that the appendices provide the necessary data for the bus stops without sidewalk connectivity, bus stops without ADA Accessible Landing Pads, and Current Shelters that are not ADA accessible. He hopes that this study will be used in the future in conjunction with the City's street improvement plan. In addition, he stated that there is a potential for Region 2000 to investigate the possibility of finding grants such as First Mile/Last Mile to assist in funding these types of studies. Ms. Svrcek asked how our community compares to other communities. Mr. Gabathuler stated that Lynchburg is pretty much in line with other communities; which is approximately around 50% compliant. Ms. Whitaker inquired about soliciting grants for these types of projects. Ms. Strachan stated that there are grants that occur at the same time as the capital grants submission and will work with Region 2000 for assistance. Mr. Booth stated that he will also talk to the City's Public Works Department to avoid duplication of efforts.

#4 – Staff Reports

Mr. DePaul stated that in the interest of time that a motion be made to accept Mr. Booth's recommendation to approve the General Manager's Report and the Old Business agenda items to allow time for Kimley-Horn consultants to make the Transit Development Plan presentation. Ms. Svrcek made the motion with Ms. Deacon seconding the motion and the vote was carried.

The following is the General Manager's Report and the Old Business agenda items has been reviewed and accepted by the board:

4a – General Manager's Report

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.

Operator Jeremiah Gardner Jr. traveled to Tampa, Florida in early May to represent Virginia by participating and competing in the International Bus Roadeo. He took top honors by winning 1st place in competition where he competed against 80 plus operators from across the United States and Canada. A ceremony was held on May 30th at the Transfer Station to recognize all of the participants in the State Roadeo and reveal ads placed on buses to recognize these operators and maintenance personnel.

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 trends 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 test and monitor driver assistance technology which is intended to help alert the driver of pedestrians and bicycles in and around the bus. This technology is anticipated to be installed this summer on the Hopper bus as well as another GLTC bus which will be used on Liberty's campus.



4b – April 2018 Financials

Total revenues continue to trend along the same lines they have each month year to date and are under budget by 1 % due to passenger revenue being down, federal assistance down and other contract and non-operating revenue down. Total expenses are underbudget by about 7 % year to date due mainly to savings from vacant positions. GLTC continues to remain in a positive financial situation and feels confident to be able to close out the year in the positive.

4c – Ridership & Operations Statistics

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.

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.

4d – Capital Projects Update

Staff continue to work on capital projects and drawing down on capital grants.

#5 – Old Business

5a– Discounted Fare 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 – Intercity Connector Service Concept Committee/Vanpool Study

There is no current update for this item.

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

This update is being provided at the end of the meeting through a presentation from the Kimley Horn consultants.

5d – 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.

#6 – New Business

6a Summary – FY 2019 GLTC Final Budget

The final proposed 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. (As of June 6, GLTC has not yet received the final service plan/contract from Liberty, therefore this figure is subject to 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)

Mr. Booth stated that 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. 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. A decrease in ridership for FY 2016 was the main factor for the decrease in funding for the upcoming year. Mr. Hellewell asked if there would be a decrease in service by the 2% decrease in revenue. Mr. Booth stated that there would be a slight decrease in hours based on the upcoming routes changes which will make the routes more efficient but would not make up the entire 2 %.

Ms. Strachan 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 to give false hope to anyone for funding.

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 a decline in Liberty service as well as achieving a slight 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 year. Fuel, Health Insurance, and Vehicle Repair expenses are the top expenses that have the most uncertainty and will need close monitoring going into the new year.

Mr. Booth stated that there is the possibility of needing to submit a revised budget once the pending items have been finalized. After reviewing the FY19 Budget, Mr. DePaul made a motion to accept the FY19 Budget as presented with Ms. Deacon seconding the motion and the vote was carried.

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, Mr. Booth found allowable guidelines for this request under the Freedom of Information Act (FOIA). At the May meeting, the board requested a draft policy for review.

Provided was 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."*

Ms. Svrcek stated that she is uncomfortable with the Remote Participation policy. She stated that the acoustics in the room is not suitable and if the policy is adopted, remoting in should be under extraordinary circumstances. Ms. Whitaker also suggested to include a maximum number of remote call-ins. Mr. Booth stated that it is allowable for a member to call in a maximum of two times per year.

After discussion, Mr. Morgan made a motion to accept the policy with the following revisions: Eliminate the 48-hour notice to request to participate remotely (the Director would still have to request to participate remotely prior to the Board Meeting starting) and eliminate the 60-mile rule, because it does not apply. Mr. Hellewell seconded the motion and the vote was carried. The IT Manager will purchase phone systems to facilitate this option with grant money that is available.

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 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 of becoming ADA accessible. The recommendations section of the plan shows prioritized improvements related to ADA accessibility and connectivity. Ms. Svrcek made a motion to accept the study as presented and to allow staff the authority to seek grant funding and develop a phased implementation plan with Ms. Whitaker seconding the motion and the vote was carried.

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 6 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. Mr. Hellewell made a motion to accept the Fare Free Day on June 28th beginning at 4 p.m. with Ms. Svrcek seconding the motion and the vote was carried. Ms. Svrcek has requested a report as to how much revenue is lost.

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

The next GLTC Board of Directors Meeting is scheduled for July 4th, 2018. Since this meeting falls on a holiday, Mr. DePaul made a motion to cancel the July board meeting and resume in August with Ms. Svrcek seconding the motion and the vote was carried.

#7 – TDP Presentation with Kimley-Horn

Kimley-Horn Consultants made a presentation to the board. Highlights include the Scope of Work, Stakeholder Interviews, Survey Highlights and Responses, Customer Priorities, Planned Service Implementation, Travel Time Improvements, Implementation Plan, and the Next Steps. Discussion followed the presentation. The final draft should be completed by the August Board Meeting.



#8 – Presidents Report

Mr. DePaul thanked the winners of the VA State Rodeo as well as Operator Gardner for winning the International Rodeo. He asked the News and Advance to feature Operator Gardner. The next board meeting is August 1.

#9 Next meeting and Adjournment

As there was no further business, the meeting adjourned at 10 a.m. The next board meeting is August 1 at 8:30 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

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

- In early June, GLTC Staff went through a review a compliance review from DRPT (Department of Rail and Public Transportation). During this review, DRPT inspected documents for compliance with reporting, financial, and data collection requirements. During the review 4 areas were cited with an "Issue Fact Sheet" which indicated the reviewers found an area of concern. These were in the areas of reporting operational statistics, accuracy of records in DRPT's asset management system, and notification of the disposal of surplus vehicles. These Issue Fact Sheets have been submitted to DRPT for review before the issuance of a final report. Upon receiving the final report, staff will take the appropriate steps to correct the problems noted.
- Staff were able attend the Community Transportation Association of America's annual conference in Pittsburgh, Pennsylvania. Our Maintenance Manager, Scott Poindexter, attended the Vehicle Maintenance Manager and Inspection workshop which afforded him the most up to date information processes and procedures for compliance with vehicle maintenance requirements from FTA. The General Manager was able to attend a round table discussion with the Acting Administer of FTA, K. Jane Williams, to discuss the challenges faced by transit agencies on a daily basis. This was a small discussion with approximately 15 transit properties represented who were able to have an open dialogue with Ms. Williams.
- Staff have been working diligently to prepare for the annual financial audit conducted by Brown Edwards. Staff from Brown Edwards were on site during the last week of June to complete some preliminary field work ahead of the final audit work that is behind conducted this week. Upon completion of the final audit work, a final report will be drafted and presented at the Annual Meeting on the fourth Wednesday of October.
- GLTC presented the proposed route changes outlined in the TDP to the staff and Customer Advisory and ADA Committees. These presentations and discussions were to allow the staff and committees the ability to review the proposed changes and provide any feedback ahead of these changes being presented to the general public. Very good feedback was received from all groups which has afforded us the ability to make some minor changes to the proposals before presenting to the general public. Overall all parties gave very positive with the direction they see the changes going.





GLTC Board Agenda Detail

Item #: 4b
Item Title: May 2018 Financials
Action: For Your Information

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

The June 2018 financial statements are currently in the process of being reviewed by our financial audit team, Brown Edwards. Upon final review and close out for the year these financials will be presented to the Board.

REVENUES:

Revenues continue to trend as they have year to date. Total revenue is underbudget by about 1 % or \$ 112,763 and is mainly due to Passenger Revenue being down about 15 %, approximately \$ 108,000, Federal Operating Assistance down approximately 2% or \$ 33,726 (due to the 5% withholding from FTA), and Other Contract and Non-Operating Revenues down approximately \$ 22,714. Advertising Revenue is overbudget approximately 72 %, 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 6 %, or \$ 458,000, 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 \$ 98,000 due to staff vacancies. Utilities are coming in about \$ 33,000 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 \$ 33,000 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 \$ 71,000 above what was budgeted. Maintenance repairs are overbudget approximately \$ 106,000 due to repairs being higher from an aging fleet.

SUMMARY:

GLTC continues to remain in a positive financial situation with an approximate 6 % surplus for actual expenses over revenues. With this situation we are confident that GLTC can close out the fiscal year in the positive.

Contacts: Brian Booth
Attachments: Page 11-15
Action Required: None



Greater Lynchburg Transit Company, Inc.

Balance Sheet

May FY 2018

	FY 2018	FY 2017	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	245,745	215,846	29,899
Accounts Receivable	4,228	568,792	(564,563)
TOTAL CURRENT ASSETS	\$ 249,973	\$ 784,638	\$ (534,665)
Tangible Property	\$ 59,838,711	\$ 60,452,006	\$ (613,295)
Accumulated Depreciation	(17,639,129)	(17,606,585)	(32,544)
NET FIXED ASSETS	\$ 42,199,582	\$ 42,845,421	\$ (645,839)
TOTAL ASSETS	\$ 42,449,555	\$ 43,630,058	\$ (1,180,504)
<i>LIABILITIES AND CAPITAL</i>			
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	237,846	9,025,415	(8,787,569)
TOTAL CAPITAL	\$ 42,399,941	\$ 43,067,475	\$ (667,534)
TOTAL LIABILITIES AND CAPITAL	\$ 42,449,555	\$ 43,630,058	\$ (1,180,503)



Central VA Transit Management Company Inc.

Balance Sheet

May FY 2018

	FY 2018	FY 2017	Difference
ASSETS			
Cash	\$ 327,547	\$ 507,906	\$ (180,359)
Temporary Cash Investment	-	-	-
Cash - OPEB	178,322	145,235	33,087
Working Funds	80	80	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	376,799	493,520	(116,721)
Materials and Fuel	<u>323,710</u>	<u>263,315</u>	<u>60,395</u>
TOTAL CURRENT ASSETS	\$ 1,206,559	\$ 1,410,156	\$ (203,597)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	<u>(12,382)</u>	<u>(12,382)</u>	<u>-</u>
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	<u>127,020</u>	<u>119,900</u>	<u>7,120</u>
TOTAL ASSETS	<u>\$ 1,333,579</u>	<u>\$ 1,530,056</u>	<u>\$ (196,477)</u>
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 80,520	\$ 113,305	\$ (32,785)
Wages Payable	114,441	102,601	11,840
Other Payroll Liabilities	372,231	313,007	59,224
Short Term Loan - City of Lynchburg	-	-	-
Line of Credit	-	-	-
Advance Payments	<u>277,142</u>	<u>(191,092)</u>	<u>468,234</u>
TOTAL LIABILITIES	844,333	337,821	506,512
Accumulated Income/(Loss) Prior Years	-	-	-
Accumulated Income/(Loss) Current Year	<u>489,246</u>	<u>1,192,235</u>	<u>(702,989)</u>
Restricted Reserve	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL	\$ 489,246	\$ 1,192,235	\$ (702,989)
TOTAL LIABILITIES AND CAPITAL	<u>\$ 1,333,579</u>	<u>\$ 1,530,056</u>	<u>\$ (196,477)</u>



GREATER LYNCHBURG TRANSIT COMPANY, INC.

INCOME STATEMENT

AS OF MAY 31, 2018

	FY2018 ACTUAL MAY	FY2018 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 673,939	\$ 5,418,540
Money Paid to CVTMC	(673,939)	(5,418,540)
Sale of Equipment & Vehicles	-	79,128
Federal Grant Revenue	4,195	294,886
Local Grant Revenue	<u>360</u>	<u>86,567</u>
TOTAL REVENUE	\$ 4,555	\$ 460,581
EXPENSES		
Depreciation	\$ 12,321	\$ 12,321
Repairs - Capital	-	\$ 102,302
Gain/Loss on Disposal	108,111	\$ 108,111
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 120,433	\$ 222,735
NET INCOME/(LOSS)	\$ (115,878)	\$ 237,846



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF MAY 31, 2018						
	MONTH TO DATE			YEAR TO DATE		
	FY2018 MAY ACTUAL	FY2018 MAY BUDGET	% VAR	FY2018 YTD ACTUAL	FY2018 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 48,654	\$ 56,667	-14%	\$ 525,324	\$ 623,333	-16%
DRT Passenger Revenue	5,549	6,750	-18%	64,106	74,250	-14%
Contracts (LU Access)	6,006	6,006	0%	60,060	60,060	0%
Contracts (LC Access)	2,045	2,045	0%	22,495	22,493	0%
Contracts (CVCC Access)	4,509	4,509	0%	49,597	49,597	0%
Liberty University Revenue	163,016	166,388	-2%	1,660,504	1,663,875	0%
Other Contract Revenue	56	1,787	-97%	5,931	19,659	-70%
Non-Operating Revenue	664	1,488	-55%	7,384	16,370	-55%
Advertising Revenue	6,686	5,417	23%	102,625	59,587	72%
City Operating Assistance	147,984	147,984	0%	1,627,821	1,627,821	0%
County Operating Assistance	6,109	5,990	2%	67,204	65,885	2%
State Operating Assistance	141,801	140,176	1%	1,552,774	1,541,931	1%
Federal Operating Assistance	180,026	183,092	-2%	1,980,281	2,014,007	-2%
TOTAL REVENUE	\$ 713,105	\$ 728,297	-2%	\$ 7,726,106	\$ 7,838,869	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 142,966	\$ 163,648	-13%	\$ 1,522,599	\$ 1,800,123	-15%
Operator-Overtime	26,530	14,446	84%	246,733	158,904	55%
Other Salaries & Wages	23,242	27,424	-15%	260,885	301,666	-14%
Supervisors-Overtime	2,605	981	166%	17,456	10,786	62%
Fringe Benefits	84,884	98,405	-14%	1,022,239	1,082,454	-6%
TOTAL FIXED ROUTE	\$ 280,227	\$ 304,903	-8%	\$ 3,069,912	\$ 3,353,934	-8%
DEMAND RESPONSE						
Operator Labor	\$ 21,421	\$ 28,789	-26%	\$ 260,334	\$ 316,675	-18%
Operator-Overtime-PTS	1,251	1,719	-27%	7,064	18,910	-63%
Other Salaries & Wages	5,295	5,262	1%	46,963	57,882	-19%
Fringe Benefits	12,008	17,309	-31%	156,936	190,397	-18%
TOTAL DEMAND RESPONSE	\$ 39,975	\$ 53,079	-25%	\$ 471,297	\$ 583,864	-19%
MAINTENANCE						
Other Salaries & Wages	\$ 50,897	\$ 63,056	-19%	\$ 552,447	\$ 693,611	-20%
Inspection&Maint,Srvc-Overtime	5,446	2,708	101%	45,626	29,786	53%
Fringe Benefits	24,433	31,823	-23%	298,570	350,048	-15%
Fuel & Lubricants	117,813	51,947	127%	532,205	571,415	-7%
Tires & Tubes	18,272	7,550	142%	53,794	83,054	-35%
Other Materials & Supplies	34,818	38,488	-10%	515,074	423,363	22%
TOTAL MAINTENANCE	\$ 251,680	\$ 195,571	29%	\$ 1,997,715	\$ 2,151,276	-7%
ADMINISTRATION						
Other Salaries & Wages	\$ 33,250	\$ 30,110	10%	\$ 378,959	\$ 331,208	14%
Fringe Benefits	14,241	14,570	-2%	189,184	160,270	18%
Services	35,872	38,144	-6%	400,027	419,583	-5%
Utilities	14,622	13,275	10%	179,016	146,030	23%
Casualty & Liability Expenses	18,898	22,982	-18%	285,436	252,798	13%
Information Technology	9,389	14,359	-35%	154,228	157,945	-2%
Other Materials & Supplies	984	2,642	-63%	19,534	29,058	-33%
Miscellaneous	14,901	9,931	50%	91,553	109,241	-16%
TOTAL ADMINISTRATION	\$ 142,156	\$ 146,012	-3%	\$ 1,697,935	\$ 1,606,134	6%
TOTAL EXPENSES	\$ 714,038	\$ 699,564	2%	\$ 7,236,860	\$ 7,695,208	-6%
NET INCOME/(LOSS)	\$ (933)	\$ 28,732		\$ 489,247	\$ 143,661	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF MAY 31, 2018

	MONTH TO DATE			YEAR TO DATE		
	FY2018	FY2017	%	FY2018	FY2017	%
	MAY	MAY		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 48,654	\$ 52,256	-7%	\$ 525,324	\$ 587,965	-11%
DRT Passenger Revenue	5,549	\$ 7,885	-30%	64,106	71,561	-10%
Contracts (LU Access)	6,006	\$ 6,006	0%	60,060	60,060	0%
Contracts (LC Access)	2,045	\$ 2,005	2%	22,495	22,051	2%
Contracts (CVCC Access)	4,509	\$ 4,420	2%	49,597	48,625	2%
Liberty University Revenue	163,016	\$ 209,677	-22%	1,660,504	2,239,525	-26%
Other Contract Revenue	56	\$ 20	182%	5,931	6,567	-10%
Non-Operating Revenue	664	\$ 800	-17%	7,384	2,965	149%
Advertising Revenue	6,686	\$ 6,231	7%	102,625	75,741	35%
City Operating Assistance	147,984	\$ 139,650	6%	1,627,821	1,536,155	6%
County Operating Assistance	6,109	\$ 5,990	2%	67,204	65,885	2%
State Operating Assistance	141,801	\$ 167,887	-16%	1,552,774	1,854,440	-16%
Federal Operating Assistance	180,026	\$ 170,781	5%	1,980,281	1,878,592	5%
TOTAL REVENUE	\$ 713,105	\$ 773,608	-8%	\$ 7,726,106	\$ 8,450,132	-9%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 142,966	\$ 135,185	6%	\$ 1,522,599	\$ 1,642,933	-7%
Operator-Overtime	26,530	31,753	-16%	246,733	356,089	-31%
Other Salaries & Wages	23,242	31,137	-25%	260,885	296,735	-12%
Supervisors-Overtime	2,605	4,111	-37%	17,456	31,981	-45%
Fringe Benefits	84,884	86,356	-2%	1,022,239	1,037,202	-1%
TOTAL FIXED ROUTE	\$ 280,227	\$ 288,541	-3%	\$ 3,069,912	\$ 3,364,941	-9%
DEMAND RESPONSE						
Operator Labor	\$ 21,421	\$ 23,518	-9%	\$ 260,334	\$ 269,365	-3%
Operator-Overtime-PTS	1,251	1,119	12%	7,064	6,603	7%
Other Salaries & Wages	5,295	5,001	6%	46,963	59,705	-21%
Fringe Benefits	12,008	12,668	-5%	156,936	149,571	5%
TOTAL DEMAND RESPONSE	\$ 39,975	\$ 42,306	-6%	\$ 471,297	\$ 485,244	-3%
MAINTENANCE						
Other Salaries & Wages	\$ 50,897	\$ 59,511	-14%	\$ 552,447	\$ 600,128	-8%
Inspection&Maint,Srvc-Overtime	5,446	4,967	10%	45,626	45,691	0%
Fringe Benefits	24,433	27,709	-12%	298,570	287,766	4%
Fuel & Lubricants	117,813	35,320	234%	532,205	446,677	19%
Tires & Tubes	18,272	5,996	205%	53,794	84,087	-36%
Other Materials & Supplies	34,818	90,269	-61%	515,074	529,444	-3%
TOTAL MAINTENANCE	\$ 251,680	\$ 223,772	12%	\$ 1,997,715	\$ 1,993,793	0%
ADMINISTRATION						
Other Salaries & Wages	\$ 33,250	\$ 27,924	19%	\$ 378,959	\$ 363,401	4%
Fringe Benefits	14,241	11,853	20%	189,184	161,925	17%
Services	35,872	26,578	35%	400,027	312,067	28%
Utilities	14,622	11,777	24%	179,016	112,833	59%
Casualty & Liability Expenses	18,898	22,463	-16%	285,436	226,718	26%
Information Technology	9,389	7,289	29%	154,228	137,590	12%
Other Materials & Supplies	984	2,614	-62%	19,534	30,138	-35%
Miscellaneous	14,901	3,967	276%	91,553	69,246	32%
TOTAL ADMINISTRATION	\$ 142,156	\$ 114,463	24%	\$ 1,697,935	\$ 1,413,919	20%
TOTAL EXPENSES	\$ 714,038	\$ 669,083	7%	\$ 7,236,860	\$ 7,257,897	0%
NET INCOME/(LOSS)	\$ (933)	\$ 104,526		\$ 489,247	\$ 1,192,235	



GLTC Board Agenda Detail

Item #: 4c

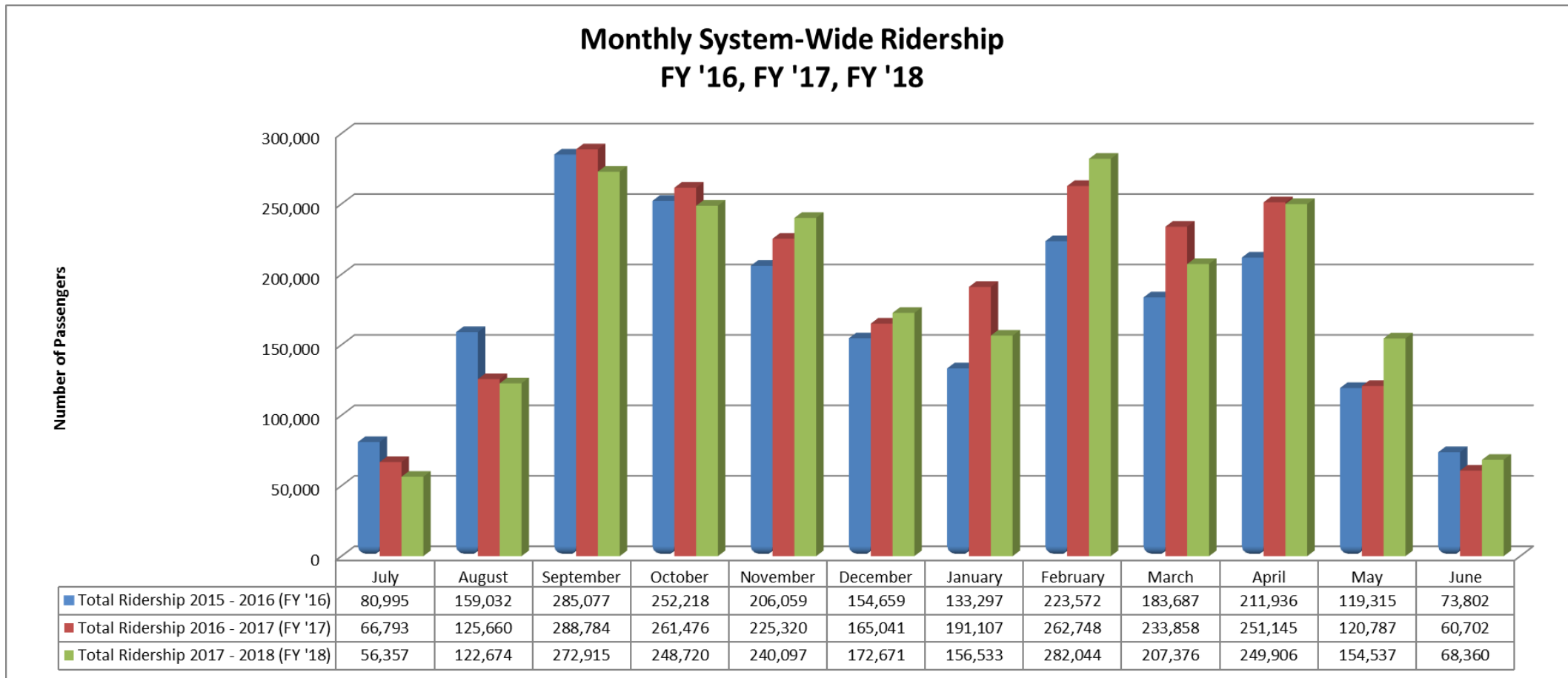
Item Title: May and June 2018 Ridership & Operational Statistics

Action: For Your Information

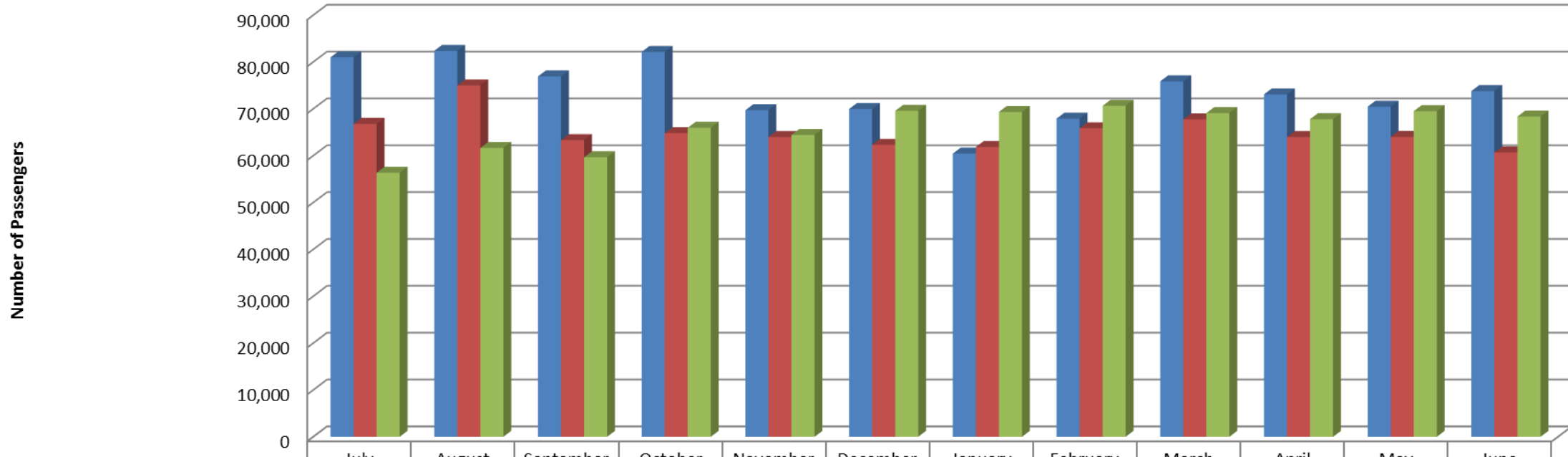
Summary:

Total Ridership for May was 154,534 with City Ridership being 69,511 and Liberty’s ridership being 85,026. This is an increase for both over May 2017, with a combined total of approximately 34,000.

Total Ridership and City Ridership for June was 68,360 (Liberty did not have service during June). This is an increase over June 2017 of approximately 7,500 passengers.

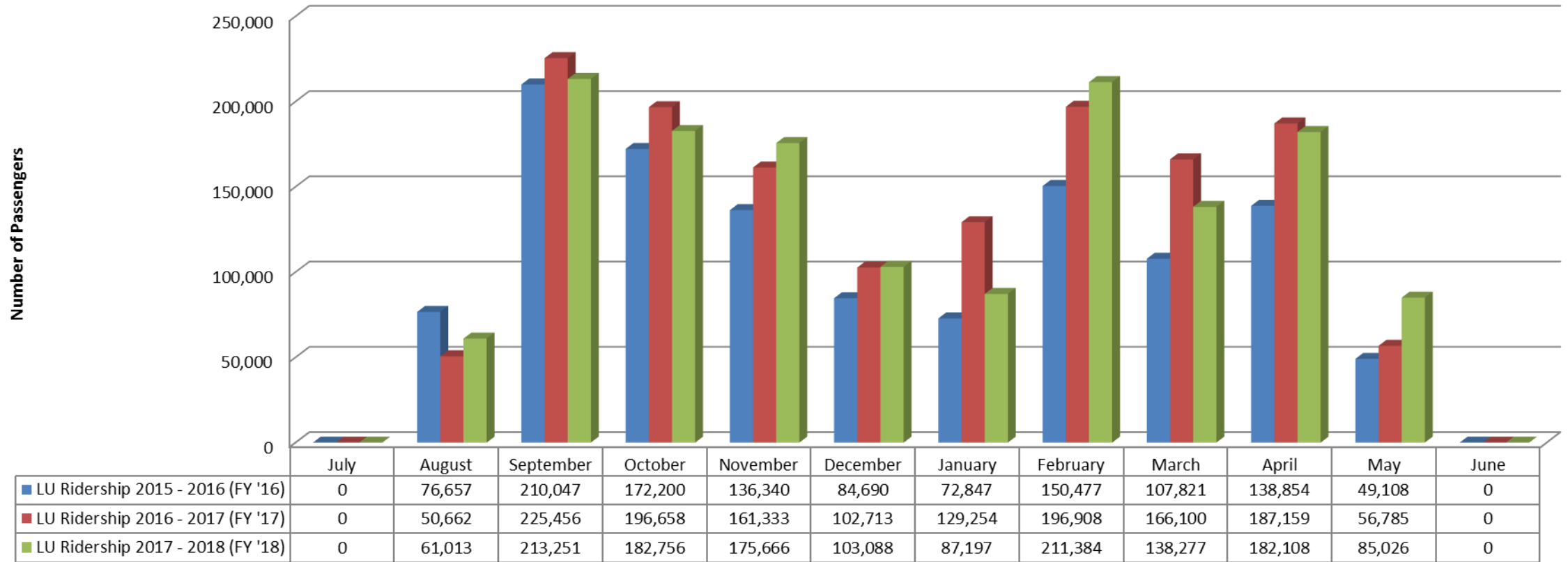


City Ridership FY '16, FY '17, FY '18

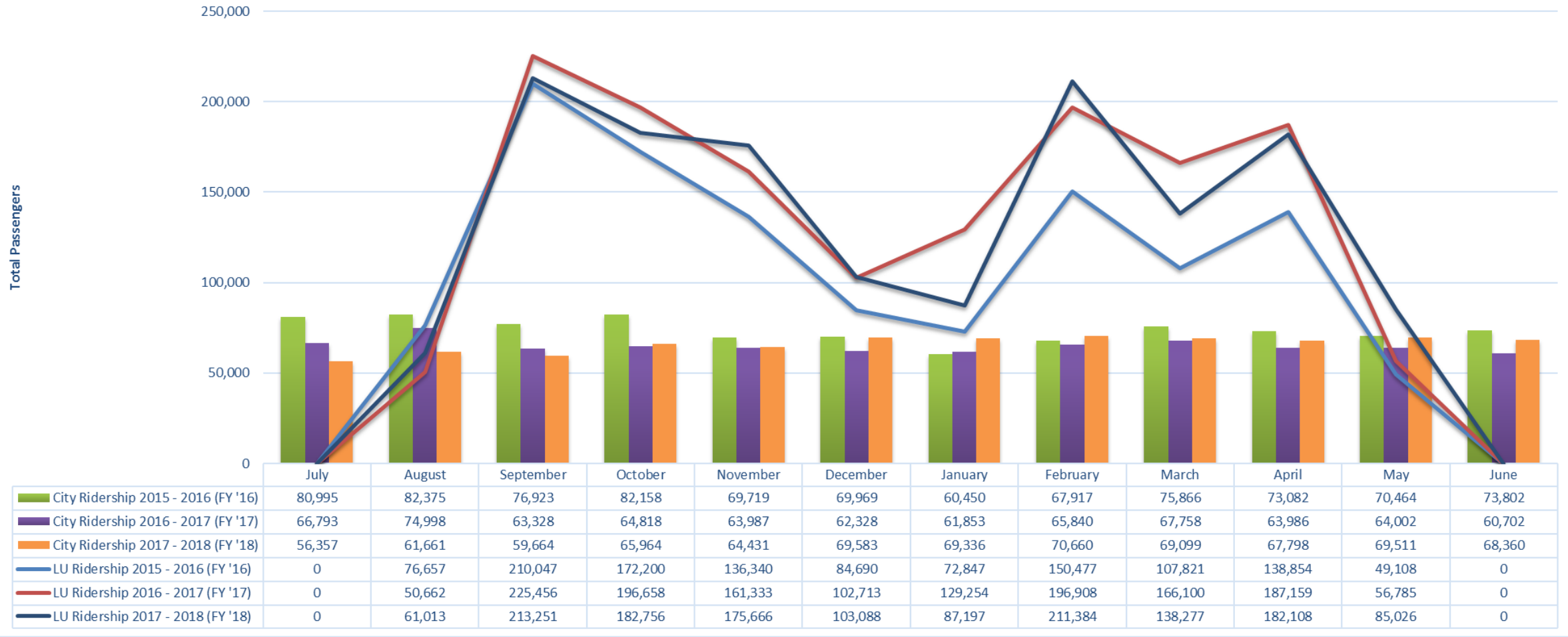


	July	August	September	October	November	December	January	February	March	April	May	June
■ City Ridership 2015 - 2016 (FY '16)	80,995	82,375	76,923	82,158	69,719	69,969	60,450	67,917	75,866	73,082	70,464	73,802
■ City Ridership 2016 - 2017 (FY '17)	66,793	74,998	63,328	64,818	63,987	62,328	61,853	65,840	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	69,511	68,360

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



GLTC City vs. Liberty Ridership Comparison

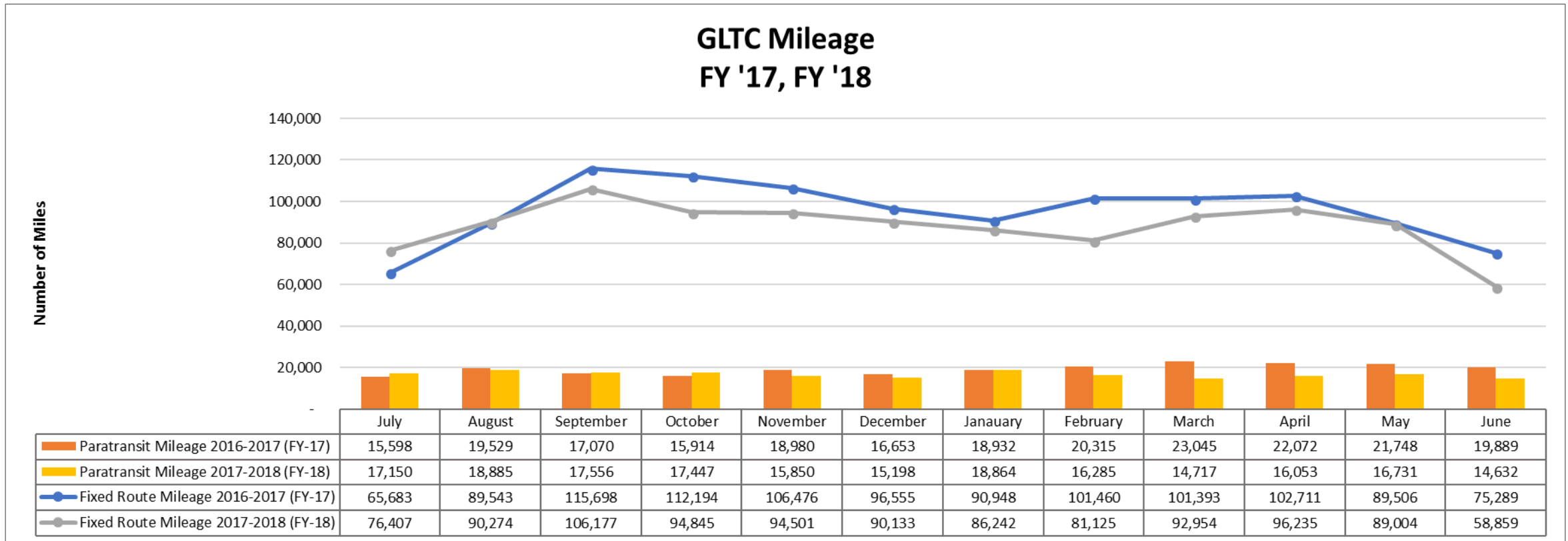


Maintenance:

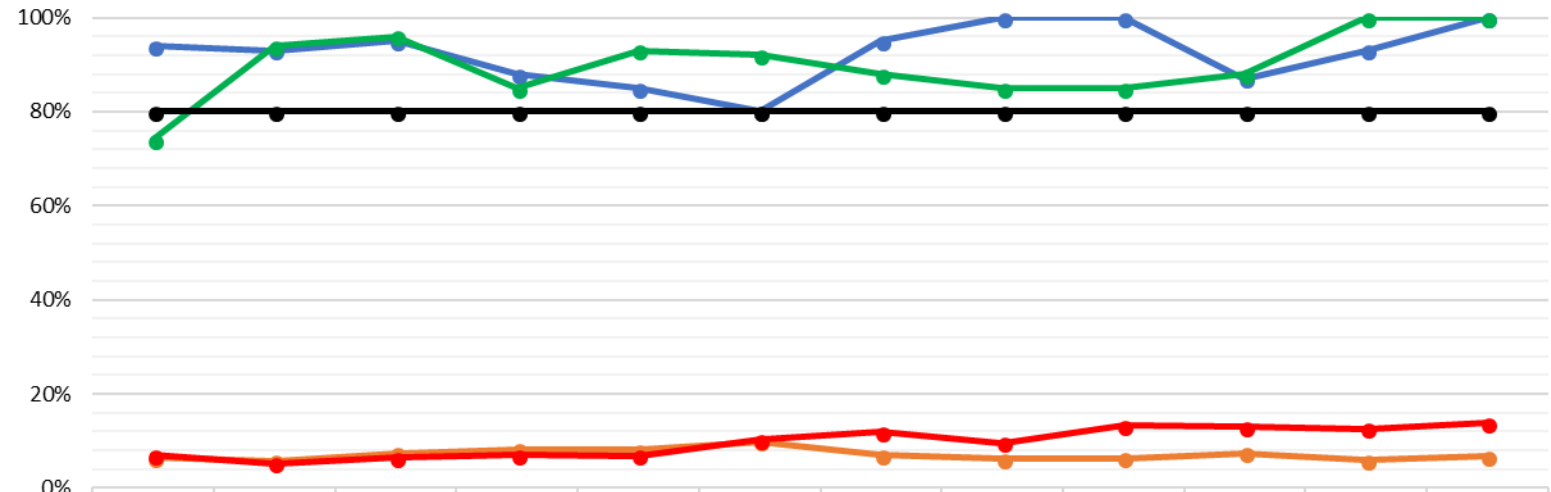
Maintenance activities are reported as follows for May and June 2018:

Total mileage for fixed route and paratransit services for the month of May was 105,735 miles and 73,491 for June.

The fleet downtime for May was 12.59 % and 13.79 % for June. The on-time performance was 100 % for both May and June.



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%	100%	100%
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%	12.59%	13.79%

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	5/31/2018 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	\$ 335,460
VA-2016-022-05-00	73017-35	PURCHASE MISC EQUIPMENT	\$ 6,269	\$ 1,254	\$ 314	\$ 7,837	\$ -
VA-2016-022-06-00	73017-36	PURCHASE SURVEILLANCE/SECURITY EQUIPMENT	\$ 7,550	\$ 1,510	\$ 378	\$ 9,438	\$ 746
VA-2016-022-07-00	73017-37	PURCHASE SUPPORT VEHICLES (5)	\$ 132,257	\$ 26,451	\$ 6,613	\$ 165,321	\$ 8,008
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	\$ 43,228
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 REPLAC	\$ 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	\$ 3,099,326
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

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

Kimley Horn has completed the final two chapters of the TDP which discuss the Implementation Plan and Financial Plan for the next 10 years. The Implementation Plan discusses recommendations for GLTC to consider moving forward in providing and improving the transit service and amenities while the Financial Plan outlines the estimated financial resources necessary to carryout these services and improvements with escalation factors built in to account for inflation in the future years.

Kimley Horn is completing the Appendices of the TDP which will provide the documentation for materials referenced throughout the document. The final draft of the Transit Development Plan will be brought before the Board for adoption at the September, 2018 Board Meeting.

Staff will be moving forward with the public meeting to discuss the proposed route changes ahead of the final adoption of the TDP since the recommended changes are only restructuring the alignment of the route patterns and will not require additional resources to implement.

5d Summary – Loss in Fare Revenue Associated with Free Fare Service

It was requested during the June Board Meeting, upon the approval of the Fare Free service on June 28th, that a report back be done on the estimated amount of revenue that was lost during the Fare Free service. On June 28th, service was approved to be Fare Free for Fixed Routes from 4 pm until the end of service (approximately 10 pm). Our daily average for revenue collect onboard GTLC buses is \$ 1,350. On June 28th our reported revenue was \$ 1,153 collected aboard the GLTC buses which is approximately \$ 200 less than our daily average.

Our best estimate based on averages is that GLTC "lost" approximately \$ 200 in revenue associated with the approved Free Fare service.

5d Summary – Downtown Circulator:

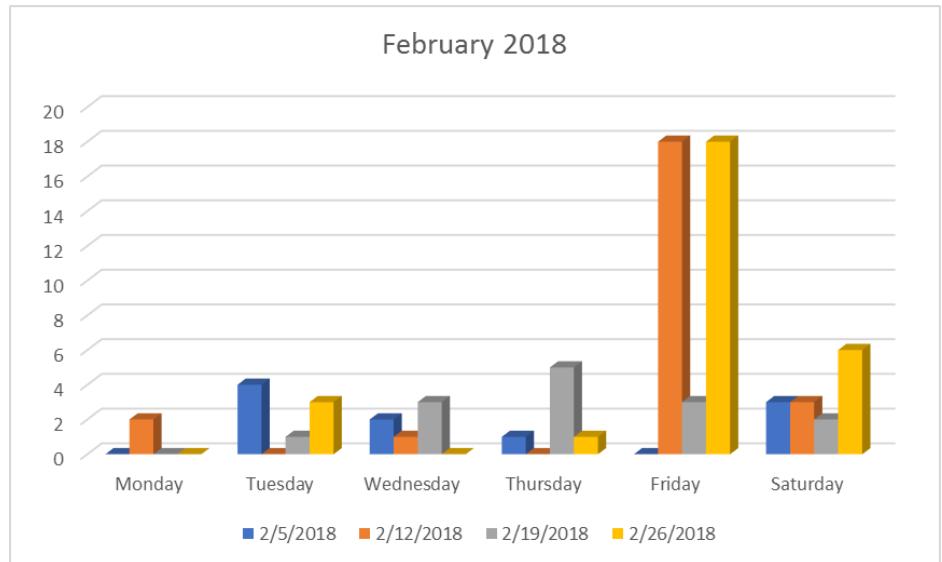
The Hopper saw a total of 135 passengers for the month of June 2018. Promotion of the service and Hopper Discount Ticket program continued through billboards, television commercials, and radio ads.

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

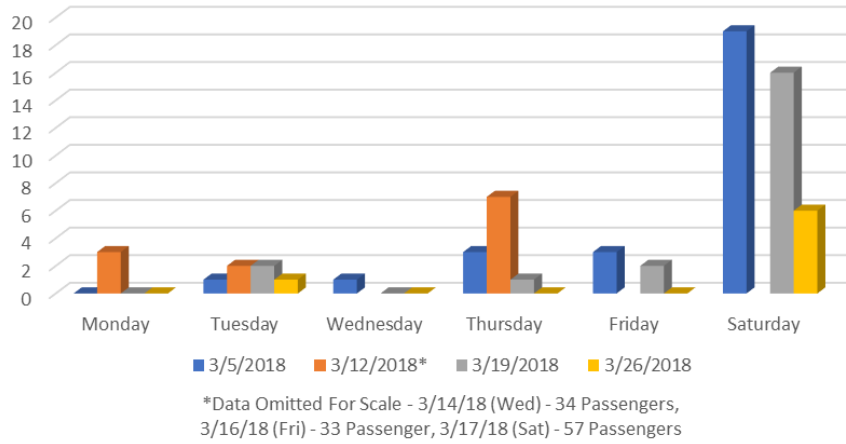


Hopper Ridership February			Hopper Ridership March			Hopper Ridership April			Hopper Ridership May		
2/1/2018	Thursday	10	3/1/2018	Thursday	1	4/2/2018	Monday	1	5/1/2018	Tuesday	4
2/2/2018	Friday	6	3/2/2018	Friday	18	4/3/2018	Tuesday	0	5/2/2018	Wednesday	0
2/3/2018	Saturday	3	3/3/2018	Saturday	6	4/4/2018	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	5/28/2018	<i>Holiday No Service</i>	
February Total		70	3/29/2018	Thursday	0	4/30/2018	Monday	3	5/29/2018	Tuesday	0
			3/30/2018	Friday	0	April Total		93	5/30/2018	Wednesday	0
			3/31/2018	Saturday	6				5/31/2018	Thursday	0
			March Total		216				May Total		110

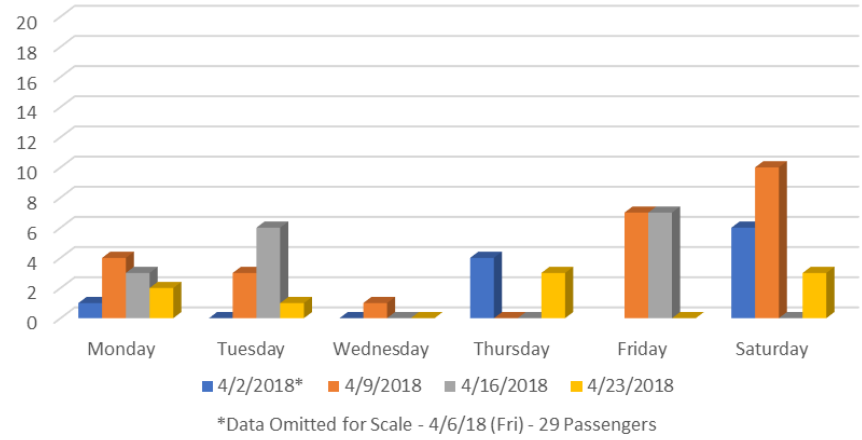
Hopper Ridership June		
6/1/2018	Friday	21
6/2/2018	Saturday	1
6/4/2018	Monday	0
6/5/2018	Tuesday	1
6/6/2018	Wednesday	0
6/7/2018	Thursday	6
6/8/2018	Friday	0
6/9/2018	Saturday	1
6/11/2018	Monday	1
6/12/2018	Tuesday	1
6/13/2018	Wednesday	0
6/14/2018	Thursday	1
6/15/2018	Friday	0
6/16/2018	Saturday	7
6/18/2018	Monday	18
6/19/2018	Tuesday	32
6/20/2018	Wednesday	11
6/21/2018	Thursday	1
6/22/2018	Friday	1
6/23/2018	Saturday	9
6/25/2018	Monday	3
6/26/2018	Tuesday	2
6/27/2018	Wednesday	0
6/28/2018	Thursday	3
6/29/2018	Friday	4
6/30/2018	Saturday	11
June Total		135



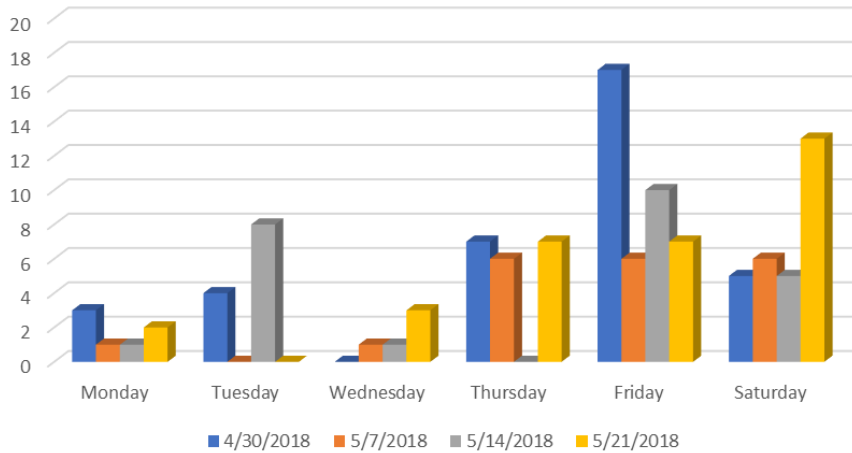
March 2018



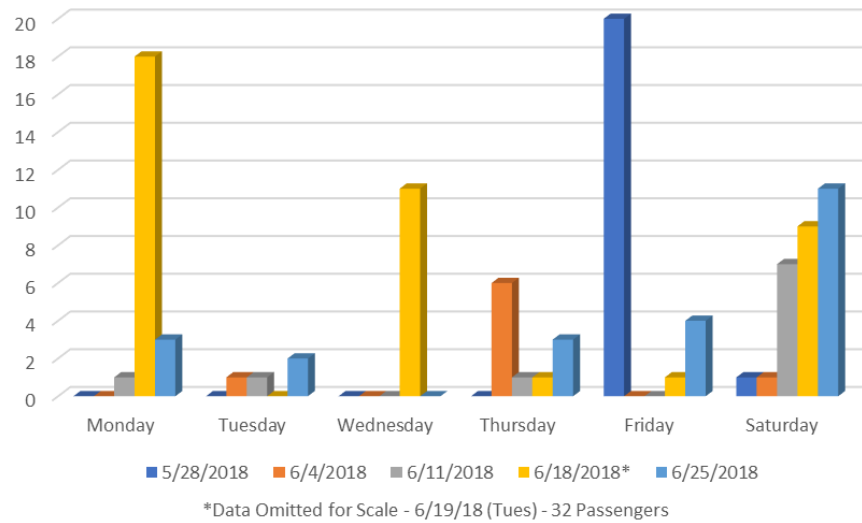
April 2018



May 2018



June 2018





GLTC Board Agenda Detail

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

6a Summary – Management Contract with First Transit

The one-year extension option of the Management Contract with First Transit that was exercised by the Board last year is set to end on December 31st, 2018. As we are approaching the end of the calendar year when the contract extension is set to expire, the Board should discuss and consider options for how to move forward with the Management Contract. The two options are provided below:

- Option 1 – Discuss developing and issuing an RFP (Request for Proposals) for the solicitation of proposals for a new management contract.
- Option 2 – Exercise one or more of the remaining one-year extension options (there are 4 one-year options remaining). A proposal for pricing would need to be obtained from First Transit for these one-year options as there is not pricing established in the original 5-year contract executed in 2013.

Contacts: Brian Booth, Larry Morris
Attachments: GLTC Management Contract & 2018 Extension
Action Required: **Board Discussion**

6b Summary – Date for Public Hearing for Route Changes

Due to the significant route changes that are upcoming with the proposals from the Transit Development Plan, GLTC will need to hold a public hearing for the Board of Directors to hear and review comments from the public on the proposed changes before making a decision on whether to authorize the route changes proposed. GLTC has scheduled several public meetings for the month of August and September for the public to review and comment on the proposed changes. Minutes from these meetings will be taken and summarized for the Board to review at the public hearing.

Based on our current timeline for public meetings, I would recommend we schedule the public hearing at the end of September or first of October. The two most recent public hearings (for restructuring of fares and changes to service in Madison Heights in 2016) took place at the regularly scheduled board meeting during the opening public comment session. I would solicit feedback from the Board as to whether to hold the public hearing as we have in the past, during the public comment session of the regularly scheduled board meeting, or to schedule an alternative date and time.

Requirements for the public hearing is that the proposed changes be described and sufficient time be given for public comment prior the board making a decision on proposed changes. Based on previous presentations, it would take approximately 45 minutes to present the changes and then the time for public comment would be dependent upon amount of feedback received from the public.

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



6c Summary – Fare Free Service Proposal

Due to the significant route changes that are planned to take place with the proposals from the TDP, I would ask the Board to consider offering Fixed Route service Fare Free at the initial launch of the route changes. This would be a good promotion as it would allow current riders an opportunity to experience the new routes and how they can navigate the system without additional burden and would give an incentive to encourage potential riders to try the new system. I would recommend that this Fare Free promotion be for the duration of the first week the changes are in effect.

On average, GLTC collects \$ 1,350 daily aboard fixed route service buses which would equate to an approximate loss in revenue of \$ 8,100 for one week of Fare Free Service.

GRTC in Richmond recently offered a week-long Fare Free service systemwide with the launch of their new Bus Rapid Transit (BRT) route at the end of June. This new service caused them to realign all existing routes to be restructured to feed into the BRT, similar to the restructuring of routes that GLTC is planning to experience.

Staff Recommendation: The Board authorize Fare Free Service on all GLTC fixed route service (Paratransit would be excluded) during the first full week of the implemented service changes associated with the recommendations from the Transit Development Plan.

Contacts: Brian Booth
Attachments: ADA Bus Stop Accessibility Study
Action Required: Board Discussion/Consideration of Approval





GLTC Board Agenda Detail

Item #: 7
Item Title: Presentation from DRPT
Action: Discussion

7a Summary – Transit Funding Reforms in Virginia

Patrice Strachan from the Department of Rail and Public Transportation (DRPT) is present to provide information on the recent transit reforms package passed by the General Assembly. This presentation will explain how these changes could affect GLTC, as future State funding could be impacted by a change in state match rates and how state operating assistance will be calculated moving forward.

Contacts: Patrice Strachan
Attachments: DRPT Transit Reforms Outreach Handout
Action Required: None





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 September 5th, 2018 at 8:30 am.

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
6/6/2018	A ¹³	P	P	P	P	A ¹²	P	P	P

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@gltcnline.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
- 12 - G. McGrath - Out of Town
- 13 - C. Carroll - Out of Town/Travel Delays

