

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, September 5th, 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
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#2	Consideration of Meeting Minutes Approval August 1 st , 2018	All
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#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
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#4	Staff Reports a) General Manager's Report b) <i>June 2018 Preliminary Financials</i> c) Ridership & Operations Statistics d) Capital Projects Report	Brian Booth
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#5	Old Business a) Discounted Fare Cards Policy b) Intercity Connector Service Concept Committee c) Transit Development Plan (TDP) Update/Route Study d) Overtime Analysis Request e) Downtown Circulator	Pending No Update Update Update Update
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#6	New Business a) Management Contract Proposal from First Transit b) Board Officer Election Procedures	Brian Booth
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#7	President's Report	GLTC Board President
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#8	Next Meeting Date & Adjournment October 1 st , 2018 @ 4:00 pm – GLTC Public Hearing for Route Changes October 3 rd , 2018 @ 8:30 am – Board Meeting October 24 th , 2018 @ 6:00 pm – Annual Meeting	All
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GLTC Board Agenda Detail

Item #: 2

Item Title: August 1st, 2018 Minutes

Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

August 1, 2018

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, August 1, 2018 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Joel Morgan, Jack Hellewell, Margaret "Peggy" Whitaker (*call-in), Mary-Winston Deacon, and Bonnie Svrcek. Staff members attending were: Brian Booth, Amanda Richardson, Millie Martin, Steve Overstreet, Scott Poindexter, Allen Robey, John Yauger, Keri Brown, and Natalie Wilkins. Visitors to the meeting included Patrice Strachan of DRPT, Larry Morris of First Transit, Kelly Hitchcock and Philipp Gabathuler of Region 2000, Jacqueline Robinson of the Customer Advisory Committee (CAC), William Carr, Ben Blanks, and Ronnie Shaner—GLTC Customers, Carrie Dungan of the News and Advance.

* Ms. Whitaker obtain approval to participate in the Board Meeting remotely from Chattahoochee Hills, Georgia due to attending to investment property matter.

Absent: Jack Hellewell, Christos Carroll, 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. Shaner stated that on Oakley Avenue near Conner Produce, there is an inside lane where the buses drives over the curb due to oncoming cars, potentially damaging the tires. He asked the City to look into moving the stop bar back about 5 to 10 feet. Doing so would prevent this from happening.

Mr. Blanks stated that he is excited about Get Downtown on September 7 and wondered if GLTC would consider extending regular service one hour (to end at 10:45 p.m. and 11:15 p.m.) in order to allow attendees of the festival to be able to make a connection at the Transfer Station afterwards. Ms. Whitaker asked if there has ever been service from the Transfer Station. Mr. Booth stated that there have been other remote locations in the past but not the Transfer Station. The Marketing Department will advise the Downtown Lynchburg Association and Get Downtown coordinators about the service extension.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of June 6, 2018. Ms. Svrcek made a motion to accept the minutes as presented with Ms. Deacon 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 and the ADA Committee had a joint meeting recently to discuss the upcoming route changes. Both committees have agreed to assist with the promotion of the changes.

3b – ADA Advisory Committee – See Customer Advisory Committee report.



3c – RIDE Solutions – Ms. Hitchcock provided an update on the Van Pool Program. She stated that a van pool team reviewed the bids; however, the bid price exceeded the \$24K to \$28K budgeted. Not wanting to change the scope significantly enough to lower the price a revised RFP has been resubmitted, under the guidance of the Department of Rail and Public Transportation (DRPT), to Kimley-Horn, AECOM, and Michael Baker. Approximately, \$30K has been budgeted for the study. The second round of reviews should be complete by August 13 with hopes for a quick turnaround.

Ride Solutions is planning to work with GLTC's Marketing Department to promote the upcoming route changes.

3d – Region 2000 – Mr. Gabathuler stated that he will continue to keep the bus stop data updated with the upcoming route changes.

Mr. Gabathuler will continue to work with the consultants to wrap up the Transit Development Plan (TDP).

Mr. Gabathuler is working with Scott Smith of Region 2000 to pull stakeholders together regarding the Intercity Connector (Charlottesville, Roanoke,) to discover the viability of bus service.

Mr. Gabathuler will continue to work with ADA Committee and address concerns with GLTC staff.

#4 – Staff Reports

Mr. Booth introduced Keri Brown, GLTC's new marketing intern who started on July 1 through a grant provided by DRPT. Ms. Brown has hit the ground running working on several marketing initiatives and updates to GLTC's social media platforms. Thanks to DRPT for approving the grant for the marketing intern.

Mr. Booth also introduced John Yauger, our new Human Resources Manager whose first day was August 1st. He has previous experience in Human Resources at Lowes and Centra.

4a – General Manager's Report

Mr. Booth recapped the General Manager's Report as presented in the board packet.

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 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.

Mr. Booth and Mr. Poindexter, Maintenance Manager attended the Community Transportation Association of America's (CTAA) Annual Conference in Pittsburgh, Pennsylvania. Mr. Poindexter attended the Vehicle Maintenance Manager and Inspection workshop which provided him the most up to date information, processes, and procedures for compliance with vehicle maintenance requirements from FTA. Mr. Booth attended 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. The Brown Edwards auditors were on site during the last week of June to complete some preliminary field work ahead of the final audit work that is being 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, Customer Advisory, and ADA Committees. These presentations and discussions allowed the staff and committees the opportunity to review the proposed changes and provide any feedback before presenting to the general public. The feedback has been very good and allowed the ability to make some minor changes to the proposals before presenting to the general public. Overall all parties were pleased with the upcoming changes.

4b – May 2018 Financials

Mr. Booth recapped the May 2018 financials as presented in the board packet. 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 continue to trend as they have year to date. Total revenues are under budget by about 1 % and is mainly due to Passenger Revenue being down about 15 %, Federal Operating Assistance down approximately 2%, and Other Contract and Non-Operating Revenues down approximately \$ 22,714. Advertising Revenue is over budget approximately 72 %, County Operating Assistance is over about 2 % and State Assistance over about 1 %.

Total expenses are under budget by about 6 % and is mainly due to total salaries and benefits being under budget from operator furloughs, staff previously out on extended medical leave, and vacancies that took longer than anticipated to fill. Overtime is over budget 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 over budget 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 over budget approximately \$ 106,000 due to repairs being higher from an aging fleet.

Mr. DePaul inquired about the overtime and furlough and if the savings from furlough were less than overtime. Mr. Booth stated that generally during the summer month furlough, overtime is under what GLTC has budgeted. Overtime occurs when GLTC is in full service. Mr. Booth will research Mr. DePaul inquiry regarding overtime expenses.

4c – Ridership & Operations Statistics

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 increase 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.

Ms. Whitaker asked for clarification about who was included in the ridership total for Liberty. Mr. Booth stated that this includes anyone who rides the on-campus routes.

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. On-time performance was 100 % for both May and June.

4d – Capital Projects Update

There was little activity in the drawdown of grants for May; however, June and July will have several drawdowns for projects completed. For example, seven new paratransit vehicles were purchased and paid for in June.



#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

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. The Financial Plan outlines the estimated financial resources necessary to carry out these services and improvements with escalation factors built in to account for inflation in future years.

Kimley-Horn is working on 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 meetings 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 – Loss in Revenue Associated with Fare Free Service

During the June Board meeting a request was made, upon the approval of the Fare Free service on June 28th, that a report back be done on the estimated amount of revenue lost associated with the Fare Free service. The daily average for revenue collected onboard GLTC buses is \$ 1,350. On June 28th our reported revenue was \$ 1,153 collected on board the GLTC buses which is approximately \$ 200 less than the daily average. This figure does not include fare cards already purchased from our passengers inside the Transfer Station.

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

5e – 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. There was a lengthy discussion regarding the low ridership and other options to change the route. Ms. Svrcek asked if the Hopper could only run Thursday through Saturday and is concerned about the low ridership Monday through Thursday. Ms. Strachan stated that the Demo grant for the service was only through June 30, 2019 and any change which reduced hours would cause the remaining unused funds to be de-obligated.

Mr. McGrath asked when did the change occur. Mr. Booth stated that The Hopper switched from daytime to evening on January 22. Mr. Booth has been in discussions with the Academy downtown who is wanting to utilize The Hopper during the grand opening of the renovated theater in December to assist with parking constraints. After further discussion, GLTC will conduct a meeting with downtown stakeholders and the business community to discuss extending the route up 5th Street to Federal Street.



#6 – New Business

6a – Management Contract with First Transit

Mr. Booth recapped the previous discussion regarding the First Transit Contract as presented in the board packet. He stated the one-year extension option of the Management Contract with First Transit was set to end on December 31st, 2018. Two options were presented to the board to discuss an consider.

- 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.

Mr. Booth turned the discussion over to Mr. DePaul. Mr. DePaul stated that it is the board's duty to be financially responsible and asked Mr. Morris if he had a proposal? Mr. Morris provided a summary of a couple of options that First was prepared to offer.

Ms. Whitaker asked about employee benefits cost. Mr. Morris stated the costs include consulting, along with a variety of resources from other First Transit agencies. Ms. Svrcek stated that the discussions on contract negotiations should be in closed session. The board agreed to table the discussion and go into a closed session at the end of the board meeting.

6b – Date for Public Hearing on 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.

Mr. Booth recommended scheduling the public hearing at the end of September or first of October. He asked for feedback from the Board as to whether to hold the public hearing during the public comment portion of the regularly scheduled board meeting or to schedule an alternative date and time. After discussion, the board agreed to have the public hearing at an alternative date and time with the preferred time being 4 p.m.

6c – Fare Free Service Proposal

Due to the significant route changes that are planned to take place with the proposals from the TDP, Mr. Booth asked the board to consider offering Fixed Route service Fare Free at the initial launch of the route changes. He recommended the Fare Free promotion be implemented during the first full week of the route changes.

On average, GLTC collects \$ 1,350 daily aboard fixed route 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 system wide 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.



Ms. Hitchcock stated that Ride Solutions can offer some incentives to help promote the route changes. Mr. McGrath made a motion to provide Fare Free service during the first week after the route changes are implemented with Mr. DePaul seconding the motion and the vote was carried.

Ms. Whitaker inquired about Fare Free for paratransit for Election Day. Mr. Booth stated that paratransit is free to and from the polls only.

#7 – Presentation from DRPT

Patrice Strachan from the Department of Rail and Public Transportation (DRPT) provided information on the recent transit reforms package passed by the General Assembly. The presentation explained 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. Ms. Strachan stated that Mr. Booth is a great leader as well as a great grant writer. Obtaining funding for a second year through the Demo grant program is almost unprecedented and GLTC raised the standard for the intern grant application.

Ms. Strachan recapped information regarding the fiscal cliff and state revenue bonds expiring. She stated that transit agencies need to take advantage of the Smart Scale program for major expansion.

The General Assembly has restructured how funds are allocated. Effective July 1, 2019, Capital Prioritization will be based on three categories: State of Good Repair, Minor Enhancement, and Major Expansion (Washington Metropolitan Area Transit Authority, WMATA, is exempt from this process). State of Good Repair includes facilities, buses, assets, etc. and represents 80% of the funding and is a top priority. These assets will be scored for specific criteria. Mr. DePaul asked if the scoring will be part of the competition of funding, which Ms. Strachan said it is. Service impact has been added to the scoring criteria.

Minor Enhancement is allocated a portion of funding which would be classified as a project costing less than \$2 million or expansion vehicles of less than 5 vehicles or 5% of the fleet.

Major expansion includes new projects to add, expand, or improve service (costing more than \$2M). This area will see the greatest impact on the diminishing funding source and applicants are encouraged to use the Smart Scale grants to fulfill some of these needs.

Ms. Strachan stated that there should not be a major impact on local match for capital. She stated that how operating funds are calculated will change drastically. The change will move to a 100% performance-based metrics whereas in the past only a portion of the award was based on performance and the other was based on a percentage assigned to the region for available funds. This change will be used to calculate operating funds for FY 20 and go into effect July 1, 2019.

The General Assembly has asked the state to work with large and small agencies on strategic planning once every five years. There are sixteen transit agencies that are impacted. GLTC was selected as one of the pilot agencies.

Next steps include outreach to MPO's, transit agencies, and local governments, finalizing the CTB policy and program guidance for project prioritization, finalizing guidance for strategic plans/TDP's, Presentation to the CTB in September/October, and Transit Program Workshops in October/November. The grant application process will remain the same as in the past and approval will be sought from the CTB in February. Ms. Strachan stated with the completion of the TDP, GLTC has positioned itself very well with the major enhancements ahead.

The board thanked Ms. Strachan for the very informative report.



Ms. Svrcek noted that Bert Dodson, former City Council member has been appointed to the Commonwealth Transportation Board (CTB) and suggested he meet with her, Mr. DePaul, and Mr. Booth to bring Mr. Dodson up to speed on GLTC's developments.

#8 – Presidents Report

Mr. DePaul stated that since 2012, the changes that have occurred have been amazing and he feels good about the direction GLTC is going. Mr. DePaul made a motion to go into closed session.

Entered Closed Session 10:18 a.m.

In accordance with the Virginia Freedom of Information Act, Code Section 2.2-3711 (A), I, Christian DePaul, move that the GLTC Board of Directors go into closed session to discuss a contract negotiation matter for GLTC, as exempt from open meeting requirements, code section 2.2-3711 (A) (9), with Mr. McGrath seconding the motion and the vote was carried.

Moved to closed session @ 10:18 a.m.

Exit Closed Session @ 10:41 a.m.

In accordance with the Virginia Freedom of Information Act, code section 2.2-3711, I, Christian DePaul, certify that only the subject matter identified at the entrance to the closed session was discussed. A roll call vote was taken to exit closed session and certify only the subject matter identified was discussed.

Roll Call –

- Christian DePaul – Yea
- Glenn McGrath – Yea
- Joel Morgan – Yea
- Margaret Whitaker (via phone) – Yea
- Mary-Winston Deacon – Yea
- Bonnie Svrcek – Yea

#9 – Next meeting and Adjournment

As there was no further business, the meeting adjourned at 10:41 a.m. The next board meeting is September 5 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:

- The majority of focus during the month of August has been put toward the public education and input meetings for the proposed route changes. Six meetings have been held during the month of August with three more scheduled in September. We have been pleased with the turnout for these public meetings, averaging 15 to 20 people in attendance for each meeting. Overall the proposed changes presented have been received positively by those in attendance and staff have received great appreciation from those attending on the thorough explanation of the changes and time spent to answer specific questions. We are continuing to make minor adjustments where it is possible to the routes and schedules based on feedback received during these meetings.
- Several staff were able to attend the conference and EXPO host by the Community Transportation Association of Virginia (CTAV) in Fredericksburg, Virginia during the first part of August. These individuals were able to attend various trainings which included Coaching for Excellence, Passenger Assistance Safety and Sensitivity, and Drug and Alcohol Regulation Compliance. They were also able to attend the vendor EXPO which approximately 30 transit vendors from across the nation were in attendance to display and discuss the latest products and services available to the transit industry. The staff who attended the conference commented on how good the trainings were and that they plan to incorporate what they learned into their daily work.
- The new low floor paratransit buses received in the early summer have been placed into service. These vehicles have been well received by the passengers as they appreciate the ability to board the vehicle via a ramp instead having to use a lift or stairs.
- GLTC has resumed service for Liberty University and we have seen a smooth start to the year. We are currently providing nine buses to provide service to various routes on campus. Liberty is pleased with the service provided and we look forward to another successful year in partnership with them.
- The marketing department has been working diligently throughout the month to attend various orientations for the local colleges and university to promote GLTC's system to the incoming students. With the help of the new intern, they have worked to increase the presence on social media and are currently working on better photos to place in the new rider's guide which will better explain features of the bus, such as the buses being bicycle friendly.





GLTC Board Agenda Detail

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

Attached are the preliminary financial statements for the month ending June 2018.

The June 2018 financial statements are available in a preliminary status as the audit team is still working to complete final review and adjustments associated with the annual financial audit.

REVENUES:

Total revenues for the year were underbudget less than one percent, approximately \$ 14,000. The major variances were passenger revenue being underbudget approximately 15 %, Other Contract and Non-Operating Revenues under 64 %, Advertising overbudget 65 % and Federal Assistance over 4 %. In previous months we had reflected the Federal Assistance as being underbudget due to the 5 % withholding by FTA, but after discussion with the auditors we determined that this amount should be accrued for in this fiscal since funds were allocated for this year and we will eventually receive the funds once FTA releases them. This is the reason for the significant variance during the month of June. *It should be noted that while we have accrued for this 5 % for Federal, we have not yet received this which will have an impact on our cash flow moving forward.*

EXPENSES:

Total expenses for the year are underbudget about 6 %, approximately \$ 515,000. The major variances are salaries being underbudget 15 %, overtime being overbudget 40 %, Tires and Tubes under budget 34 %, Other Supplies and Materials (Maintenance) over 21 %, Utilities over 22 %, and Miscellaneous Expenses under 36 %. Miscellaneous expenses for the month of June show a negative balance of \$ 14,879 and is due to receiving reimbursement for expenses associated with the State Rodeo hosted in March and funds from the Demo grant for expenses related to the Hopper.

SUMMARY:

GLTC has preliminarily been able to closeout the fiscal year with an approximate \$ 500,00 surplus, however, the auditors have noted and adjustment that needs to be made to expenses, but they have not indicated to us how much the amount of the adjustment will be. With this adjustment the amount of the surplus will decrease by an amount that has yet to be determined.

Contacts: Brian Booth
Attachments: Page 12-16
Action Required: None



Greater Lynchburg Transit Company, Inc.

Preliminary Balance Sheet

June FY 2018

	FY 2018	FY 2017
ASSETS		
Cash - GLTC	\$ -	\$ -
Cash - Capital	229,178	169,688
Accounts Receivable	<u>396,077</u>	<u>1,604,312</u>
TOTAL CURRENT ASSETS	\$ 625,255	\$ 1,774,000
Tangible Property	\$ 60,310,797	\$ 61,838,625
Accumulated Depreciation	<u>(20,304,318)</u>	<u>(19,829,648)</u>
NET FIXED ASSETS	\$ 40,006,479	\$ 42,008,977
TOTAL ASSETS	<u>\$ 40,631,734</u>	<u>\$ 43,782,977</u>
LIABILITIES AND CAPITAL		
Accounts Payable - Miscellaneous	<u>\$ 364,002</u>	<u>\$ 1,620,884</u>
TOTAL LIABILITIES	364,002	1,620,884
Capital Stock	5	5
Accumulated Income/(Loss) Prior Years	42,162,090	34,042,054
Accumulated Income/(Loss) Current Year	<u>(1,894,363)</u>	<u>8,120,034</u>
TOTAL CAPITAL	\$ 40,267,732	\$ 42,162,093
TOTAL LIABILITIES AND CAPITAL	<u>\$ 40,631,734</u>	<u>\$ 43,782,977</u>



Central VA Transit Management Company Inc.

Preliminary Balance Sheet

Jun FY 2018

	FY 2018	FY 2017	Difference
ASSETS			
Cash	\$ 201,143	\$ 34,995	\$ 166,148
Cash - OPEB	236,159	178,241	57,918
Working Funds	80	80	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	453,653	1,177,870	(724,217)
Materials and Fuel	309,457	233,563	75,894
TOTAL CURRENT ASSETS	\$ 1,200,593	\$ 1,624,849	\$ (424,256)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	10,224	18,393	(8,169)
TOTAL ASSETS	\$ 1,210,817	\$ 1,643,242	\$ (432,425)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 138,985	\$ 1,139,403	\$ (1,000,418)
Wages Payable	153,487	131,643	21,844
Other Payroll Liabilities	416,665	372,156	44,509
Short Term Loan - City of Lynchburg	-	-	-
Line of Credit	-	-	-
Advance Payments	240	40	200
TOTAL LIABILITIES	709,376	1,643,242	(933,866)
Accumulated Income/(Loss) Prior Years	-	-	-
Accumulated Income/(Loss) Current Year	501,441	-	501,441
Restricted Reserve	-	-	-
TOTAL CAPITAL	\$ 501,441	\$ -	\$ 501,441
TOTAL LIABILITIES AND CAPITAL	\$ 1,210,817	\$ 1,643,242	\$ (432,425)



GREATER LYNCHBURG TRANSIT COMPANY, INC.**PRELIMINARY INCOME STATEMENT****AS OF JUNE 30, 2018**

	FY2018 ACTUAL JUN	FY2018 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 313,378	\$ 5,731,918
Money Paid to CVTMC	(99,610)	(5,518,150)
Sale of Equipment & Vehicles	-	79,128
Federal Grant Revenue	990,890	1,285,776
Money to be Paid to CVTMC	(213,768)	(213,768)
Local Grant Revenue	<u>287,901</u>	<u>374,468</u>
TOTAL REVENUE	\$ 1,278,791	\$ 1,739,372
EXPENSES		
Depreciation	\$ 3,233,642	\$ 3,245,964
Repairs - Capital	177,358	\$ 279,659
Gain/Loss on Disposal	-	\$ 108,111
Pass Thru Grants	-	\$ -
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 3,411,000	\$ 3,633,735
NET INCOME/(LOSS)	\$ <u>(2,132,209)</u>	\$ <u>(1,894,363)</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

PRELIMINARY INCOME STATEMENT

AS OF JUNE 30, 2018

	MONTH TO DATE			YEAR TO DATE		
	FY2018	FY2018		FY2018	FY2018	
	JUN	JUN	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 49,841	\$ 56,667	-12%	\$ 575,165	\$ 680,000	-15%
DRT Passenger Revenue	4,782	6,750	-29%	68,888	81,000	-15%
Contracts (LU Access)	-	-	0%	60,060	60,060	0%
Contracts (LC Access)	2,045	2,045	0%	24,540	24,538	0%
Contracts (CVCC Access)	4,509	4,509	0%	54,106	54,106	0%
Liberty University Revenue	-	-	0%	1,660,504	1,663,875	0%
Other Contract Revenue	81	1,787	-95%	6,012	21,446	-72%
Non-Operating Revenue	629	1,488	-58%	8,014	17,858	-55%
Advertising Revenue	4,826	5,417	-11%	107,451	65,004	65%
City Operating Assistance	147,984	147,984	0%	1,775,805	1,775,805	0%
County Operating Assistance	6,109	5,990	2%	73,313	71,875	2%
State Operating Assistance	140,176	140,176	0%	1,692,950	1,682,106	1%
Federal Operating Assistance	293,726	183,092	60%	2,274,007	2,197,099	4%
TOTAL REVENUE	\$ 654,708	\$ 555,903	18%	\$ 8,380,814	\$ 8,394,772	0%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 114,702	\$ 163,648	-30%	\$ 1,637,301	\$ 1,963,771	-17%
Operator-Overtime	2,832	14,446	-80%	249,565	173,350	44%
Other Salaries & Wages	27,428	27,424	0%	288,313	329,090	-12%
Supervisors-Overtime	545	981	-44%	18,001	11,767	53%
Fringe Benefits	106,328	98,405	8%	1,128,567	1,180,859	-4%
TOTAL FIXED ROUTE	\$ 251,835	\$ 304,903	-17%	\$ 3,321,747	\$ 3,658,837	-9%
DEMAND RESPONSE						
Operator Labor	\$ 18,701	\$ 28,789	-35%	\$ 279,035	\$ 345,464	-19%
Operator-Overtime-PTS	3,141	1,719	83%	10,205	20,629	-51%
Other Salaries & Wages	4,238	5,262	-19%	51,202	63,144	-19%
Fringe Benefits	18,250	17,309	5%	175,185	207,706	-16%
TOTAL DEMAND RESPONSE	\$ 44,331	\$ 53,079	-16%	\$ 515,628	\$ 636,943	-19%
MAINTENANCE						
Other Salaries & Wages	\$ 43,357	\$ 63,056	-31%	\$ 595,804	\$ 756,666	-21%
Inspection&Maint,Srvc-Overtime	10,400	2,708	284%	56,026	32,494	72%
Fringe Benefits	36,849	31,823	16%	335,419	381,870	-12%
Fuel & Lubricants	65,871	51,947	27%	598,076	623,362	-4%
Tires & Tubes	6,423	7,550	-15%	60,217	90,604	-34%
Other Materials & Supplies	42,876	38,488	11%	557,949	461,850	21%
TOTAL MAINTENANCE	\$ 205,775	\$ 195,571	5%	\$ 2,203,491	\$ 2,346,846	-6%
ADMINISTRATION						
Other Salaries & Wages	\$ 39,429	\$ 30,110	31%	\$ 418,387	\$ 361,318	16%
Fringe Benefits	26,110	14,570	79%	215,294	174,840	23%
Services	32,849	38,144	-14%	432,876	457,727	-5%
Utilities	15,514	13,275	17%	194,530	159,305	22%
Casualty & Liability Expenses	20,185	22,982	-12%	305,622	275,780	11%
Information Technology	15,557	14,359	8%	169,785	172,304	-1%
Other Materials & Supplies	5,806	2,642	120%	25,340	31,700	-20%
Miscellaneous	(14,879)	9,931	-250%	76,674	119,172	-36%
TOTAL ADMINISTRATION	\$ 140,573	\$ 146,012	-4%	\$ 1,838,508	\$ 1,752,146	5%
TOTAL EXPENSES	\$ 642,514	\$ 699,564	-8%	\$ 7,879,373	\$ 8,394,772	-6%
NET INCOME/(LOSS)	\$ 12,194	\$ (143,661)		\$ 501,441	\$ -	



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

PRELIMINARY COMPARATIVE INCOME STATEMENT

AS OF JUNE 30, 2018

	MONTH TO DATE			YEAR TO DATE		
	FY2018	FY2017	% VAR	FY2018	FY2017	% VAR
	JUN	JUN		YTD	YTD	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	
REVENUE						
FRT Passenger Revenue	\$ 49,841	\$ 49,045	2%	\$ 575,165	\$ 637,011	-10%
DRT Passenger Revenue	4,782	\$ 7,686	-38%	68,888	79,247	-13%
Contracts (LU Access)	-	\$ -	0%	60,060	60,060	0%
Contracts (LC Access)	2,045	\$ 2,005	2%	24,540	24,056	2%
Contracts (CVCC Access)	4,509	\$ 4,420	2%	54,106	53,045	2%
Liberty University Revenue	-	\$ -	0%	1,660,504	2,239,525	-26%
Other Contract Revenue	81	\$ 63	29%	6,012	6,630	-9%
Non-Operating Revenue	629	\$ 868	-28%	8,014	3,834	109%
Advertising Revenue	4,826	\$ 5,561	-13%	107,451	81,302	32%
City Operating Assistance	147,984	\$ 139,650	6%	1,775,805	1,675,805	6%
County Operating Assistance	6,109	\$ 5,990	2%	73,313	71,875	2%
State Operating Assistance	140,176	\$ 167,887	-17%	1,692,950	2,022,327	-16%
Federal Operating Assistance	293,726	\$ 170,781	72%	2,274,007	2,049,373	11%
TOTAL REVENUE	\$ 654,708	\$ 553,957	18%	\$ 8,380,814	\$ 9,004,089	-7%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 114,702	\$ 104,895	9%	\$ 1,637,301	\$ 1,747,828	-6%
Operator-Overtime	2,832	4,062	-30%	249,565	360,151	-31%
Other Salaries & Wages	27,428	34,171	-20%	288,313	330,906	-13%
Supervisors-Overtime	545	568	-4%	18,001	32,549	-45%
Fringe Benefits	106,328	114,549	-7%	1,128,567	1,153,743	-2%
TOTAL FIXED ROUTE	\$ 251,835	\$ 258,245	-2%	\$ 3,321,747	\$ 3,625,177	-8%
DEMAND RESPONSE						
Operator Labor	\$ 18,701	\$ 23,140	-19%	\$ 279,035	\$ 292,505	-5%
Operator-Overtime-PTS	3,141	1,078	192%	10,205	7,681	33%
Other Salaries & Wages	4,238	3,847	10%	51,202	63,552	-19%
Fringe Benefits	18,250	19,941	-8%	175,185	169,511	3%
TOTAL DEMAND RESPONSE	\$ 44,331	\$ 48,005	-8%	\$ 515,628	\$ 533,249	-3%
MAINTENANCE						
Other Salaries & Wages	\$ 43,357	\$ 62,277	-30%	\$ 595,804	\$ 662,405	-10%
Inspection&Maint,Srvc-Overtime	10,400	1,639	535%	56,026	47,330	18%
Fringe Benefits	36,849	42,988	-14%	335,419	331,326	1%
Fuel & Lubricants	65,871	48,334	36%	598,076	495,011	21%
Tires & Tubes	6,423	12,090	-47%	60,217	96,177	-37%
Other Materials & Supplies	42,876	65,542	-35%	557,949	594,986	-6%
TOTAL MAINTENANCE	\$ 205,775	\$ 232,871	-12%	\$ 2,203,491	\$ 2,227,236	-1%
ADMINISTRATION						
Other Salaries & Wages	\$ 39,429	\$ 25,132	57%	\$ 418,387	\$ 388,533	8%
Fringe Benefits	26,110	19,141	36%	215,294	181,379	19%
Services	32,849	30,608	7%	432,876	347,099	25%
Utilities	15,514	17,502	-11%	194,530	130,335	49%
Casualty & Liability Expenses	20,185	19,824	2%	305,622	246,541	24%
Information Technology	15,557	21,186	-27%	169,785	158,777	7%
Other Materials & Supplies	5,806	3,613	61%	25,340	33,751	-25%
Miscellaneous	(14,879)	24,825	-160%	76,674	96,169	-20%
TOTAL ADMINISTRATION	\$ 140,573	\$ 161,830	-13%	\$ 1,838,508	\$ 1,582,585	16%
TOTAL EXPENSES	\$ 642,514	\$ 700,950	-8%	\$ 7,879,373	\$ 7,968,247	-1%
NET INCOME/(LOSS)	\$ 12,194	\$ (146,993)		\$ 501,441	\$ 1,035,842	





GLTC Board Agenda Detail

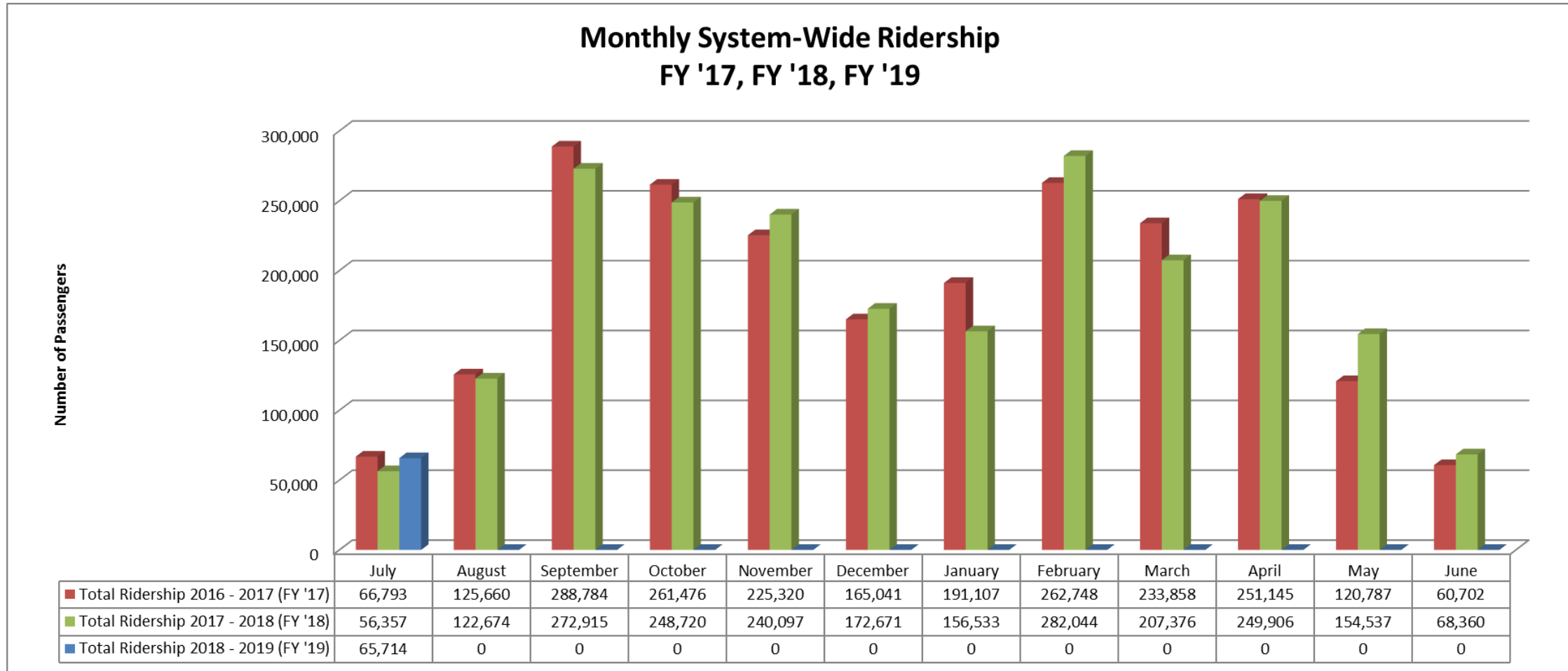
Item #: 4c

Item Title: July 2018 Ridership & Operational Statistics

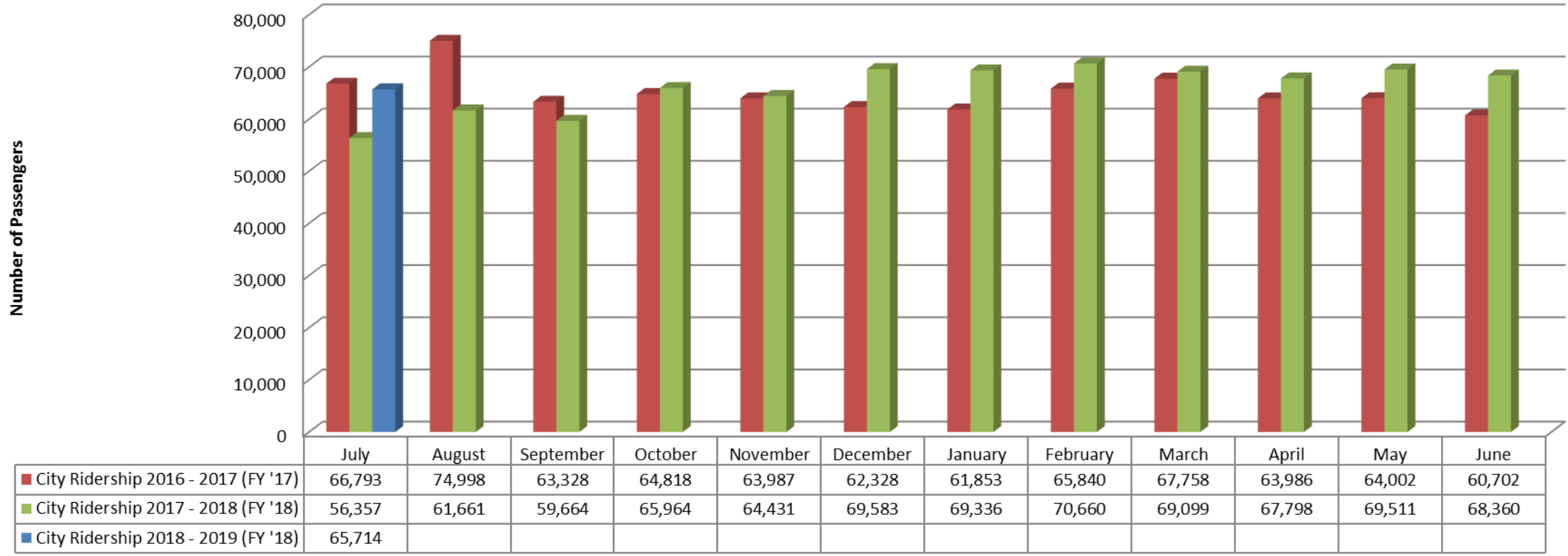
Action: For Your Information

Summary:

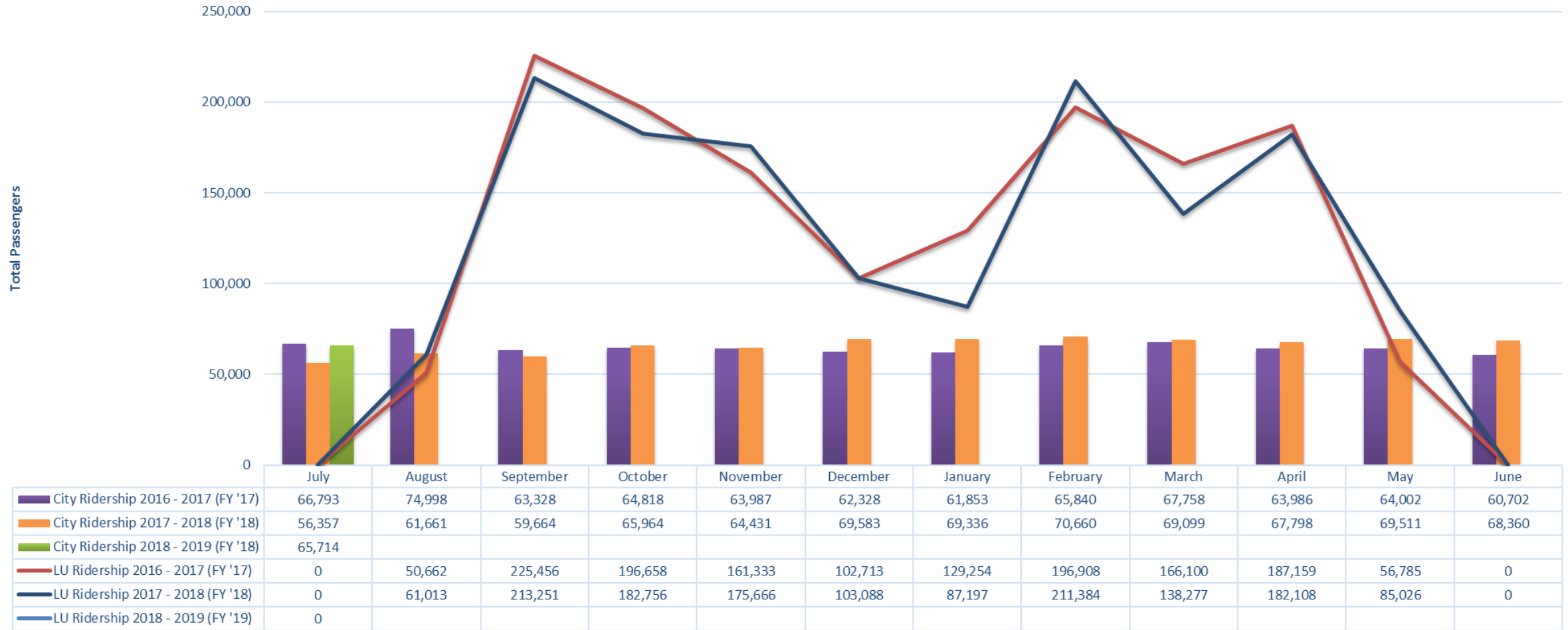
Total Ridership and City Ridership for July was 65,714 (Liberty did not have service during July). This is an increase over July 2017 of approximately 9,300 passengers.



City Ridership FY '17, FY '18, FY '19



GLTC City vs. Liberty Ridership Comparison

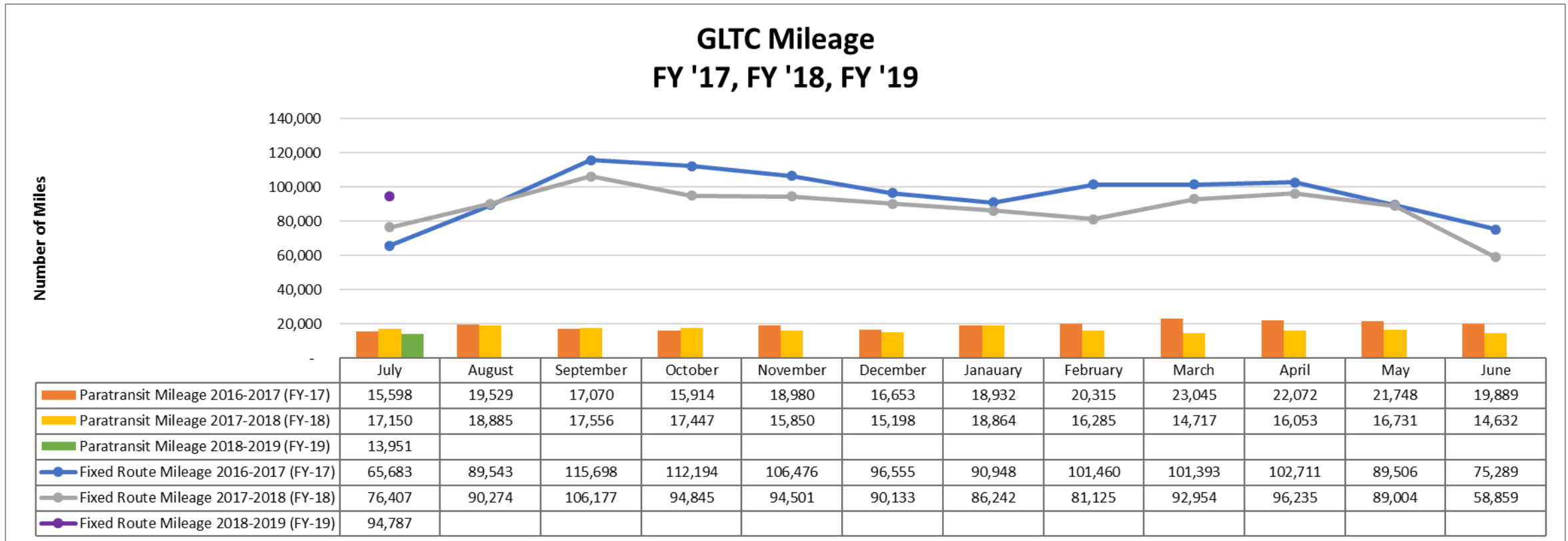


Maintenance:

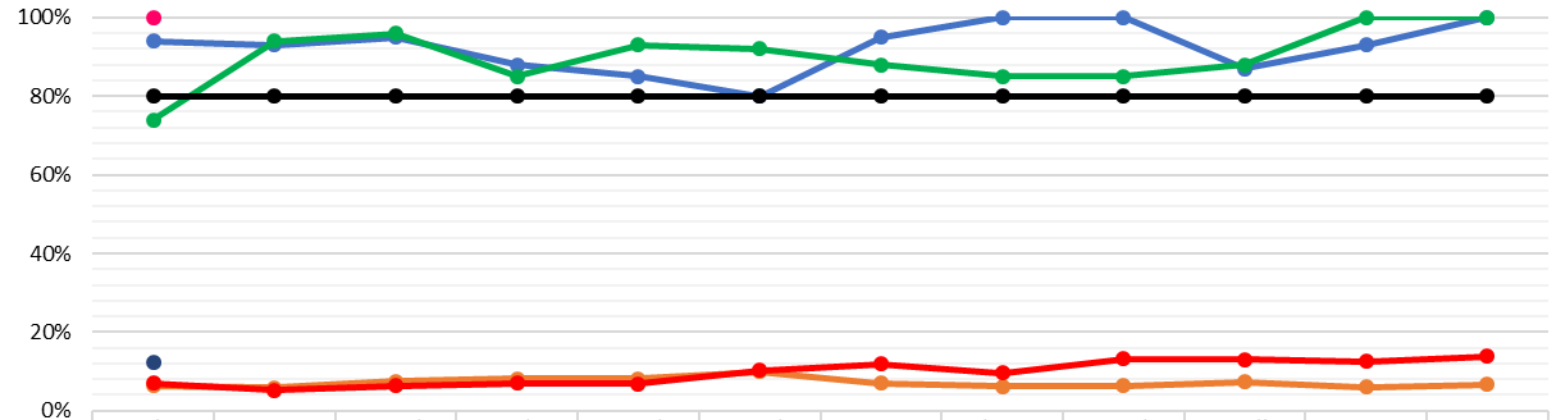
Maintenance activities are reported as follows for July 2018:

Total mileage for fixed route and paratransit services for the month of July was 108,738 miles.

The fleet downtime for July was 12.45 % and on-time performance was 100 % for July.



Maintenance Performance FY '17, FY '18, FY'19



	July	August	September	October	November	December	January	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%
On Time Performance FY'19 (FTA Requires 80%)	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%
Fleet Downtime FY'19 (Industry Average 5%)	12.45%											

Contacts: Brian Booth
Attachments: None
Action Required: None



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

We have made significant progress in June of drawing down funds for completed projects to include the purchase of buses from 3 different grants, expending all funds and closing out 3 grants which include Miscellaneous Safety Equipment, Support Vehicles, and Spare Part/Applied Capital Maintenance Item, and drawing down a majority of funds for the purchase of IT Hardware in 3 different grants.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						6/30/2018
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	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	\$ 6,863
			\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ 6,863
VA-95-X122							
Revision approved 1/3/17	73016-46	Purchase ADP Hardware	\$ 22,285	\$ 4,457	\$ 1,114	\$ 27,856	\$ 27,856
			\$ 22,285	\$ 4,457	\$ 1,114	\$ 27,856	\$ 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
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
			\$ 348,321	\$ 69,665	\$ 17,414	\$ 435,400	\$ 394,856
VA-95-X145							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 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	\$ 16,341
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	\$ 51,656
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 EQUIPME	\$ 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	\$ -
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR DIGIT	\$ 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	\$ -
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	\$ 52,334
VA-2016-022-04-00	73017-32	PURCHASE ADP HARDWARE-Network Equipment	\$ 64,846	\$ 12,969	\$ 3,242	\$ 81,057	\$ 5,440
VA-2016-022-04-00	73117-41	PURCHASE ADP HARDWARE-SERVERS	\$ 118,375	\$ 23,675	\$ 5,919	\$ 147,969	\$ 6,332
VA-2016-022-04-00	73117-42	PURCHASE ADP HARDWARE-WKSTS,LAPTOPS	\$ 75,920	\$ 15,184	\$ 3,796	\$ 94,900	\$ 86,006
VA-2016-022-04-00	73117-43	PURCHASE ADP HARDWARE-PHONE SYSTEM REF	\$ 43,131	\$ 8,626	\$ 2,157	\$ 53,914	\$ 18,107
VA-2016-022-04-00	73117-44	PURCHASE ADP HARDWARE-PRINTERS,COPIERS	\$ 27,568	\$ 5,514	\$ 1,378	\$ 34,460	\$ 441
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	\$ 1,950,308
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	\$ 356,700.00
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	\$ 522,009.00





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 work on the Transit Development Plan and a copy of the full document was furnished for review ahead of the Board Meeting for review. Due to the length of the document a brief summary of the content of each chapter is provided:

- Chapter 1 – This chapter mainly focuses on the history of GLTC, current organizational set up, existing routes and services provided, etc. In summary, it is what GLTC has done to in the past and what we are currently doing at the present.
- Chapter 2 – Focuses on goals and objectives and service standards with measurable outcomes for GLTC to work toward.
- Chapter 3 – Describes and provides an analysis of the current set up and make of GLTC and the areas served as a whole. This chapter looks at current population and employment densities as well as growth projections over the next 20 years. It also evaluates the current performance of each route the system currently operates. This chapter also describes a summary of the survey results and identifies deficiencies and gaps in the current system.
- Chapter 4 – Accesses the needs of the community and outlines short-, mid-, and long-term transit needs with recommendations on how to meet those needs. Describes most of the recommend changes to work toward implementation in the fall of 2018. Also included is an analysis of how the short-term changes can improve travel times from selected origins and destinations within the city.
- Chapter 5 – Discusses the implementation plan and future capital needs to carry out existing operations as well as future improvements to the service.
- Chapter 6 – Discusses the financial plan required to continue operations as well as estimates for cost associated with increased levels of service recommended in the mid-term changes. The cost of both operations and capital are provided in this section.

As has been mentioned previously and discussed during the presentation given by Patrice at the last board meeting, DRPT has a new requirement to develop Strategic Plans for transit agencies with a bus fleet of 20 or more serving areas with a population greater than 50,000. Lynchburg is one of two agencies in Virginia that is going to pilot the development of this new plan which incorporate some information currently in the TDP. Nick Britton is present from DRPT to discuss the process for developing the Strategic Plan and answer any questions

Staff Recommendation: Consider adoption of the completed Transit Development Plan.

Contacts: Brian Booth
Attachments: Fiscal Years 2019-2028 Transit Development Plan
Action Required: Board Discussion/Consideration of Adoption



5d Summary – Overtime Analysis Request

At the August board meeting a question was asked as to what the relationship was for savings from the furlough of employees to overtime incurred. The furlough of employees only occurs during times when we are not providing service for Liberty University; the summer and approximately a month at Christmas. We analyzed overtime during the month of June and July when a number of operators were on furlough. The overtime for each month was approximately \$ 2,900 (80 % underbudget). In comparison, the average monthly salary (strictly wages, not including any benefits) for an operator is approximately \$ 3,000. It should be noted that eliminating all overtime is nearly impossible, due to the procedures outlined for scheduling in the Collective Bargaining Agreement with the Labor Union.

5e Summary – Downtown Circulator

The Hopper has continued to trend in regard to ridership as it has since the change to evenings in January 2018. In total there were 127 passengers for the month of July 2018. Upon the direction from the last Board Meeting, a meeting was held with downtown stakeholders and business leaders from downtown and along 5th Street to discuss the proposed direction for changes to service for the Hopper. Approximately 25 individuals attended the meeting and provided good feedback to consider for the future of the service. Many of the business leaders saw the potential of the Hopper serving 5th Street as gesture of goodwill and a bridge to connect the 5th Street and Downtown community.

The major points discussed were to provide service to 5th Street, Main Street, Commerce Street, and a portion of Jefferson Street, have 15 minute headways for service, identify key locations associated with a specific destinations for stops as opposed to sticking with the existing GLTC/city route bus stops, consider future parking potential tied to the Court Street lot behind the Business Alliance, consider expanding hours on weekends to run more during the morning and afternoon instead of just evenings, acquire a smaller vehicle and even a second vehicle to improve maneuverability within downtown and increase frequencies during key times of the week.

Based on feedback received a proposal for changes has been publicized with opportunity for the public to provide feedback. Once the comment period has ended, GLTC will make necessary adjustments to the stops and routes with plans to adjust the service in mid-September.





GLTC Board Agenda Detail

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

6a Summary – Management Contract Proposal from First Transit

Larry Morris has provided a proposal from First Transit for the extension of the current Management contract as discussed at the Board of Directors meeting on August 1, 2018. The proposal would exercise all of the remaining one-year options (a total of four are remaining) available per the terms of Section VI of the original agreement. This would extend the management agreement through December 31st, 2022. The proposed annual management fees are as follows:

- 2019 – \$ 274,140 (no increase)
- 2020 – \$ 276,881 (1% increase)
- 2021 – \$ 282,419 (2% increase)
- 2022 – \$ 288,067 (2% increase)

All other terms and conditions of the current management agreement would remain the same.

Contacts: Brian Booth
Attachments: Proposal Letter from Larry Morris
Action Required: Board Discussion/Consideration of Approval

6b Summary – Board Officer Election Procedures

The GLTC by-laws state in Article V that "The Board of Directors, promptly after its appointment in each year, shall elect a President and Vice President (who shall be Directors) and shall also elect a Secretary and Treasurer". To ensure smooth transition for Officer elections this year a discussion should occur for consensus on the procedure to follow. The procedure followed last year was:

- A Nomination Committee (committee of one) was created at the October board meeting
- Board Members were appointed or reappointed at the Annual Meeting in October
- The Nomination Committee would solicit interest individually during the month of November for Officer Elections
- The presiding President (or Vice-President in his/her absence) would conduct the normal business of the December board meeting
- Elections of new Officers would occur at the conclusion of the December board meeting just before adjournment

Contacts: Brian Booth
Attachments: By-Laws of GLTC
Action Required: Board Discussion/Consensus





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8

Item Title: Next Meeting & Adjournment

Action: Adjournment

Opportunity for any final Board Member Comments or Remarks.

A Public Hearing for the proposed route changes is scheduled for October 1st, 2018 at 4:00 pm. The public hearing will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The next GLTC Board Meeting is scheduled to occur on October 3rd, 2018 at 8:30 am. This meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The Annual Stockholder Meeting for GLTC is scheduled on October 24th, 2018 at 6:00 pm. The annual 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>Commonwealth Computer Research, Inc. 1440 Sachem Place, Charlottesville, VA 22901</i>	434-997-0600 434-258-1844	jam9ed@gmail.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 - "PR" present remotely - "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
7/4/2018	Board Meeting Cancelled Due to Holiday								
8/1/2018	A ¹⁵	A ¹⁶	P	P	A ¹⁴	P	P	P	PR

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 (434-455-4010 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	16 - A. Davis - Meeting Conflict
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	
14 - J. Hewell - Vacation	
15 - C. Carroll - Business Trip Out of Town	

