

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, December 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	
	a) Speakers should state their name for the official record	
	b) Speakers will be allotted a maximum of 3 minutes	GLTC Board
	c) Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record	President

#2	Consideration of Meeting Minutes Approval	
	October 3 rd , 2018	All

#3	Committee & Partner Reports	
	a) Customer Advisory Committee (CAC)	Sherry Gentry
	b) ADA Advisory Committee	Gary DuPriest
	c) Ride Solutions	Kelly Hitchcock
	d) Region2000 Transportation Planner	Philipp Gabathuler

#4	Staff Reports	
	a) General Manager's Report	
	b) October 2018 Financials	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

#5	Old Business	
	a) Discounted Fare Cards Policy	Pending
	b) Intercity Connector Service Concept Committee	No Update
	c) Downtown Circulator	Update

#6	New Business	
	a) FY 2020 Preliminary Budget	Brian Booth
	b) New Trust Bank Account	

#7	President's Report	GLTC Board President
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#8	Election of Officers	Jack Hellewell
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#9	Closed Session	
	Legal Matter	All



#10

Next Meeting Date & Adjournment

January 2nd, 2019 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: 2
Item Title: October 3rd, 2018 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

October 3, 2018

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, October 3rd, 2018 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Glenn McGrath, Joel Morgan, Margaret "Peggy" Whitaker, Mary-Winston Deacon, Antonio Davis, Bonnie Svrcek*, and Christos Carroll*. 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 the Virginia Department of Rail and Public Transportation (DRPT), Kelly Hitchcock and Philipp Gabathuler of Region 2000, Jacqueline Robinson of the Customer Advisory Committee (CAC), Gary DuPriest and Madeline Cotton of the ADA Committee, William Carr, Ben Blanks, and Angelia Wright—GLTC Customers, and Carrie Dungan of the News and Advance.

*Mr. Carroll and Ms. Svrcek obtained approval to participate in the Board Meeting remotely. Mr. Carroll was called into the meeting from Wilmington, NC due to traveling for work. Ms. Svrcek called into the meeting from Hampton, Virginia due to attending a conference.

Absent" John "Jack" Hellewell

#1 – Call to Order-Public Comment

Mr. DePaul called the meeting to order at 8:30 a.m. and asked for public comment.

Mr. Blanks encouraged the board to approve the upcoming route changes. He is pleased with everything including the public meetings and the public hearing for the upcoming route changes. Mr. McGrath thanked him for kicking off the public hearing with positive comments.

Ms. Wright suggested that there should be a bridge between the drivers and the passengers regarding the route changes, especially those passengers who are skeptical to change. In addition, notes should be provided for the GLTC Ambassadors during the first week of the route changes to answer questions from the passengers and make sure bus stop signs are visible at night. She asked that board members ride the bus as well. Ms. Wright asked about the possibility of a "Fill a Bus" campaign similar to the City's "Canstruction" Campaign.

Mr. Carr stated that GLTC had a lot of meetings asking the passengers for feedback regarding the route changes. Passengers who did not attend should not get mad at the drivers as they had plenty of opportunity to ask questions and learn about the new routes.

Ms. Robinson congratulated GLTC for implementing the route changes. It's been a long time in the making and the time has finally arrived.

Ms. Cotton commended Mr. Booth, the board, and the GLTC staff for a job well done regarding the upcoming route changes. She is very excited and thanks everyone for their collaboration and meeting the demands of the passengers.



#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of September 5th, 2018 board meeting. Mr. McGrath made a motion to approve the minutes with one correction, it states that Mr. Hellewell served “on” the Nomination Committee and should be changed to served “as” the Nomination Committee. Ms. Deacon seconded the motion and the vote was carried with Ms. Svrcek abstaining.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – No report.

3b – ADA Advisory Committee – Mr. DuPriest thanked the consultants and the GLTC staff and all involved for their efforts regarding the upcoming route changes. He also stated that he along with Andy Borka of the ADA Committee, Mr. Overstreet, and Ms. Wilkins recently met to identify changes that are needed for the GLTC website to make it more accessible to individuals with disabilities.

3c – RIDE Solutions – Ms. Hitchcock stated that they are in the early stages with the consultant of AECOM of reaching out to the stakeholders for the van pool study. She stated that DRPT is conducting a larger study for Charlottesville, Roanoke, New River Valley, Lynchburg, and Danville and hopes to utilize information from that study as a resource for the one being conducted locally. She also stated that Ride Solutions is available to assist with promotion on The Hopper.

3d – Region 2000 – No report.

#4 – Staff Reports

4a – General Manager’s Report

GLTC continued to hold public education and input meetings on the proposed route changes with a total of nine meetings held. These meetings were very beneficial to obtain feedback from the public and comments assisted in developing the final changes for presentation at the public hearing scheduled for October 1st, 2018.

Staff completed and submitted the corrective action for the findings identified in the Triennial Review held in April 2018. These submissions are under review by FTA and GTLC is awaiting concurrence that the corrective action submitted is acceptable to close out the findings. Staff also completed and submitted the corrective action plan for the findings identified in the DRPT Compliance Review held in June 2018. DRPT has reviewed the corrective action plan and finds it satisfactory to complete the compliance review.

GLTC took part in the Touch a Truck event held at Sims Farm in Forest, VA on September 8th, 2018. This event allowed children to look at, get in, and ask questions about a wide spectrum of large vehicles. This event gave an opportunity to expose GLTC to the general public and provided an opportunity for education for public transit.

4b – August Preliminary 2018 Financials

The August 2018 financial statements were presented in a preliminary status as the audit team is still working to complete the final review and adjustments associated with the annual financial audit for FY 2018.

Total draft revenues were under budget 2 %, approximately \$20,000, through August 2018. The major variances were passenger revenue being over budget approximately 2 %, Liberty Revenue under budget 4 %, Advertising under 27 % and Federal Assistance under 5 %. The variance for Liberty Revenue is due to the finalized service plan for Liberty coming in less than submitted in the final budget. Mr. Morgan asked if the drop in actual revenue was as much as it was expected in the budget. Mr. Booth stated that the revenue varies month to month but averaged out to be slightly higher than budget.



Total draft expenses were under budget 10 %, approximately \$ 143,014, through August 2018. Significant savings occurred from the furlough of operators as well as vacant positions for the operators. Overtime for the Maintenance staff are over budget due to positions being vacant and staff working more hours to complete the required maintenance work. Tires and Other Materials and Supplies are over budget due to repairs to prepare for Liberty's service as well repairs from an aging fleet.

4c – Ridership & Operations Statistics

Total Ridership for August was 134,103 passengers with City Ridership being 78,642 and Liberty Ridership being 55,461. This City ridership is an increase over August 2017 of approximately 12,000 passengers. Total mileage for fixed route and paratransit services for the month of August was 109,098 miles. The fleet downtime for August was 15.07 % and on-time performance was 100 % for August.

4d – Capital Projects Update

GLTC has continued to work on various capital projects to date. A current capital project report is not available due to the annual financial audit not being finalized, but GLTC has worked on the installation of Collision Avoidance Technology, conducted purchases for Associated Capital Maintenance items, and placed the order for an additional support vehicle.

#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 Bus Connector/Vanpool

Ms. Hitchcock provided an update under the Ride Solutions report.

5c – Downtown Circulator

The Hopper had a total of 197 passengers for the month of August with movement toward incorporating 5th Street into the route. This involved a public comment period, which ended on September 14th, to allow the general public an opportunity to review and comment on the proposed changes presented. The new changes took effect on October 1st, 2018. Mr. Morgan inquired about the dollar discount program. Mr. Booth stated that GLTC asked the participating restaurants if they wanted to continue; however, none of them expressed interest. Mr. DePaul asked to reinstate the graph to show the ridership.

#6 – New Business

6a – Proposed Route Changes

GLTC held a public hearing on Monday October 1st, 2018 to hear public comment on the proposed route changes put forth from information gathered during the development of the Transit Development Plan as well as input from the public during the public meetings held in September and October. Since the board did not have a quorum at the public hearing, a committee was formed to gather feedback from those attending the hearing. The board discussed the proposed route changes based on the information presented and the feedback received. Mr. McGrath stated that he was blown away that the comments received were very positive. Coming from committee, Mr. DePaul asked for a vote to approve the route changes and the vote was carried.



6b – Live Music Policy

In the discussion and brainstorming for promotional activities to promote GLTC's services, the idea of having live entertainment aboard buses was brought forth as an idea. This idea would primarily be used to promote ridership for the Hopper, but could be extended to all GLTC services.

Ms. Svrcek suggested having a three-month pilot for musicians on the bus. Furthermore, it was suggested that the musicians not be allowed to accept donations for safety concerns, and implement spot checking by a GLTC Supervisor to ensure everyone is following the guidelines of the policy. Mr. Booth also changed some of the language within the draft policy that said "should" to "must" to better clarify the policy guidelines.

Mr. McGrath noted that the title "Busking" refers to receiving donations for performance and suggested a title change. Mr. Booth stated that it will say the GLTC Live Music on the Bus Policy. The policy was approved unanimously.

6c – November Board Meeting

In previous years the Board of Directors has cancelled the regularly scheduled November Board Meeting due to the Annual Stockholder's Meeting occurring the week prior. The Annual Stockholder's Meeting is scheduled for Wednesday October 24th, 2018 and the regularly scheduled Board Meeting is Wednesday November 7th, 2018. It was the consensus of the board to cancel the November meeting and have the next board meeting on December, 5th at 8:30 a.m.

#7 – Presidents Report

Mr. DePaul noted that based on public feedback regarding the route changes, that the Riders Guide needs larger print and that a System Map should be at centralized locations. Mr. Booth stated that the new Rider's Guide will have a different layout that includes larger print and maps and will be easier to read.

Mr. DePaul stated that he is pleased with the GLTC staff and the passengers for such positive feedback regarding the route changes and commends everyone involved.

Mr. DePaul asked for any other comments from the board. There were no further comments.

#8 – Next meeting and Adjournment

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. As there was no further business, the meeting adjourned at 9:08 a.m. The next board meeting is December 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:

- GLTC staff have been busy preparing for the route changes approved by the Board at the October board meeting. These changes are set to take effect on December 17th, 2018, which will be fare free for the duration of that week. Several activities have taken place over the last two months to include, updates to the website to reflect the new changes, new rider guides with larger font printed, staff training on the new routes, new bus stops being installed, marketing working with the GLTC ambassadors who will be assisting individuals with learning the new route changes, etc. This is an exciting time and one that we look to launch successfully in less than 2 weeks.
- On October 31st, 2018, the Department of Rail and Public Transportation (DRPT) and GLTC recognized the grand prize statewide winner of DRPT's Try Transit Week. Shannon Ray was selected as the grand prize winner and received a year's worth of passes for GLTC services as well as two round trip Amtrak tickets to the northeast corridor, both sponsored by DRPT. DRPT staff, GLTC staff, and members of the Board were on site at the Transfer Station for a ceremony to recognize Shannon and present her with her prizes.
- The General Manager listened during the Transit Service Delivery Advisory Committee (TSDAC) meeting in November, where the committee was presented with several funding formulas from their consultants for how operating funds could be calculated using various weights for different performance metrics. As a comparison, the current year's FY 19 operating allocation was calculated using the different formulas presented and compared to the actual allocation. From the charts provided it appeared that GLTC would remain level funded through the state under each of the formula's presented. The different formulas will be reviewed over the next month with a proposal to present to the Commonwealth Transportation Board (CTB) being put forth to the CTB for review in the near future.
- Staff attended a grant application workshop held by DRPT which discussed the upcoming changes to the grant application process as well as changes to allocation of funds for operating and capital. The major takeaways from the meeting were that the TSDAC committed was still reviewing various options for the operating assistance and that capital projects were going to be prioritized with the state of good repair taking precedence. This new prioritization process for capital projects may affect the number of projects we are awarded for the upcoming year as there is a large amount of capital assets that are beyond their useful life statewide.
- The General Manager met with Secretary of Transportation Shannon Valentine and the (Lynchburg Regional Transportation Advocacy Group (LRTAG) group to provide an update on progress made for priorities outlined in the connectivity study. The General Manager provided an update regarding the upcoming route changes which are designed to provide quicker connections, shorter layover times, and overall better connectivity in the Lynchburg area.





GLTC Board Agenda Detail

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

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

REVENUES:

Total revenues are underbudget 1 %, approximately \$ 30,000, year to date and underbudget 2 % for the month of October 2018. The major variances are Liberty Revenue underbudget 4 % and Federal Assistance under 5 %. The variance for Liberty Revenue is due to the finalized service plan for Liberty coming in less than submitted in the final budget. The variance for Federal Assistance is due to the 5 % withholding by FTA until the Metrorail Safety Commission associated with WMATA has an approved State Safety Oversight Certification. Advertising is underbudget 19 % for the month, but is 2 % overbudget for the year to date and is mainly due to the timing of revenue received. The other contract revenue is over budget year to date by approximately \$10,000 and is due to some service provided to the city that wasn't originally planned.

EXPENSES:

Total expenses underbudget 4 %, approximately \$ 96,788, year to date and overbudget 4 %, approximately \$ 24,500, for the month of October 2018. Total salaries are underbudget due to vacant positions in operations as well as maintenance. Due to these vacancies it has caused the overtime to be overbudget fairly significantly for the month and year to date (approximately \$ 112,687 YTD). Benefits are coming in approximately 20 % under budget year to date and is mainly due to the vacant positions in operations and maintenance. Maintenance costs for the fleet are overbudget approximately 19 % for the year due to more costly repairs from an aging fleet. Casualty and Liability expenses are overbudget due to an error in the original budget.

SUMMARY:

GLTC has started the year with a net surplus year to date of \$ 12,864, which is a major accomplishment considering the challenges faced thus far this year. We will monitor the budget closely and continue to make adjustments as we move through the year to ensure we remain in a positive financial situation.

Contacts: Brian Booth
Attachments: Page 10-14
Action Required: None



Greater Lynchburg Transit Company, Inc.

Balance Sheet

October FY 2019

	FY 2019	FY 2018	Difference
ASSETS			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	251,845	211,640	40,205
Accounts Receivable	60,981	431,898	(370,917)
TOTAL CURRENT ASSETS	\$ 312,826	\$ 643,538	\$ (330,712)
Tangible Property	\$ 60,380,629	\$ 61,976,754	\$ (1,596,124)
Accumulated Depreciation	(20,304,318)	(19,829,648)	(474,670)
NET FIXED ASSETS	\$ 40,076,312	\$ 42,147,106	\$ (2,070,794)
TOTAL ASSETS	\$ 40,389,138	\$ 42,790,644	\$ (2,401,506)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 54,712	\$ 438,735	\$ (384,023)
TOTAL LIABILITIES	54,712	438,735	(384,023)
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	40,267,727	42,162,090	(1,894,363)
Accumulated Income/(Loss) Current Year	66,694	189,814	(123,120)
TOTAL CAPITAL	\$ 40,334,426	\$ 42,351,909	\$ (2,017,483)
TOTAL LIABILITIES AND CAPITAL	\$ 40,389,138	\$ 42,790,644	\$ (2,401,506)



Central VA Transit Management Company Inc.

Balance Sheet

Oct FY 2019

	FY 2019	FY 2018	Difference
ASSETS			
Cash	\$ 349,192	\$ 857,116	\$ (507,924)
Temporary Cash Investment	-	-	-
Cash - OPEB	236,184	178,271	57,913
Working Funds	80	80	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	641,137	571,673	69,464
Materials and Fuel	331,470	292,632	38,838
TOTAL CURRENT ASSETS	\$ 1,558,162	\$ 1,899,872	\$ (341,710)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	156,395	234,480	(78,086)
TOTAL ASSETS	\$ 1,714,557	\$ 2,134,352	\$ (419,796)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 516,890	\$ 1,182,331	\$ (665,441)
Wages Payable	134,172	116,416	17,756
Other Payroll Liabilities	629,777	371,890	257,886
Short Term Loan - City of Lynchburg	-	-	-
Line of Credit	-	-	-
Advance Payments	420,855	338,657	82,197
TOTAL LIABILITIES	1,701,693	2,009,295	(307,603)
Accumulated Income/(Loss) Prior Years	-	-	-
Accumulated Income/(Loss) Current Year	12,864	125,056	(112,192)
TOTAL CAPITAL	\$ 12,864	\$ 125,056	\$ (112,192)
TOTAL LIABILITIES AND CAPITAL	\$ 1,714,557	\$ 2,134,352	\$ (419,796)



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT****AS OF OCTOBER 31, 2018**

		FY2019 ACTUAL OCT	FY2019 ACTUAL YTD
REVENUE			
Operating Assistance Revenue	\$	-	\$ 2,230,018
Money Paid to CVTMC/		-	(2,230,018)
Federal Grant Revenue		2,021	76,761
Local Grant Revenue		<u>17,238</u>	<u>26,509</u>
TOTAL REVENUE	\$	19,259	\$ 103,270
EXPENSES			
Repairs - Capital		-	\$ 36,576
Other Miscellaneous Expense		<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$	-	\$ 36,576
NET INCOME/(LOSS)	\$	<u>19,259</u>	<u>\$ 66,694</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF OCTOBER 31, 2018						
	MONTH TO DATE			YEAR TO DATE		
	FY2019 OCT ACTUAL	FY2019 OCT BUDGET	% VAR	FY2019 YTD ACTUAL	FY2019 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 51,452	\$ 49,023	5%	\$ 195,673	\$ 196,093	0%
DRT Passenger Revenue	5,135	5,833	-12%	22,690	23,333	-3%
Contracts (LU Access)	6,006	6,006	0%	18,018	18,018	0%
Contracts (LC Access)	2,086	2,086	0%	8,344	8,344	0%
Contracts (CVCC Access)	4,600	4,600	0%	18,400	18,400	0%
Liberty University Revenue	150,401	156,745	-4%	451,204	470,235	-4%
Other Contract Revenue	38	642	-94%	12,822	2,567	400%
Non-Operating Revenue	594	690	-14%	2,643	2,762	-4%
Advertising Revenue	5,669	7,000	-19%	28,651	28,000	2%
City Operating Assistance	144,065	144,065	0%	576,262	576,262	0%
County Operating Assistance	6,232	6,232	0%	24,927	24,927	0%
State Operating Assistance	167,385	167,594	0%	679,855	670,374	1%
Federal Operating Assistance	154,654	162,116	-5%	618,617	648,464	-5%
TOTAL REVENUE	\$ 698,317	\$ 712,632	-2%	\$ 2,658,104	\$ 2,687,778	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 148,364	\$ 148,547	0%	\$ 521,041	\$ 594,188	-12%
Operator-Overtime	57,912	17,754	226%	151,008	71,016	113%
Other Salaries & Wages	27,100	24,756	9%	100,894	99,022	2%
Supervisors-Overtime	2,976	1,207	147%	7,621	4,829	58%
Fringe Benefits	87,858	98,935	-11%	316,599	395,738	-20%
TOTAL FIXED ROUTE	\$ 324,210	\$ 291,199	11%	\$ 1,097,164	\$ 1,164,794	-6%
DEMAND RESPONSE						
Operator Labor	\$ 24,442	\$ 26,822	-9%	\$ 85,481	\$ 107,287	-20%
Operator-Overtime-PTS	2,240	667	236%	5,099	2,667	91%
Other Salaries & Wages	4,186	5,425	-23%	18,830	21,699	-13%
Fringe Benefits	11,365	16,989	-33%	44,377	67,957	-35%
TOTAL DEMAND RESPONSE	\$ 42,232	\$ 49,903	-15%	\$ 153,787	\$ 199,610	-23%
MAINTENANCE						
Other Salaries & Wages	\$ 54,474	\$ 55,525	-2%	\$ 199,670	\$ 222,101	-10%
Inspection&Maint,Srvc-Overtime	10,068	2,424	315%	37,167	9,696	283%
Fringe Benefits	23,643	29,912	-21%	96,062	119,648	-20%
Fuel & Lubricants	64,783	58,427	11%	227,711	233,707	-3%
Tires & Tubes	11,035	7,688	44%	57,344	30,750	86%
Other Materials & Supplies	41,626	40,875	2%	194,249	163,499	19%
TOTAL MAINTENANCE	\$ 205,629	\$ 194,850	6%	\$ 812,204	\$ 779,400	4%
ADMINISTRATION						
Other Salaries & Wages	\$ 35,397	\$ 31,020	14%	\$ 127,959	\$ 124,081	3%
Fringe Benefits	12,995	16,012	-19%	51,901	64,048	-19%
Services	32,945	37,404	-12%	145,080	149,617	-3%
Utilities	10,084	15,055	-33%	39,333	60,220	-35%
Casualty & Liability Expenses	26,986	25,019	8%	123,266	100,074	23%
Information Technology	16,570	13,564	22%	58,874	54,255	9%
Other Materials & Supplies	1,009	2,775	-64%	9,148	11,099	-18%
Miscellaneous	1,950	8,707	-78%	26,526	34,830	-24%
TOTAL ADMINISTRATION	\$ 137,936	\$ 149,556	-8%	\$ 582,086	\$ 598,223	-3%
TOTAL EXPENSES	\$ 710,007	\$ 685,507	4%	\$ 2,645,240	\$ 2,742,028	-4%
NET INCOME/(LOSS)	\$ (11,690)	\$ 27,125		\$ 12,864	\$ (54,250)	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF OCTOBER 31, 2018

	MONTH TO DATE			YEAR TO DATE		
	FY2019	FY2018		FY2019	FY2018	
	OCT	OCT	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 51,452	\$ 55,959	-8%	\$ 195,673	\$ 200,622	-2%
DRT Passenger Revenue	5,135	6,306	-19%	22,690	24,717	-8%
Contracts (LU Access)	6,006	6,006	0%	18,018	18,018	0%
Contracts (LC Access)	2,086	2,045	2%	8,344	8,180	2%
Contracts (CVCC Access)	4,600	4,509	2%	18,400	18,035	2%
Liberty University Revenue	150,401	166,388	-10%	451,204	499,163	-10%
Other Contract Revenue	38	335	-89%	12,822	4,769	169%
Non-Operating Revenue	594	733	-19%	2,643	2,895	-9%
Advertising Revenue	5,669	13,229	-57%	28,651	33,595	-15%
City Operating Assistance	144,065	147,984	-3%	576,262	591,935	-3%
County Operating Assistance	6,232	6,109	2%	24,927	24,438	2%
State Operating Assistance	167,385	140,176	19%	679,855	564,746	20%
State Assistance-Demo & Technic	-	20,210	-100%	-	20,210	-100%
Federal Operating Assistance	154,654	189,501	-18%	618,617	758,002	-18%
TOTAL REVENUE	\$ 698,317	\$ 759,490	-8%	\$ 2,658,104	\$ 2,769,325	-4%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 148,364	\$ 159,698	-7%	\$ 521,041	\$ 544,600	-4%
Operator-Overtime	57,912	30,334	91%	151,008	84,935	78%
Other Salaries & Wages	27,100	23,130	17%	100,894	95,233	6%
Supervisors-Overtime	2,976	1,722	73%	7,621	7,779	-2%
Fringe Benefits	87,858	96,399	-9%	316,599	334,614	-5%
TOTAL FIXED ROUTE	\$ 324,210	\$ 311,283	4%	\$ 1,097,164	\$ 1,067,161	3%
DEMAND RESPONSE						
Operator Labor	\$ 24,442	\$ 27,454	-11%	\$ 85,481	\$ 99,357	-14%
Operator-Overtime-PTS	2,240	625	258%	5,099	2,947	73%
Other Salaries & Wages	4,186	4,422	-5%	18,830	16,777	12%
Fringe Benefits	11,365	14,552	-22%	44,377	54,394	-18%
TOTAL DEMAND RESPONSE	\$ 42,232	\$ 47,053	-10%	\$ 153,787	\$ 173,475	-11%
MAINTENANCE						
Other Salaries & Wages	\$ 54,474	\$ 50,593	8%	\$ 199,670	\$ 217,996	-8%
Inspection&Maint,Srcv-Overtime	10,068	4,013	151%	37,167	12,366	201%
Fringe Benefits	23,643	24,347	-3%	96,062	105,225	-9%
Fuel & Lubricants	64,783	53,326	21%	227,711	184,286	24%
Tires & Tubes	11,035	13,725	-20%	57,344	52,502	9%
Other Materials & Supplies	41,626	52,288	-20%	194,249	225,252	-14%
TOTAL MAINTENANCE	\$ 205,629	\$ 198,292	4%	\$ 812,204	\$ 797,627	2%
ADMINISTRATION						
Other Salaries & Wages	\$ 35,397	\$ 36,895	-4%	\$ 127,959	\$ 140,514	-9%
Fringe Benefits	12,995	16,502	-21%	51,901	64,184	-19%
Services	32,945	54,262	-39%	145,080	161,433	-10%
Utilities	10,084	14,649	-31%	39,333	54,522	-28%
Casualty & Liability Expenses	26,986	22,098	22%	123,266	104,295	18%
Information Technology	16,570	9,295	78%	58,874	53,212	11%
Other Materials & Supplies	1,009	1,421	-29%	9,148	10,624	-14%
Miscellaneous	1,950	4,948	-61%	26,526	17,221	54%
TOTAL ADMINISTRATION	\$ 137,936	\$ 160,068	-14%	\$ 582,086	\$ 606,006	-4%
TOTAL EXPENSES	\$ 710,007	\$ 716,696	-1%	\$ 2,645,240	\$ 2,644,269	0%
NET INCOME/(LOSS)	\$ (11,690)	\$ 42,794		\$ 12,864	\$ 125,056	



GLTC Board Agenda Detail

Item #: 4c

Item Title: September & October 2018 Ridership & Operational Statistics

Action: For Your Information

Summary:

Ridership and Maintenance Activities are summarized below with associated graphs depicting year over year statistics.

Ridership:

Total Ridership for September was 264,779 with City Ridership being 71,696 passengers and Liberty having a passenger total of 193,803. City Ridership for the month of September is approximately 20 % higher (about 12,000 passengers) than September 2017. Liberty University ridership dropped approximately 9 % (about 20,000 passengers) from September 2017. The 9 % reduction for Liberty is attributed to the reduced service being operated for the current year which is approximately 19 % less than in September 2017.

Total Ridership for October was 264,576 with City Ridership being 74,534 and Liberty having a passenger total of 190,042. City Ridership is approximately 13 % higher (about 8,500 passengers) than October 2017. Liberty University ridership increased approximately 4 % (about 8,000) from October 2017.

Maintenance:

Maintenance activities are reported as follows for September and October 2018:

Total mileage for fixed route and paratransit services for the month of September was 105,388 miles. The fleet downtime for September was 17.85 % and on-time performance was 100 %.

Total mileage for fixed route and paratransit services for the month of October was 116,758 miles. The fleet downtime for October was 17.61 % and on-time performance was 100 %.

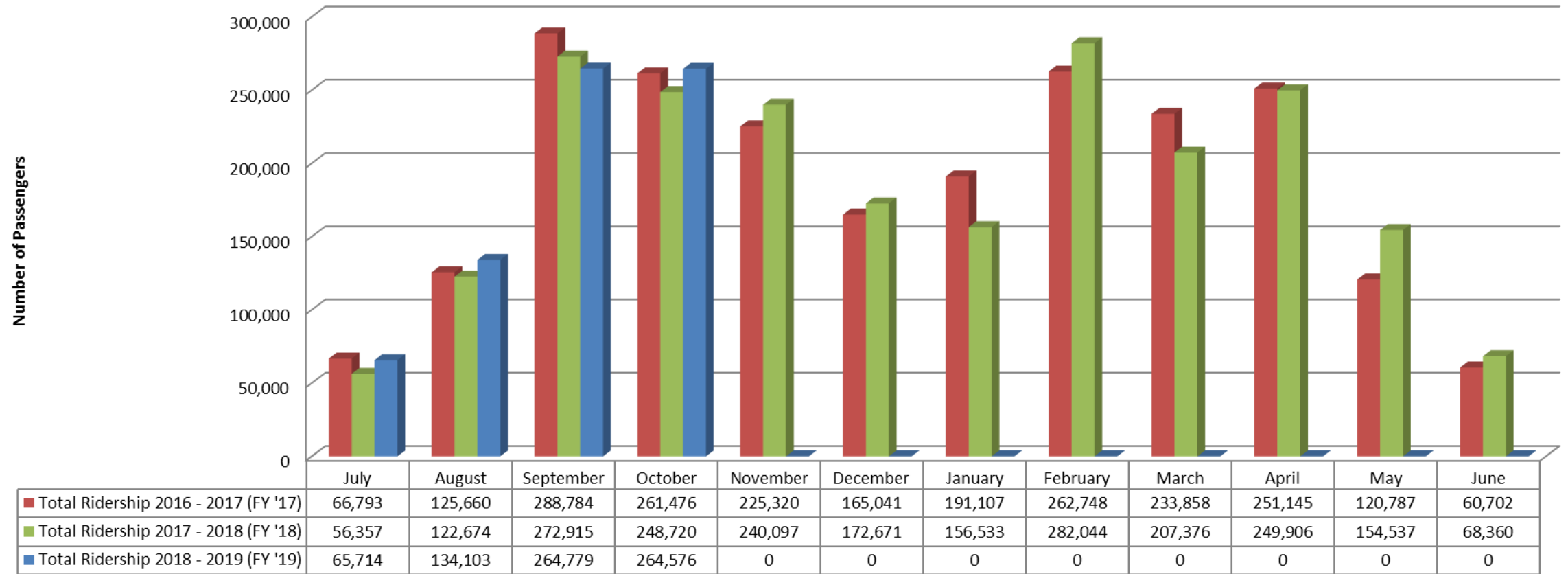
Contacts: Brian Booth

Attachments: Page 16-21

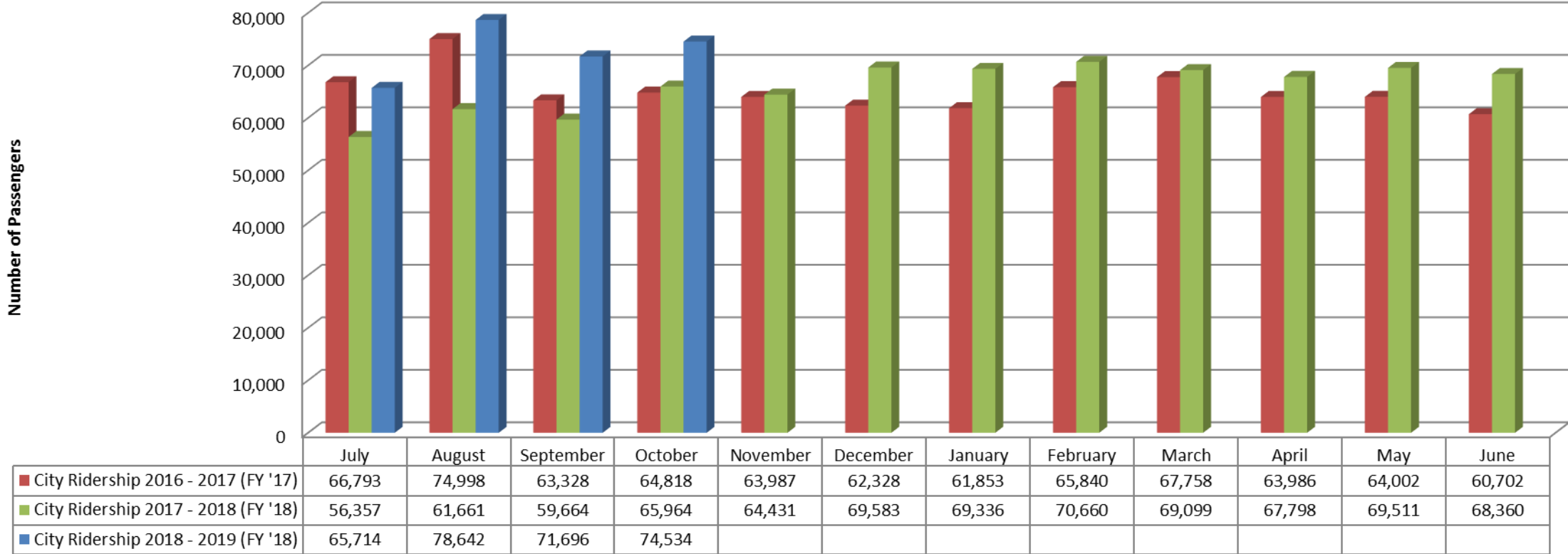
Action Required: None



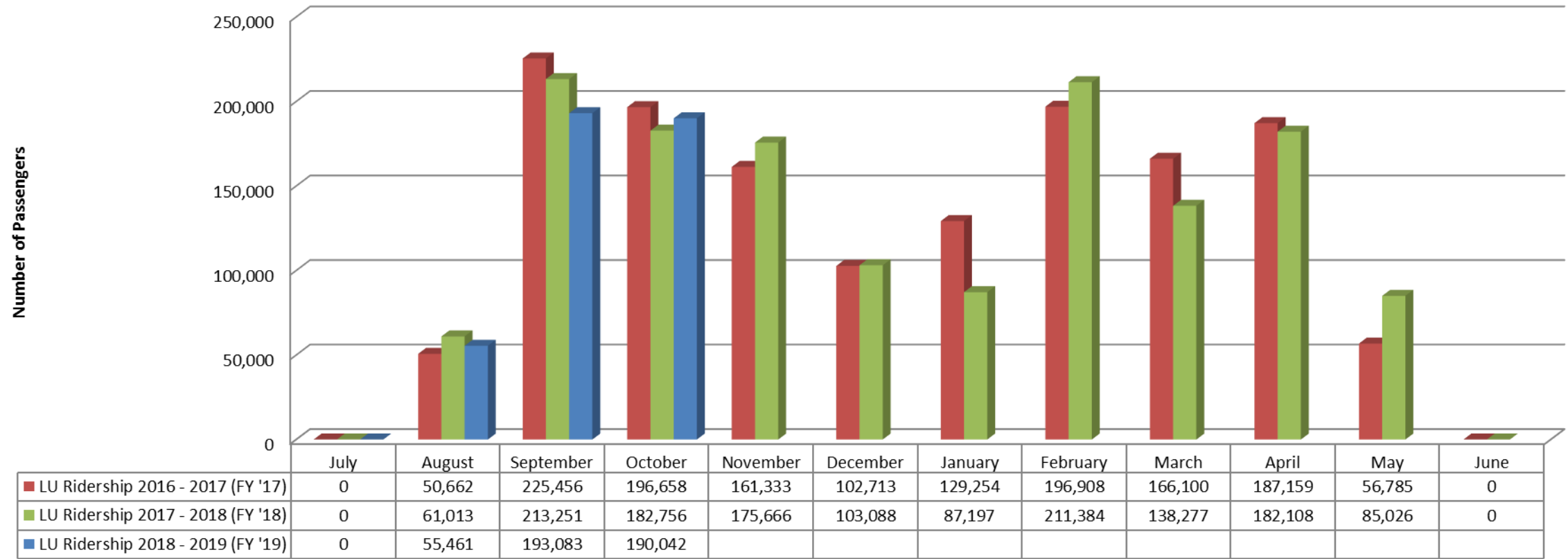
Monthly System-Wide Ridership FY '17, FY '18, FY '19



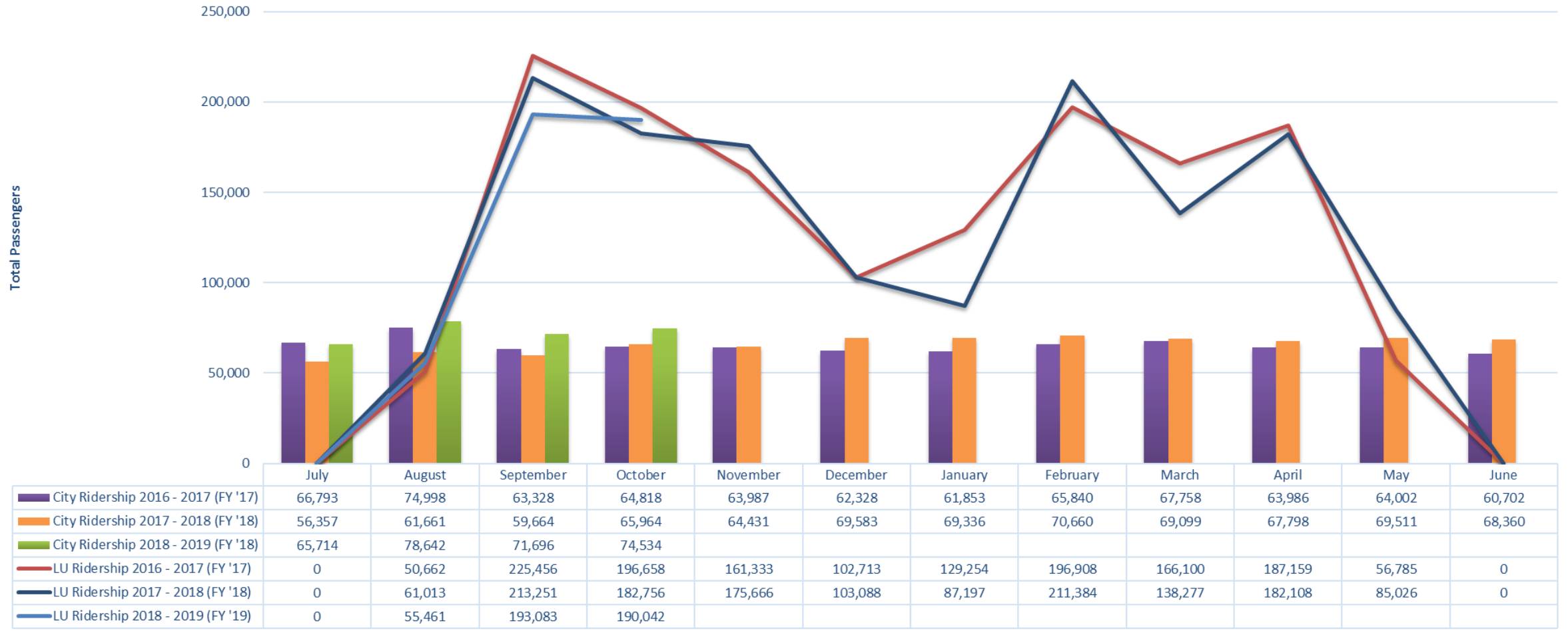
City Ridership FY '17, FY '18, FY '19



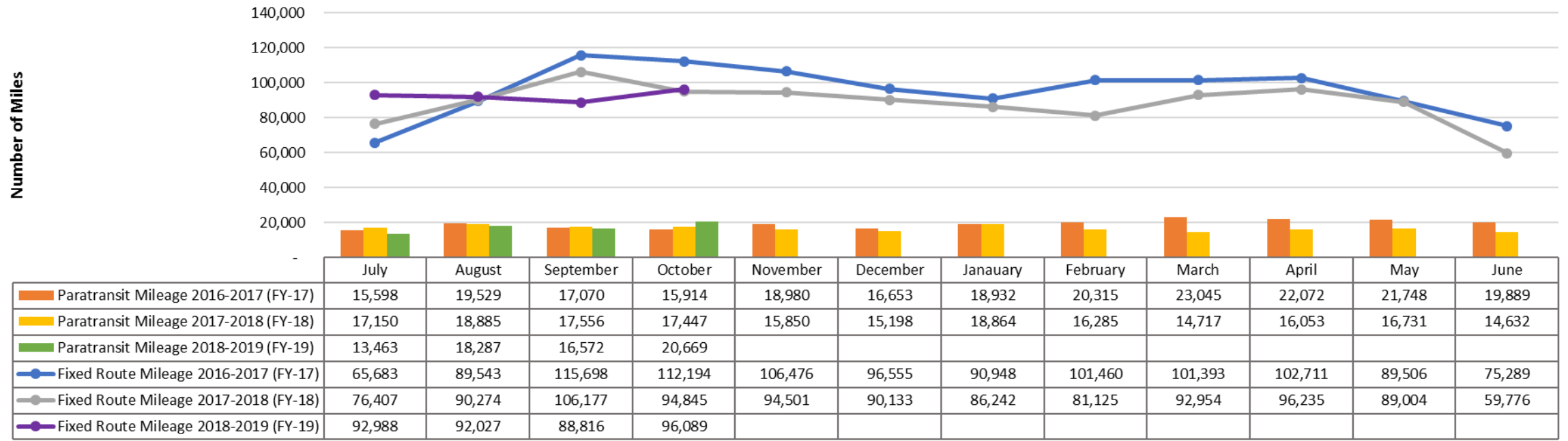
Liberty University Ridership FY '17, FY '18, FY '19



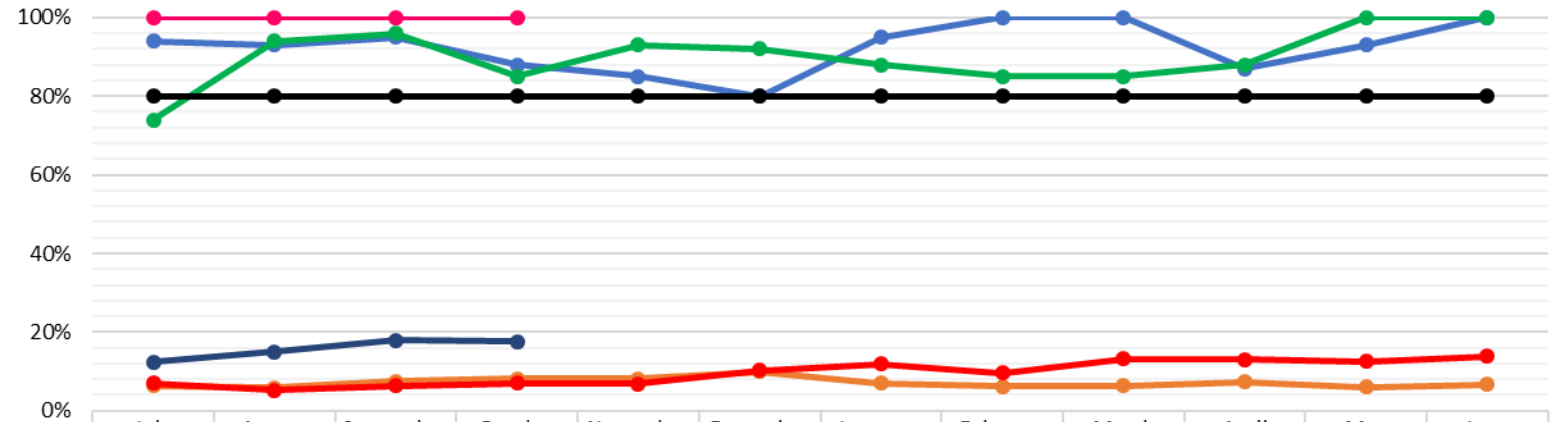
GLTC City vs. Liberty Ridership Comparison



GLTC Mileage FY '17, FY '18, FY '19



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



	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%
On Time Performance FY'19 (FTA Requires 80%)	100%	100%	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%
Fleet Downtime FY'19 (Industry Average 5%)	12.45%	15.07%	17.85%	17.61%								



GLTC Board Agenda Detail

Item #: 4d
Item Title: Capital Projects
Action: For Your Information

Summary:

GLTC continues to work on various capital projects to date with the most recent capital project report as of 10/31/18 available for review below. We were able to close previously close out the following grants during the first quarter of FY 19 due to expending all funds remaining the grant:

- Purchase of 1 Paratransit Bus
- Purchase of radio equipment for additional buses
- Purchase and installation of Collision Avoidance Technology on 2 buses within the fleet.

Additionally, we have completed purchases for the following grants and awaiting the final draw downs:

- Purchase of 2 replacement buses
- Purchase of 4 expansion buses
- Purchase of various IT Hardware to include network equipment, servers, phones, and copiers.

The following grants are in progress and we will continue to work to completion:

- Purchase of IT Hardware (Grant VA-95-X122)
- Purchase of Fare Collection Equipment
- Purchase of Shop Equipment
- Purchase of 1 Support Vehicle

GLTC CAPITAL GRANTS							
FEDERAL	STATE						10/31/2018
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
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
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
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
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	\$ 49,968
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR DI	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
VA-2016-022-12-00	73017-42	PURCHASE <30FT EXPANSION BUSES (4)	\$ 537,696	\$ 107,539	\$ 26,885	\$ 672,120	\$ 49,475
VA-2016-022-04-00	73017-32	PURCHASE ADP HARDWARE-Network Equipm	\$ 64,846	\$ 12,969	\$ 3,242	\$ 81,057	\$ 4,568
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	\$ 43,131	\$ 8,626	\$ 2,157	\$ 53,914	\$ 15,210
VA-2016-022-04-00	73117-44	PURCHASE ADP HARDWARE-PRINTERS,COPIE	\$ 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
			\$ 2,518,075	\$ 503,615	\$ 125,904	\$ 3,147,594	\$ 1,939,114
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	\$ 79,875.00
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ 327,681.00
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609.00
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 455,165.00





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Discounted Fare Card Policy

Due to various other tasks taking priority, such as preparing the preliminary budget, we have not been able to focus on this item.

5b Summary – Intercity Bus Connector/Vanpool

There is no current update for this item.

5c Summary – Downtown Circulator

The Hopper changed on October 1st, 2018 to begin serving 5th Street from Downtown to the traffic circle at Federal Street. This change was incorporated into the route to extend service from downtown in an effort to fulfill a desire for service from downtown to the businesses along 5th Street.

We have developed a promotion which began the day after Thanksgiving (November 23rd) and will run through December 31st to try to encourage people to try the Hopper. The promotion is called "The Hopper, Vintage for the Holidays". During this promotion, we have replaced the regular Hopper bus with the Trolley decked out in lights and other seasonal decorations for the holidays. This promotion will incorporate some special event nights where music will be featured on route and planned in conjunction with other events downtown.

Ridership for the previous few months is as follows:

- September – 67 Passengers
- October – 130 Passengers
- November – 144 Passengers

On the following pages are various graphs showing ridership by month since inception, daily ridership totals, and weekly ridership totals.

The Hopper's Major Service Change Dates

- August 24th, 2017 – Launch of Service
- January 22nd, 2018 – Service Changed to Evenings
- October 1st, 2018 – 5th Street Incorporated into Route



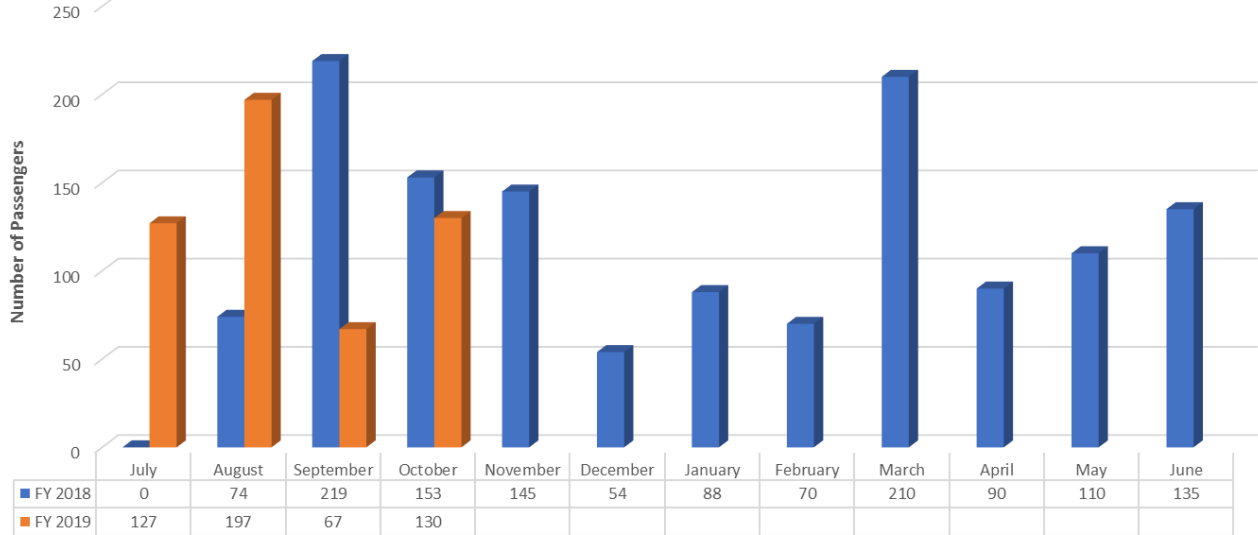
Contacts: Brian Booth

Attachments: Page 24-25

Action Required: None



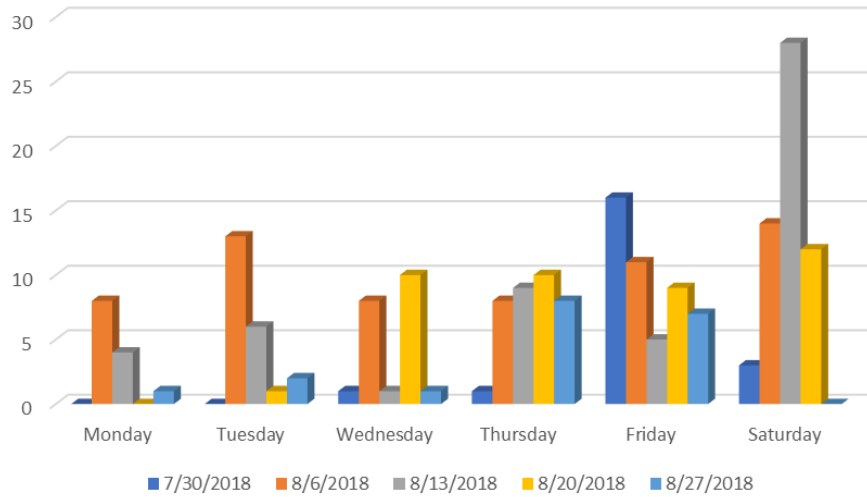
**Monthly Hopper Ridership Totals
FY '18, FY '19**



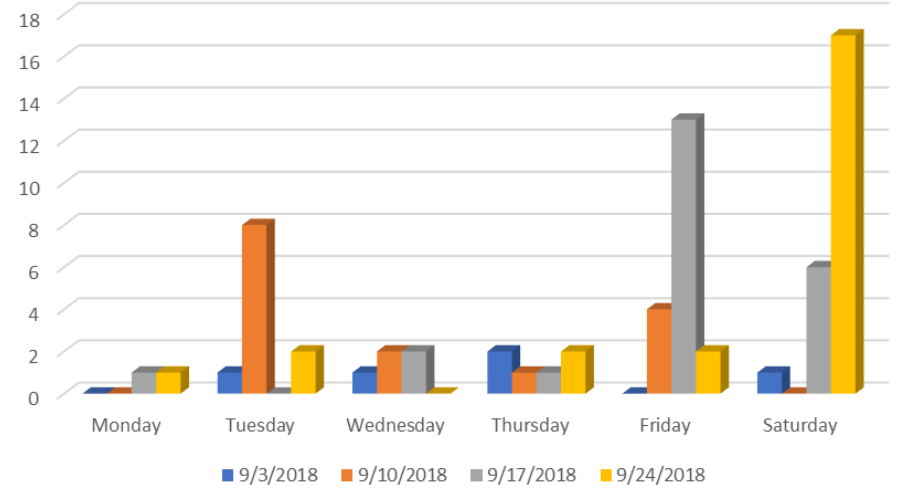
Hopper Ridership August			Hopper Ridership September			Hopper Ridership October			Hopper Ridership November		
8/1/2018	Wednesday	1	9/1/2018	Saturday	0	10/1/2018	Monday	0	11/1/2018	Thursday	14
8/2/2018	Thursday	1	9/3/2018	<i>Holiday No Service</i>		10/2/2018	Tuesday	4	11/2/2018	Friday	19
8/3/2018	Friday	16	9/4/2018	Tuesday	1	10/3/2018	Wednesday	5	11/3/2018	Saturday	13
8/4/2018	Saturday	3	9/5/2018	Wednesday	1	10/4/2018	Thursday	1	11/5/2018	Monday	0
8/6/2018	Monday	8	9/6/2018	Thursday	2	10/5/2018	Friday	41	11/6/2018	Tuesday	0
8/7/2018	Tuesday	13	9/7/2018	<i>Get Downtown No Service</i>		10/6/2018	Saturday	6	11/7/2018	Wednesday	1
8/8/2018	Wednesday	8	9/8/2018	Saturday	1	10/8/2018	Monday	0	11/8/2018	Thursday	0
8/9/2018	Thursday	8	9/10/2018	Monday	0	10/9/2018	Tuesday	0	11/9/2018	Friday	2
8/10/2018	Friday	11	9/11/2018	Tuesday	8	10/10/2018	Wednesday	0	11/10/2018	Saturday	10
8/11/2018	Saturday	14	9/12/2018	Wednesday	2	10/11/2018	Thursday	0	11/12/2018	Monday	1
8/13/2018	Monday	4	9/13/2018	Thursday	1	10/12/2018	Friday	28	11/13/2018	Tuesday	4
8/14/2018	Tuesday	6	9/14/2018	Friday	4	10/13/2018	Saturday	3	11/14/2018	Wednesday	5
8/15/2018	Wednesday	1	9/15/2018	Saturday	0	10/15/2018	Monday	2	11/15/2018	Thursday	3
8/16/2018	Thursday	9	9/17/2018	Monday	1	10/16/2018	Tuesday	6	11/16/2018	Friday	4
8/17/2018	Friday	5	9/18/2018	Tuesday	0	10/17/2018	Wednesday	0	11/17/2018	Saturday	4
8/18/2018	Saturday	28	9/19/2018	Wednesday	2	10/18/2018	Thursday	0	11/19/2018	Monday	1
8/20/2018	Monday	0	9/20/2018	Thursday	1	10/19/2018	Friday	2	11/20/2018	Tuesday	5
8/21/2018	Tuesday	1	9/21/2018	Friday	13	10/20/2018	Saturday	4	11/21/2018	Wednesday	0
8/22/2018	Wednesday	10	9/22/2018	Saturday	6	10/22/2018	Monday	1	11/22/2018	<i>Holiday (No Service)</i>	
8/23/2018	Thursday	10	9/24/2018	Monday	1	10/23/2018	Tuesday	1	11/23/2018	Friday	7
8/24/2018	Friday	9	9/25/2018	Tuesday	2	10/24/2018	Wednesday	0	11/24/2018	Saturday	22
8/25/2018	Saturday	12	9/26/2018	Wednesday	0	10/25/2018	Thursday	19	11/26/2018	Monday	6
8/27/2018	Monday	1	9/27/2018	Thursday	2	10/26/2018	Friday	0	11/27/2018	Tuesday	2
8/28/2018	Tuesday	2	9/28/2018	Friday	2	10/27/2018	Saturday	3	11/28/2018	Wednesday	3
8/29/2018	Wednesday	1	9/29/2018	Saturday	17	10/29/2018	Monday	1	11/29/2018	Thursday	0
8/30/2018	Thursday	8	September Total	67		10/30/2018	Tuesday	2	11/30/2018	Friday	18
8/31/2018	Friday	7				10/31/2018	Wednesday	1	November Total	144	
August Total		197				October Total		130			



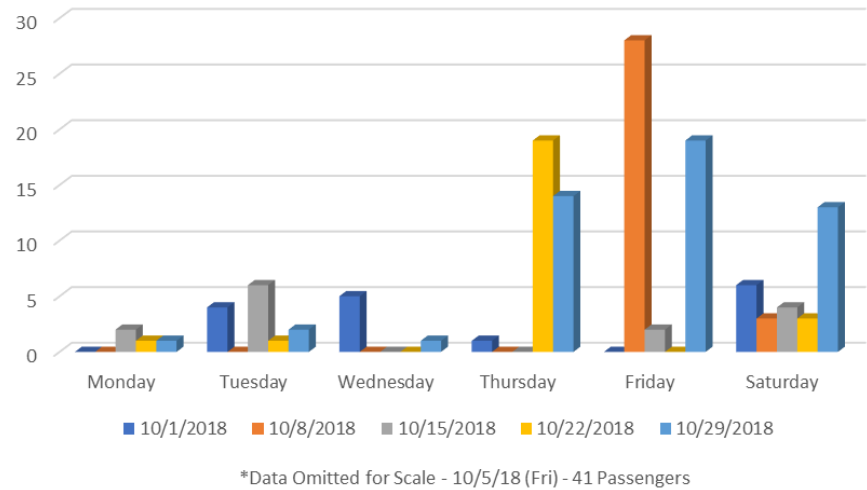
August 2018



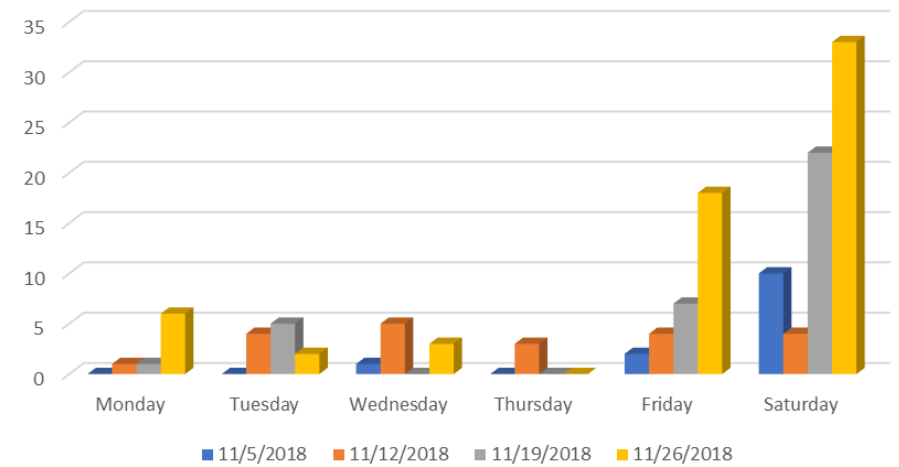
September 2018



October 2018



November 2018





GLTC Board Agenda Detail

Item #: 6

Item Title: New Business

Action: Discussion & Approvals

6a Summary – FY 2020 Preliminary Operating Budget

GLTC's submission of the operating budget to the City of Lynchburg for the budget process is due December 19th, 2018; as a result, the Board needs to review and consider approval of the Manager's Budget attached on the following pages. This budget should be considered preliminary and to be revised/reviewed as final at the June 2018 Board Meeting.

General Manager Summary of Changes/Assumption:

The proposed FY 2020 preliminary budget reflects a decrease of approximately .2 % from the FY 2019 budget. The assumption made in the draft of this budget are as follows:

REVENUES:

- Passenger Fares have been reduced slightly (~ \$ 15,000) to reflect actual passenger revenue since January 2018.
- External Contracts (CVCC, University of Lynchburg, County Assistance, etc.) reflect a 2 % increase in rates.
- Liberty Revenue is budgeted to remain the same as Liberty has not yet indicated what changes they may make for the upcoming fiscal year.
- City Operating Assistance has been adjusted down 5 % and is set at the target budget amount received from the Finance Department at the City. All City Departments and component units were tasked with reducing their budget to the targeted budget which is 5 % across the board. In an effort to reduce the strain on the GLTC budget, Ms. Svrcek suggest to make a one-time appropriation out of the fund balance to GLTC in FY 2020 to make up for the 5 % reduction (approximately \$ 86,000). This is appropriation is being made with the intention to occur only once, reduce the impact to service the 5 % would originally have imposed, and allow time to evaluate other sources of revenue.
- State Operating Assistance remains fairly unchanged at this time as we anticipate having level funding with the new operating formulas based on information reviewed and presented to transit agencies. It should be noted the budget reflects an increase of \$ 18,640, this amount is the anticipated state funds for the intern grant which we intend to apply for again. We have changed how we budget for the position as previously we budgeted for the revenue to be put toward reducing the expenses incurred.
- Federal Assistance is reflecting 1.5 % increase which is average percentage increase we have received in the annual apportionment for the Lynchburg region.

EXPENSES:

- Personnel Expenses (Labor, Overtime, Fringe Benefits, etc.) reflected an approximate 3 % decrease from FY 2019 and is mainly due to a reduction factor being applied based on previous experience. In previous years certain budget lines were coming in consistently underbudget and we applied that reduction factor to this year's budget in anticipation these expenses will continue to trend in the same manner they have in the past. Additionally, this reduction also reflects the elimination of 2 driver positions which would have to result in a reduction in service. Due to the timing of this budget and revenues some what unknown, we have not identified where this reduction would take place.
- Other expenses for Maintenance and Administration have been adjusted to reflect projected actuals for the upcoming year.

In summary, this budget is in a preliminary status and will be reviewed and finalized once revenue sources provide a more accurate number. We have taken a deep look into this budget to try to minimize the impact on



service as much as possible and will analyze what areas of service to ensure that if reductions do have to take place, they will be done to minimize the impact to the passenger.

Staff Recommendation: The board should review the attached preliminary budget for FY 2020 and consider approval for submission to the City for their FY 2020 budget development.

Contacts: Brian Booth
Attachments: Budget Presented on Pages 27-28
Action Required: Board Discussion/Consideration of Approval

GREATER LYNCHBURG TRANSIT COMPANY			
CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.			
Fiscal 2020 Operating Budget			
	FY2020	FY2019	FY2019
	PROPOSED	PROJECTED	ADOPTED
REVENUE	BUDGET	ACTUAL	BUDGET
FRT Passenger Revenue	\$ 574,459	\$ 587,019.00	\$ 588,280
DRT Passenger Revenue	\$ 68,652	\$ 68,070.00	\$ 70,000
Contracts (LC Access)	\$ 25,533	\$ 25,032.00	\$ 25,032
Contracts (CVCC Access)	\$ 56,304	\$ 55,200.00	\$ 55,200
Contracts (LU Access)	\$ 60,060	\$ 60,060.00	\$ 60,060
Liberty University Revenue	\$ 1,504,010	\$ 1,504,013.33	\$ 1,567,450
Other Contract Revenue	\$ 6,013	\$ 38,466.00	\$ 7,700
Non-Operating Revenue	\$ 8,014	\$ 7,929.00	\$ 8,285
Advertising Revenue	\$ 95,000	\$ 85,953.00	\$ 84,000
City Operating Assistance	\$ 1,642,346	\$ 1,728,786.00	\$ 1,728,785
City Return of Fund Balance	\$ 86,439	\$ -	\$ -
County Operating Assistance	\$ 76,275	\$ 74,781.00	\$ 74,780
State Operating Assistance	\$ 2,029,762	\$ 2,039,565.00	\$ 2,011,122
Federal Operating Assistance	\$ 1,976,112	\$ 1,855,851.00	\$ 1,945,391
TOTAL REVENUE	\$ 8,208,979	\$ 8,130,725	\$ 8,226,085

GREATER LYNCHBURG TRANSIT COMPANY

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

Fiscal 2020 Operating Budget

	FY2020 PROPOSED BUDGET	FY2019 PROJECTED ACTUAL	FY2019 ADOPTED BUDGET
EXPENSES			
FIXED ROUTE			
Operator Labor	\$ 1,691,623	\$ 1,563,123.00	\$ 1,782,565
Operator-Overtime	\$ 227,450	\$ 453,024.00	\$ 213,049
Other Salaries & Wages	\$ 294,796	\$ 302,682.00	\$ 297,067
Supervisors-Overtime	\$ 14,376	\$ 22,863.00	\$ 14,487
Fringe Benefits	\$ 1,150,153	\$ 949,797	\$ 1,187,215
TOTAL FIXED ROUTE	\$ 3,378,398	\$ 3,291,489	\$ 3,494,383
DEMAND RESPONSE			
Operator Labor	\$ 284,577	\$ 256,443.00	\$ 321,861
Operator-Overtime-PTS	\$ 9,904	\$ 15,297.00	\$ 8,002
Other Salaries & Wages	\$ 64,599	\$ 56,490.00	\$ 65,098
Fringe Benefits	\$ 185,914	\$ 133,131	\$ 203,870
TOTAL DEMAND RESPONSE	\$ 544,995	\$ 461,361	\$ 598,831
MAINTENANCE			
Other Salaries & Wages	\$ 664,301	\$ 599,010.00	\$ 666,302
Inspection&Maint,Srvc-Overtime	\$ 29,271	\$ 111,501.00	\$ 29,087
Fringe Benefits	\$ 359,098	\$ 288,186.00	\$ 358,945
Fuel & Lubricants	\$ 655,620	\$ 683,133.00	\$ 701,121
Tires & Tubes	\$ 122,628	\$ 172,032.00	\$ 92,250
Other Materials & Supplies	\$ 622,075	\$ 582,747	\$ 490,496
TOTAL MAINTENANCE	\$ 2,452,993	\$ 2,436,609	\$ 2,338,201
ADMINISTRATION			
Other Salaries & Wages	\$ 378,390	\$ 383,877.00	\$ 372,243
Fringe Benefits	\$ 195,912	\$ 155,703.00	\$ 192,144
Services	\$ 457,062	\$ 435,240.00	\$ 448,850
Utilities	\$ 199,134	\$ 117,999.00	\$ 180,661
Casualty & Liability Expenses	\$ 315,107	\$ 369,798.00	\$ 300,223
Information Technology	\$ 171,215	\$ 176,622.00	\$ 162,764
Other Materials & Supplies	\$ 36,350	\$ 27,444.00	\$ 33,296
Miscellaneous	\$ 79,424	\$ 79,578	\$ 104,489
TOTAL ADMINISTRATION	\$ 1,832,594	\$ 1,746,261	\$ 1,794,670
TOTAL EXPENSES	\$ 8,208,979	\$ 7,935,720	\$ 8,226,085
NET INCOME/(LOSS)	\$ -	\$ 195,005	\$ -

6b Summary – Trust Bank Account for New Form of Insurance

GLTC has been looking at several options to try to reduce the burden of health insurance costs. During this search we have found an option that is a form of self-insurance called level funded which is showing potential to reduce the cost of health insurance fairly significantly. The proposal that we have received would be effective on January 1st, 2019, but requires that GLTC set up a trust account to hold the funds which claims would be paid out from.

Staff Recommendation: If the board finds this new approach acceptable the board should consider approval for setting up this new trust account.

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





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: Election of Officer's

Action: Nomination and Election

As outlined in Article V of the By-Laws for GLTC: "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. Any officer may hold more than one office, except that the same person shall not be President and Vice President. All officers shall serve for a term of one year and until their respective successors are elected."

As is customary in the past the GLTC Board of Directors has elected a President, Vice President, and jointly elected the Secretary and Treasurer positions with the same person. Jack Hellewell served as the Nominations Committee and solicited interest among the directors for officer elections.





GLTC Board Agenda Detail

Item #: 9
Item Title: Closed Session – Legal Matter
Action: Closed Session

Consideration of Closed Session to discuss a legal matter in accordance with Virginia Code § 2.2-3712(A).

ENTERING CLOSED SESSION: A motion is required as follows:

In accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), I _____ (Stated Name) move that the GLTC Board of Directors go into closed session to discuss a legal matter involving GLTC, as exempt from open meeting requirements, code section § 2.2-3711(A)(7).

(2nd to Motion and Board Vote Required)

EXITING CLOSED SESSION: Upon exiting closed session, A motion is required as follows:

In accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), I certify that only the subject matter identified at the entrance to closed session was discussed.

Board Members must vote by roll call and indicate by saying "Yea" or "Nay", if a member disagrees, they must state how the closed meeting did not satisfy the requirements above. Records will be kept of roll call vote.

(Roll Call Vote)





GLTC Board Agenda Detail

Item #: 10

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 January 2nd, 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>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
9/5/2018	A ¹⁷	P	P	P	P	P	PR	A ¹⁸	P
10/1/2018 (Public Hearing)	A ¹⁹	A ²⁰	P	P	P	P	A ²¹	A ²²	A ²³
10/3/2018	PR	P	P	P	A ²⁴	P	P	PR	A ²⁵
10/24/18 (Annual Meeting)	A ²⁶	A ²⁷	P	P	P	P	A ²⁸	A ²⁹	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 (434-455-4010 or nwilkins@gltconline.com) know so she can indicate the reason on the record.

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

1 - C. Carroll - Business Trip Out of Town	16 - A. Davis - Meeting Conflict
2 - J. Martin - Work Assignment	17 - C. Carroll - Business Trip Out of Town
3 - B. Svrcek - Family Emergency	18 - B. Svrcek - Out of Town
4 - C. Carroll - Business Trip Out of Town	19 - C. Carroll - Out of Town
5 - G. McGrath - Emergency Appointment	20 - A. Davis - Absent
6 - J. Morgan - Out of Town	21 - J. Morgan - Family Emergency
7 - P. Whitaker - Sick	22 - B. Svrcek - Business Trip Out of town
8 - C. Carroll - Business Trip Out of Town	23 - P. Whitaker - Vacation
9 - A. Davis - Emergency Appointment	24 - J. Hellewell - Absent
10 - M. Deacon - Business Trip Out of Town	25 - P. Whitaker - Vacation
11 - B. Svrcek - Sick	26 - C. Carroll - Absent
12 - G. McGrath - Out of Town	27 - A. Davis - Absent
13 - C. Carroll - Out of Town/Travel Delays	28 - J. Morgan - Absent
14 - J. Hewell - Vacation	29 - B. Svrcek - Absent
15 - C. Carroll - Business Trip Out of Town	

