

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, February 3<sup>rd</sup>, 2021**

**8:30 a.m. – 10:00 a.m.**

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

**Board President:** Antonio "Tony" Davis, Sr.  
**Board Vice President:** Cameron Howe  
**Secretary-Treasurer:** Mary-Winston Deacon  
**Members:** Benjamin Blanks; Dan Deter; Brenda Nash; John Hughes, IV;  
Brian Landergan; H. Lester Reed, MD

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<b>#1</b>	<b>Call to Order - Public Comment</b>	
	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

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<b>#2</b>	<b>Consideration of Meeting Minutes Approval</b>	All
	January 6 <sup>th</sup> , 2020	

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

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<b>#4</b>	<b>Staff Reports</b>	
	a) General Manager's Report	
	b) December 2020 Financials	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

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<b>#5</b>	<b>Old Business</b>	
	a) Vanpool Implementation	Update
	b) Board Oversight Procedures	No Update
	c) Route 5/Madison Heights Service Changes	No Update

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<b>#6</b>	<b>New Business</b>	
	a) Presentation from NexUS	Brian Booth

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<b>#7</b>	<b>President's Report</b>	GLTC Board President
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<b>#8</b>	<b>Next Meeting Date &amp; Adjournment</b>	All
	March 3 <sup>rd</sup> , 2021 @ 8:30 am – GLTC Board Meeting	

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## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** January 6<sup>th</sup>, 2020 Minutes  
**Action:** Consideration of Approval

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Greater Lynchburg Transit Company (GLTC)  
**BOARD OF DIRECTORS DRAFT MEETING MINUTES**

January 6, 2021  
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, January 6<sup>th</sup>, 2021 at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Ben Blanks; Brenda Nash; John Hughes, IV; Brian Landergan; Dr. Les Reed; and Dan Deter.

Absent: Mary-Winston Deacon

Staff members attending were: Brian Booth, Steve Overstreet, and Natalie Wilkins.

Visitors to the meeting were Gary DuPriest of the ADA Committee and GLTC customer William Carr.

Attending via ZOOM video conference were: Patrice Strachan of the Virginia Department of Rail and Public Transportation (DRPT); Kelly Hitchcock and Phillip Gabathuler of the Central Virginia Planning District Commission (CVPDC); and Sarah Honosky with the News and Advance. Staff members included Hope Custer, John Yauger, Scott Poindexter, Allen Robey, and Millie Martin.

### **#1 – Call to Order-Public Comment**

Mr. Davis called the meeting to order at 8:30 a.m. There was no public comment.

### **#2 – Consideration of Meeting Minutes Approval**

Mr. Davis asked for consideration of approval of the minutes of December 2<sup>nd</sup>, 2020. Mr. Hughes made a motion to approve the minutes of December 2<sup>nd</sup> 2020 with Mr. Blanks seconding the motion and the vote was carried.

### **#3 – Committee & Partner Reports**

**3a – Customer Advisory Committee** – Ms. Wilkins stated that she spoke with Ms. Gentry. Ms. Gentry stated that there were a couple of Saturdays when passengers had to walk home due to service ending early.

**3b – ADA Advisory Committee** – Mr. DuPriest stated that the committee discussed bus stop accessibility and the things associated with it such as wheelchair accessibility, proper seating, size of the curbs, etc. The committee also expressed concern about the frequency of bus changes and not being notified in time. Mr. Gabathuler investigated options for more timely notification options, such as the city's alert system.

**3c – RIDE Solutions** – Ms. Hitchcock confirmed that the vanpool study is near completion with the draft report anticipated in March. Ms. Hitchcock did note that with COVID, any vanpool development would need to be held to meet COVID restrictions, but stated that advancement of the program would mostly likely be post-COVID.

Ms. Hitchcock also confirmed that the Commonwealth Transportation Board finalized the funding and activity capabilities of RIDE Solutions and other Commuter Assistance Programs (CAP). This includes approval to use available marketing funds for DRPT-approved activities and she is prepared to assist GLTC in program outreach



as appropriate. The plan is to reach out to various entities such as apartment complexes and other key destinations to evaluate routes, sidewalk accessibility, etc. The goal is to inform said entities on how to best use transit and alternative transportation modes.

### **3d – Central Virginia Planning District Commission**

Mr. Gabathuler stated that the ADA Committee had concerns about being notified about route changes. He along with the City and GLTC staff are planning to research utilizing the city's alert system.

CVPDC staff have continued to work on updating the bus stop inventory. Mr. Gabathuler presented the survey that is used in the field to record amenities at each stop in the system. To date, Mr. Gabathuler has surveyed 330 out of the roughly 750 stops within the GLTC fixed route system. The inventory will be completed by June 2021 and the data will then be shared with City of Lynchburg staff as well as GLTC maintenance staff and eventually sent to Google Transit to be incorporated in Google maps.

Mr. Gabathuler is working on the Work Program for next year and will present information at the March board meeting.

## **4 – Staff Reports**

### **4a – General Manager's Report**

Mr. Booth provided an update as presented in the board packet.

The grant application cycle for the Department of Rail and Public Transportation opened on December 1st, 2020 and will remain open until February 1<sup>st</sup>, 2021. Staff are working to prepare the necessary documents and drafting grant applications for capital and operating funding in order to be submitted by the deadline of February 1<sup>st</sup>.

The preliminary operating budget approved at the December board meeting was submitted to the City of Lynchburg on December 10<sup>th</sup>, 2020. Staff are prepared to provide additional information or answer questions as city staff prepare the budget and City Council reviews during the City's budget planning process. Additionally, the request for funding and associated documentation was submitted to Amherst County for the portion of funding received for the Madison Heights service.

Larry Morris, the Region Vice President for First Transit overseeing the management contract with GLTC, officially retired on December 31<sup>st</sup>, 2020. A letter notifying the GLTC board was sent to all board members during the first part of December. With his retirement, First Transit actively recruited to fill his position and hired Cristin Tolen to fill the Region Vice President position effective January 1<sup>st</sup>, 2021. Cristin has been with First Transit since 2016 serving as a General Manager in two locations. Prior to joining First Transit she had 10 years of transportation leadership experience holding positions with the Washington Suburban Transit Commission and Maryland Department of Transportation.

### **4b – September & October 2020 Financials**

Total Revenues are under budget 8 % year to date and under budget 6 % for the month of November 2020. Fare collection resumed on November 16<sup>th</sup>, therefore minimal revenue was received for Passenger Revenue and Access Contracts during the month of November. Advertising revenue is under budget 5 % year to date but is over budget 30 % for the month of November due to new advertising contracts starting.

State Operating Assistance reflects being under budget 1 % year to date due to revenue budgeted for an intern grant not being available due to the grant not yet being approved. Liberty Revenue and Local and Federal operating assistance reflect being within budget for November and year to date.



Total expenses are under budget 22 % year to date and under budget 22 % for the month of November 2020. Total Salaries are under budget approximately 25 %, total overtime is over budget approximately 12 %, and total benefits are under budget approximately 15 %. Salaries are under budget due to vacant positions in addition to wage adjustments that will be reflected in the December financials from the finalization of the Union contract. Overtime is over budget due to an increase in overtime required to cover open runs. Benefits are under budget due to insurance premiums coming in less than projected and FICA obligations lower than projected.

Maintenance expenses (less wages/benefits) year to date are under budget approximately 40 %. Fuel is under budget approximately 46 % due to lower fuel prices, Tires and Tubes are under budget approximately 66 % due less utilization of tires, and Other Materials and Supplies are under budget approximately 28 %.

Services are under budget 3 %, Utilities are under budget 35 %, Casualty and Liability expenses are under budget 24 %, and Information Technology is under 13 % year to date. Other Materials and Supplies is over budget approximately 36 % due a sewage back up and subsequent clean up necessary that occurred at the Transfer Station. Miscellaneous expenses are under budget approximately 72 % year to date due to no travel for training/conferences and limited public relations events.

The year to date net income reflects a surplus of \$ 477,459 at the end of November 2020. This surplus figure will decrease once wages adjustments are applied from the finalized Union contract. Additionally, the federal funds through the CARES Act are being accrued based on budget projections but plans are to adjust and only draw down funds necessary to balance the finances toward the end of the fiscal year.

#### **4c – Ridership and Operations Statistics**

Total Ridership for the month of November was 47,665 passengers. The City portion of this figure comprised 44,364 passengers and Liberty accounted for the remaining 3,301 passengers.

It was requested for a report for what percentage of service has been cancelled as a result of COVID exposure and staffing constraints over the past few months. The figures below are the percentages of service provided for each month compared to actual scheduled service.

- July 2020 – 92.2 %
- August 2020 – 82.9 %
- September 2020 – 78.1 %
- October 2020 – 92.8 %
- November 2020 – 90.5 %

Total mileage for fixed route and paratransit services for December was 95,586 miles. On-time performance for preventative maintenance activities was 95 % and fleet downtime was 6.48 %.

#### **4d – Capital Grants**

Minimal activity is reflected in the report as most projects are in various stages of procurement. Bids for the Fare Collection Equipment project have been reviewed and determined to not be sustainable long term financially as it was bid. The specifications for this project will be revised and put back out for bid as the next step on this project.



## **#5 – Old Business**

### **5a Summary – Intercity Bus Connector/Vanpool**

Ride Solutions/Kelly Hitchcock and GLTC staff continue to meet with AECOM staff to work through the Vanpool Implementation Plan. There isn't a lot to report on as the consultants are working through options for who would be the responsible entity for overseeing and managing the Vanpool program.

**5b Summary – Board Oversight Procedures** – No update on this item.

### **5c Summary – Board Appointments**

The final vacant seat was appointed by City Council at their December 8<sup>th</sup>, 2020 Council meeting. Dr. H. Lester Reed was appointed to fill the seat and GLTC welcomes him to the board.

**5d Summary – Route 5/Madison Heights Service Changes** – There is no update for this item.

## **#6 – New Business**

### **6a Summary – Transit Strategic Plan Update Letter**

Annually ahead of the grant application deadline, the Department of Rail and Public Transportation (DRPT) requires an update letter be submitted to update the contents of the current TSP (Transit Strategic Plan) in place for the transit system. GLTC's most recent TSP was adopted by the Board in May 2020 and this letter would serve as the required annual update for the document and would be appended to the current TSP for GLTC. The deadline for submitting this letter to DRPT is January 15<sup>th</sup>, 2021.

Required contents for the TSP update letter are as follows and have been included in the attached letter.

- A description of the TSP goals and objectives that have been advanced over the past 12 months.
- A list of improvements (service and facility) that have been implemented in the past 12 months, including identification of those that were noted in this TSP.
- An update to the TSP's list of recommended service and facility improvements (e.g., identify service improvements that are being shifted to a new year, being eliminated, and/or being added). This update of recommended improvements is extended one more fiscal year to maintain a ten-year planning period.
- A summary of current year costs and funding sources.
- Updates to the financial plan tables presented in Chapter 5 of the TSP. These tables should be extended one more fiscal year to maintain a ten-year planning period.

Mr. Hughes inquired about the fleet replacement buses, and Mr. Booth indicated the replacement schedule is incorporated into the TSP. Dr. Reed asked if there were any considerations included in the plan regarding the ongoing COVID pandemic. Mr. Booth responded that a description of activities that had been completed in response to the pandemic had been included. After discussion, Mr. Hughes made a motion to accept the TSP Update Letter with Mr. Blanks seconding the motion and the vote was carried.

## **#7 – President's Report**

At this time, Mr. Davis moved to the Board Officer Elections.



## **#8 - Board Officer Elections Nominations & Election**

Mr. Davis presented the list of nominees collected by the nominating committee. These were as follows:

- Antonio Davis, Sr., President
- Cameron Howe, Vice President
- Mary-Winston Deacon, Secretary/Treasurer

Mr. Davis then opened the floor for any other nominations. Seeing that there were none, Mr. Davis closed the nominations and called for a motion to accept the officer nominations as presented. Mr. Deter made a motion to accept the nominations with Mr. Blanks seconding the motion and the vote was carried.

Ms. Howe reminded the board members of the requirement to ride the bus at least once per year for their daily activities.

Mr. Deter inquired about bus driver recruitment and asked that it be a report given during the meeting.

## **#9 – Next Meeting and Adjournment**

The next GLTC Board Meeting is scheduled to occur on February 3<sup>rd</sup>, 2020 at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Mr. Hughes made a motion to adjourn the meeting with Ms. Nash seconding the motion and the vote was carried. The meeting was adjourned at 9:20 a.m.

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Secretary/Treasurer





## GLTC Board Agenda Detail

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

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### 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

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

- Mr. Gabathuler and GLTC Staff met with the city's Communication Director to discuss the potential for GLTC to be able to utilize the city's alert system for pushing out notifications to the public. The city staff indicated they would explore the options and indicated that there would need to be approval from city leadership and a policy change in order to allow an external party to access the system. Additionally, they stated they were going through an update of the current system and would need to learn the updated system to determine levels of permission or who could access the system and what distribution groups could be added specific to GLTC.
- The Department of Rail and Public Transportation (DRPT) held a work group to solicit feedback from stakeholders who responded to the request for information with project(s) potentially eligible for the new TRIP program (Transit Ridership Incentive Program). GLTC staff participated in this workgroup which DRPT sought to solicit information from stakeholders related to items such as: tangible timelines for implementation of projects, prioritization factors among projects, evaluation criteria, measures of effectiveness, duration and mix of funding levels, etc. Additional meetings will be scheduled to continue the conversation over the next few months with a grant application potentially open during the summer of 2021.
- GLTC is partnering with the City of Lynchburg in order to provide GLTC staff the opportunity to obtain the COVID-19 vaccine if they desire to receive it. The majority of the staff at GLTC fall into the CDCs 1b category for essential workers among many other essential works such as teachers, grocery store workers, etc. Approximately 20 staff were able to receive the first dose of the vaccine on Friday January 22<sup>nd</sup> at the City organized vaccination clinic; where approximately 300 front line works from across city departments, GLTC, and Lynchburg City Public School were able to receive the vaccine.
- GLTC has experienced staffing constraints specifically with operators due to COVID exposure and the addition of Sunday service in October. These staffing constraints have impacted service due to not having sufficient operators available to cover driving runs. To date, we have run several ad campaigns on Indeed, Zip Recruiter, and in the local newspaper to recruit operators. A sign on bonus of \$ 800, payable in four different intervals throughout the training process was put into to place in mid-December and is advertised through January and February. We currently are 8 operators short from full staffing level (with a status of training completed), of which 3 are needed to have all work permanently assigned and an additional 5 operators for fill in coverage. Four operators have completed training since October with an additional three currently in training. HR is continuing to actively review and interview qualified candidates.







## GLTC Board Agenda Detail

**Item #:** 4b  
**Item Title:** December 2020 Financials  
**Action:** For Your Information

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### **REVENUES:**

Total Revenues are under budget 7 % year to date, approximately \$ 260,000, and within budget for the month of December 2020. Passenger Revenue and Access Contracts reflect being significantly under budget year to date due to fare collection being suspended until mid-November, however Passenger Revenue recorded in December is slightly higher than budgeted. Advertising revenue is under budget 4 % year to date, approximately \$ 1,200.

State Operating Assistance reflects being under budget 1 %, approximately \$ 14,573, year to date, due to revenue budgeted for an intern grant not being available due to the grant not yet being approved. Liberty Revenue and Local and Federal operating assistance reflect being on budget for November and year to date. The Federal Operating Assistance is provided through the CARES Act and is being accrued based on the budget projections.

### **EXPENSES:**

Total expenses are under budget 15 %, approximately \$ 580,000, year to date, and over budget 25 % for the month of December 2020. A large portion of being overbudget for the month of December is attributed to the retro payment of back wages related to salary increases associated with the finalization of the Union contract as well as a bonus payment for staff working during the onset of the pandemic. Year to date, Total Salaries are under budget approximately 13 % or \$ 221,000, total overtime is over budget approximately 19 % or \$ 24,400, and total benefits are under budget approximately 10 % or \$ 78,000. Salaries and Benefits are under budget due to vacant positions that have been carried through the year. Overtime is over budget due to an increase in overtime required to cover open runs.

Maintenance expenses (less wages/benefits) year to date are under budget approximately 25 % or \$ 229,000. Fuel is under budget approximately 44 % or \$ 107,000, Tires and Tubes are under budget approximately 66 %, and Other Materials and Supplies are under budget approximately 3 %. Tires and Tubes reflects a negative expense due the timing of adjustments made at the end of year inventory count and the receipt of invoices for adding stock into inventory.

Services are under budget 3 %, Utilities are under budget 34 %, Casualty and Liability expenses are under budget 29 %, and Information Technology is under 13 % year to date. Other Materials and Supplies is over budget approximately 56 % or \$ 13,800 due a sewage back up and subsequent clean up necessary that occurred at the Transfer Station. Miscellaneous expenses are under budget approximately 74 % year to date due to no travel for training/conferences.

### **SUMMARY:**

The year to date net income reflects a surplus of \$ 319,860 at the end of December 2020. This surplus is precursory as the federal funds through the CARES Act are being accrued based on budget projections but plans are to adjust and only draw down funds necessary to balance the finances toward the end of the fiscal year.

**Contacts:** Brian Booth  
**Attachments:** Pages 10-14  
**Action Required:** None



**Greater Lynchburg Transit Company, Inc.**

**Balance Sheet**

**December FY 2021**

	FY 2021	FY 2020	Difference
<b><i>ASSETS</i></b>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	196,930	244,387	(47,458)
Accounts Receivable	52,515	52,611	(96)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 249,445</b>	<b>\$ 296,998</b>	<b>\$ (47,553)</b>
Tangible Property	\$ 64,887,621	\$ 60,829,597	\$ 4,058,024
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
<b>NET FIXED ASSETS</b>	<b>\$ 38,194,114</b>	<b>\$ 37,204,348</b>	<b>\$ 989,766</b>
<b>TOTAL ASSETS</b>	<b>\$ 38,443,559</b>	<b>\$ 37,501,346</b>	<b>\$ 942,213</b>
<b><i>LIABILITIES AND CAPITAL</i></b>			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 49,514	\$ -
<b>TOTAL LIABILITIES</b>	<b>49,514</b>	<b>49,514</b>	<b>-</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,383,657	37,369,498	(2,985,841)
Accumulated Income/(Loss) Current Year	4,010,382	82,329	3,928,053
<b>TOTAL CAPITAL</b>	<b>\$ 38,394,045</b>	<b>\$ 37,451,832</b>	<b>\$ 942,213</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 38,443,559</b>	<b>\$ 37,501,346</b>	<b>\$ 942,213</b>



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Dec FY 2021**

	FY 2021	FY 2020	Difference
<b>ASSETS</b>			
Cash	\$ 432,152	\$ 710,223	\$ (278,071)
Cash - OPEB	287,708	263,424	24,284
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	201,790	350,408	(148,618)
Materials and Fuel	305,399	299,397	6,002
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,227,224</b>	<b>\$ 1,623,626</b>	<b>\$ (396,403)</b>
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
<b>NET FIXED ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prepayments	241,083	260,040	(18,957)
<b>TOTAL ASSETS</b>	<b>\$ 1,468,307</b>	<b>\$ 1,883,666</b>	<b>\$ (415,359)</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Trade	\$ 486,253	\$ 174,865	\$ 311,388
Wages Payable	57,492	22,611	34,881
Other Payroll Liabilities	810,227	757,549	52,678
Advance Payments	(205,525)	766,112	(971,636)
<b>TOTAL LIABILITIES</b>	<b>1,148,447</b>	<b>1,721,136</b>	<b>(572,689)</b>
Accumulated Income/(Loss) Prior Years	-	162,530	(162,530)
Accumulated Income/(Loss) Current Year	319,860	-	319,860
<b>TOTAL CAPITAL</b>	<b>\$ 319,860</b>	<b>\$ 162,530</b>	<b>\$ 157,330</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,468,307</b>	<b>\$ 1,883,666</b>	<b>\$ (415,359)</b>



**GREATER LYNCHBURG TRANSIT COMPANY, INC.****INCOME STATEMENT****AS OF DECEMBER 31, 2020**

	<b>FY2021 ACTUAL DEC</b>	<b>FY2021 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ 1,166,748	\$ 3,152,627
Money Paid to CVTMC	(1,166,748)	(3,152,627)
Sale of Equipment & Vehicles	-	44,079
Federal Grant Revenue	26,786	3,150,306
Local Grant Revenue	<u>6,699</u>	<u>815,997</u>
<b>TOTAL REVENUE</b>	<b>\$ 33,485</b>	<b>\$ 4,010,382</b>
<b>EXPENSES</b>		
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET INCOME/(LOSS)</b>	<b><u>\$ 33,485</u></b>	<b><u>\$ 4,010,382</u></b>



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF DECEMBER 31, 2020**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021	%	FY2021	FY2021	%
	DEC	DEC		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 36,795	\$ 33,454	10%	\$ 48,061	\$ 200,723	-76%
DRT Passenger Revenue	2,021	4,124	-51%	2,591	24,741	-90%
Contracts (LU Access)	16,800	15,120	11%	25,200	75,600	-67%
Contracts (CVCC Access)	2,346	3,910	-40%	3,519	23,460	-85%
Liberty University Revenue	33,437	33,390	0%	167,185	166,950	0%
Non-Operating Revenue	106	1,025	-90%	6,030	6,152	-2%
Advertising Revenue	4,968	4,794	4%	27,685	28,762	-4%
City Operating Assistance	41,667	41,667	0%	250,000	250,000	0%
County Operating Assistance	6,483	6,483	0%	38,900	38,900	0%
State Operating Assistance	169,696	172,125	-1%	1,018,176	1,032,749	-1%
Federal Operating Assistance	354,813	354,813	0%	2,128,876	2,128,876	0%
<b>TOTAL REVENUE</b>	<b>\$ 669,131</b>	<b>\$ 670,904</b>	<b>0%</b>	<b>\$ 3,716,223</b>	<b>\$ 3,976,912</b>	<b>-7%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 182,458	\$ 130,555	40%	\$ 625,091	\$ 783,332	-20%
Operator-Overtime	21,780	16,911	29%	112,811	101,465	11%
Other Salaries & Wages	39,496	25,805	53%	154,636	154,833	0%
Supervisors-Overtime	3,218	1,258	156%	14,942	7,550	98%
Fringe Benefits	105,985	89,803	18%	479,394	538,817	-11%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 352,937</b>	<b>\$ 264,333</b>	<b>34%</b>	<b>\$ 1,386,875</b>	<b>\$ 1,585,995</b>	<b>-13%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 34,344	\$ 26,732	28%	\$ 120,445	\$ 160,390	-25%
Operator-Overtime-PTS	719	794	-9%	6,161	4,763	29%
Other Salaries & Wages	10,393	5,652	84%	38,693	33,911	14%
Fringe Benefits	19,573	17,510	12%	87,322	105,061	-17%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 65,030</b>	<b>\$ 50,687</b>	<b>28%</b>	<b>\$ 252,620</b>	<b>\$ 304,124</b>	<b>-17%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 83,803	\$ 55,864	50%	\$ 310,192	\$ 335,186	-7%
Inspection&Maint,Srvc-Overtime	7,386	2,403	207%	18,699	14,417	30%
Fringe Benefits	39,365	30,752	28%	173,743	184,511	-6%
Fuel & Lubricants	31,097	46,793	-34%	158,036	280,758	-44%
Tires & Tubes	(5,115)	9,696	-153%	11,181	58,178	-81%
Other Materials & Supplies	96,716	42,935	125%	251,011	257,608	-3%
<b>TOTAL MAINTENANCE</b>	<b>\$ 253,251</b>	<b>\$ 188,443</b>	<b>34%</b>	<b>\$ 922,863</b>	<b>\$ 1,130,657</b>	<b>-18%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 51,111	\$ 34,620	48%	\$ 204,312	\$ 207,717	-2%
Fringe Benefits	21,325	18,271	17%	107,932	109,628	-2%
Services	36,633	39,187	-7%	227,211	235,120	-3%
Utilities	11,165	16,293	-31%	64,387	97,760	-34%
Casualty & Liability Expenses	12,321	26,023	-53%	111,266	156,141	-29%
Information Technology	11,317	13,142	-14%	68,416	78,851	-13%
Other Materials & Supplies	10,436	4,137	152%	38,666	24,820	56%
Miscellaneous	1,205	7,683	-84%	11,817	46,101	-74%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 155,513</b>	<b>\$ 159,356</b>	<b>-2%</b>	<b>\$ 834,005</b>	<b>\$ 956,135</b>	<b>-13%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 826,730</b>	<b>\$ 662,819</b>	<b>25%</b>	<b>\$ 3,396,363</b>	<b>\$ 3,976,912</b>	<b>-15%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (157,599)</b>	<b>\$ 8,085</b>		<b>\$ 319,860</b>	<b>\$ -</b>	

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF DECEMBER 31, 2020**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020	%	FY2021	FY2020	%
	DEC	DEC	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 36,795	\$ 41,133	-11%	\$ 48,061	\$ 254,130	-81%
DRT Passenger Revenue	2,021	\$ 5,521	-63%	2,591	31,223	-92%
Contracts (LU Access)	16,800	\$ 16,800	0%	25,200	84,000	-70%
Contracts (CVCC Access)	2,346	\$ 4,692	-50%	3,519	28,152	-88%
Liberty University Revenue	33,437	\$ 33,640	-1%	167,185	168,200	-1%
Non-Operating Revenue	106	\$ 2,240	-95%	6,030	8,678	-31%
Advertising Revenue	4,968	\$ 4,751	5%	27,685	42,141	-34%
City Operating Assistance	41,667	\$ 144,065	-71%	250,000	864,392	-71%
County Operating Assistance	6,483	\$ 6,356	2%	38,900	38,138	2%
State Operating Assistance	169,696	\$ 169,696	0%	1,018,176	1,024,646	-1%
State Assistance-Demo & Technic	-	\$ (1,217)	-100%	-	6,363	100%
Federal Operating Assistance	354,813	\$ 196,469	81%	2,128,876	1,178,813	81%
<b>TOTAL REVENUE</b>	<b>\$ 669,131</b>	<b>\$ 624,146</b>	<b>7%</b>	<b>\$ 3,716,223</b>	<b>\$ 3,728,875</b>	<b>0%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 182,458	\$ 99,489	83%	\$ 625,091	\$ 672,096	-7%
Operator-Overtime	21,780	20,915	4%	112,811	70,632	60%
Other Salaries & Wages	39,496	21,410	84%	154,636	148,219	4%
Supervisors-Overtime	3,218	1,681	91%	14,942	5,543	170%
Fringe Benefits	105,985	92,269	15%	479,394	494,565	-3%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 352,937</b>	<b>\$ 235,764</b>	<b>50%</b>	<b>\$ 1,386,875</b>	<b>\$ 1,391,055</b>	<b>0%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 34,344	\$ 20,062	71%	\$ 120,445	\$ 127,794	-6%
Operator-Overtime-PTS	719	343	109%	6,161	2,180	183%
Other Salaries & Wages	10,393	3,924	165%	38,693	33,178	17%
Fringe Benefits	19,573	15,838	24%	87,322	90,005	-3%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 65,030</b>	<b>\$ 40,168</b>	<b>62%</b>	<b>\$ 252,620</b>	<b>\$ 253,157</b>	<b>0%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 83,803	\$ 42,653	96%	\$ 310,192	\$ 276,988	12%
Inspection&Maint,Srcv-Overtime	7,386	3,025	144%	18,699	25,957	-28%
Fringe Benefits	39,365	29,678	33%	173,743	167,125	4%
Fuel & Lubricants	31,097	44,672	-30%	158,036	298,523	-47%
Tires & Tubes	(5,115)	2,817	-282%	11,181	41,743	-73%
Other Materials & Supplies	96,716	71,222	36%	251,011	276,838	-9%
<b>TOTAL MAINTENANCE</b>	<b>\$ 253,251</b>	<b>\$ 194,067</b>	<b>30%</b>	<b>\$ 922,863</b>	<b>\$ 1,087,174</b>	<b>-15%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 51,111	\$ 26,348	94%	\$ 204,312	\$ 175,896	16%
Fringe Benefits	21,325	17,138	24%	107,932	97,036	11%
Services	36,633	37,099	-1%	227,211	231,043	-2%
Utilities	11,165	18,803	-41%	64,387	80,788	-20%
Casualty & Liability Expenses	12,321	22,632	-46%	111,266	146,689	-24%
Information Technology	11,317	8,978	26%	68,416	61,506	11%
Other Materials & Supplies	10,436	422	2370%	38,666	7,379	424%
Miscellaneous	1,205	5,024	-76%	11,817	34,621	-66%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 155,513</b>	<b>\$ 136,443</b>	<b>14%</b>	<b>\$ 834,005</b>	<b>\$ 834,958</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 826,730</b>	<b>\$ 606,442</b>	<b>36%</b>	<b>\$ 3,396,363</b>	<b>\$ 3,566,346</b>	<b>-5%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (157,599)</b>	<b>\$ 17,704</b>		<b>\$ 319,860</b>	<b>\$ 162,530</b>	



## **GLTC Board Agenda Detail**

**Item #:** 4c

**Item Title:** December 2020 Ridership & Operational Statistics

**Action:** For Your Information

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### **Summary:**

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

### **Ridership:**

Total Ridership for the month of December was 34,915 passengers. The City portion of this figure comprised 34,562 passengers and Liberty accounted for the remaining 353 passengers.

### **Service Impacts:**

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints adding December 2020:

- July 2020 – 92.2 %
- August 2020 – 82.9 %
- September 2020 – 78.1 %
- October 2020 – 92.8 %
- November 2020 – 90.5 %
- December 2020 – 86.3 %

### **Maintenance:**

Maintenance activities are reported as follows for December 2020:

- Total mileage for fixed route and paratransit services – 90,280 miles
- On-time performance for preventative maintenance activities – 94 %
- Fleet downtime – 5.79 %

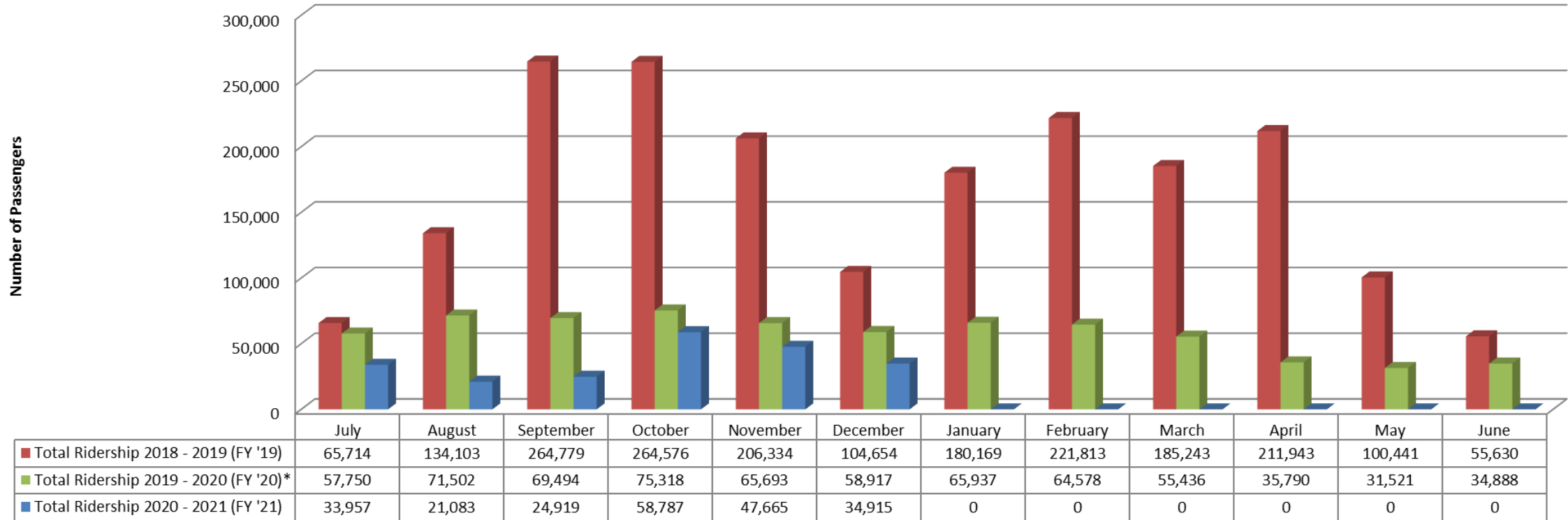
**Contacts:** Brian Booth

**Attachments:** Pages 16-20

**Action Required:** None



## Monthly System-Wide Ridership FY '19, FY '20, FY '21

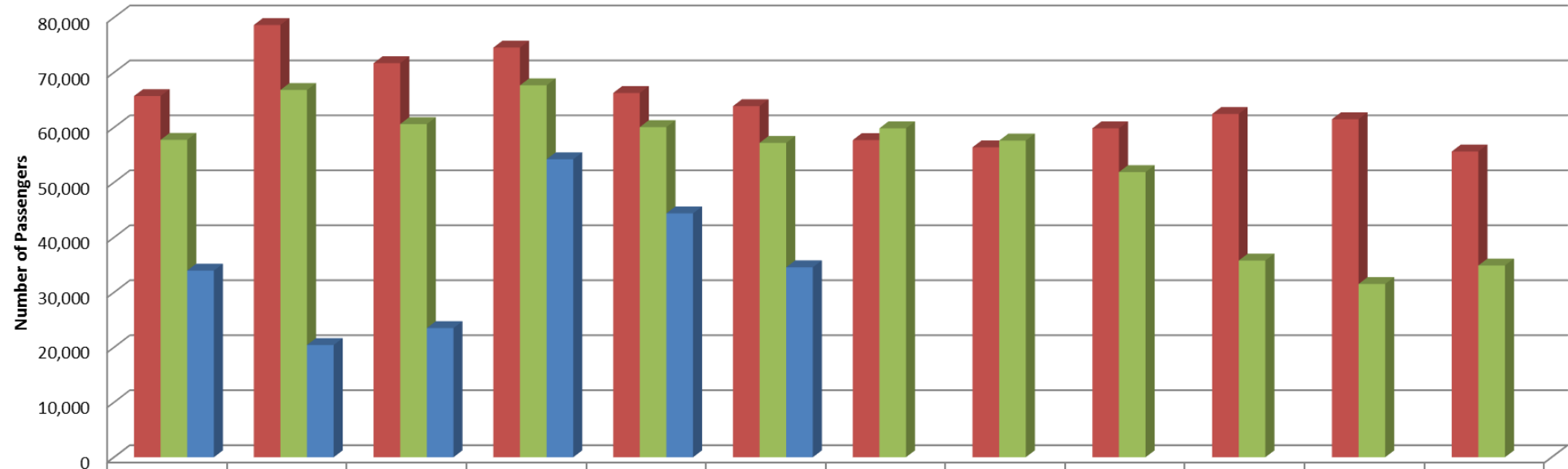


\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

\*\*June 2020 ridership estimated based on May 2020 per National Transit Database recommendation due to data transfer malfunction



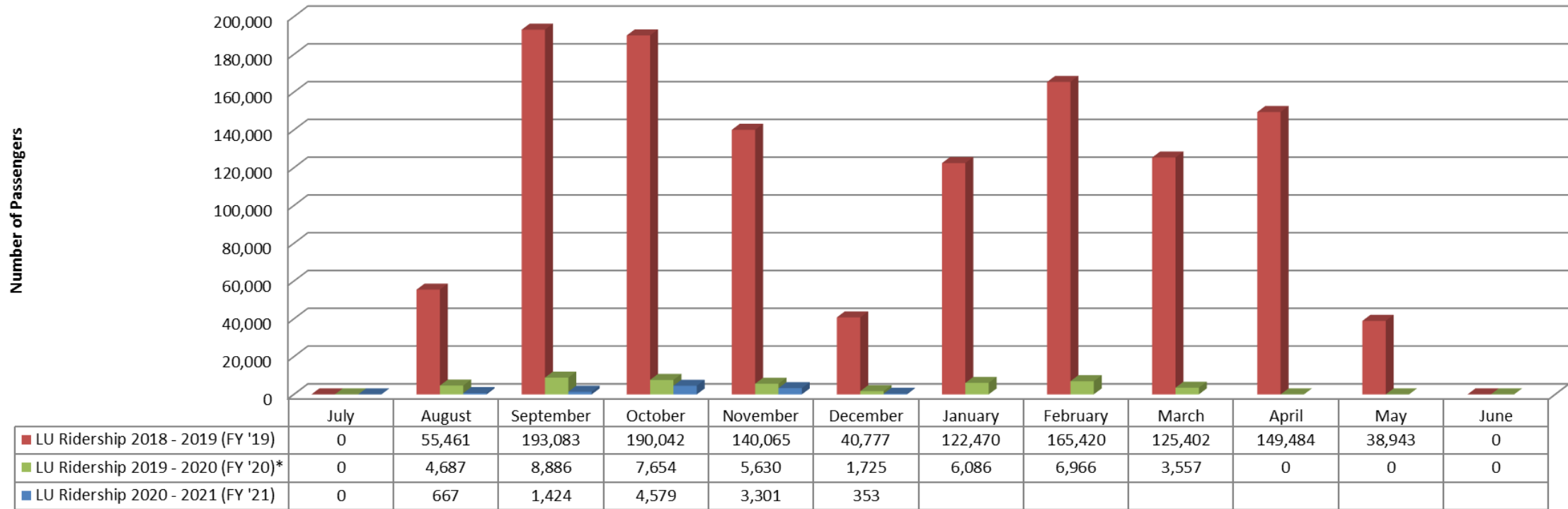
### City Ridership FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
■ City Ridership 2018 - 2019 (FY '19)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
■ City Ridership 2019 - 2020 (FY '20)	57,750	66,815	60,608	67,664	60,063	57,192	59,851	57,612	51,879	35,790	31,521	34,888
■ City Ridership 2020 - 2021 (FY '21)	33,957	20,416	23,495	54,208	44,364	34,562						

\*June 2020 ridership estimated based on May 2020 per National Transit Database recommendation due to data transfer malfunction

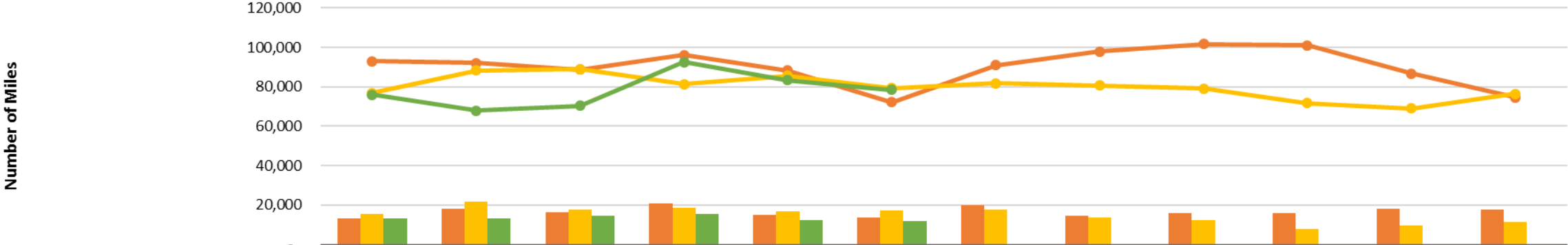
## Liberty University Ridership FY '19, FY '20, FY '21



\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

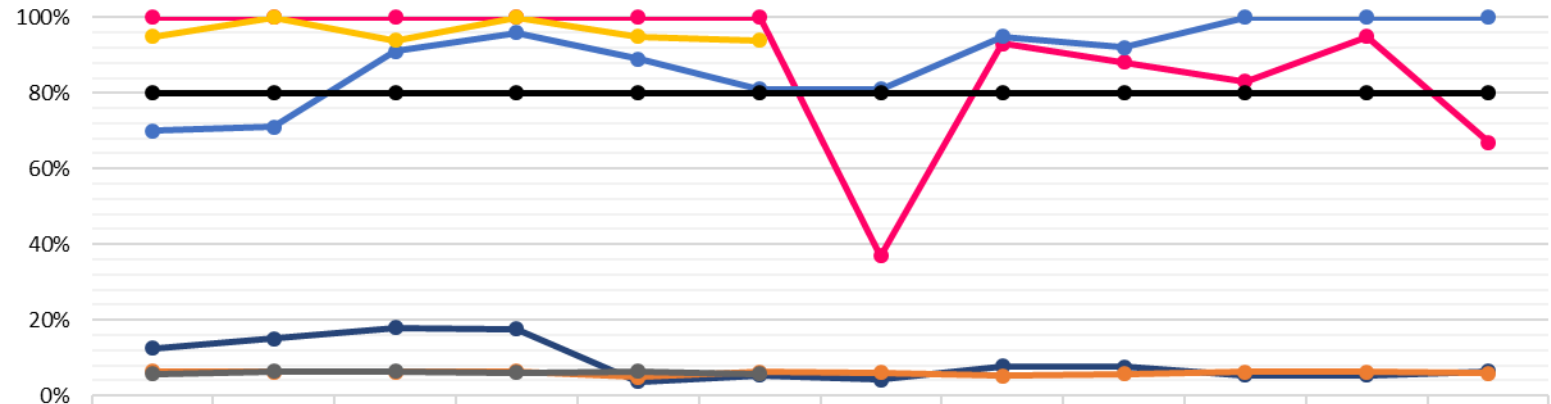
\*\*Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

### GLTC Mileage FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
Paratransit Mileage 2018-2019 (FY-19)	13,463	18,287	16,572	20,669	15,111	13,819	19,819	14,780	15,718	15,905	18,183	17,570
Paratransit Mileage 2019-2020 (FY-20)	15,700	21,613	17,596	18,840	16,711	17,054	17,554	13,819	12,257	7,893	9,584	11,535
Paratransit Mileage 2020-2021 (FY-21)	13,170	13,196	14,382	15,284	12,314	11,930						
Fixed Route Mileage 2018-2019 (FY-19)	92,988	92,027	88,816	96,089	88,215	72,132	90,908	97,790	101,611	100,935	86,681	74,742
Fixed Route Mileage 2019-2020 (FY-20)	76,985	88,291	88,936	81,290	85,615	79,320	81,898	80,757	79,188	71,712	69,056	76,526
Fixed Route Mileage 2020-2021 (FY-21)	76,026	67,880	70,472	92,599	83,272	78,350						

## Maintenance Performance FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
● On Time Performance FY'19 (FTA Requires 80%)	100%	100%	100%	100%	100%	100%	37%	93%	88%	83%	95%	67%
● On Time Performance FY'20 (FTA Requires 80%)	70%	71%	91%	96%	89%	81%	81%	95%	92%	100%	100%	100%
● On Time Performance FY'21 (FTA Requires 80%)	95%	100%	94%	100%	95%	94%						
● FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
● Fleet Downtime FY'19 (Industry Average 5%)	12.45%	15.07%	17.85%	17.61%	3.62%	5.40%	4.15%	7.75%	7.59%	5.34%	5.34%	6.32%
● Fleet Downtime FY'20 (Industry Average 5%)	6.35%	6.16%	6.28%	6.35%	4.86%	6.22%	6.04%	5.13%	5.78%	6.24%	6.29%	5.93%
● Fleet Downtime FY'21 (Industry Average 5%)	5.74%	6.44%	6.45%	6.10%	6.48%	5.79%						



## GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report for December 2020 is provided below. Work was completed on a bus with associated drawdowns reflected in the Spare Parts/ACM Items Grant.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						12/31/2020
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
<b>VA-95-X120</b>							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
<b>VA-95-X145</b>							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
<b>VA-2016-022-00</b>							
		<b>Executed 9/23/16</b>					
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FO	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
<b>VA-2018-005-00</b>							
		<b>Executed 3/14/18</b>					
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ -
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 47,609
<b>VA-2019-011-00</b>							
		<b>Executed 3/28/19</b>					
VA-2019-011-01	73019-29	Purchase (4) 40FT & (4) 35FT Replacem	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 386,457
VA-2019-011-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ -
VA-2019-011-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ 60,621
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 447,078
<b>VA-2020-006-00</b>							
		<b>Executed 1/2/2020</b>					
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ -
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 627,000.00





## GLTC Board Agenda Detail

**Item #:** 5

**Item Title:** Old Business

**Action:** For Your Information

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### **5a Summary – Vanpool Implementation**

Ride Solutions/Kelly Hitchcock and GLTC staff continue to meet with AECOM staff to work through the Vanpool Implementation Plan. It is anticipated that a report will be completed in March for information and guidelines for the startup of a Vanpool program.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None

### **5b Summary – Board Oversight Procedures**

There is no update for this item.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None

### **5c Summary – Route 5/Madison Heights Service Changes**

There is no update for this item.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None





**GLTC Board Agenda Detail**

**Item #:** 6

**Item Title:** New Business

**Action:** Discussion & Approvals

---

**6a Summary – Presentation from NexUS**

Dr. John Salmon, founder of NexUs, is present to provide the board an overview of the start up venture he has developed to aid with meeting transportation needs within the City of Lynchburg.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** Informational





**GLTC Board Agenda Detail**

**Item #:** 7

**Item Title:** Presidents Report

**Action:** Discussion

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







## GLTC Board Agenda Detail

**Item #:** 8  
**Item Title:** Next Meeting & Adjournment  
**Action:** Adjournment

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-- Opportunity for any final Board Member Comments or Remarks --

The next GLTC Board Meeting is scheduled to occur on March 3<sup>rd</sup>, 2021 at 8:30 am.

This meeting will be held 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

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

<b>Benjamin Blanks</b> <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	<a href="mailto:bensmjazz@gmail.com">bensmjazz@gmail.com</a>
<b>Antonio "Tony" Davis, Sr.</b> <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-845-0433	<a href="mailto:adavis@jubileefamily.org">adavis@jubileefamily.org</a>
<b>Mary-Winston Deacon</b> <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	<a href="mailto:mwdeacon@humankind.org">mwdeacon@humankind.org</a>
<b>Dan Deter</b> <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-4172	<a href="mailto:ddeter@liberty.edu">ddeter@liberty.edu</a>
<b>Cameron Howe</b> <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	<a href="mailto:CameronHoweGLTC@gmail.com">CameronHoweGLTC@gmail.com</a>
<b>John Hughes, IV</b> <i>City of Lynchburg 900 Church Street, Lynchburg, VA 24504</i>	434-455-3990	<a href="mailto:john.hughes@lynchburgva.gov">john.hughes@lynchburgva.gov</a>
<b>Brian Landergan</b> <i>YMCA of Central Virginia 1111 Road Island Avenue, Lynchburg, VA 24502</i>	434-401-9622	<a href="mailto:Bland2345@gmail.com">Bland2345@gmail.com</a>
<b>Brenda Nash</b> <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	<a href="mailto:brendamnash@hotmail.com">brendamnash@hotmail.com</a>
<b>H. Lester Reed, MD</b> <i>Centra 2010 Atherholt Road, Lynchburg, VA 24501</i>	434-200-5124	<a href="mailto:les.reed@centrahealth.com">les.reed@centrahealth.com</a>

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

**ATTENDANCE LOG**

2020/2021 REGULAR (and special) BOARD MEETING

("P" present - "PR" present remotely - "A" absent)

	<b>Benjamin Blanks</b>	<b>Antonio "Tony" Davis</b>	<b>Mary-Winston Deacon</b>	<b>Dan Deter</b>	<b>Cameron Howe</b>	<b>John Hughes IV</b>	<b>Brian Landergan</b>	<b>Brenda Nash</b>	<b>H. Lester Reed, MD*</b>
<b>Meeting Date</b>	Term date 10/30/2022	Term date 10/30/2023	Term date 10/30/2021	Term date 10/30/2022	Term date 10/30/2021	Term date 10/30/2023	Term date 10/30/2023	Term date 10/30/2021	Term date 10/30/2022
12/2/2020	P	P	P	P	P	P	A <sup>1</sup>	P	N/A
1/6/2021	P	P	A <sup>2</sup>	P	P	P	P	P	P

Note: Attendance is reported to City Council members when considering reappointments, or as requested; as Council requires appointees to attend 75% of the yearly meetings. Absences may be excused because of illness, death of family member, unscheduled or unforeseen business trips, and emergency work assignments. If you are absent and one of the above events was the reason, please let Natalie Wilkins (434-455-4010 or nwilkins@gltonline.com) know so she can indicate the reason on the record.

\*H. Lester Reed, MD Appointed 12/8/2020  
 1 - B. Landergan - Sick  
 2 - M. Deacon - Work Conflict