

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, March 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
	February 3 <sup>rd</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) January 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	No Update
	b) Board Oversight Procedures	Update
	c) Route 5/Madison Heights Service Changes	No Update

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<b>#6</b>	<b>New Business</b>	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
	April 7 <sup>th</sup> , 2021 @ 8:30 am – GLTC Board Meeting	

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## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** February 3<sup>rd</sup>, 2020 Minutes  
**Action:** Consideration of Approval

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

February 3, 2021  
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, February 3<sup>rd</sup>, 2021 at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Ben Blanks; Brenda Nash; Mary-Winston Deacon, and Brian Landergan. Board members attending remotely via ZOOM were John Hughes, IV and Dr. Les Reed.

Absent: Dan Deter

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

Dr. John Salmon with NexUS was in attendance.

Others attending via ZOOM video conference were: Patrice Strachan of the Virginia Department of Rail and Public Transportation (DRPT); and Phillip Gabathuler of the Central Virginia Planning District Commission (CVPDC). Staff members included Hope Custer, John Yauger, Scott Poindexter, 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 January 6<sup>th</sup>, 2021. Ms. Deacon made a motion to approve the minutes of January 6<sup>th</sup>, 2021 with Ms. Howe seconding the motion and the vote was carried.

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

**3a – Customer Advisory Committee** – Ms. Wilkins provided a report on behalf of the committee.

There was discussion about combining the CAC and the ADA Committees to be more efficient. After speaking with Mr. Booth, he recommended the committees remain separate. While some areas of focus may be similar there are areas where each committee has a different focus. Previously one main concern from the CAC was no Sunday service; the committee is looking to conduct surveys to see what other interests there are. Technology is now allowing meetings to be held via ZOOM but the time may need to be reevaluated. The committee is seeking feedback on what is being heard by the GLTC supervisors and Customer Service reps

Discussions have been occurring on the upcoming bi-directional changes downtown, revising the 1B route, Madison Heights CVTC closure, and Route 7A. There was inquiry for the possibility of having the half fare 14-day and half fare 31-day passes being purchased on the bus instead of only at the Transfer Station. Staff are researching this possibility.

It was suggested to have a picture of one of the new buses on the revised Rider Guide and partnering with Ride Solution for upcoming marketing projects. Concern was raised with the number of people in the lobby at the Transfer Station at times and discussion about continuing the interior cleaning of the buses.



**3b – ADA Advisory Committee – No report**

**3c – RIDE Solutions – No report**

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

Mr. Gabathuler stated the bus stop inventory is going well and has completed about 430 out of 700 bus stops. He reiterated Ms. Wilkins comment regarding working with the City to determine the possibility of text alerts for GLTC passengers.

**4 – Staff Reports**

**4a – General Manager’s Report**

GLTC Staff along with Mr. Gabathuler met with the City’s Communication Director and the Community Engagement Coordinator to discuss the potential for GLTC to utilize the city’s alert system for pushing out notifications to the public. City staff indicated they would explore the options; however, they would need to obtain approval from city leadership along with a policy change to allow an external party to access the system.

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.

GLTC is partnering with the City of Lynchburg to provide interested GLTC staff the opportunity to obtain the COVID-19 vaccine. The majority of GLTC’s staff fall into the CDCs 1b category for essential workers among many other essential works such as teachers, grocery store workers, etc. Approximately 20 staff received the first dose of the vaccine on Friday January 22<sup>nd</sup> thus far with plans to continue vaccinations at future events.

GLTC experienced staffing constraints specifically with operators in October due to COVID exposure and the addition of Sunday service. These staffing constraints impacted service by not having sufficient operators available to cover driving runs. Several ad campaigns have been placed 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 place in mid-December and was advertised through January and February. GLTC is currently eight operators short from full staffing level (with a status of training completed), of which three are needed to have all work permanently assigned and an additional five operators for fill in coverage. Four operators have completed training since October with an additional three currently in training.

**4b – December 2020 Financials**

Total Revenues are under budget 7 % year to date 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.

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 15 % 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 %, total overtime is over budget approximately 19 %, and total benefits are under budget approximately 10 %. Salaries and Benefits are under budget due to vacant positions that have been carried through the year and 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 %. Fuel is under budget approximately 44 %, 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 % 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.

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.

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

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.

December 2020 was added to the list of service impacts to reflect that approximately 86.3 % of the scheduled service for December was operated with other service cancelled due to staffing constraints related to vacant positions and COVID exposure.

Total mileage for fixed route and paratransit services for December 2020 was 90,280 miles, on-time performance for preventative maintenance activities was 94 %, and fleet downtime was 5.79 %.

#### **#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. It is anticipated that a report will be completed in March for information and guidelines for the startup of a Vanpool program.

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

**5c Summary – Route 5/Madison Heights Service Changes** – No update for this item.

#### **#6 – New Business**

##### **6a – Presentation from NexUS**

Mr. Salmon presented information regarding NexUS. The intent of the presentation was to inform the board and staff of the service his team has been working on for connecting individuals in the community and working to resolve transportation barriers in Lynchburg. Currently, NexUS has four Tesla's that are available for use with two vehicles seating up to five adults and the other two vehicles seating up to four adults.



The presentation included information on the vision of transportation and included information on desired driver credential, insurance requirements, vehicle specifications, estimated operating expenses, potential scheduled operations and fare collection estimates.

Dr. Reed asked for clarification of the digital platform. Dr. Salmon stated taxis are locally regulated and require a meter to standardized fares whereas Uber/Lyft do not have the same restrictions. The City recently changed the code to allow taxis to operate on a digital platform provided they inform the passenger what the fare will be before they opted for the trip. He indicated that the City of Lynchburg is the only city in the country which has made this change.

Mr. Hughes asked how many drivers were working on the MoveUp platform. Dr. Salmon responded that there about ten drivers with a push on social media to obtain more.

Ms. Deacon inquired about experience in transporting passengers. Dr. Salmon stated that their experience was limited, but they had been successful in delivery of food and meals throughout the pandemic

The board thanked Dr. Salmon for his presentation.

### **#7 – President’s Report**

Mr. Davis asked for any comments from the board.

Mr. Blanks stated that his ride-along with Councilman Wright will be scheduled soon. He also stated that GLTC’s new buses look very nice.

Dr. Reed expressed concern and felt uncomfortable regarding board members not wearing masks. He stated that Centra’s ICU has been experiencing significant strain due to COVID and he has seen first-hand the impact of COVID patients. He stated that the risk of transmission decreases when everyone wears masks. He felt that members of the board should show respect for the overall community and set an example by wearing masks during meetings, especially considering the recent federal mandate that masks be worn while on public transportation.

After discussion, it was the consensus of the board that everyone should wear a mask when attending the board meeting in person or call in via ZOOM if masks could not be worn for the duration of the meeting.

### **#8 – Next Meeting and Adjournment**

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

As there was no further business, Ms. Deacon made a motion to adjourn the meeting with Mr. Blanks seconding the motion and the vote was carried. The meeting was adjourned at 9:48. 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:

- GLTC Staff met with Mr. Gabathuler and CVPDC staff to discuss the objectives for planning assistance and efforts that PDC staff will assist GLTC with in FY 2022. Many of these items are a continuation of projects currently being worked on this year as many of the projects are ongoing or long-term planning projects. These objectives will be incorporated into the Unified Planning Work Program (UPWP) for the Transportation Planning Organization (TPO, formally MPO), which will go before the CVTPO policy board for review and consideration for adoption. These objectives are provided as an attachment to the board packet titled "FY22 CVTPO 5303 Objectives for UPWP".
- GLTC continues the partnership 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. To date about a third of interested employees have received both doses of the vaccine with another third having received the first dose and awaiting the time period to obtain the second dose. We anticipate that all interested employees will be able to be fully vaccinated by mid-April.
- Staff have been working to hire and train additional operators for filling the vacant positions which has caused impacts to service in addition to the constraints experienced from COVID exposure. The sign on bonus program continues as we are working to hire additional staff. An offer of employment has been extended to 4 candidates with anticipation of them starting during the second week of March. The three operators identified in training during the February board meeting are approaching the end of training and should be released from training during the month of March. We still remain 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.





## GLTC Board Agenda Detail

**Item #:** 4b  
**Item Title:** January 2021 Financials  
**Action:** For Your Information

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### **REVENUES:**

Total Revenues are under budget 9 % year to date, approximately \$ 260,000, and under budget 20 % for the month of January 2021. Passenger Revenue reflects being under budget 15 % for the month of January from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in January due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is under budget 4 % year to date, approximately \$ 1,400. Liberty Revenue and Local City and County assistance reflect being on budget for November and year to date.

State Operating Assistance reflects being over budget 14 % for the month of January due to the increase allocated by the CTB in November. The increase in funds were received in January and will continue through the end of the fiscal year. The Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 %, approximately \$ 155,000, for the month of January. This decrease in the accrual of federal revenue is related to an adjustment Finance staff have calculated to account for actual Federal Assistance needed to cover expenditures for this fiscal year to balance the finances. This adjustment will allow for the maximum amount of funds to be available in the federal CARES Act grant to support operating expenses in FY 2022.

### **EXPENSES:**

Total expenses are under budget 14 %, approximately \$ 643,000, year to date, and under budget 9 % for the month of January 2021. Total Salaries are under budget approximately 13 % or \$ 270,000, total overtime is over budget approximately 22 % or \$ 33,000, and total benefits are under budget approximately 9 % or \$ 99,000. Salaries and Benefits are under budget due to vacant positions that have been carried through the year and overtime is over budget due to coverage for these vacancies.

Maintenance expenses (less wages/benefits) year to date are under budget approximately 28 % or \$ 193,000. Fuel is the driving factor, coming in under budget approximately 42 % or \$ 137,000 as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 66 %, and Other Materials and Supplies are under budget approximately 4 %.

Administrative Expenses reflect being 11 % under budget year to date with Services being under budget 3 %, Utilities under budget 24 %, Casualty and Liability expenses under budget 25 %, and Information Technology under 4 % year to date. Utilities are over budget 33 % for the month of January due to higher costs for heating facilities. Other Materials and Supplies is over budget approximately 41 % due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 76 % year to date due to no travel for training/conferences.

### **SUMMARY:**

The year to date net income reflects a surplus of \$ 253,539 at the end of January 2020. This surplus will continue to decline as we approach the end of the fiscal year as Finance staff have adjusted the amount of Federal CARES Act funds to be accrued monthly moving forward. This adjustment will maximize the amount of funds remaining in the grant to be utilized to cover operating expenses in FY 2022.

**Contacts:** Brian Booth  
**Attachments:** Pages 9-13  
**Action Required:** None





**Greater Lynchburg Transit Company, Inc.**

**Balance Sheet**

**January FY 2021**

	FY 2021	FY 2020	Difference
<b>ASSETS</b>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	196,930	238,929	(41,999)
Accounts Receivable	52,515	60,599	(8,084)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 249,445</b>	<b>\$ 299,528</b>	<b>\$ (50,083)</b>
Tangible Property	\$ 64,887,621	\$ 60,856,019	\$ 4,031,602
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
<b>NET FIXED ASSETS</b>	<b>\$ 38,194,114</b>	<b>\$ 37,230,770</b>	<b>\$ 963,344</b>
<b>TOTAL ASSETS</b>	<b>\$ 38,443,559</b>	<b>\$ 37,530,298</b>	<b>\$ 913,261</b>
<b>LIABILITIES AND CAPITAL</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	111,281	3,899,101
<b>TOTAL CAPITAL</b>	<b>\$ 38,394,045</b>	<b>\$ 37,480,784</b>	<b>\$ 913,261</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 38,443,559</b>	<b>\$ 37,530,298</b>	<b>\$ 913,261</b>



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Jan FY 2021**

	FY 2021	FY 2020	Difference
<b>ASSETS</b>			
Cash	\$ 585,951	\$ 439,922	\$ 146,029
Cash - OPEB	287,711	263,435	24,275
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	201,429	401,661	(200,231)
Materials and Fuel	298,109	324,692	(26,583)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,373,374</b>	<b>\$ 1,429,884</b>	<b>\$ (56,510)</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	207,593	218,949	(11,356)
<b>TOTAL ASSETS</b>	<b>\$ 1,580,967</b>	<b>\$ 1,648,833</b>	<b>\$ (67,866)</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Trade	\$ 493,408	\$ 218,993	\$ 274,415
Wages Payable	84,231	58,096	26,135
Other Payroll Liabilities	809,631	727,529	82,102
Advance Payments	(59,841)	496,697	(556,539)
<b>TOTAL LIABILITIES</b>	<b>1,327,428</b>	<b>1,501,315</b>	<b>(173,887)</b>
Accumulated Income/(Loss) Prior Years	-	147,518	(147,518)
Accumulated Income/(Loss) Current Year	253,539	-	253,539
<b>TOTAL CAPITAL</b>	<b>\$ 253,539</b>	<b>\$ 147,518</b>	<b>\$ 106,021</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,580,967</b>	<b>\$ 1,648,833</b>	<b>\$ (67,866)</b>



**GREATER LYNCHBURG TRANSIT COMPANY, INC.****INCOME STATEMENT  
AS OF JANUARY 31, 2021**

	<b>FY2021 ACTUAL JAN</b>	<b>FY2021 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ 590,222	\$ 3,742,849
Money Paid to CVTMC	(590,222)	(3,742,849)
Sale of Equipment & Vehicles	-	44,079
Federal Grant Revenue	-	3,150,306
Local Grant Revenue	-	815,997
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 4,010,382</b>
<b>EXPENSES</b>		
Repairs - Capital	-	\$ -
Other Miscellaneous Expense	-	-
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ 4,010,382</b>



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF JANUARY 31, 2021**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021		FY2021	FY2021	
	JAN	JAN	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 28,849	\$ 33,454	-14%	\$ 76,910	\$ 234,176	-67%
DRT Passenger Revenue	3,154	4,124	-24%	5,745	28,865	-80%
Contracts (LU Access)	16,800	15,120	11%	42,000	90,720	-54%
Contracts (CVCC Access)	2,346	3,910	-40%	5,865	27,370	-79%
Liberty University Revenue	33,437	33,390	0%	200,622	200,340	0%
Non-Operating Revenue	118	1,025	-88%	6,148	7,177	-14%
Advertising Revenue	4,478	4,794	-7%	32,163	33,555	-4%
City Operating Assistance	41,667	41,667	0%	291,667	291,667	0%
County Operating Assistance	6,483	6,483	0%	45,384	45,383	0%
State Operating Assistance	196,741	172,125	14%	1,214,917	1,204,874	1%
Federal Operating Assistance	199,648	354,813	-44%	2,328,524	2,483,688	-6%
<b>TOTAL REVENUE</b>	<b>\$ 533,721</b>	<b>\$ 670,904</b>	<b>-20%</b>	<b>\$ 4,249,944</b>	<b>\$ 4,647,815</b>	<b>-9%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 101,005	\$ 130,555	-23%	\$ 726,096	\$ 913,887	-21%
Operator-Overtime	21,990	16,911	30%	134,801	118,375	14%
Other Salaries & Wages	24,074	25,805	-7%	178,710	180,638	-1%
Supervisors-Overtime	2,237	1,258	78%	17,179	8,808	95%
Fringe Benefits	83,509	89,803	-7%	562,903	628,619	-10%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 232,815</b>	<b>\$ 264,333</b>	<b>-12%</b>	<b>\$ 1,619,689</b>	<b>\$ 1,850,328</b>	<b>-12%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 17,794	\$ 26,732	-33%	\$ 138,239	\$ 187,122	-26%
Operator-Overtime-PTS	683	794	-14%	6,843	5,557	23%
Other Salaries & Wages	4,224	5,652	-25%	42,917	39,562	8%
Fringe Benefits	12,817	17,510	-27%	100,139	122,571	-18%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 35,517</b>	<b>\$ 50,687</b>	<b>-30%</b>	<b>\$ 288,137</b>	<b>\$ 354,811</b>	<b>-19%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 51,660	\$ 55,864	-8%	\$ 361,853	\$ 391,050	-7%
Inspection&Maint,Srcv-Overtime	5,691	2,403	137%	24,390	16,820	45%
Fringe Benefits	31,991	30,752	4%	205,734	215,262	-4%
Fuel & Lubricants	32,369	46,793	-31%	190,405	327,551	-42%
Tires & Tubes	12,169	9,696	26%	23,351	67,874	-66%
Other Materials & Supplies	37,794	42,935	-12%	288,805	300,543	-4%
<b>TOTAL MAINTENANCE</b>	<b>\$ 171,674</b>	<b>\$ 188,443</b>	<b>-9%</b>	<b>\$ 1,094,537</b>	<b>\$ 1,319,100</b>	<b>-17%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 32,355	\$ 34,620	-7%	\$ 236,667	\$ 242,337	-2%
Fringe Benefits	18,130	18,271	-1%	126,062	127,899	-1%
Services	39,002	39,187	0%	266,213	274,307	-3%
Utilities	21,726	16,293	33%	86,113	114,053	-24%
Casualty & Liability Expenses	25,434	26,023	-2%	136,700	182,164	-25%
Information Technology	20,202	13,142	54%	88,617	91,992	-4%
Other Materials & Supplies	2,067	4,137	-50%	40,732	28,956	41%
Miscellaneous	1,120	7,683	-85%	12,937	53,784	-76%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 160,036</b>	<b>\$ 159,356</b>	<b>0%</b>	<b>\$ 994,041</b>	<b>\$ 1,115,491</b>	<b>-11%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 600,042</b>	<b>\$ 662,819</b>	<b>-9%</b>	<b>\$ 3,996,405</b>	<b>\$ 4,639,731</b>	<b>-14%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (66,321)</b>	<b>\$ 8,085</b>		<b>\$ 253,539</b>	<b>\$ 8,086</b>	

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF JANUARY 31, 2021**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020	%	FY2021	FY2020	%
	JAN	JAN	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 28,849	\$ 44,561	-35%	\$ 76,910	\$ 298,690	-74%
DRT Passenger Revenue	3,154	\$ 6,449	-51%	5,745	37,672	-85%
Contracts (LU Access)	16,800	\$ 16,800	0%	42,000	100,800	-58%
Contracts (CVCC Access)	2,346	\$ 4,692	-50%	5,865	32,844	-82%
Liberty University Revenue	33,437	\$ 33,640	-1%	200,622	201,840	-1%
Non-Operating Revenue	118	\$ 294	-60%	6,148	8,973	-31%
Advertising Revenue	4,478	\$ 6,921	-35%	32,163	49,062	-34%
City Operating Assistance	41,667	\$ 144,065	-71%	291,667	1,008,458	-71%
County Operating Assistance	6,483	\$ 6,356	2%	45,384	44,494	2%
State Operating Assistance	196,741	\$ 169,696	16%	1,214,917	1,194,342	2%
State Assistance-Demo & Technic	-	\$ -	0%	-	6,363	-100%
Federal Operating Assistance	199,648	\$ 196,469	2%	2,328,524	1,375,281	69%
<b>TOTAL REVENUE</b>	<b>\$ 533,721</b>	<b>\$ 629,943</b>	<b>-15%</b>	<b>\$ 4,249,944</b>	<b>\$ 4,358,819</b>	<b>-2%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 101,005	\$ 112,689	-10%	\$ 726,096	\$ 784,784	-7%
Operator-Overtime	21,990	15,655	40%	134,801	86,286	56%
Other Salaries & Wages	24,074	26,734	-10%	178,710	174,953	2%
Supervisors-Overtime	2,237	423	428%	17,179	5,966	188%
Fringe Benefits	83,509	105,817	-21%	562,903	600,382	-6%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 232,815</b>	<b>\$ 261,317</b>	<b>-11%</b>	<b>\$ 1,619,689</b>	<b>\$ 1,652,372</b>	<b>-2%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 17,794	\$ 20,836	-15%	\$ 138,239	\$ 148,629	-7%
Operator-Overtime-PTS	683	774	-12%	6,843	2,954	132%
Other Salaries & Wages	4,224	4,663	-9%	42,917	37,840	13%
Fringe Benefits	12,817	18,101	-29%	100,139	108,106	-7%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 35,517</b>	<b>\$ 44,373</b>	<b>-20%</b>	<b>\$ 288,137</b>	<b>\$ 297,530</b>	<b>-3%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 51,660	\$ 45,385	14%	\$ 361,853	\$ 322,373	12%
Inspection&Maint,Srcv-Overtime	5,691	2,299	148%	24,390	28,256	-14%
Fringe Benefits	31,991	32,982	-3%	205,734	200,108	3%
Fuel & Lubricants	32,369	49,742	-35%	190,405	348,264	-45%
Tires & Tubes	12,169	5,306	129%	23,351	47,048	-50%
Other Materials & Supplies	37,794	28,502	33%	288,805	305,340	-5%
<b>TOTAL MAINTENANCE</b>	<b>\$ 171,674</b>	<b>\$ 164,216</b>	<b>5%</b>	<b>\$ 1,094,537</b>	<b>\$ 1,251,390</b>	<b>-13%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 32,355	\$ 29,756	9%	\$ 236,667	\$ 205,651	15%
Fringe Benefits	18,130	20,331	-11%	126,062	117,367	7%
Services	39,002	38,397	2%	266,213	269,441	-1%
Utilities	21,726	23,471	-7%	86,113	104,259	-17%
Casualty & Liability Expenses	25,434	26,592	-4%	136,700	173,280	-21%
Information Technology	20,202	11,593	74%	88,617	73,099	21%
Other Materials & Supplies	2,067	13,715	-85%	40,732	21,094	93%
Miscellaneous	1,120	11,197	-90%	12,937	45,817	-72%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 160,036</b>	<b>\$ 175,050</b>	<b>-9%</b>	<b>\$ 994,041</b>	<b>\$ 1,010,008</b>	<b>-2%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 600,042</b>	<b>\$ 644,955</b>	<b>-7%</b>	<b>\$ 3,996,405</b>	<b>\$ 4,211,301</b>	<b>-5%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (66,321)</b>	<b>\$ (15,012)</b>		<b>\$ 253,539</b>	<b>\$ 147,518</b>	



## **GLTC Board Agenda Detail**

**Item #:** 4c

**Item Title:** January 2021 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 36,674 passengers. The City portion of this figure comprised 35,738 passengers and Liberty accounted for the remaining 936 passengers.

### **Service Impacts:**

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through January 2021:

- July 2020 – 92.2 %
- August 2020 – 82.9 %
- September 2020 – 78.1 %
- October 2020 – 92.8 %
- November 2020 – 90.5 %
- December 2020 – 86.3 %
- January 2021 – 90.8 %

### **Maintenance:**

Maintenance activities are reported as follows for January 2021:

- Total mileage for fixed route and paratransit services – 88,172 miles
- On-time performance for preventative maintenance activities – 96 %
- Fleet downtime – 5.25 %

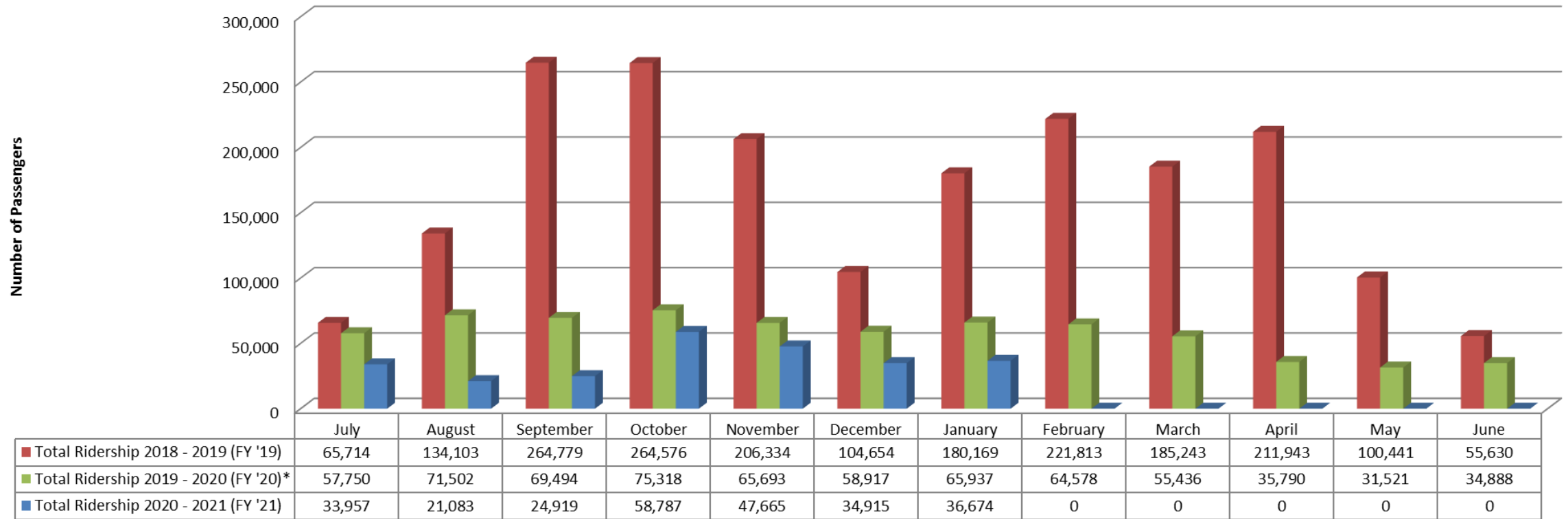
**Contacts:** Brian Booth

**Attachments:** Pages 15-19

**Action Required:** None



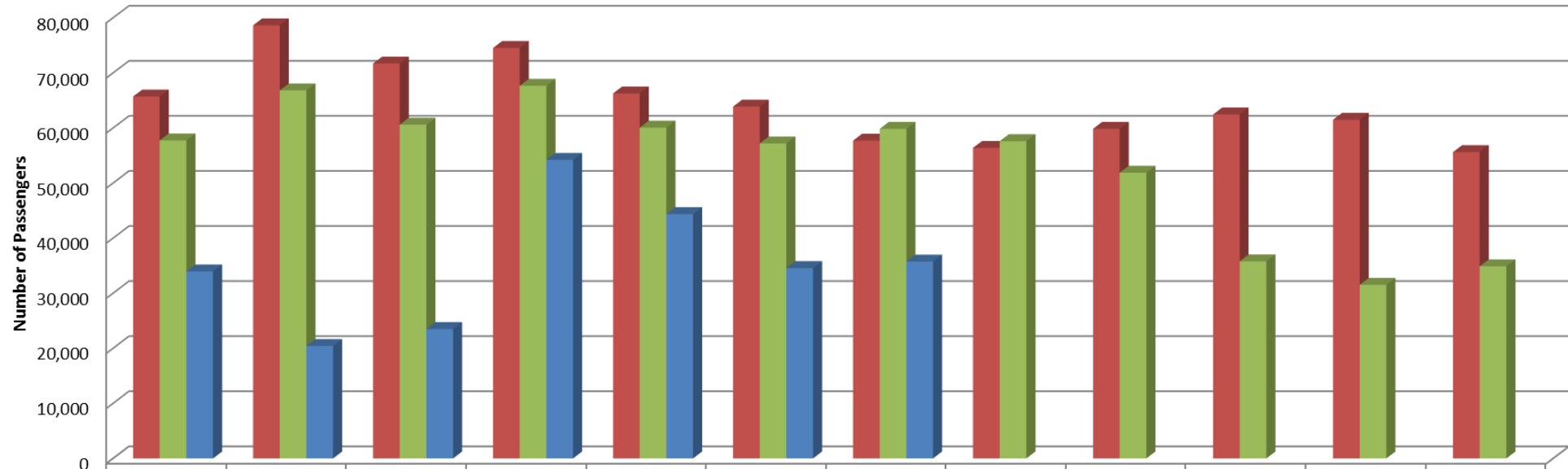
## Monthly System-Wide Ridership FY '19, FY '20, FY '21



\*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

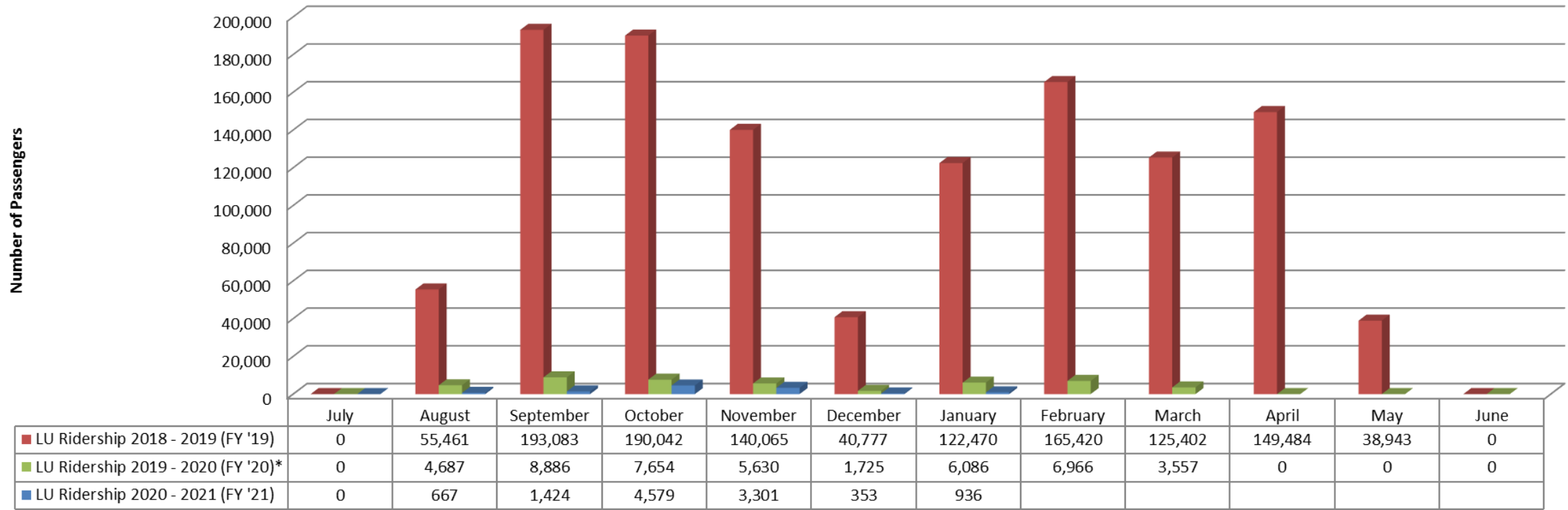


	July	August	September	October	November	December	January	February	March	April	May	June
■ City Ridership 2018 - 2019 (FY '19)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
■ City Ridership 2019 - 2020 (FY '20)	57,750	66,815	60,608	67,664	60,063	57,192	59,851	57,612	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	35,738					

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



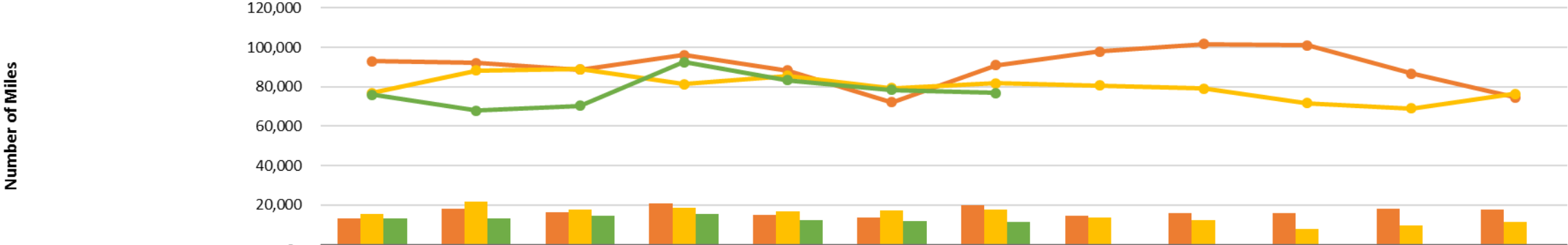
## Liberty University Ridership FY '19, FY '20, FY '21



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

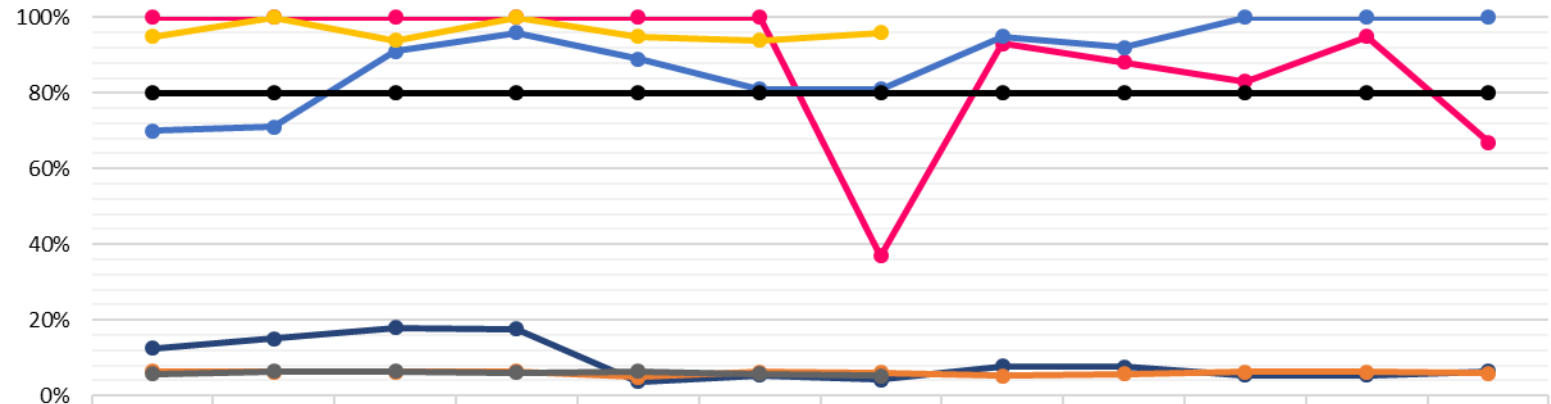
\*\*Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

## 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	11,246					
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	76,926					

## 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%	96%					
● 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%	5.25%					



## GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report for January 2020 is provided below. Minimal activity is reflected as projects are in various stages of procurement/ordering status.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						1/31/2021
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
<b>VA-95-X120</b>							
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
<b>VA-95-X145</b>							
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
<b>VA-2016-022-00</b>							
	<b>Executed 9/23/16</b>						
<b>VA-2016-022-01-00</b>	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
<b>VA-2016-022-09-00</b>	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR D	\$ 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>						
<b>VA-2018-005-01-00</b>	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ -
<b>VA-2018-005-01-00</b>	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
<b>VA-2018-005-01-00</b>	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>						
<b>VA-2019-011-01</b>	73019-29	Purchase (4) 40FT & (4) 35FT Replacement B	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 386,457
<b>VA-2019-011-01</b>	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ -
<b>VA-2019-011-02</b>	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>						
<b>VA-2020-006-01-00</b>	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
<b>VA-2020-006-01-00</b>	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
<b>VA-2020-006-01-00</b>	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**

These procedures are required by FTA to ensure that the Board of Directors maintains adequate oversight of the Management Contractor (First Transit) in the provision of service and carrying out FTA requirements. These are will document how the Board shall document oversight of the Management Contractor. Staff have been working to draft procedures for review by the Board, which are about 80 % complete. The goal is to have these procedures available for review ahead of the April Board Meeting for review and potential adoption at that meeting.

**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

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-- There is no new business at this time --





**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 April 7<sup>th</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 --



