

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, April 7<sup>th</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; 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 |
|           | March 3 <sup>rd</sup> , 2021                     |     |

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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) February 2021 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) Route 5/Madison Heights Service Changes | No Update |

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|           |                             |             |
|-----------|-----------------------------|-------------|
| <b>#6</b> | <b>New Business</b>         |             |
|           | a) Board Oversight Policy   | Brian Booth |
|           | b) American Rescue Plan Act |             |

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|-----------|---------------------------|-------------------------|
| <b>#7</b> | <b>President's Report</b> | GLTC Board<br>President |
|-----------|---------------------------|-------------------------|

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|-----------|---|-----|
| <b>#8</b> | <b>Next Meeting Date &amp; Adjournment</b>                | All |
|           | May 5 <sup>th</sup> , 2021 @ 8:30 am – GLTC Board Meeting |     |

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## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** March 3<sup>rd</sup>, 2021 Minutes  
**Action:** Consideration of Approval

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

March 3, 2021  
8:30 a.m.

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

Board members attending ZOOM were Dan Deter.

Absent: John Hughes, IV, and Brian Landergan.

Staff members attending were: Brian Booth, Steve Overstreet, and Natalie Wilkins. Other guests included Gary DuPriest of the ADA Committee and Dawn Decker, Lynchburg City Schools; and Jayden Decker.

Others 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 Cristin Tolen of First Transit. 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. Ms. Decker had a comment.

She stated that she had printed out a half-fare application for her daughter who has special needs and brought the signed application from her case manager to the Transfer Station.

When she arrived, the girl at the desk spent some time on the phone reading the application and eventually came back and told her that she couldn't accept the application since a physician had not signed the paperwork. She asked to be put on the phone with the person who had made this decision. She was soon talking to another person who put her on hold. Ms. Decker explained that in the past that she had been a special education teacher that worked with post graduate students and as part of their post graduate training had made sure the students got their half-fare id's.

The paperwork states that a physician or other agency and the school case manager had always signed it previously. She was put on hold three times and the last time it was for over a 1/2 hour and had to leave. Ms. Decker asked when the rule had been changed and no one could give her an answer. She stated it is difficult for students with significant needs to get the paper signed by a doctor as they don't see their doctors very much, sometimes the student or parent loses the papers, and sometimes the doctor's offices lose the paperwork. She feels the process should be as easy as possible to provide transportation for these students to be a part of the community and be independent. We need to develop a process that is consistent, easy, and complete in order to provide a service that will ultimately allow our children to live as independently as possible.

Staff will research Ms. Decker's concerns and report back.



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

Mr. Davis asked for consideration of approval of the minutes of February 3rd, 2021. Dr. Reed made a motion to approve the minutes of February 3<sup>rd</sup>, 2021 with Mr. Blanks seconding the motion and the vote was carried.

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

**3a – Customer Advisory Committee** – No report

**3b – ADA Advisory Committee** – Mr. DuPriest stated that the ADA Committee has lost another member, Mrs. Lois Blair who recently passed away. He stated that the committee has lost members and plans to regroup and try to attract new members. He also stated that several of the new buses have tie downs that do not work. Staff will investigate. The committee is still working with Mr. Gabathuler on bus stops assessments.

**3c – RIDE Solutions** – Ms. Hitchcock stated that there is not much to report; however, she is prepared to assist GLTC with upcoming marketing initiatives.

She is also waiting for the van pool document to proceed with that project.

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

Mr. Gabathuler provided an overview of the planning objectives that the Central Virginia PDC will assist GLTC with in FY 2022 as provided in supplemental documentation with the Board Packet. These objectives will be included the Central Virginia TPO's Unified Planning Work Program for FY 2022.

## **4 – Staff Reports**

### **4a – General Manager's Report**

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

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 as previously describe by Mr. Gabathuler. Many of these items are a continuation of projects from the current year or long-term planning projects.

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 GLTC works to hire additional staff. An offer of employment has been extended to four 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. GLTC remains 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.

### **4b – January 2021 Financials**

Total Revenues are under budget 9 % year to date 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. 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.

Total expenses are under budget 14 % year to date and under budget 9 % for the month of January 2021. Total Salaries are under budget approximately 13 %, total overtime is over budget approximately 22 %, and total benefits are under budget approximately 9 %. 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 %. Fuel is the driving factor, coming in under budget approximately 42 % 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.

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.

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

Total Ridership for the month of January was 36,674 passengers. The City portion of this figure comprised 35,738 passengers and Liberty accounted for the remaining 936 passengers.

January 2021 was added to reflect that 90.8 % of the scheduled service was operated in January with the remaining service cancelled due to staffing constraints related to vacant positions and COVID exposure.

Total mileage for fixed route and paratransit services for January 2021 was 88,172 miles, on-time performance for preventative maintenance activities was 96 %, and fleet downtime was 5.25 %.

#### **#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**

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 procedures 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.

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

## **#6 – New Business**

No new business.

## **#7 – President’s Report**

Mr. Blanks asked about the half-fare 14 days sales are going. Mr. Booth will research.

Dr. Reed asked if there is a strategic planning session or group developed for electric buses in the future. Mr. Booth stated that it could be something to be discussed in the future. Blacksburg, Alexandria, and Hampton Roads have purchased electric buses and will look at them to see how they do. In addition, First Transit has a large initiative for electric buses as well.

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

The next GLTC Board Meeting is scheduled to occur on April 7, 2020 at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Ms. Howe made a motion to adjourn the meeting with Ms. Deacon seconding the motion and the vote was carried. The meeting was adjourned at 9:11. 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:

- At the March Board meeting a concern was raised during the public comment section. The concern dealt with a half fare application being denied due being signed by a case manager and not being signed by a doctor. The member stated she had previously submitted applications in a similar manner in the past on behalf of one of the students she was working with and had received approval. After staff looked further into this situation, we found that the application had been denied in error as those initially reviewing the application overlooked that a case manager designation as an acceptable signature for an individual with an intellectual/developmental disability. As a result of this incident that was raised, staff have discussed the current procedure for reviewing these applications and are making changes to the current process. We feel this process will be more streamlined for both the public seeking to apply for this program as well as the administrative needs internally. The updated process will be as follows:
  - The individual will return the completed application via mail/email/fax to our administrative office
  - The staff member designated as the eligibility coordinator will review the application and follow up for any additional information necessary.
  - Upon determination of eligibility, a letter will be sent to the individual stating the eligibility determination.
  - If approved, the letter will contain information for how to obtain a half-fare ID badge required to purchase the half-fare purchases.
- The ADA Committee raised an issue with the wheelchair securements not securing properly on the new buses. Upon learning about this information, we parked all of the new buses and contacted the vendor of the securement equipment to notify them of the problem. They immediately sent a representative to inspect the equipment and provided information which would prevent the straps from slipping out after secured. The vendor attended the ADA Committee meeting and explained to the committee the causes of the problem which consisted of the straps being allowed to retract to far back into the retractor after securement. He explained that the straps are much like an automobile's seatbelt that once they lock they won't release until the strap retract back into the retractor to a certain point. This information was very well received by the ADA Committee and staff to implement to prevent further problems with the securement straps on the new buses.
- DRPT reached out to discuss a decline in federal funds available for capital projects to small urban areas (localities with a population under 200,000). As a result of state legislation that took effect in 2018, the ability to flex federal highway funds to use for transit capital projects was eliminated. These flex funds were the primary source of federal funds for capital projects in small urban areas. The state indicated that they would guarantee a state match up to 68 % for all capital projects approved, but couldn't commit to the amount of available federal funds available to make up the remaining 28 % previously covered by State and Federal funds to avoid an impact on the amount of local funds required to match the capital projects. DRPT notified us of this change as they indicated the local match rate would most likely increase for FY 2022, but couldn't disclose any specific information until the draft Six Year Improvement Plan was released in mid-April. The match rates for capital projects in previous years follows:
  - FY 2020 and prior 6 or 7 years – 80 % Federal, 16 % State, 4 % Local
  - FY 2021 – 40 % Federal, 56 % State, 4 % Local





## GLTC Board Agenda Detail

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

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### **REVENUES:**

Total Revenues are under budget 8 % year to date, approximately \$ 420,000, and under budget 3 % for the month of February 2021. Passenger Revenue reflects being under budget 14 % for the month of February from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in February due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is under budget 2 % year to date, approximately \$ 800, but over budget 13 % for the month of February. These revenue budgets were based on best projections for how ridership and revenue collection would rebound after the pandemic as well as projecting when fare collection would resume.

Liberty Revenue and County assistance reflect being on budget for February and year to date. City Assistance reflects being on budget for February and year to date with additional revenue being received from the City in the amount of \$ 75,434 for direct expenses related to operating Sunday service in October, November, and December. This was a one-time revenue source dedicated by the City with the allocation of CARES Act funds the City received. Non-Operating Revenue reflects being over budget approximately \$ 37,000 for the month of February due to insurance proceeds being received for the repair of vehicle related accidents.

State Operating Assistance reflects being over budget 14 % for the month of February and 3 % year to date due to the increase allocated by the CTB in November. The Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 %, approximately \$ 155,000, for the month of February. 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 \$ 761,000, year to date, and under budget 18 % for the month of February 2021. Total Salaries are under budget approximately 9 % or \$ 107,000, total overtime is over budget approximately 23 % or \$ 39,000, and total benefits are under budget approximately 11 % or \$ 133,000. 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 27 % or \$ 214,000. Fuel is the driving factor, coming in under budget approximately 40 % or \$ 151,000 as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 64 %, 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 5 %, Utilities under budget 24 %, Casualty and Liability expenses under budget 22 %, and Information Technology under 4 % year to date. Utilities are over budget 11 % for the month of February due to higher costs for heating facilities. Other Materials and Supplies is over budget approximately 35 % year to date due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 71 % year to date due to no travel for training/conferences.





**SUMMARY:**

The year to date net income reflects a surplus of \$ 357,240 at the end of February 2021. This surplus will 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. Finance staff are planning to review the financial status of GLTC at the end of the third quarter to determine if the amount of federal CARES Act funds being accrued needs to be further adjusted.

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



**Greater Lynchburg Transit Company, Inc.**

**Balance Sheet**

**February FY 2021**

|  | FY 2021                     | FY 2020                     | Difference                 |
|--|-----------------------------|-----------------------------|----------------------------|
| <b>ASSETS</b>                          |                             |                             |                            |
| Cash - GLTC                            | \$ 430                      | \$ -                        | \$ 430                     |
| Cash - Capital                         | 212,940                     | 243,291                     | (30,351)                   |
| Accounts Receivable                    | <u>113,071</u>              | <u>84,527</u>               | <u>28,544</u>              |
| <b>TOTAL CURRENT ASSETS</b>            | <b>\$ 326,441</b>           | <b>\$ 327,818</b>           | <b>\$ (1,377)</b>          |
| Tangible Property                      | \$ 64,945,487               | \$ 60,856,019               | \$ 4,089,468               |
| Accumulated Depreciation               | <u>(26,693,507)</u>         | <u>(23,625,249)</u>         | <u>(3,068,258)</u>         |
| <b>NET FIXED ASSETS</b>                | <b>\$ 38,251,980</b>        | <b>\$ 37,230,770</b>        | <b>\$ 1,021,210</b>        |
| <b>TOTAL ASSETS</b>                    | <b>\$ <u>38,578,421</u></b> | <b>\$ <u>37,558,588</u></b> | <b>\$ <u>1,019,833</u></b> |
| <b>LIABILITIES AND CAPITAL</b>         |                             |                             |                            |
| Accounts Payable - Miscellaneous       | <u>\$ 110,500</u>           | <u>\$ 49,514</u>            | <u>\$ 60,986</u>           |
| <b>TOTAL LIABILITIES</b>               | <b>110,500</b>              | <b>49,514</b>               | <b>60,986</b>              |
| Capital Stock                          | 5                           | 5                           | -                          |
| Accumulated Income/(Loss) Prior Years  | 34,383,657                  | 37,369,498                  | (2,985,841)                |
| Accumulated Income/(Loss) Current Year | <u>4,084,259</u>            | <u>139,572</u>              | <u>3,944,687</u>           |
| <b>TOTAL CAPITAL</b>                   | <b>\$ 38,467,921</b>        | <b>\$ 37,509,074</b>        | <b>\$ 958,846</b>          |
| <b>TOTAL LIABILITIES AND CAPITAL</b>   | <b>\$ <u>38,578,421</u></b> | <b>\$ <u>37,558,588</u></b> | <b>\$ <u>1,019,833</u></b> |



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Feb FY 2021**

|  | FY 2021             | FY 2020             | Difference          |
|--|---------------------|---------------------|---------------------|
| <b>ASSETS</b>                          |                     |                     |                     |
| Cash                                   | \$ 256,549          | \$ 780,125          | \$ (523,576)        |
| Cash - OPEB                            | 287,713             | 263,446             | 24,267              |
| Working Funds                          | 75                  | 75                  | -                   |
| Working Funds - Transfer Center        | 50                  | 50                  | -                   |
| Working Funds - Greyhound              | 50                  | 50                  | -                   |
| Accounts Receivable                    | 202,783             | 200,332             | 2,451               |
| Materials and Fuel                     | 314,492             | 314,359             | 133                 |
| <b>TOTAL CURRENT ASSETS</b>            | <b>\$ 1,061,712</b> | <b>\$ 1,558,436</b> | <b>\$ (496,724)</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                            | 167,202             | 129,022             | 38,180              |
| <b>TOTAL ASSETS</b>                    | <b>\$ 1,228,914</b> | <b>\$ 1,687,458</b> | <b>\$ (458,544)</b> |
| <b>LIABILITIES AND CAPITAL</b>         |                     |                     |                     |
| Accounts Payable - Trade               | \$ 481,119          | \$ 217,642          | \$ 263,477          |
| Wages Payable                          | 86,313              | 70,088              | 16,226              |
| Other Payroll Liabilities              | 808,622             | 716,239             | 92,383              |
| Advance Payments                       | (504,380)           | 489,199             | (993,579)           |
| <b>TOTAL LIABILITIES</b>               | <b>871,675</b>      | <b>1,493,168</b>    | <b>(621,493)</b>    |
| Accumulated Income/(Loss) Prior Years  | -                   | 194,290             | (194,290)           |
| Accumulated Income/(Loss) Current Year | 357,240             | -                   | 357,240             |
| <b>TOTAL CAPITAL</b>                   | <b>\$ 357,240</b>   | <b>\$ 194,290</b>   | <b>\$ 162,950</b>   |
| <b>TOTAL LIABILITIES AND CAPITAL</b>   | <b>\$ 1,228,914</b> | <b>\$ 1,687,458</b> | <b>\$ (458,544)</b> |



**GREATER LYNCHBURG TRANSIT COMPANY, INC.**

**INCOME STATEMENT**

**AS OF FEBRUARY 28, 2021**

|                              |           | <b>FY2021<br/>ACTUAL<br/>FEB</b> | <b>FY2021<br/>ACTUAL<br/>YTD</b> |
|------------------------------|-----------|----------------------------------|----------------------------------|
| <b>REVENUE</b>               |           |                                  |                                  |
| Operating Assistance Revenue | \$        | 75,434                           | \$ 3,818,283                     |
| Money Paid to CVTMC          |           | (75,434)                         | (3,818,283)                      |
| Sale of Equipment & Vehicles |           | 16,010                           | 60,089                           |
| Federal Grant Revenue        |           | 48,786                           | 3,199,092                        |
| Local Grant Revenue          |           | <u>12,200</u>                    | <u>828,198</u>                   |
| <b>TOTAL REVENUE</b>         | <b>\$</b> | <b>76,996</b>                    | <b>\$ 4,087,379</b>              |
| <b>EXPENSES</b>              |           |                                  |                                  |
| Repairs - Capital            |           | 3,120                            | \$ 3,120                         |
| Other Miscellaneous Expense  |           | <u>-</u>                         | <u>-</u>                         |
| <b>TOTAL EXPENSES</b>        | <b>\$</b> | <b>3,120</b>                     | <b>\$ 3,120</b>                  |
| <b>NET INCOME/(LOSS)</b>     | <b>\$</b> | <b><u>73,876</u></b>             | <b><u>4,084,259</u></b>          |



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF FEBRUARY 28, 2021**

|                                | MONTH TO DATE     |                   |             | YEAR TO DATE        |                     |             |
|--------------------------------|-------------------|-------------------|-------------|---------------------|---------------------|-------------|
|                                | FY2021            | FY2021            | %<br>VAR    | FY2021              | FY2021              | %<br>VAR    |
|                                | FEB<br>ACTUAL     | FEB<br>BUDGET     |             | YTD<br>ACTUAL       | YTD<br>BUDGET       |             |
| <b>REVENUE</b>                 |                   |                   |             |                     |                     |             |
| FRT Passenger Revenue          | \$ 29,316         | \$ 33,454         | -12%        | \$ 106,226          | \$ 267,630          | -60%        |
| DRT Passenger Revenue          | 2,848             | 4,124             | -31%        | 8,593               | 32,988              | -74%        |
| Contracts (LU Access)          | 16,800            | 15,120            | 11%         | 58,800              | 105,840             | -44%        |
| Contracts (CVCC Access)        | 2,346             | 3,910             | -40%        | 8,211               | 31,280              | -74%        |
| Liberty University Revenue     | 33,437            | 33,390            | 0%          | 234,059             | 233,730             | 0%          |
| Non-Operating Revenue          | 38,425            | 1,025             | 3648%       | 44,574              | 8,203               | 443%        |
| Advertising Revenue            | 5,398             | 4,794             | 13%         | 37,560              | 38,349              | -2%         |
| City Operating Assistance      | 41,667            | 41,667            | 0%          | 333,333             | 333,333             | 0%          |
| City - CARES ACT Funding       | 75,434            | -                 | 100%        | 75,434              | -                   | 100%        |
| County Operating Assistance    | 6,483             | 6,483             | 0%          | 51,867              | 51,867              | 0%          |
| State Operating Assistance     | 196,741           | 172,125           | 14%         | 1,411,657           | 1,376,999           | 3%          |
| Federal Operating Assistance   | 199,648           | 354,813           | -44%        | 2,528,172           | 2,838,501           | -11%        |
| <b>TOTAL REVENUE</b>           | <b>\$ 648,542</b> | <b>\$ 670,904</b> | <b>-3%</b>  | <b>\$ 4,898,486</b> | <b>\$ 5,318,719</b> | <b>-8%</b>  |
| <b>EXPENSES</b>                |                   |                   |             |                     |                     |             |
| <b>FIXED ROUTE</b>             |                   |                   |             |                     |                     |             |
| Operator Labor                 | \$ 97,295         | \$ 130,555        | -25%        | \$ 823,390          | \$ 1,044,443        | -21%        |
| Operator-Overtime              | 18,417            | 16,911            | 9%          | 153,219             | 135,286             | 13%         |
| Other Salaries & Wages         | 26,088            | 25,805            | 1%          | 204,799             | 206,443             | -1%         |
| Supervisors-Overtime           | 1,269             | 1,258             | 1%          | 18,448              | 10,066              | 83%         |
| Fringe Benefits                | 70,381            | 89,803            | -22%        | 633,284             | 718,422             | -12%        |
| <b>TOTAL FIXED ROUTE</b>       | <b>\$ 213,450</b> | <b>\$ 264,333</b> | <b>-19%</b> | <b>\$ 1,833,140</b> | <b>\$ 2,114,660</b> | <b>-13%</b> |
| <b>DEMAND RESPONSE</b>         |                   |                   |             |                     |                     |             |
| Operator Labor                 | \$ 16,561         | \$ 26,732         | -38%        | \$ 154,800          | \$ 213,853          | -28%        |
| Operator-Overtime-PTS          | 859               | 794               | 8%          | 7,702               | 6,351               | 21%         |
| Other Salaries & Wages         | 5,696             | 5,652             | 1%          | 48,613              | 45,214              | 8%          |
| Fringe Benefits                | 11,288            | 17,510            | -36%        | 111,426             | 140,081             | -20%        |
| <b>TOTAL DEMAND RESPONSE</b>   | <b>\$ 34,404</b>  | <b>\$ 50,687</b>  | <b>-32%</b> | <b>\$ 322,541</b>   | <b>\$ 405,499</b>   | <b>-20%</b> |
| <b>MAINTENANCE</b>             |                   |                   |             |                     |                     |             |
| Other Salaries & Wages         | \$ 45,819         | \$ 55,864         | -18%        | \$ 407,671          | \$ 446,914          | -9%         |
| Inspection&Maint,Srcv-Overtime | 6,796             | 2,403             | 183%        | 31,186              | 19,223              | 62%         |
| Fringe Benefits                | 25,895            | 30,752            | -16%        | 231,629             | 246,014             | -6%         |
| Fuel & Lubricants              | 32,573            | 46,793            | -30%        | 222,978             | 374,344             | -40%        |
| Tires & Tubes                  | 4,517             | 9,696             | -53%        | 27,868              | 77,571              | -64%        |
| Other Materials & Supplies     | 41,484            | 42,935            | -3%         | 330,288             | 343,477             | -4%         |
| <b>TOTAL MAINTENANCE</b>       | <b>\$ 157,083</b> | <b>\$ 188,443</b> | <b>-17%</b> | <b>\$ 1,251,621</b> | <b>\$ 1,507,543</b> | <b>-17%</b> |
| <b>ADMINISTRATION</b>          |                   |                   |             |                     |                     |             |
| Other Salaries & Wages         | \$ 29,537         | \$ 34,620         | -15%        | \$ 266,204          | \$ 276,956          | -4%         |
| Fringe Benefits                | 14,441            | 18,271            | -21%        | 140,502             | 146,170             | -4%         |
| Services                       | 31,715            | 39,187            | -19%        | 297,928             | 313,493             | -5%         |
| Utilities                      | 18,033            | 16,293            | 11%         | 104,146             | 130,346             | -20%        |
| Casualty & Liability Expenses  | 25,457            | 26,023            | -2%         | 162,157             | 208,187             | -22%        |
| Information Technology         | 12,058            | 13,142            | -8%         | 100,676             | 105,134             | -4%         |
| Other Materials & Supplies     | 4,075             | 4,137             | -1%         | 44,808              | 33,093              | 35%         |
| Miscellaneous                  | 4,587             | 7,683             | -40%        | 17,524              | 61,467              | -71%        |
| <b>TOTAL ADMINISTRATION</b>    | <b>\$ 139,904</b> | <b>\$ 159,356</b> | <b>-12%</b> | <b>\$ 1,133,945</b> | <b>\$ 1,274,847</b> | <b>-11%</b> |
| <b>TOTAL EXPENSES</b>          | <b>\$ 544,842</b> | <b>\$ 662,819</b> | <b>-18%</b> | <b>\$ 4,541,246</b> | <b>\$ 5,302,549</b> | <b>-14%</b> |
| <b>NET INCOME/(LOSS)</b>       | <b>\$ 103,701</b> | <b>\$ 8,085</b>   |             | <b>\$ 357,240</b>   | <b>\$ 16,171</b>    |             |



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF FEBRUARY 28, 2021**

|                                 | MONTH TO DATE     |                   |             | YEAR TO DATE        |                     |             |
|---------------------------------|-------------------|-------------------|-------------|---------------------|---------------------|-------------|
|                                 | FY2021            | FY2020            | %<br>VAR    | FY2021              | FY2020              | %<br>VAR    |
|                                 | FEB               | FEB               |             | YTD                 | YTD                 |             |
|                                 | ACTUAL            | ACTUAL            | ACTUAL      | ACTUAL              |                     |             |
| <b>REVENUE</b>                  |                   |                   |             |                     |                     |             |
| FRT Passenger Revenue           | \$ 29,316         | \$ 38,510         | -24%        | \$ 106,226          | \$ 337,200          | -68%        |
| DRT Passenger Revenue           | 2,848             | \$ 4,793          | -41%        | 8,593               | 42,466              | -80%        |
| Contracts (LU Access)           | 16,800            | \$ 16,800         | 0%          | 58,800              | 117,600             | -50%        |
| Contracts (CVCC Access)         | 2,346             | \$ 4,692          | -50%        | 8,211               | 37,536              | -78%        |
| Liberty University Revenue      | 33,437            | \$ 33,640         | -1%         | 234,059             | 235,480             | -1%         |
| Non-Operating Revenue           | 38,425            | \$ 237            | 16091%      | 44,574              | 9,210               | 384%        |
| Advertising Revenue             | 5,398             | \$ 5,767          | -6%         | 37,560              | 54,828              | -31%        |
| City Operating Assistance       | 41,667            | \$ 144,065        | -71%        | 333,333             | 1,152,523           | -71%        |
| City - CARES ACT Funding        | 75,434            | \$ -              | 100%        | 75,434              | -                   | 100%        |
| County Operating Assistance     | 6,483             | \$ 6,356          | 2%          | 51,867              | 50,850              | 2%          |
| State Operating Assistance      | 196,741           | \$ 169,696        | 16%         | 1,411,657           | 1,364,038           | 3%          |
| State Assistance-Demo & Technic | -                 | \$ 3,391          | 0%          | -                   | 9,754               | -100%       |
| Federal Operating Assistance    | 199,648           | \$ 196,469        | 2%          | 2,528,172           | 1,571,750           | 61%         |
| <b>TOTAL REVENUE</b>            | <b>\$ 648,542</b> | <b>\$ 624,416</b> | <b>4%</b>   | <b>\$ 4,898,486</b> | <b>\$ 4,983,235</b> | <b>-2%</b>  |
| <b>EXPENSES</b>                 |                   |                   |             |                     |                     |             |
| <b>FIXED ROUTE</b>              |                   |                   |             |                     |                     |             |
| Operator Labor                  | \$ 97,295         | \$ 107,776        | -10%        | \$ 823,390          | \$ 892,561          | -8%         |
| Operator-Overtime               | 18,417            | 18,414            | 0%          | 153,219             | 104,701             | 46%         |
| Other Salaries & Wages          | 26,088            | 24,074            | 8%          | 204,799             | 199,027             | 3%          |
| Supervisors-Overtime            | 1,269             | 991               | 28%         | 18,448              | 6,958               | 165%        |
| Fringe Benefits                 | 70,381            | 86,302            | -18%        | 633,284             | 686,684             | -8%         |
| <b>TOTAL FIXED ROUTE</b>        | <b>\$ 213,450</b> | <b>\$ 237,558</b> | <b>-10%</b> | <b>\$ 1,833,140</b> | <b>\$ 1,889,930</b> | <b>-3%</b>  |
| <b>DEMAND RESPONSE</b>          |                   |                   |             |                     |                     |             |
| Operator Labor                  | \$ 16,561         | \$ 19,819         | -16%        | \$ 154,800          | \$ 168,448          | -8%         |
| Operator-Overtime-PTS           | 859               | 1,033             | -17%        | 7,702               | 3,987               | 93%         |
| Other Salaries & Wages          | 5,696             | 5,470             | 4%          | 48,613              | 43,310              | 12%         |
| Fringe Benefits                 | 11,288            | 15,018            | -25%        | 111,426             | 123,124             | -10%        |
| <b>TOTAL DEMAND RESPONSE</b>    | <b>\$ 34,404</b>  | <b>\$ 41,339</b>  | <b>-17%</b> | <b>\$ 322,541</b>   | <b>\$ 338,869</b>   | <b>-5%</b>  |
| <b>MAINTENANCE</b>              |                   |                   |             |                     |                     |             |
| Other Salaries & Wages          | \$ 45,819         | \$ 44,184         | 4%          | \$ 407,671          | \$ 366,558          | 11%         |
| Inspection&Maint,Srvc-Overtime  | 6,796             | 982               | 592%        | 31,186              | 29,238              | 7%          |
| Fringe Benefits                 | 25,895            | 25,770            | 0%          | 231,629             | 225,878             | 3%          |
| Fuel & Lubricants               | 32,573            | 39,258            | -17%        | 222,978             | 387,522             | -42%        |
| Tires & Tubes                   | 4,517             | 10,751            | -58%        | 27,868              | 57,799              | -52%        |
| Other Materials & Supplies      | 41,484            | 35,136            | 18%         | 330,288             | 340,476             | -3%         |
| <b>TOTAL MAINTENANCE</b>        | <b>\$ 157,083</b> | <b>\$ 156,080</b> | <b>1%</b>   | <b>\$ 1,251,621</b> | <b>\$ 1,407,470</b> | <b>-11%</b> |
| <b>ADMINISTRATION</b>           |                   |                   |             |                     |                     |             |
| Other Salaries & Wages          | \$ 29,537         | \$ 30,181         | -2%         | \$ 266,204          | \$ 235,832          | 13%         |
| Fringe Benefits                 | 14,441            | 17,220            | -16%        | 140,502             | 134,588             | 4%          |
| Services                        | 31,715            | 37,538            | -16%        | 297,928             | 306,979             | -3%         |
| Utilities                       | 18,033            | 14,433            | 25%         | 104,146             | 118,692             | -12%        |
| Casualty & Liability Expenses   | 25,457            | 26,786            | -5%         | 162,157             | 200,065             | -19%        |
| Information Technology          | 12,058            | 10,617            | 14%         | 100,676             | 83,716              | 20%         |
| Other Materials & Supplies      | 4,075             | 826               | 393%        | 44,808              | 21,919              | 104%        |
| Miscellaneous                   | 4,587             | 5,068             | -9%         | 17,524              | 50,884              | -66%        |
| <b>TOTAL ADMINISTRATION</b>     | <b>\$ 139,904</b> | <b>\$ 142,667</b> | <b>-2%</b>  | <b>\$ 1,133,945</b> | <b>\$ 1,152,675</b> | <b>-2%</b>  |
| <b>TOTAL EXPENSES</b>           | <b>\$ 544,842</b> | <b>\$ 577,644</b> | <b>-6%</b>  | <b>\$ 4,541,246</b> | <b>\$ 4,788,945</b> | <b>-5%</b>  |
| <b>NET INCOME/(LOSS)</b>        | <b>\$ 103,701</b> | <b>\$ 46,772</b>  |             | <b>\$ 357,240</b>   | <b>\$ 194,290</b>   |             |



## **GLTC Board Agenda Detail**

**Item #:** 4c

**Item Title:** February 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 February was 32,998 passengers. The City portion of this figure comprised 29,624 passengers and Liberty accounted for the remaining 3,374 passengers.

### **Service Impacts:**

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through February 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 %
- February 2021 – 91 %

### **Maintenance:**

Maintenance activities are reported as follows for February 2021:

- Total mileage for fixed route and paratransit services – 86,875 miles
- On-time performance for preventative maintenance activities – 89 %
- Fleet downtime – 4.85 %

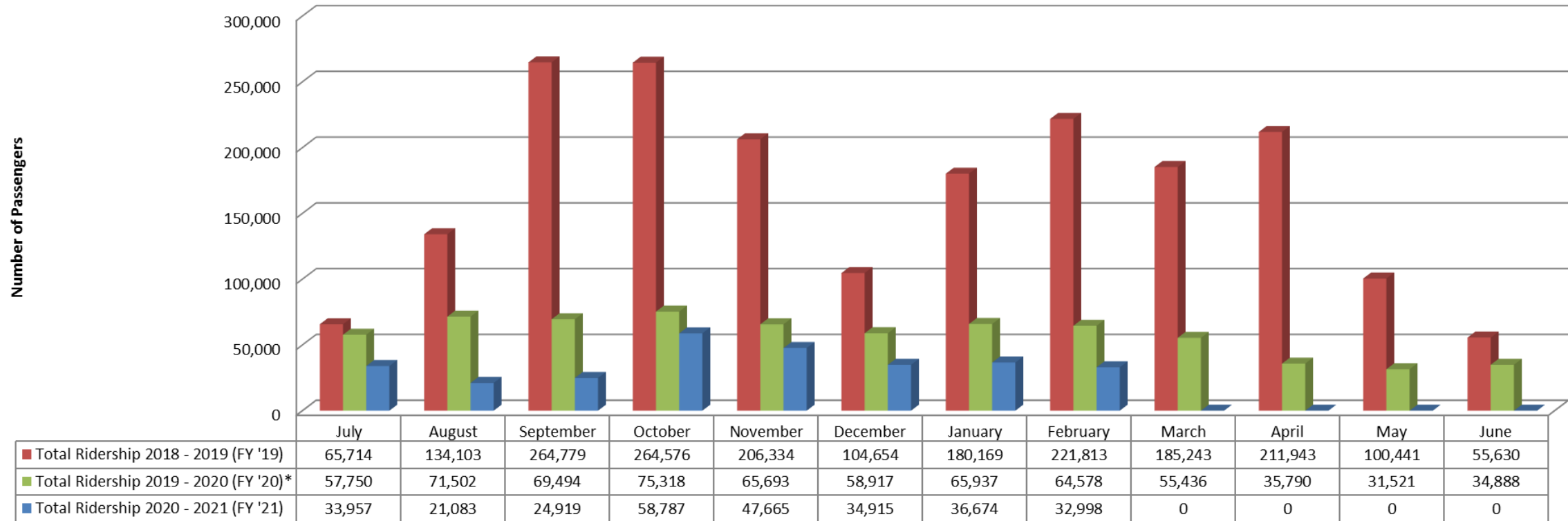
**Contacts:** Brian Booth

**Attachments:** Pages 16-20

**Action Required:** None



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

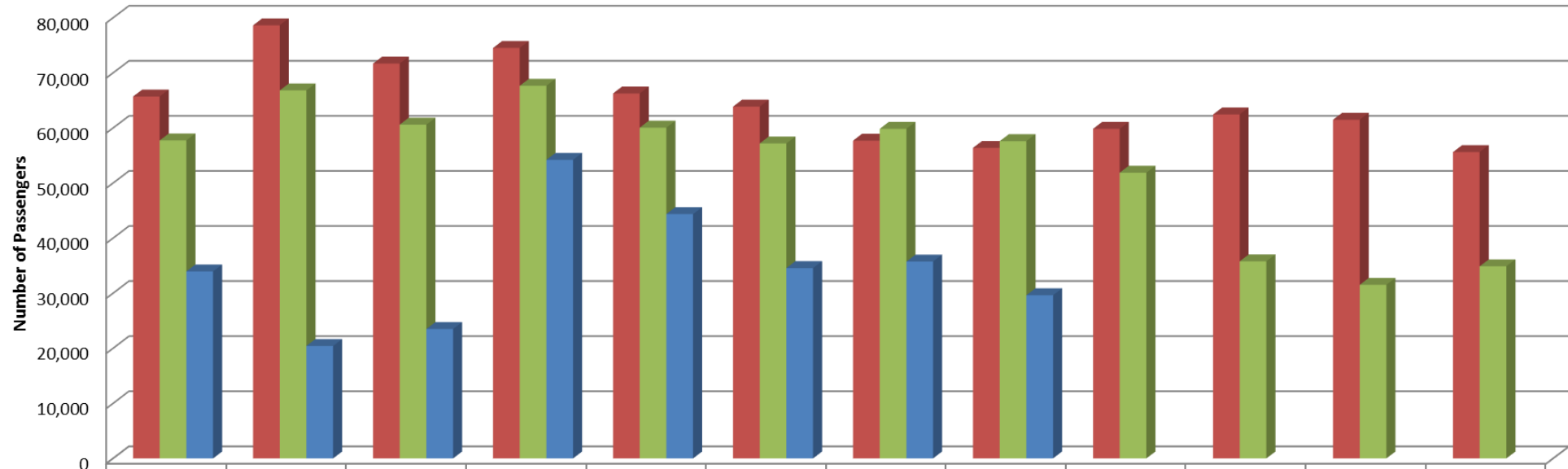


\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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



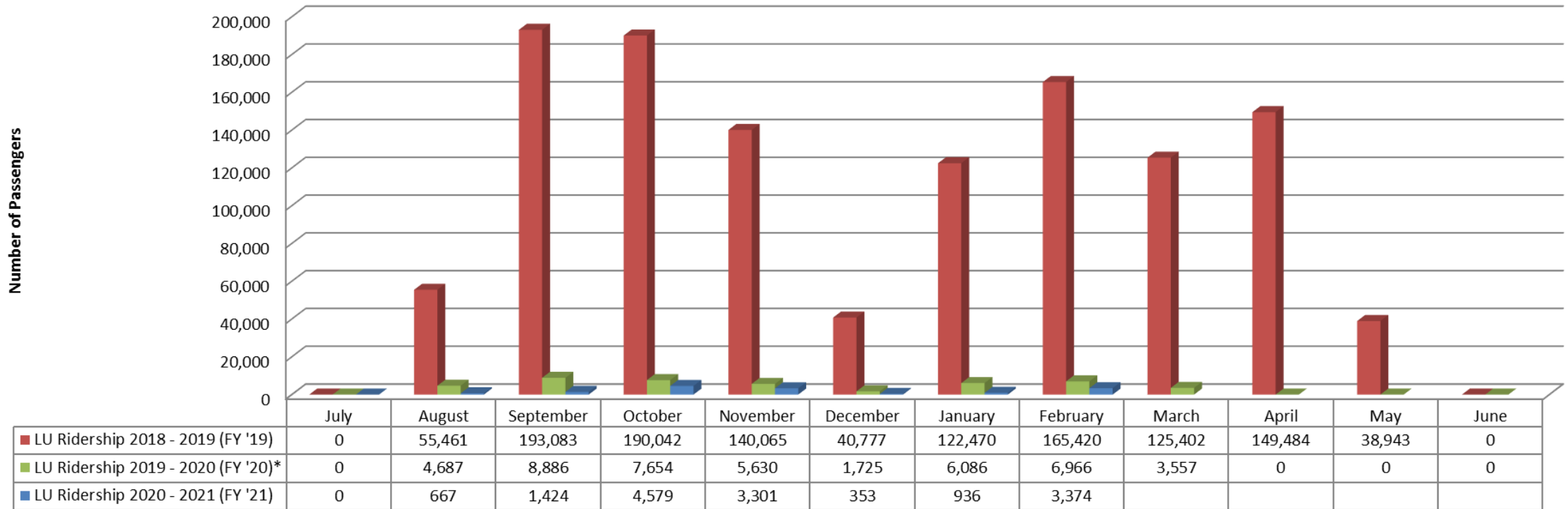
### City Ridership FY '19, FY '20, FY '21



|                                       | 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   | 35,738  | 29,624   |        |        |        |        |

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

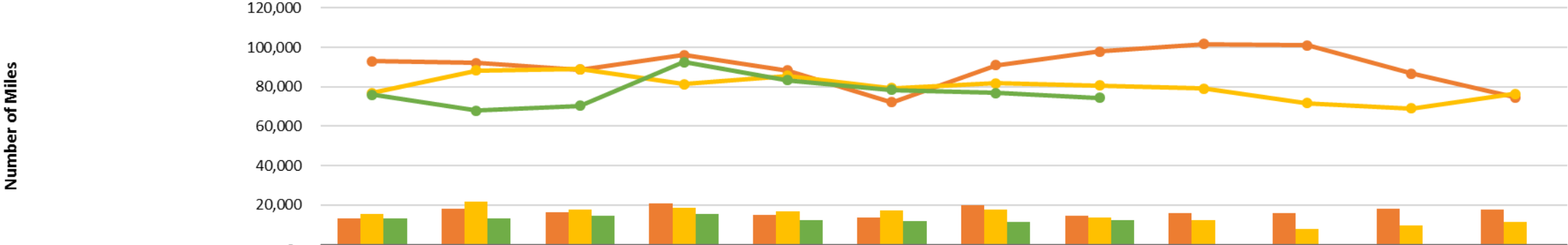
## Liberty University Ridership FY '19, FY '20, FY '21



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

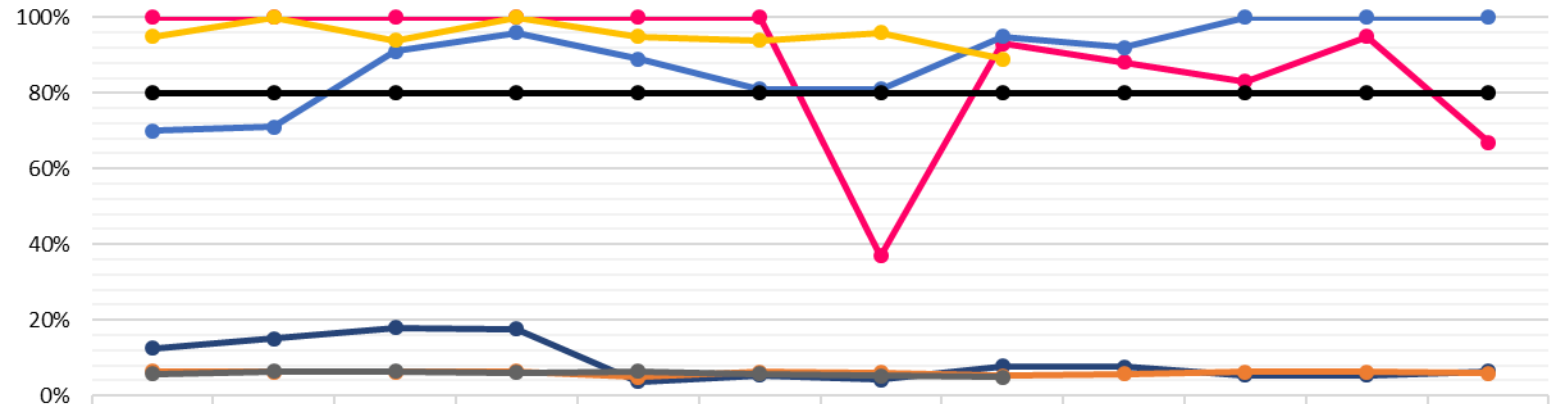
\*\*Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

## 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  | 12,489   |         |         |        |        |
| 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  | 74,386   |         |         |        |        |

## 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%     | 89%      |       |       |       |       |
| ● 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%   | 4.85%    |       |       |       |       |



## GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report for February 2021 is provided below. Additional drawdowns have been made on the 8-bus purchase and spare parts as of the end of February. Minimal activity is reflected on other projects as they are in a stage of procurement.

| GLTC CAPITAL GRANTS      |          |  |               |               |              |               |               |
|--------------------------|----------|--|---------------|---------------|--------------|---------------|---------------|
| FEDERAL                  | STATE    |  |               |               |              |               | 2/28/2021     |
| 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  | \$ 381,237    |
| <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    | \$ 4,855      |
|                          |          |  | \$ 3,665,838  | \$ 740,409    | \$ 182,001   | \$ 4,588,248  | \$ 386,092    |
| <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**

There hasn't been an update on the finalization of the Vanpool Study conducted by AECOM.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None

**5b Summary – Route 5/Madison Heights Service Changes**

Staff are planning to focus on these changes with other minor adjustments under review this summer.

**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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### **6a Summary – Board Oversight Policy**

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. The GLTC Board is the direct recipient of federal funds and have elected to hire the Management Contractor to oversee the day to day operations of the public transit system in Lynchburg, which requires carrying out federal requirements. FTA requires that the GLTC Board (as body charged with oversight of GLTC; the direct recipient of federal funds) maintain and document oversight that the Management Contractor in carrying out federal regulations appropriately.

Staff have developed this policy based on the areas of oversight by FTA during the Triennial Review which FTA conducts every three years. The Triennial Review focuses on approximately 20 different areas, but only the areas of applicability to GLTC have been incorporated into this policy.

*Staff Recommendation: This policy is presented for review and comment by the GLTC Board. The Board should provide comment or suggestions for revisions (if any) for update and to be brought back at a future meeting. Should the Board find the policy appropriate then a motion could be considered for adoption of the policy.*

**Contacts:** Brian Booth  
**Attachments:** Management Contractor Oversight Policy  
**Action Required:** Review/Comment/Potential Adoption



## **6b Summary – American Rescue Plan Act**

President Biden signed the American Rescue Plan Act of 2021 (ARP) on March 11<sup>th</sup>, 2021, which included a total of \$ 30.5 billion in federal funding to support the nation’s public transportation systems in response to and recovery from the impacts of the COVID-19 pandemic. This Act apportioned funds to urbanized areas to equal 132 % of an urbanized areas operating expenses in 2018 when combined with appropriations previously made in the CARES Act and CRRSAA (Coronavirus Response and relief Supplemental Appropriations Act). GLTC has been apportioned approximately \$ 3.4 million from the American Rescue Plan (ARP). GLTC received approximately \$ 7.6 million from the CARES Act and did not receive any funds under the CRRSAA.

These funds under ARP are available at 100 % federal share, available for payroll and operations, unless the organization certifies that it has not furloughed any employees. These funds must be obligated by September 30<sup>th</sup>, 2024 and disbursed by September 30, 2029. Use of these funds for expenses other than payroll or operations (capital projects) is possible, but guidance from FTA has yet to be released.

There is no imminent action necessary by the Board on how to allocate these funds, as staff would like additional time to discuss with city staff the long term financial capacity of the city for supporting GLTC and to allow for guidance from FTA to be released on the use of funds for expenses other than operations and payroll.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** Review/Discussion







**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 May 5<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><br><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><br><i>Jubilee Family Development Center<br/>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><br><i>HumanKind,<br/>150 Linden Ave, Lynchburg, VA 24503</i>                                | 434-845-2986 x231<br>434-258-4117 | <a href="mailto:mwdeacon@humankind.org">mwdeacon@humankind.org</a>           |
| <b>Cameron Howe</b><br><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><br><i>City of Lynchburg<br/>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><br><i>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><br><i>Concentrix<br/>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><br><i>Centra<br/>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                          |
| 2/3/2021            | P                      | P                           | P                          | A <sup>3</sup>       | P                    | PR                    | P                      | P                    | PR                         |
| 3/3/2021            | P                      | P                           | P                          | PR                   | P                    | A <sup>4</sup>        | A <sup>5</sup>         | P                    | P                          |
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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@gltcconline.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
- 3 - D. Deter - Vacation
- 4 - J. Hughes IV - Personal Conflict
- 5 - B. Landergan - Absent