

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, June 2nd, 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; Charles Spence

#1	Call to Order - Public Comment	
	a) Speakers should state their name for the official record	
	b) Speakers will be allotted a maximum of 3 minutes	GLTC Board
	c) Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record	President

#2	Consideration of Meeting Minutes Approval	All
	May 5 th , 2021	

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

#4	Staff Reports	
	a) General Manager's Report	
	b) April 2021 Financials	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

#5	Old Business	
	a) Vanpool Implementation	No Update

#6	New Business	
	a) FY 2022 Operating Budget	Brian Booth

#7	President's Report	GLTC Board President
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#8	Next Meeting Date & Adjournment	All
	July 7 th , 2021 @ 8:30 am – GLTC Board Meeting	





GLTC Board Agenda Detail

Item #: 2
Item Title: May 5th, 2021 Minutes
Action: Consideration of Approval

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

May 5, 2021
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, May 5, 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; John Hughes, IV, Brian Landergan, and Dr. Les Reed.

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

Others attending via ZOOM video conference were: Patrice Strachan of DRPT. 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 April 7, 2021. Mr. Hughes made a motion to approve the minutes of April 7, 2021 with Mr. Blanks seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – The committee plans to meet sometime in May.

3b – ADA Advisory Committee – Mr. Booth stated that the ADA and Customer Advisory Committees are currently in the process of recruiting new members.

3c – RIDE Solutions – No report

3d – Central Virginia Planning District Commission – Mr. Gabathuler stated that the bus stop analysis in the field has been recorded and recommendations should be presented at the next board meeting. He also stated that he along with GLTC staff met with the City's Communications and Marketing staff regarding text alerts. Plans are to move forward in the coming weeks. The Route Advisory Committee made up of drivers and supervisors will meet in May to obtain feedback on route efficiencies.

4 – Staff Reports

4a – General Manager's Report

Mr. Booth recapped the information provided by Mr. Gabathuler. GLTC is excited to partner with the City on the Mobile Alerts technology as the City is allowing GLTC access to use their system at no charge. Ms. Wilkins will receive marketing materials and training soon. In addition, Mr. Booth stated that the Route Advisory Committee is in the first step to obtain feedback from the drivers and supervisors and will obtain feedback from our customers at a later date.



The newly formed OTIS (Opportunities To Improve Service) Committee met for the first time on Wednesday April 21st, 2021. This initial meeting focused on goals for improving service. The committee will meet on the third Wednesday of each month at 10 am. Ben Blanks accepted the role as chairperson for the committee. Some of the initial suggestions that were brought forward during the meeting were:

- Hold public comment and dialogue
- Work toward minor service improvements previously brought forward by Ben
- Promote the OTIS committee and solicit feedback from the public
- Promote membership and input from the Customer Advisory and ADA Advisory Committees
- Having QR codes at bus stops for information
- Transitioning of the Ride Systems platform to Transloc as a result of a company merger

GLTC will be transitioning its bus tracking app from Ride Systems to Transloc in coordination with Liberty University. Transloc and Ride Systems are merging to transition all existing customers to a unified platform. Staff are currently testing the Transloc app and will develop a marketing campaign to promote to GLTC customers. A date for transition has not been set but will most likely be this summer.

Mr. Booth stated that Dr. Salmon has approached him, Mr. Davis, and Dr. Reed again to further discuss opportunities for partnership.

Mr. Charles Spence, VP of Campus Facilities and Transportation at Liberty University will fill Dan Deter's role on the board.

4b – March 2021 Financials

Total Revenues are under budget 9 % year to date and under budget 20 % for the month of March 2021. Passenger Revenue reflects being under budget 12 % for the month of March. The CVCC Access contract is under budget 40 % in March due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is over budget 2 % year to date and over budget 34 % for the month of March.

State Operating Assistance reflects being over budget 14 % for the month of March and 4 % 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 % for the month of March. 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 13 % year to date and under budget 5 % for the month of March 2021. Total Salaries are under budget approximately 14 %, total overtime is over budget approximately 28 %, and total benefits are under budget approximately 11 %. 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 24 %. Fuel is the driving factor, coming in under budget approximately 37 % as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 57 % and Other Materials and Supplies are under budget approximately 3 %.

Administrative Expenses reflect being 10 % under budget year to date with Services being under budget 6 %, Utilities under budget 17 %, Casualty and Liability expenses under budget 20 %, and Information Technology under 4 % year to date. Utilities are over budget 9 % for the month of March due to higher costs for heating facilities. Other Materials and Supplies is over budget approximately 44 % 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.

The year-to-date net income reflects a surplus of \$ 264,555 at the end of March 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.

Dr. Reed asked if GLTC has a surplus outside of the CARES Act, would it affect any grants in 2022. Mr. Booth stated that any surplus GLTC receives goes back to the City and wouldn't have an effect on other grants.

4c – Ridership and Operations Statistics

Total Ridership for the month of March was 44,365 passengers. The City portion of this figure comprised 40,179 passengers and Liberty accounted for the remaining 4,186 passengers.

The Service Impacts related to service cancellation resulting from COVID exposure and staff constraints was updated to include March 2021 and update a typo for February. February should have been reported at 93 % of service operated instead of 91 % and March had 89.9 % of service operated versus scheduled.

Ms. Howe asked if there are any specific times of day or routes where service is impacted. Mr. Booth stated that it depends on the day, but most of the impacts occur in the evenings as that is when the bulk of the open runs are from vacant operator bids. GLTC anticipates service impacts to improve once Liberty University is out for the summer and the drivers operating routes there can support the City service.

Ms. Deacon asked was there was any luck in recruiting. Mr. Booth stated that it is hit or miss stating that there is usually only a 25 % retention from applications received to those hired. One major issue is passing a preemployment drug test. Ms. Howe asked about prescription medication such as Adderall. Mr. Booth stated the drug test would be reported as negative with a valid prescription, however with some medication such as opioids, the question remains of whether the operator is safe to operate a vehicle despite the negative drug test report.

Mr. Landergan asked about the minimum wage hike and how it impacts GLTC. Mr. Booth said it is on the radar and there were no positions affected by the increase which occurred at the first of May. The planned increases in the coming years will impact staff salaries and finance staff are looking at the budget to stay ahead of these increases.

Maintenance activities for March 2021 were reported with total mileage for fixed route and paratransit operations being 109,614 miles, on time performance for preventative maintenance at 100 %, and a fleet downtime of 4.85 %.

4d – Capital Projects

Additional drawdowns have been made on the 8-bus purchase which should finalize the remaining expenditures for this grant. FY 2021 capital projects have been added to this report as the grant to FTA is currently in review and awaiting final concurrence and obligation of funds. These projects include three replacements buses, funds for spare parts (for major mechanical equipment for the fleet), and a vehicle locator system for improved dispatching and bus tracking software.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool

There has not been an update on the finalization of the Vanpool Study conducted by AECOM.



#6 – New Business

6a Summary – Board Oversight Policy

These procedures were presented at the GLTC Board of Director's meeting on April 7th, 2021 for review. Feedback was received from the board on the proposed policy for recommended changes. Staff took the feedback provided and revised the policy to incorporate them into the policy. The recommended changes were as follows:

- Provide a reference to describe the acronyms
- Instead of the Board President conducting the annual review each year, there should be a sub-committee consisting of two board members with the preference that one member have prior experience serving on the review committee
- Ensure the Management Contractor/Team are a part of the review with the sub-committee.

These recommendations have been incorporated into the policy as referenced by the "tracked changes" feature. An "Appendix B" was added at the end of the policy to provide a reference for the various acronyms throughout the document.

After review, Ms. Deacon made a motion to accept the Board Oversight Policy as presented with Mr. Landergan seconding the motion and the vote was carried. Dr. Reed thanked Mr. Booth for his work on this project.

6b Summary – Draft Six Year Improvement Plan

The Department of Rail and Public Transportation has released the Draft Six Year Improvement Program (SYIP) which outlines funding for operating and capital projects for all transit systems in the state of Virginia. The draft SYIP indicates that GLTC will receive an approximate 2 % increase in operating funds for FY 2022 as a result of an increase in state funds available for operating across the state of Virginia.

Capital projects were also outlined and GLTC had the projects of Heavy-Duty Transit Buses (15), Light Duty Paratransit Buses (4), and Medium Duty Paratransit buses (2) approved and funded. These projects received state funding at 68 % of the project cost, but there was little to no federal funds allocated for the remaining 32 % of the project cost. This is going to require a higher local match requirement than has been the previous experience for GLTC. The allocation breakdown for each project is as follows:

- Heavy Duty Transit Buses (15) – 68 % State, 10 % Federal, 22 % Local (\$ 1,815,000)
- Light Duty Paratransit Buses (4) – 68 % State, No Federal, 32 % Local (\$ 140,800)
- Medium Duty Paratransit Buses (2) – 68 % State, No Federal, 32 % Local (\$ 92,800)

Total local match requirement for FY 2022 projects is \$ 2,048,600 with a budgeted local share in the FY 2022 City CIP of \$ 551,000, which leaves a local share deficit of \$ 1,497,600. Staff met with city finance staff to discuss options for this deficit and were able to develop the following options for moving forward.

1. After reconciling the capital projects GLTC still has current and underway, City Finance staff stated there is an approximate \$ 2.4 million dollar balance of funds obligated to GLTC for use toward capital projects.
2. The Board could have staff investigate utilizing the CARES/ARPA stimulus funds to account for the deficit.
3. GLTC could forgo the project(s) and reapply in a future year to see if additional DRPT controlled federal funds could be allocated toward capital.

After a lengthy discussion, Mr. Blanks made a motion to move forward with either Option 1 or 2 at this time with Ms. Deacon seconding the motion and the vote was carried. Further analysis will be conducted with a final recommendation made at a future meeting between which option to move forward with.



6c Summary – Annual PTASP (Public Transportation Agency Safety Plan) Review/Update

FTA requires that transit operators annually review, update, and certify their Public Transportation Agency Safety Plan. This plan was originally adopted in June of 2020 and includes processes and procedures for implementing Safety Management Systems (SMS) in the monitoring of safety programs within the transit organization. GLTC falls in the category of a Tier II agency with regards to the PTASP rule and is eligible and has elected to take part in the Department of Rail and Public Transportation's statewide group PTASP plan.

DRPT has set forth the following schedule for this annual update and certification to ensure compliance. This timeline is described as follows:

- May 7th, 2021 – Agency revisions are returned to DRPT
- June 4th, 2021 – DRPT will review submissions and update the Group PTASP by this date
- July 20th, 2021 – Transit Agencies must complete their sign-off process which includes completing any board required action.

GLTC plans to comply with the deadlines in this timeline by having the GLTC Board concur with any recommended revisions necessary to GLTC's section of the PTASP at this meeting and will bring the revised Group PTASP back before the Board for final approval by the July board meeting ahead of the July 20th, 2021 deadline.

GLTC's section of the Group PTASP was attached with the board materials for review. This document outlines the safety performance targets set by GLTC and processes and responsibilities for carrying out the procedures related to Safety Management Systems (SMS). Staff have compiled the data required to measure safety performance through March 31st, 2021 for review and comparison.

After review of GLTC's section of the PTASP document and analysis of the performance data; staff does not have any changes to recommend at this time. The processes, procedures, and staff positions outlined in the current document are still in place and accurate. While there are three areas where performance targets were not met, staff recommends having the current performance targets remain unchanged. These targets have only been in place for one year and it would be ideal to obtain additional data before making changes.

After review, Ms. Deacon made a motion to accept staff's recommendation to not make any changes to the PTASP document with Mr. Landergan seconding the motion and the vote was carried.

#7 – President's Report

Mr. Davis called for comments from the board. Mr. Blanks stated that the mask mandate for public transportation has been extended to September 13.

Mr. Davis will not attend to the June meeting as he is getting married. The board congratulated him on his upcoming wedding.

#8 – Next Meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on June 2nd, 2021 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 9:33 a.m.

Secretary/Treasurer



Greater Lynchburg Transit Company
Page 6



GLTC Board Agenda Detail

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

Committee Reports

- a) Customer Advisory Committee (CAC) - Sherry Gentry
- b) ADA Advisory Committee - Gary DuPriest

Partner Reports

- c) Ride Solutions / Marketing Updates - Kelly Hitchcock
- d) Transportation Planner Updates - Philipp Gabathuler

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 4a

Item Title: General Manager's Report

Action: For Your Information

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

- With the assistance of Philipp Gabathuler and Ada Hunsberger with the Central Virginia Planning District Commission, the Route Advisory Committee met twice in May to obtain feedback from operators and supervisors on suggested improvements for service. This information will be compiled and discussed at the OTIS committee meeting for awareness and feedback. The key changes that are feasible to implement will be publicized this summer with a goal of implementation by the Fall. Informational meetings for educating the public on the proposed changes and any changes requiring a public hearing with the GLTC board will be targeted for the August 2021 meeting date.
- GLTC staff took part in a stakeholder call with the Department of Rail and Public Transportation to provide feedback to be used for developing a COVID-19 Recovery Strategies Handbook. Feedback was provided for challenges faced at the onset and throughout the pandemic in continuing transit operations as well as suggestions for what would be useful guidance for recovery strategies coming out of the pandemic. The consulting team drafting the handbook plans to hold additional stakeholder committee calls throughout the development for additional feedback and direction.
- Following discussions with Dr. Salmon and the Department of Rail and Public Transportation regarding the transportation solution he has developed and presented previously to the Board, DRPT has committed to work with GLTC in funding a planning study and needs assessment for an on-demand service in the Lynchburg area. This study would identify areas of unmet needs as well as recommendations warranted for meeting unmet needs through an on-demand service. Based on the recommendations coming out of the planning study, a public solicitation for a procurement would be issued to acquire the infrastructure necessary for an on-demand service pilot. This procurement would solicit proposals from the open market and there is no guarantee that the product(s) Dr. Salmon has presented would be selected and awarded. It is uncertain at this point of exactly what infrastructure will be necessary before the planning study is complete, therefore DRPT cannot commit to the level of support they can provide until they are able to review the recommendations and assess available resources following the study.





GLTC Board Agenda Detail

Item #: 4b

Item Title: April 2021 Financials

Action: For Your Information

REVENUES:

Total Revenues are under budget 10 % year to date, approximately \$ 687,000, and under budget 20 % for the month of April 2021. Passenger Revenue reflects being over budget 9 % for the month of April from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in April due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is under budget 1 % year to date and under budget 25 % for the month of March. 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 University revenue reflects being under budget 21 % for the month of April and is due to the end of year true up for services previously billed against actual service provided. This true up was conducted with the April financials due to Liberty cancelling the service planned to be provided by GLTC for commencement due to changes in the commencement's schedule as a result of COVID restrictions. Service provided through the end of the semester in May was factored into this true up.

State Operating Assistance reflects being over budget 14 % for the month of April and 5 % year to date due to an increase in state funds allocated for FY 2021. Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 %, approximately \$ 155,000, for the month of April. 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 CARES Act grant to support expenses in FY 2022.

EXPENSES:

Total expenses are under budget 13 %, approximately \$ 847,000, year to date, and under budget 8 % for the month of April 2021. Total Salaries are under budget approximately 14 % or \$ 386,000, total overtime is over budget approximately 31 % or \$ 67,000, and total benefits are under budget approximately 11 % or \$ 178,000. 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 23 % or \$ 228,000. Fuel is the driving factor, coming in under budget approximately 34 % or \$ 157,000 as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 55 % and Other Materials and Supplies are under budget approximately 4 %.

Administrative Expenses reflect being 9 % under budget year to date with Services being under budget 3 %, Utilities under budget 16 %, Casualty and Liability expenses under budget 16 %, and Information Technology under 5 % year to date. Utilities are over budget 24 % for the month of April due to higher costs for heating facilities. Other Materials and Supplies is over budget approximately 43 % year to date due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 63 % year to date due to minimal travel for training/conferences.

SUMMARY:

The year to date net income reflects a surplus of \$ 191,925 at the end of April 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.

Contacts: Brian Booth
Attachments: Pages 11-15
Action Required: None



Greater Lynchburg Transit Company, Inc.

Balance Sheet

April FY 2021

	FY 2021	FY 2020	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ 125,000	\$ -	\$ 125,000
Cash - Capital	212,940	242,159	(29,219)
Accounts Receivable	56,441	57,369	(928)
TOTAL CURRENT ASSETS	\$ 394,381	\$ 299,528	\$ 94,853
Tangible Property	\$ 64,986,663	\$ 60,884,309	\$ 4,102,354
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
NET FIXED ASSETS	\$ 38,293,156	\$ 37,259,061	\$ 1,034,095
TOTAL ASSETS	\$ 38,687,537	\$ 37,558,588	\$ 1,128,948
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 53,440	\$ 49,514	\$ 3,926
TOTAL LIABILITIES	53,440	49,514	3,926
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,383,657	37,369,498	(2,985,841)
Accumulated Income/(Loss) Current Year	4,250,435	139,572	4,110,863
TOTAL CAPITAL	\$ 38,634,097	\$ 37,509,074	\$ 1,125,022
TOTAL LIABILITIES AND CAPITAL	\$ 38,687,537	\$ 37,558,588	\$ 1,128,949



Central VA Transit Management Company Inc.

Balance Sheet

Apr FY 2021

	FY 2021	FY 2020	Difference
ASSETS			
Cash	\$ 708,815	\$ 399,453	\$ 309,362
Cash - OPEB	287,718	263,454	24,263
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	188,745	130,785	57,959
Materials and Fuel	313,299	310,357	2,942
TOTAL CURRENT ASSETS	\$ 1,498,751	\$ 1,104,225	\$ 394,526
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	172,523	196,771	(24,248)
TOTAL ASSETS	\$ 1,671,273	\$ 1,300,996	\$ 370,278
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 507,657	\$ 196,386	\$ 311,270
Wages Payable	139,234	100,901	38,333
Other Payroll Liabilities	810,693	716,336	94,357
Advance Payments	21,765	(117,021)	138,786
TOTAL LIABILITIES	1,479,348	896,602	582,746
Accumulated Income/(Loss) Prior Years	-	404,394	(404,394)
Accumulated Income/(Loss) Current Year	191,925	-	191,925
Restricted Reserve	-	-	-
TOTAL CAPITAL	\$ 191,925	\$ 404,394	\$ (212,469)
TOTAL LIABILITIES AND CAPITAL	\$ 1,671,273	\$ 1,300,996	\$ 370,277



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT****AS OF APRIL 30, 2021**

		FY2021 ACTUAL APR	FY2021 ACTUAL YTD
REVENUE			
Operating Assistance Revenue		\$ 1,065,222	\$ 5,358,505
Money Paid to CVTMC		(940,222)	(5,233,505)
Sale of Equipment & Vehicles		-	60,089
Federal Grant Revenue		3,141	3,235,133
Local Grant Revenue		<u>785</u>	<u>837,259</u>
TOTAL REVENUE		\$ 128,926	\$ 4,257,481
EXPENSES			
Repairs - Capital		3,926	\$ 7,046
Other Miscellaneous Expense		<u>-</u>	<u>-</u>
TOTAL EXPENSES		\$ 3,926	\$ 7,046
NET INCOME/(LOSS)		\$ <u>125,000</u>	\$ <u>4,250,435</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

**INCOME STATEMENT
AS OF APRIL 30, 2021**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021	%	FY2021	FY2021	%
	APR	APR		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 35,319	\$ 33,454	6%	\$ 172,793	\$ 334,538	-48%
DRT Passenger Revenue	5,670	4,124	38%	16,016	41,235	-61%
Contracts (LU Access)	16,800	15,120	11%	92,400	136,080	-32%
Contracts (CVCC Access)	2,346	3,910	-40%	12,903	39,100	-67%
Liberty University Revenue	26,468	33,390	-21%	293,964	300,510	-2%
Non-Operating Revenue	1,128	1,025	10%	47,446	10,253	363%
Advertising Revenue	3,610	4,794	-25%	47,573	47,936	-1%
City Operating Assistance	41,667	41,667	0%	416,667	416,667	0%
City - CARES ACT Funding	-	-	0%	75,434	-	100%
County Operating Assistance	6,483	6,483	0%	64,834	64,833	0%
State Operating Assistance	196,741	172,125	14%	1,805,139	1,721,248	5%
Federal Operating Assistance	199,648	354,813	-44%	2,927,468	3,548,126	-17%
TOTAL REVENUE	\$ 535,880	\$ 670,904	-20%	\$ 5,972,635	\$ 6,660,526	-10%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 109,442	\$ 130,555	-16%	\$ 1,045,031	\$ 1,305,553	-20%
Operator-Overtime	23,372	16,911	38%	201,906	169,108	19%
Other Salaries & Wages	26,085	25,805	1%	256,461	258,054	-1%
Supervisors-Overtime	1,450	1,258	15%	21,837	12,583	74%
Fringe Benefits	73,826	89,803	-18%	786,021	898,028	-12%
TOTAL FIXED ROUTE	\$ 234,174	\$ 264,333	-11%	\$ 2,311,257	\$ 2,643,325	-13%
DEMAND RESPONSE						
Operator Labor	\$ 18,964	\$ 26,732	-29%	\$ 194,127	\$ 267,317	-27%
Operator-Overtime-PTS	1,137	794	43%	10,153	7,938	28%
Other Salaries & Wages	6,553	5,652	16%	62,288	56,518	10%
Fringe Benefits	12,187	17,510	-30%	137,374	175,101	-22%
TOTAL DEMAND RESPONSE	\$ 38,840	\$ 50,687	-23%	\$ 403,943	\$ 506,873	-20%
MAINTENANCE						
Other Salaries & Wages	\$ 54,635	\$ 55,864	-2%	\$ 518,695	\$ 558,643	-7%
Inspection&Maint,Srcv-Overtime	7,582	2,403	216%	46,941	24,028	95%
Fringe Benefits	28,814	30,752	-6%	291,497	307,518	-5%
Fuel & Lubricants	44,249	46,793	-5%	310,024	467,930	-34%
Tires & Tubes	6,482	9,696	-33%	43,967	96,963	-55%
Other Materials & Supplies	35,811	42,935	-17%	411,758	429,347	-4%
TOTAL MAINTENANCE	\$ 177,574	\$ 188,443	-6%	\$ 1,622,882	\$ 1,884,428	-14%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,023	\$ 34,620	-13%	\$ 329,327	\$ 346,195	-5%
Fringe Benefits	13,541	18,271	-26%	169,717	182,713	-7%
Services	48,747	39,187	24%	381,468	391,867	-3%
Utilities	15,095	16,293	-7%	136,994	162,933	-16%
Casualty & Liability Expenses	25,440	26,023	-2%	213,037	260,234	-18%
Information Technology	11,218	13,142	-15%	124,460	131,418	-5%
Other Materials & Supplies	5,244	4,137	27%	58,953	41,366	43%
Miscellaneous	8,614	7,683	12%	28,672	76,834	-63%
TOTAL ADMINISTRATION	\$ 157,922	\$ 159,356	-1%	\$ 1,442,627	\$ 1,593,558	-9%
TOTAL EXPENSES	\$ 608,510	\$ 662,819	-8%	\$ 5,780,710	\$ 6,628,186	-13%
NET INCOME/(LOSS)	\$ (72,630)	\$ 8,085		\$ 191,925	\$ 32,341	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF APRIL 30, 2021

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020	%	FY2021	FY2020	%
	APR	APR	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 35,319	\$ 525	6627%	\$ 172,793	\$ 367,008	-53%
DRT Passenger Revenue	5,670	\$ 1,092	419%	16,016	46,623	-66%
Contracts (LU Access)	16,800	-	#DIV/0!	92,400	134,400	-31%
Contracts (CVCC Access)	2,346	-	#DIV/0!	12,903	42,228	-69%
Liberty University Revenue	26,468	-	#DIV/0!	293,964	249,690	18%
Non-Operating Revenue	1,128	\$ 87	1193%	47,446	9,499	399%
Advertising Revenue	3,610	\$ 3,298	9%	47,573	64,535	-26%
City Operating Assistance	41,667	\$ 144,065	-71%	416,667	1,440,654	-71%
City - CARES ACT Funding	-	-	0%	75,434	-	100%
County Operating Assistance	6,483	\$ 6,356	2%	64,834	63,563	2%
State Operating Assistance	196,741	\$ 250,042	-21%	1,805,139	1,783,776	1%
State Assistance-Demo & Technic	-	\$ 4,470	0%	-	14,224	-100%
Federal Operating Assistance	199,648	\$ 196,469	2%	2,927,468	1,964,688	49%
TOTAL REVENUE	\$ 535,880	\$ 606,404	-12%	\$ 5,972,635	\$ 6,180,886	-3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 109,442	\$ 99,875	10%	\$ 1,045,031	\$ 1,101,262	-5%
Operator-Overtime	23,372	3,466	574%	201,906	119,295	69%
Other Salaries & Wages	26,085	25,279	3%	256,461	250,540	2%
Supervisors-Overtime	1,450	540	168%	21,837	8,131	169%
Fringe Benefits	73,826	80,216	-8%	786,021	803,045	-2%
TOTAL FIXED ROUTE	\$ 234,174	\$ 209,377	12%	\$ 2,311,257	\$ 2,282,272	1%
DEMAND RESPONSE						
Operator Labor	\$ 18,964	\$ 12,522	51%	\$ 194,127	\$ 196,797	-1%
Operator-Overtime-PTS	1,137	-	#DIV/0!	10,153	4,562	123%
Other Salaries & Wages	6,553	5,673	16%	62,288	54,803	14%
Fringe Benefits	12,187	11,657	5%	137,374	139,065	-1%
TOTAL DEMAND RESPONSE	\$ 38,840	\$ 29,852	30%	\$ 403,943	\$ 395,227	2%
MAINTENANCE						
Other Salaries & Wages	\$ 54,635	\$ 43,976	24%	\$ 518,695	\$ 458,924	13%
Inspection&Maint,Srvc-Overtime	7,582	1,873	305%	46,941	33,031	42%
Fringe Benefits	28,814	28,227	2%	291,497	267,073	9%
Fuel & Lubricants	44,249	19,480	127%	310,024	444,372	-30%
Tires & Tubes	6,482	5,809	12%	43,967	70,481	-38%
Other Materials & Supplies	35,811	30,456	18%	411,758	393,285	5%
TOTAL MAINTENANCE	\$ 177,574	\$ 129,821	37%	\$ 1,622,882	\$ 1,667,166	-3%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,023	\$ 30,098	0%	\$ 329,327	\$ 298,018	11%
Fringe Benefits	13,541	18,343	-26%	169,717	161,788	5%
Services	48,747	37,061	32%	381,468	378,228	1%
Utilities	15,095	12,103	25%	136,994	143,896	-5%
Casualty & Liability Expenses	25,440	26,786	-5%	213,037	253,822	-16%
Information Technology	11,218	10,863	3%	124,460	111,802	11%
Other Materials & Supplies	5,244	3,423	53%	58,953	27,059	118%
Miscellaneous	8,614	3,286	162%	28,672	57,213	-50%
TOTAL ADMINISTRATION	\$ 157,922	\$ 141,963	11%	\$ 1,442,627	\$ 1,431,825	1%
TOTAL EXPENSES	\$ 608,510	\$ 511,012	19%	\$ 5,780,710	\$ 5,776,492	0%
NET INCOME/(LOSS)	\$ (72,630)	\$ 95,392		\$ 191,925	\$ 404,394	



GLTC Board Agenda Detail

Item #: 4c
Item Title: April 2021 Ridership & Operational Statistics
Action: For Your Information

Summary:

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

Ridership:

Total Ridership for the month of April was 42,049 passengers. The City portion of this figure comprised 39,080 passengers and Liberty accounted for the remaining 2,969 passengers.

Service Impacts:

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through April 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 % January 2021 (including weather impacts) – 89.1 %
- February 2021 – 93 % February 2021 (including weather impacts) – 91 %
- March 2021 – 89.9 %
- April 2021 – 97.3 %

Staff have looked at information for providing a benchmark for service provided versus scheduled from previous years and found this percentage to be almost 100 %. The biggest issues previously when scheduled service wasn't operated was due to mechanical failures on route and the occasion bus getting off the lot late in the morning due to a last-minute situation arising resulting in the delay.

Maintenance:

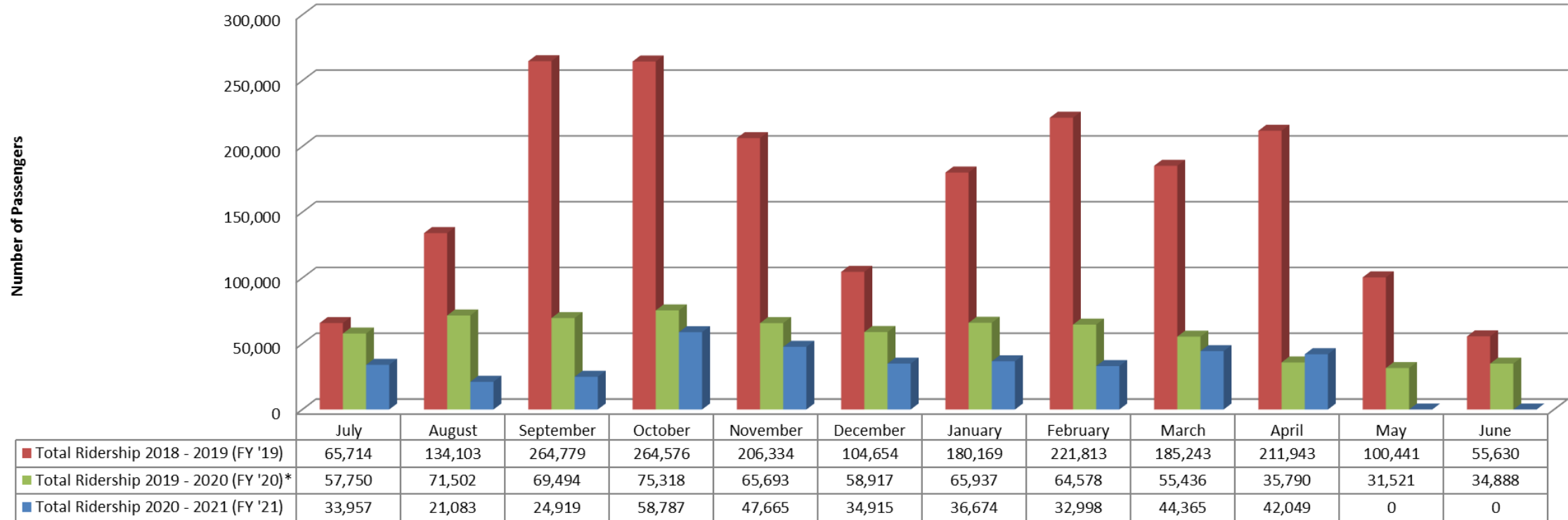
Maintenance activities are reported as follows for April 2021:

- Total mileage for fixed route and paratransit services – 108,003 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 4.83 %

Contacts: Brian Booth
Attachments: Pages 17-21
Action Required: None



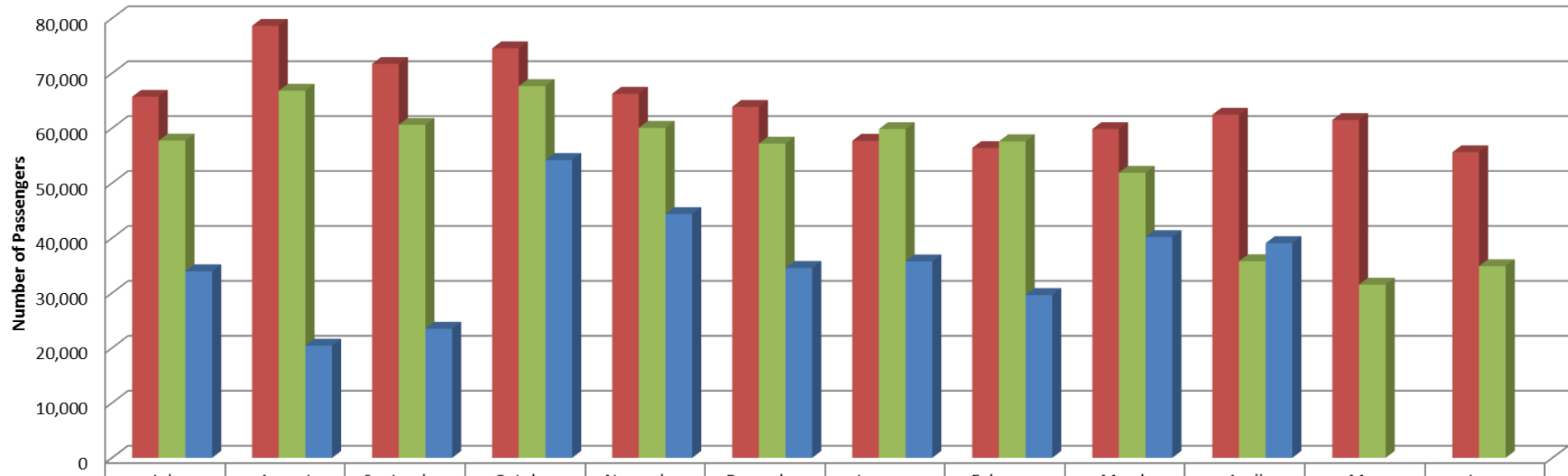
Monthly System-Wide Ridership FY '19, FY '20, FY '21



*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

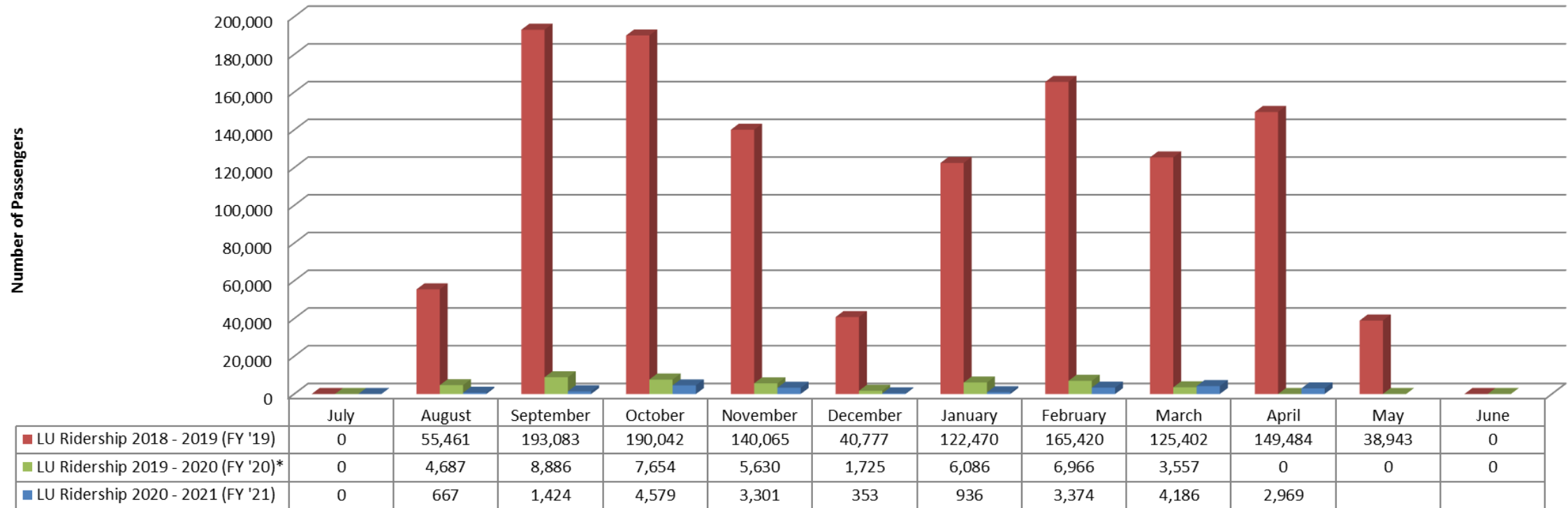
City Ridership FY '19, FY '20, FY '21



	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	40,179	39,080		

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

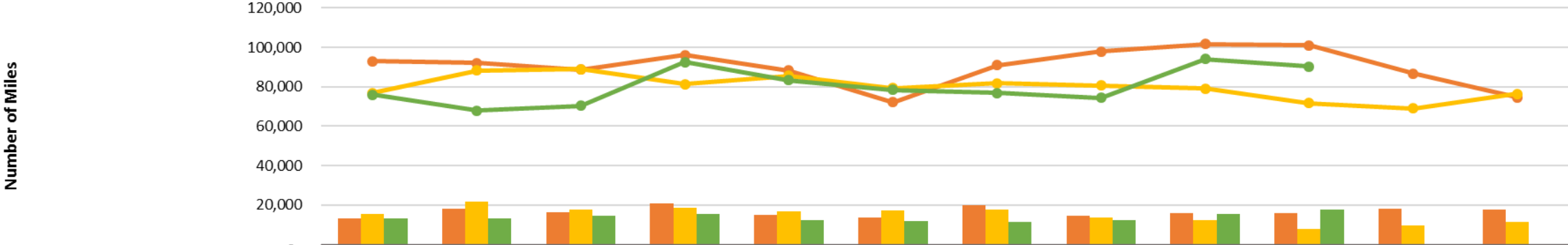
Liberty University Ridership FY '19, FY '20, FY '21



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

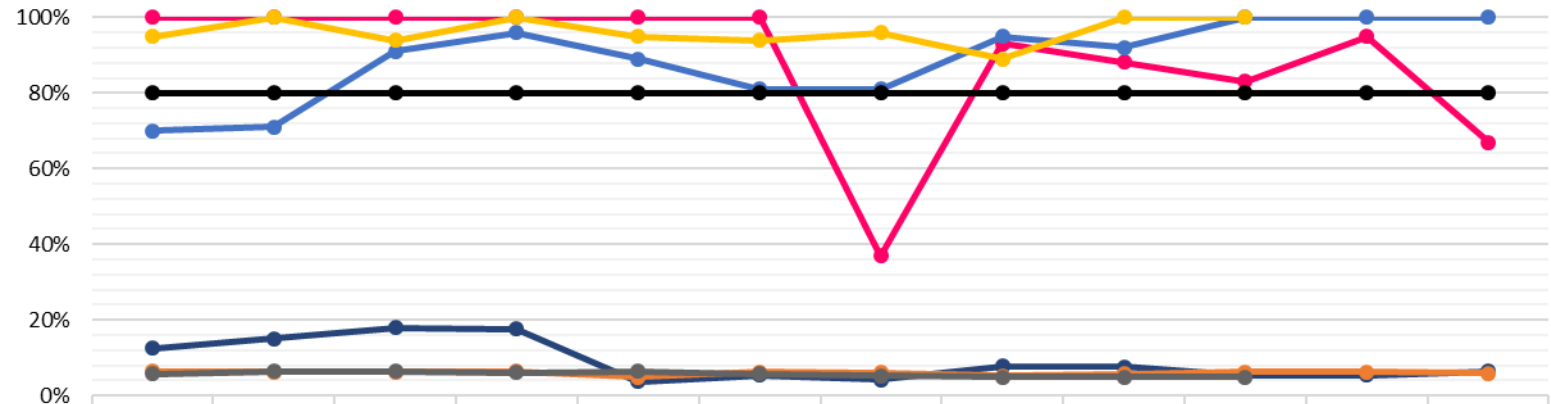
**Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

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	15,609	17,699		
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	94,005	90,304		

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%	100%	100%		
● 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%	4.84%	4.83%		



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for April 2021 is provided below. Final drawdowns have been made for the Spare Parts/ACM grant and this grant will be prepared for close out. Minimal activity is reflected for other projects as they are still in the procurement or grant approval phase.

GLTC CAPITAL GRANTS							
FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	4/30/2021 Balance
VA-95-X120							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
VA-95-X145							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
VA-2016-022-00 Executed 9/23/16							
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPME	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FO	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
VA-2018-005-00 Executed 3/14/18							
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ -
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 47,609
VA-2019-011-00 Executed 3/28/19							
VA-2019-011-01	73019-29	Purchase (4) 40FT & (4) 35FT Replacemen	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 340,061
VA-2019-011-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ -
VA-2019-011-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ -
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 340,061
VA-2020-006-00 Executed 1/2/2020							
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ -
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 627,000.00
VA-2021-014-00 In Final Concurrence/Reservation							
VA-2021-014-01-00	73021-48	Purchase 30FT Replacement Bus	\$ 713,856.00	\$ 999,398.00	\$ 71,386.00	\$ 1,784,640	\$ 1,784,640.00
VA-2021-014-01-00	73021-50	Purchase Spare Parts, ACM Items	\$ 120,000.00	\$ 168,000.00	\$ 12,000.00	\$ 300,000	\$ 300,000.00
VA-2021-014-01-00	73021-49	Purchase Vehicle Locator System	\$ 201,600.00	\$ 282,240.00	\$ 20,160.00	\$ 504,000	\$ 504,000.00
			\$ 1,035,456.00	\$ 1,449,638.00	\$ 103,546.00	\$ 2,588,640.00	\$ 2,588,640.00





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

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





GLTC Board Agenda Detail

Item #: 6

Item Title: New Business

Action: Discussion & Approvals

6a Summary – FY 2022 Operating Budget

The proposed operating budget for FY 2022 is provided on the following pages for review. The proposed budget is \$ 8,326,537 which is a 4.7 % increase from the FY 2021 adopted budget. The major change driving the 4.7 % increase in this budget is the inclusion of funds to operate service on Sundays; as the decision to restore Sunday service was not made until after the FY 2021 budget was adopted. Below is a summary of the major points to note within this budget.

Revenues

- Passenger Revenue has been estimated based on actual revenue received since fares were reinstated in November 2020 through April 2021. This revenue was calculated to determine the average fares received monthly during this time and projected forward 12 months for FY 2022. This projection is likely on the conservative side as fare revenue collected has continue to increase each month following the reinstatement of fare collection.
- The Access Contract for CVCC is lower than was presented in the preliminary budget in December due to CVCC having plans for a limited reopening for the Fall semester. The initial figure presented in December was based on the assumption that CVCC would fully reopen to in person instruction for the fall. The budgeted amount for revenue is an increase of almost \$ 16,000 for revenue to be received over FY 2021.
- Liberty University Revenue is budgeted conservatively and projected to decrease about 50 % from revenue received and budgeted for FY 2021. This budget reflects preliminary discussions with Liberty for service as they are still finalizing their service plan for the upcoming school year. Based on these discussions there is the potential that one route operated may be eliminated due to minimal ridership during the 2021/2022 school year.
- City Operating Assistance is budgeted at \$ 1,266,454, which is an increase of \$ 766,000 from what was budgeted for FY 2021, but a decrease of \$ 375,000 for what was presented in the preliminary budget in December. The decrease is due to the amount of funds the City appropriated for operating based on the request submitted. In the City Budget, they did fund the full request of \$ 1.6 million (the remaining \$ 375,000), however this was done out of the surplus in the reserve held for GLTC. After reassessing the CARES Act funds projected to remain at the end of FY 2021 and in discussion with City Finance staff it was decided the best course of action would be to deobligate the \$ 375,000 allocation from the reserve during the 1st quarter adjustments for the City since CARES Act funds could cover this amount.
- State Operating Assistance increased 2 % over what was projected in the preliminary budget in December and received for FY 2021. This was due to an increase in state funds available to support operating expenses for public transit in Virginia.
- Federal Operating Assistance is projected at \$ 3.85 million and utilizes the majority of the estimated balance of the CARES Act grant. This is an increase of about \$ 486,000 from what was projected in the preliminary budget in December. This increase is due to the reassessment staff made in January and subsequent adjustment of accrual of CARES Act funds for FY 2021 to allow funds not needed for FY 2021 to remain in the grant and support operating expenses in FY 2022.

Expenses

- Salaries, Overtime, and Fringe Benefits are budgeted to increase 7.5% which is approximately \$ 413,000 from what was budgeted in FY 2021. This increase is due to the additional positions necessary for operating Sunday service as those weren't included in the FY 2021 budget. This figure



also includes wage adjustments for staff to stay ahead of minimum wages increases scheduled over the next two years.

- Fuel and other maintenance related expenses are budgeted to increase slightly about 2 % due to the additional Sunday service not budgeted in FY 2021. This increase isn't as drastic as would be anticipated due to the addition of new buses into the fleet in January and subsequent decline in major repairs. Tires/Tubes are budgeted to decrease approximately \$ 40,000 from FY 2021 budget and is projected on current utilization.
- Administrative Expenses reflect projections based on previous experience with slight increases and decreases based on previous experience as well as updated renewals. Casualty and Liability Expenses are expected to decline about \$ 25,000 due primarily to lower vehicles insurance rates, Other Materials and Supplies are projected to increase about \$ 15,000 due to increased expenses for maintenance of the facilities as a result of many items surpassing warranty periods.

In summary this budget is presented as final for FY 2022 with the understanding that the amount of service to be provided for Liberty university is still yet to be finalized. Any changes resulting from this most likely will be able to be absorbed and reflected as a budget variance, but in the event that significant budget modifications are necessary, a revised budget will be presented at a later date for review and approval. The full budget is provided below and on the following page for review.

Staff Recommendation: A motion be made for approval for adoption of the final FY 2022 budget as presented.

Contacts: Brian Booth
Attachments: Page 26-27
Action Required: Review/Adoption

GREATER LYNCHBURG TRANSIT COMPANY			
CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.			
Fiscal 2022 Operating Budget			
	FY2022	FY2021	FY2021
	PROPOSED	PROJECTED	ADOPTED
REVENUE	BUDGET	ACTUAL	BUDGET
FRT Passenger Revenue	\$ 376,992	\$ 235,627	\$ 401,445
DRT Passenger Revenue	\$ 35,064	\$ 21,840	\$ 49,482
Contracts (CVCC Access)	\$ 33,780	\$ 17,594	\$ 46,920
Contracts (LU Access)	\$ 168,000	\$ 109,200	\$ 151,200
Liberty University Revenue	\$ 166,950	\$ 293,964	\$ 333,900
Non-Operating Revenue	\$ 6,500	\$ 56,935	\$ 12,304
Advertising Revenue	\$ 55,000	\$ 57,087	\$ 57,523
City Operating Assistance	\$ 1,266,454	\$ 500,000	\$ 500,000
City - CARES ACT Funding	\$ -	\$ 75,434	\$ -
County Operating Assistance	\$ 77,800	\$ 77,800	\$ 77,800
State Operating Assistance	\$ 2,281,526	\$ 2,166,167	\$ 2,065,498
Federal Operating Assistance	\$ 3,858,471	\$ 3,512,962	\$ 4,257,751
TOTAL REVENUE	\$ 8,326,537	\$ 7,124,610	\$ 7,953,823



GREATER LYNCHBURG TRANSIT COMPANY

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

Fiscal 2022 Operating Budget

	FY2022 PROPOSED BUDGET	FY2021 PROJECTED ACTUAL	FY2021 ADOPTED BUDGET
EXPENSES			
FIXED ROUTE			
Operator Labor	\$ 1,656,470	\$ 1,254,037	\$ 1,566,664
Operator-Overtime	\$ 214,604	\$ 242,287	\$ 202,929
Other Salaries & Wages	\$ 369,640	\$ 307,753	\$ 309,665
Supervisors-Overtime	\$ 19,255	\$ 26,204	\$ 15,099
Fringe Benefits	\$ 1,093,421	\$ 943,225	\$ 1,077,633
TOTAL FIXED ROUTE	\$ 3,353,389	\$ 2,773,507	\$ 3,171,990
DEMAND RESPONSE			
Operator Labor	\$ 323,320	\$ 232,952	\$ 320,780
Operator-Overtime-PTS	\$ 9,603	\$ 12,184	\$ 9,526
Other Salaries & Wages	\$ 111,727	\$ 74,746	\$ 67,821
Fringe Benefits	\$ 220,517	\$ 164,849	\$ 210,121
TOTAL DEMAND RESPONSE	\$ 665,167	\$ 484,730	\$ 608,248
MAINTENANCE			
Other Salaries & Wages	\$ 772,069	\$ 622,434	\$ 670,371
Inspection&Maint,Srvc-Overtime	\$ 48,389	\$ 56,329	\$ 28,834
Fringe Benefits	\$ 406,893	\$ 349,796	\$ 369,021
Fuel & Lubricants	\$ 565,950	\$ 372,029	\$ 561,516
Tires & Tubes	\$ 75,500	\$ 52,760	\$ 116,356
Other Materials & Supplies	\$ 530,000	\$ 494,110	\$ 515,216
TOTAL MAINTENANCE	\$ 2,398,801	\$ 1,947,458	\$ 2,261,313
ADMINISTRATION			
Other Salaries & Wages	\$ 435,217	\$ 395,192	\$ 415,434
Fringe Benefits	\$ 215,839	\$ 203,660	\$ 219,255
Services	\$ 474,411	\$ 457,762	\$ 470,240
Utilities	\$ 184,578	\$ 164,393	\$ 195,519
Casualty & Liability Expenses	\$ 287,282	\$ 255,644	\$ 312,281
Information Technology	\$ 165,529	\$ 149,352	\$ 157,701
Other Materials & Supplies	\$ 66,076	\$ 70,744	\$ 49,639
Miscellaneous	\$ 80,248	\$ 34,406	\$ 92,203
TOTAL ADMINISTRATION	\$ 1,909,180	\$ 1,731,154	\$ 1,912,272
TOTAL EXPENSES	\$ 8,326,537	\$ 6,936,850	\$ 7,953,823
NET INCOME/(LOSS)	\$ -	\$ 187,760	\$ -





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

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

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

The next GLTC Board Meeting is scheduled to occur on July 7th, 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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

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

-- 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)

	Benjamin Blanks	Antonio "Tony" Davis	Mary-Winston Deacon	Cameron Howe	John Hughes IV	Brian Landergan	Brenda Nash	H. Lester Reed, MD*	Charles Spence**
Meeting Date	Term date 10/30/2022	Term date 10/30/2023	Term date 10/30/2021	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	Term date 10/30/2022
12/2/2020	P	P	P	P	P	A ¹	P	N/A	N/A
1/6/2021	P	P	A ²	P	P	P	P	P	N/A
2/3/2021	P	P	P	P	PR	P	P	PR	N/A
3/3/2021	P	P	P	P	A ⁴	A ⁵	P	P	N/A
4/7/2021	P	P	P	P	P	P	P	P	N/A
5/5/2021	P	P	P	P	P	P	P	P	N/A ⁷

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

- *H. Lester Reed, MD Appointed 12/8/2020
- **C. Spence Appointed 4/27/2021 after D. Deter Resignation
- 1- B. Landergan - Sick
- 2- M. Deacon - Work Conflict
- 3- D. Deter - Vacation
- 4- J. Hughes IV - Personal Conflict
- 5- B. Landergan - Absent
- 6- D. Deter - Resigned 3/16/2021
- 7- C. Spence - Wasn't notified of appointment until 5/3/2021

