

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, August 4th, 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 | Public Hearing | GLTC Board President |
| #2 | 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 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 | GLTC Board President |
| #3 | Consideration of Meeting Minutes Approval July 7 th , 2021 | All |
| #4 | Committee & Partner Reports a) Customer Advisory Committee (CAC) b) ADA Advisory Committee c) Ride Solutions d) CVPDC Transportation Planner | Sherry Gentry Gary DuPriest Kelly Hitchcock Philipp Gabathuler |
| #5 | Staff Reports a) General Manager's Report b) June 2021 Financials c) Ridership & Operations Statistics d) Capital Projects Report | Hope Custer |
| #6 | Old Business a) Vanpool Implementation | No Update |
| #7 | New Business a) Introduction of Cristin Tolen, First Transit Regional VP b) Update the GLTC Resolution of the Board of Directors c) TRIP | Hope Custer |
| #8 | President's Report | GLTC Board President |
| #9 | Next Meeting Date & Adjournment September 1 st , 2021 @ 8:30 am – GLTC Board Meeting | All |





GLTC Board Agenda Detail

Item #: 1
Item Title: Public Hearing
Action: Discussion/Approval

#1 Public Hearing for Proposed Route Changes

Staff will present a PowerPoint showing the proposed route changes. The changes are as follows:

Route 1B:

Time schedule adjusted 30 minutes to serve a different part of the City from the Route 1A (no change to 1A).

:15 after the hour departure, the route will proceed to the Plaza, McGurk House and Lynchburg General.

:45 after the hour departure, the route will proceed to 5th Street, Downtown, and White Rock community.

This change will allow for the Routes 1A and 1B to serve different parts of the city with each loop. There is no change to the direction of travel for the bus.

Route 3A:

With the conversion of Main Street to two-way traffic it is proposed that the Route 3A would serve Main Street both inbound and outbound to Rivermont Ave.

Outbound to Rivermont would remain the same.

Inbound from Rivermont the route will turn left on 5th St. Right on Main St., Right on Pearl St., Right on Church St., and Left on 12th St. The route will continue to service stop at the YMCA on Church Street.

Stops no longer served are Church/7th St. and Church/10th St.

This change will occur in the Fall when two-way conversion is complete

Route 3B:

With the conversion of Church Street to two-way traffic it is proposed that the Route 3B would serve Church Street both inbound and outbound to Rivermont Ave.

Outbound to Rivermont the route will turn left from 12th St. to Church St., right on 5th St. and left on Rivermont Ave.

Inbound from Rivermont the route will turn right from Church St. directly to 12th St.

Stops no longer served are YMCA and all stops on Main St.

This change will occur in the Fall when two-way conversation is complete.

Route 5:

A portion of service to Old Wright Shop Road, Wright Shop Road, and Old Town Connector is proposed to be eliminated

From Old Wright Shop Road, the route would turn onto Seminole Drive and return to downtown Lynchburg via Route 29 Business.

Stops will be added on the inbound of Route 29 business near Lowes and other key locations.

Bus stops south of Seminole Drive on Old Wright Shop Road, Wright Shop Road and Old Town Connector would be closed permanently.

Contacts: Hope Custer
Attachments: None
Action Required: Board Approval





GLTC Board Agenda Detail

Item #: 3
Item Title: July 7th, 2021, Minutes
Action: Consideration of Approval

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

July 7, 2021
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, July 7, 2021, at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis; Ben Blanks; Brenda Nash; John Hughes, IV; Dr. Les Reed and Charles Spence.

Via Phone: Cameron Howe (out of town on personal business)

Absent: Mary-Winston Deacon.

Staff members attending were: Brian Booth, Hope Custer, Steve Overstreet, Millie Martin, John Yauger, Christopher Poindexter, Melissa Paige, Greg Austin, and Natalie Wilkins. Other guests included Patrice Strachan of DRPT; Kelly Hitchcock of the Central Virginia PDC; and William Carr, GLTC Customer.

#1 – Call to Order-Public Comment

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

#2-Recognition of GLTC Staff Members

The GLTC Board of Directors recognized and presented certificates of appreciation to Greg Austin and Melissa Paige for going above and beyond the call of duty to ensure the safety of a lost child and in assisting with the safe return to the parents.

On the morning of Saturday, June 19th, 2021, Greg Austin was operating his route along Leesville Road, when he noticed a young child about the age of two walking along the edge of Leesville Road alone. He stopped and exited his bus to approach the child and was able to gain the trust of the child and brought him onto the bus for safety. He immediately notified the supervisor on duty, Melissa Paige, of the incident and asked that she contact the police. Melissa notified the police of the situation and then proceeded to meet Greg to assist him. Once Melissa was on the scene, she moved the child into the supervisor's vehicle to allow Greg to resume his route. Melissa played with the child while the police attempted to locate the parents. After a short time, the police were able to locate the parents and the child was safely returned.

Both Melissa and Greg exhibited their excellent abilities to recognize a potentially hazardous situation and reacted appropriately and promptly to ensure the safety of everyone. GLTC is grateful to have them on staff to not only provide safe transportation for the Lynchburg community but to also be the eyes on the street for the overall safety of our community.

#3 – Consideration of Meeting Minutes Approval

Mr. Davis asked for consideration of approval of the minutes of June 2, 2021. Mr. Landergan made a motion to approve the minutes of June 2, 2021, with Mr. Blanks seconding the motion with a note regarding Section 4A and the vote was carried.



#4 – Committee & Partner Reports

4a – Customer Advisory Committee – No report

4b – ADA Advisory Committee – No report

4c – RIDE Solutions – Ms. Hitchcock provided an update on the Van Pool study with AECOM. A draft should be submitted within the next two weeks. A Van Pool webinar is scheduled for July 13th.

4d – Central Virginia Planning District Commission – No report.

5 – Staff Reports

5a – General Manager’s Report

Mr. Booth recapped the General Manager’s report as presented in the board packet.

The staff has worked with DRPT to draft the scope of work for the procurement of a consulting firm to conduct a planning study and needs assessment for on-demand pilot service in the Lynchburg area. This firm would assess the unmet needs for transportation within Lynchburg and provide recommendations for how to meet those needs through an on-demand model. The goal is to begin the study during July with a final report completed for review in November.

The marketing staff is working to promote the proposed route changes that will be brought before the board for approval in August. Posters will be placed in the lobby of the Transfer Station for review and awareness and notices will be placed on the buses and social media to alert the public of the proposed changes. Four public education sessions have been scheduled for individuals to attend to learn and ask questions ahead of the public hearing scheduled. The schedule for these meetings are as follows:

- Public Information Session – Wednesday, July 21st, 2021, 11 am to 1 pm, GLTC Transfer Station
- Public Information Session – Monday, July 26th, 2021, 10 am to 12 pm, GLTC Transfer Station
- Public Information Session – Monday, July 26th, 2021, 5 pm to 7 pm, GLTC Transfer Station
- Public Information Session – Wednesday, July 28th, 2021, 2 pm to 4 pm, GLTC Transfer Station
- Public Hearing – Wednesday, August 4th, 2021, 8:30 am, GLTC Transfer Station

5b – May 2021 Financials

REVENUES:

Total Revenues are under budget 12% year to date, approximately \$851,000, and under budget 24% for May 2021. Passenger Revenue reflects being under budget 1% for May from what was projected for revenue recovery. The CVCC Access contract is under budget 40% in May 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 8% for May. 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 12% year-to-date due to less service provided than planned at the beginning of the year, with no revenue recorded for May due to the end of year true-up being conducted and reflected in the April financials for services previously billed versus actual service provided.



State Operating Assistance reflects being over budget 14% for May and over budget 6% year-to-date due to an increase in state funds allocated for FY2021. Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44%, approximately \$155,000, for May. This decrease in the accrual of federal revenue is related to an adjustment the Finance staff has calculated to account for actual Federal Assistance needed to cover expenditures for this fiscal year to balance the finances.

EXPENSES:

Total expenses are under budget 13%, approximately \$946,000, year to date, and under budget 15% for May 2021. Total Salaries are under budget approximately 14%, or \$416,000, total overtime is over budget approximately 31%, or \$73,000, and total benefits are under budget approximately 12%, or \$170,000. Salaries and Benefits are under budget due to vacant positions that have been carried throughout 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 \$250,000. Fuel is the driving factor, coming in under budget at approximately 31%, or \$159,000, as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 49% and Other Materials and Supplies are under budget approximately 8%.

Administrative Expenses reflect being 10% under budget year-to-date with Services being under budget 4%, Utilities under budget 16%, Casualty and Liability expenses under budget 17%, and Information Technology under 6% year to date. Other Materials and Supplies are over budget approximately 43% year-to-date due to the sewage backup 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 \$135,485 at the end of May 2021. This surplus will continue to decline as we approach the end of the fiscal year as the Finance staff has adjusted the amount of Federal CARES Act funds to be accrued monthly moving forward in order to balance the finances at the end of the year.

5c – Ridership and Operations Statistics

Summary:

Ridership and Maintenance Activities are summarized below:

Ridership:

Total Ridership for May was 36,123 passengers. The City portion of this figure comprised 35,173 passengers, and Liberty accounted for the remaining 950 passengers.

Service Impacts:

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through May 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 %**
- **May 2021 – 98.2 %**

Maintenance:

Maintenance activities are reported as follows for May 2021:

- Total mileage for fixed-route and paratransit services – 97,974 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 4.79 %

5d – Capital Projects

Final drawdowns have been made for 8 Bus Grant (73019-29), and the grant is being prepared for closeout. FY2021 capital grant applications have been approved and work will begin on procuring the capital items.

#6 – Old Business

6a Summary – Intercity Bus Connector/Vanpool

Ms. Hitchcock has previously reported on the agenda topic.

#7 – New Business

7a -Public Transportation Agency Safety Plan (PTASP)

At the May 5th, 2021 GLTC Board meeting, staff presented an analysis of the review of GLTC’s portion of the Group Public Transportation Agency Safety Plan (PTASP) sponsored by DRPT as a part of the annual review and update required by federal regulations. Upon conducting the review, it was recommended to the GLTC Board that the plan remain as is with no updates due to everything still being relevant for processes and procedures and wanting additional data before considering adjustments to the performance metrics. The Board agreed and accepted a motion to move forward with no changes to the PTASP plan.

At the May meeting, it was estimated that the final draft of the group plan would be brought back for approval and final signature ahead of the July 20th, 2021 deadline. After notifying DRPT that GLTC did not have any changes, they informed staff that the final approval of the board was not necessary but to keep on file the documentation that we had conducted the annual review. This information is brought forward to update the Board that no further action will be necessary as it was previously anticipated action would be necessary at the July meeting.



7b Summary – Board Member Appreciation/Ride Along Day

Immediately following the GLTC Board Meeting it is planned for Board Members to show their appreciation and engage with passengers by riding the bus.

#8 – President’s Report

Mr. Blanks asked if it would be possible to invite the new City Manager to our September board meeting. Staff will consult with Mr. Hughes.

#9 – Next Meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on August 4, 2021, at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Dr. Reed made a motion to adjourn the meeting with Mr. Blanks seconding the motion and the vote was carried. The meeting was adjourned at 9:13 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

Item #: 4
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: Hope Custer

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 5a

Item Title: General Manager's Report

Action: For Your Information

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

The GLTC staff has been wrapping up FY2021 and preparing for the NTD reports that will become available in October. The financial audit has been underway, and the findings will be presented at the annual board meeting in October 2021. The staff has also been working to ensure the General Manager transition process will be as seamless as possible. Scott Poindexter and Hope Custer traveled to the Gillig plant for the pre-production meeting to sign off on all of the specifications for the purchase of the one 35' and three 29' buses. These buses are tentatively scheduled to go into production in late February and early March 2022.





GLTC Board Agenda Detail

Item #: 5b

Item Title: June 2021 Financials

Action: For Your Information

SUMMARY:

The financials are not available at this time due to the ongoing annual audit. The findings of the audit will be reported at the annual board meeting in October.

Contacts: Hope Custer

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 5c
Item Title: June 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 June was 37,065 passengers.

Service Impacts:

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through May 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 %
- May 2021 – 98.2 %
- June 2021 – 99.7%

Maintenance:

Maintenance activities are reported as follows for June 2021:

- Total mileage for fixed-route and paratransit services – 91,160 miles
- On-time performance for preventative maintenance activities – 100%
- Fleet downtime – 3.9%

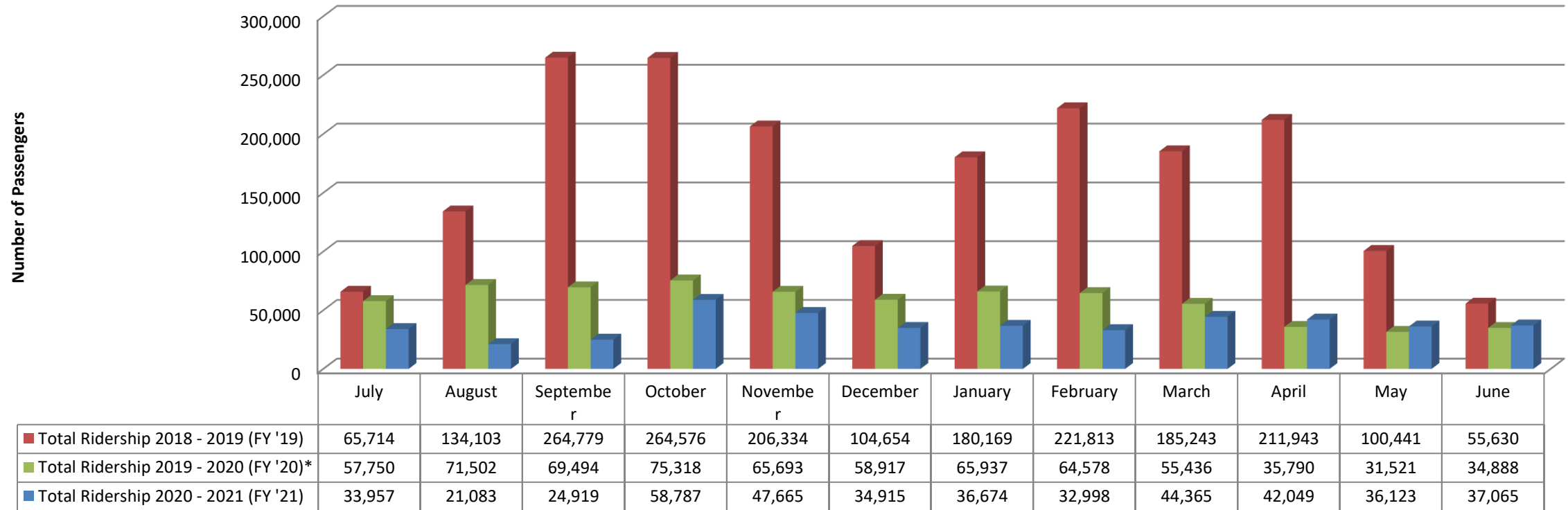
Contacts: Hope Custer

Attachments: Pages 13-17

Action Required: None



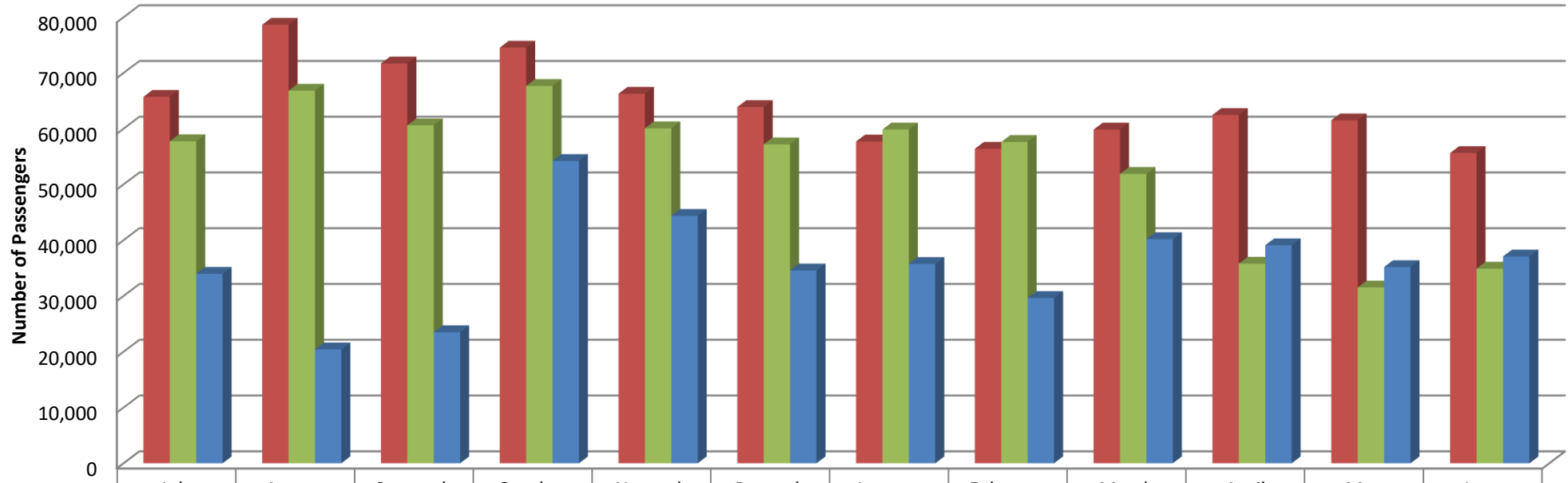
Monthly System-Wide Ridership FY '19, FY '20, FY '21



*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

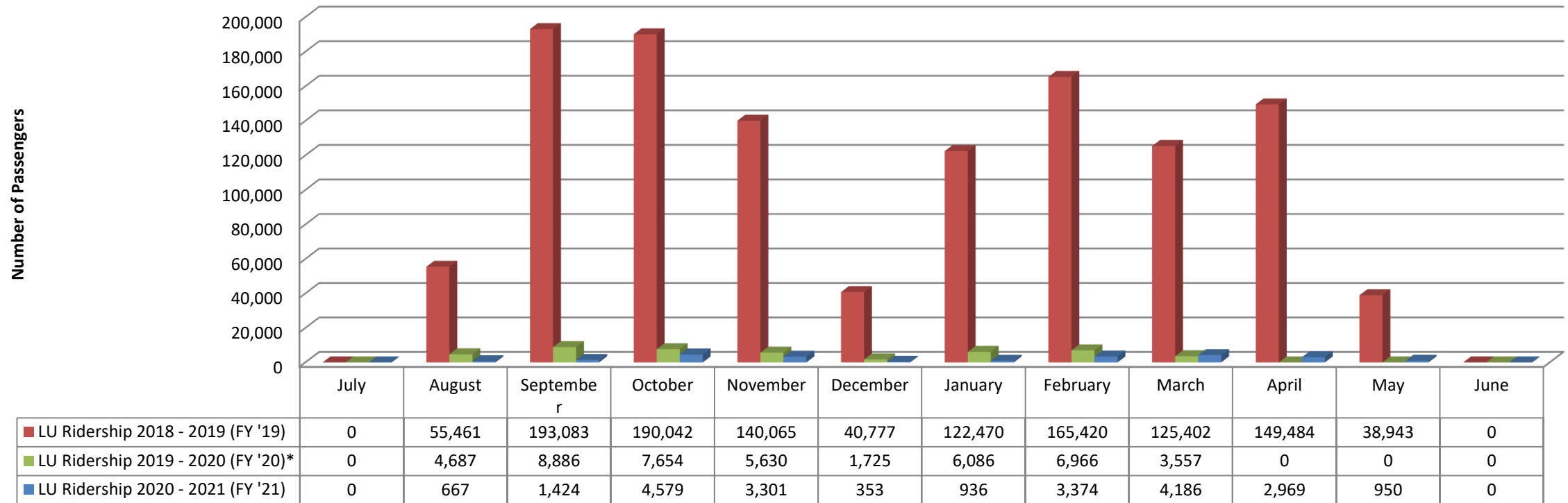
City Ridership FY '19, FY '20, FY '21



| | | | | | | | | | | | | |
|---------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ■ 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 | 35,173 | 37,065 |

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

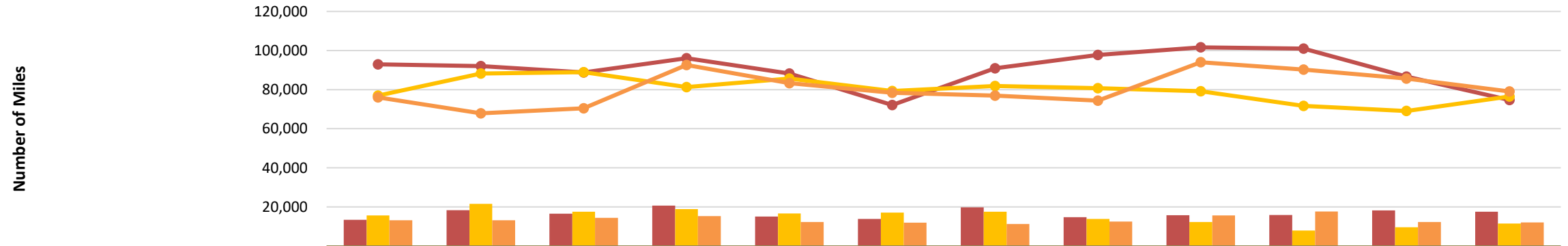
Liberty University Ridership FY '19, FY '20, FY '21



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

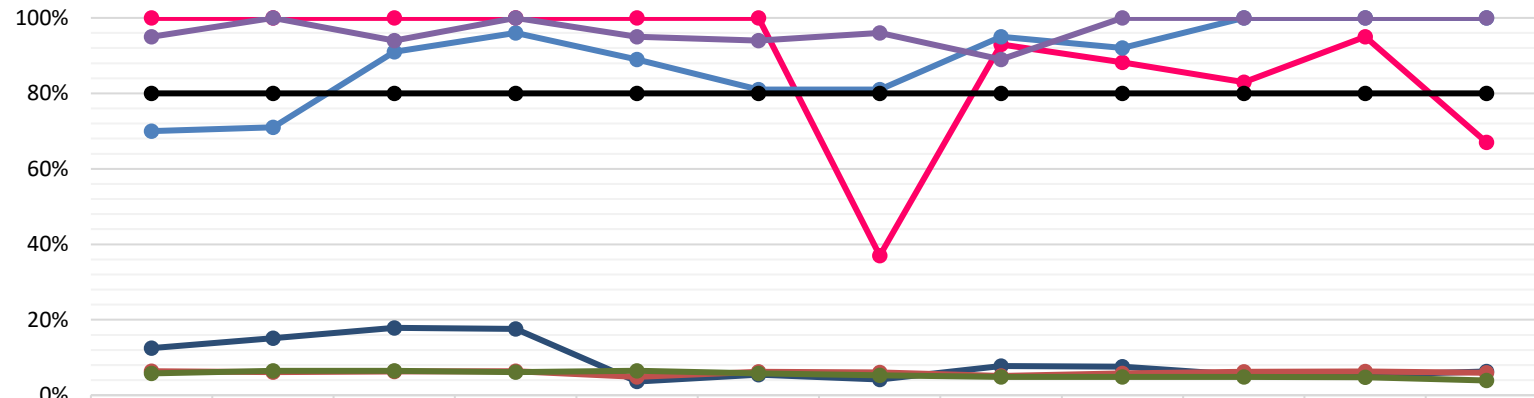
**Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

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 | 12,283 | 12,100 |
| 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 | 85,691 | 79,060 |

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



| | July | August | September | October | November | December | Janauary | 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% | 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% | 4.79% | 3.90% |



GLTC Board Agenda Detail

Item #: 5d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for June 2021 is provided below. FY2021 capital grant applications have been approved and work will begin on procuring the capital items. There is no update at this time. However, GLTC staff is continuing work on these projects.

| GLTC CAPITAL GRANTS | | | | | | | |
|--------------------------|----------|--|-----------------|-----------------|---------------|-----------------|-----------------|
| FEDERAL | STATE | | | | | | 5/31/2021 |
| GRANT#/PROJECT# | PROJECT# | DESCRIPTION | FEDERAL | STATE | LOCAL | TOTAL | Balance |
| VA-95-X120 | | | | | | | |
| Revision approved 1/3/17 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 55,480 | \$ 11,096 | \$ 2,774 | \$ 69,350 | \$ 69,350 |
| Revision approved 1/3/17 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 86,594 | \$ 17,319 | \$ 4,329 | \$ 108,242 | \$ 108,242 |
| | | | \$ 142,074 | \$ 28,415 | \$ 7,103 | \$ 177,592 | \$ 177,592 |
| VA-95-X145 | | | | | | | |
| Revision approved 1/3/17 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 44,455 | \$ 8,891 | \$ 2,223 | \$ 55,569 | \$ 55,569 |
| | | | \$ 44,455 | \$ 8,891 | \$ 2,223 | \$ 55,569 | \$ 55,569 |
| VA-2016-022-00 | | | | | | | |
| | | Executed 9/23/16 | | | | | |
| VA-2016-022-01-00 | 73017-33 | PURCHASE FARE COLLECTION EQUIPMENT | \$ 1,021,071 | \$ 204,214 | \$ 51,054 | \$ 1,276,339 | \$ 1,276,339 |
| VA-2016-022-09-00 | 73017-39 | PURCHASE TRANSIT ENHANCEMENTS FOR | \$ 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 Replacement | \$ 3,425,838 | \$ 692,409 | \$ 170,001 | \$ 4,288,248 | \$ - |
| 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 | \$ - |
| 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 | | | | | | | |
| | | Executed 4/29/2021 | | | | | |
| 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 #: 6

Item Title: Old Business

Action: For Your Information

6 Summary – Vanpool Implementation

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

Contacts: Hope Custer

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 7a
Item Title: New Business
Action: Discussion

7a Introduction of First Transit Regional VP Cristin Tolen

Cristin Tolen the Region Vice President for First Transit overseeing the management contract with GLTC took over in January 2021. Cristin has over twelve years of experience in the public transit industry. Before joining First Transit in 2016, she served Washington D.C. and the surrounding counties by planning and providing strong oversight of the Washington Metropolitan Area Transit Authority (WMATA) transit system. These key leadership roles included Program Manager for the Maryland Department of Transportation's (MDOT) Washington office and Chief of Transit System Development for Prince George's County's Public Works & Transportation (DPWT). In these roles, she served as the primary liaison between MDOT, the WMATA, and other local governments working on policy, budgets, grants management, and planning issues. Since joining First Transit, she has served as a General Manager in two locations. She started in Arlington County, Virginia where she was the primary liaison between WMATA, and the Northern Virginia Transit Commission (NVTC) on transit policy, planning, and capital development initiatives. Most recently she served as the General Manager for the Regional Transportation Agency of Central Maryland.

Cristin has extensive transit operations experience and technical skill and ability in every aspect of transportation management, including planning, project management, maintenance, safety, labor relations, contract negotiations, and grants management. She has a bachelor's degree in Business Administration with a concentration in Finance from Towson University and an MPA from the University of Baltimore. Her office is in Annapolis, Maryland.

Contacts: Hope Custer
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 7b
Item Title: New Business
Action: Discussion/Action

7b GLTC Resolution of the Board of Directors

The GLTC Resolution of the Board of Directors needs to be updated due to Brian Booth's departure, and the arrival of new City Attorney Matthew Freedman. The Resolution will give Hope Custer and Matthew Freedman the authority to access Federal Transit Administration's (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TRAMS), and use a Personal Identification Number (PIN) to execute the annual Certifications and Assurances issued by the FTA, to transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the GLTC, thus binding the GLTC's compliance with FTA requirements.

The Resolution also designates Matthew Freedman as the Registered Agent for GLTC which enables him to take necessary actions in compliance with the Virginia State Corporation Commission.

Staff recommendation: If the Board agrees with this change as outlined, it is recommended that the Board approve the Resolution to ensure a smooth transition of management.

Contacts: Hope Custer
Attachments: p. 21
Action Required: Board Approval



**GREATER LYNCHBURG TRANSIT COMPANY
-RESOLUTION OF THE BOARD OF DIRECTORS-**

BE IT RESOLVED by the Board of Directors of the Greater Lynchburg Transit Company, hereafter “the GLTC”, that:

1. Hope Custer, Assistant General Manager/Interim General Manager of the GLTC, is hereby authorized to access the Federal Transit Administration’s (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS), and use a Personal Identification Number (PIN) to execute the annual Certifications and Assurances issued by the FTA, to transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the GLTC, thus binding the GLTC’s compliance with FTA requirements.
2. Matthew C. Freedman, the City Attorney for the City of Lynchburg, Virginia, is hereby authorized to access the Federal Transit Administration’s (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS), and use a Personal Identification Number (PIN) to execute the annual Certifications and Assurances issued by the FTA, to transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the GLTC, thus binding the GLTC’s compliance with FTA requirements.

AND

3. Matthew C. Freedman, the City Attorney for the City of Lynchburg, Virginia is hereby authorized to serve as the Registered Agent for the GLTC, and the General Manager of the GLTC, the Assistant General Manager of the GLTC, the Interim General Manager of the GLTC, and the City Attorney for the City of Lynchburg, Virginia are hereby further authorized to take all actions necessary with the Virginia State Corporation Commission to ensure the same is accomplished.

This Resolution was duly adopted by a majority vote of the Board of Directors of the GLTC during a meeting held on the _____ day of _____, 2021, at _____, in _____, Virginia.

(SEAL)

_____, SECRETARY

_____, CHAIRMAN

APPROVED:

Brian Booth, General Manager of the GLTC





GLTC Board Agenda Detail

Item #: 7c
Item Title: New Business
Action: Discussion/Action

7c TRIP

The Transit Ridership Incentive Program (TRIP) was created by House Bill 1414. The program was created to enhance regional connectivity by supporting regional transit of urban areas with populations of more than 100,000. It also intends to increase the equity and accessibility of transit systems statewide by supporting zero-fare and low-income pilot programs.

GLTC intends to apply for a grant that will improve the frequency of Route 4 so that it connects at the Transfer Station every half hour. We feel Route 4 would qualify for this program since it connects the airport and the train station. Grant applications are due mid-September. Initially, the funding will be 80% State and 20% local. However, it is anticipated that in future years, the ratio would change to be more from Local and less from State.

Staff recommendation: If the board agrees with pursuing funds through the TRIP program for the project identified, we ask that a motion be made for staff to proceed with submitting an application.

Contacts: Hope Custer
Attachments: None
Action Required: Board Approval





GLTC Board Agenda Detail

Item #: 8

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 9

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 September 1st, 2021 at 8:30 am.

Both meetings 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 |
| 6/2/2021 | P | A ⁸ | P | P | A ⁹ | A ¹⁰ | A ¹¹ | P | P |
| 7/7/2021 | P | P | A ¹² | PR ¹³ | P | P | P | 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@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
- 8 - A. Davis - Personal Conflict
- 9 - J. Hughes IV - Personal Conflict
- 10 - B. Landergan - Work Conflict
- 11 - B. Nash - Out of Town
- 12 - M. Deacon - Out of Town
- 13 - C. Howe - Out of Town

