

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, September 1<sup>st</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; Charles Spence

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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
	August 4 <sup>th</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) July 2021 Financials	Hope Custer
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

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<b>#5</b>	<b>Old Business</b>	
	a) Vanpool Implementation	Hope Custer
	b) Transit Ridership Incentive Program (TRIP)	

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<b>#6</b>	<b>New Business</b>	
	a) Revised Budget	Hope Custer
	b) Board Member Ride-Along Day	
	c) Interim General Manager	

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<b>#7</b>	<b>President's Report</b>	GLTC Board President
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<b>#8</b>	<b>Next Meeting Date &amp; Adjournment</b>	All
	October 6, 2021 @ 8:30 am – GLTC Board Meeting	

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## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** August 4, 2021, Minutes  
**Action:** Consideration of Approval

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

August 4, 2021  
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, August 4, 2021, at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis; Ben Blanks; Brenda Nash; John Hughes, IV; and Dr. Les Reed.

Absent: Charles Spence.

Staff members attending: Brian Booth, Hope Custer, Steve Overstreet, Millie Martin, John Yauger, Christopher Poindexter, and Natalie Wilkins. Other guests included Cristin Tolen of First Transit; Patrice Strachan of DRPT; Philipp Gabathuler of the Central Virginia PDC; Madeline Cotton of the ADA Committee; William Carr and Danny Horsley, GLTC Customers.

### **#1 – Public Hearing**

Mr. Davis called the public meeting to order at 8:30 a.m. Ms. Custer provided a recap of the proposed route changes. After the recap, Mr. Davis asked for comments.

Ms. Cotton stated that she is in support of the changes. The changes are needed to provide good service, especially Route 1B. It is very important for the route to the hospital to arrive every 30 minutes.

At 8:36 a.m., the public meeting was closed, and Mr. Davis asked for comments from the board. Mr. Blanks and Dr. Reed stated they are in support of the changes. After discussion, Mr. Davis called for a vote to approve the proposed route changes. Mr. Hughes approved the route changes with Mr. Blanks seconding the motion, and the vote was carried.

### **#2- Call to Order-Public Comment**

At 8:37 a.m., called for public comment. There was no public comment.

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

Mr. Davis asked for consideration of approval of the minutes of July 7, 2021. Ms. Deacon made a motion to approve the minutes of July 7, 2021, with Ms. Howe seconding the motion, 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. Custer provided an update on behalf of Ms. Hitchcock. RIDE Solutions is laying the foundation for several alternative transportation campaign/program initiatives. This includes meeting with GLTC at the end of the week to consider specific rider and incentive/promotion opportunities. Additionally, RIDE Solutions, along with CVTPO/CVPDC will be coordinating with DMV, Drive Smart Virginia campaigns around the



September Virginia Bicyclist and Pedestrian Awareness Month and USDOT-NHS October Pedestrian Safety Month campaigns.

**4d – Central Virginia Planning District Commission** – Mr. Gabathuler participated in three of the four public meetings regarding the proposed route changes. The majority of the comments from the public meetings were positive. One passenger also expressed interest in being involved in GLTC. He sent her the information for all GLTC’s committees.

CVPDC is assisting with the TRIP application.

CVPDC is in the process of working on fiscal planning initiatives.

### **5a – General Manager’s Report**

Ms. Custer recapped the General Manager’s report as presented in the board packet.

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.

### **5b – June 2021 Financials**

#### **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.

### **5c – Ridership and Operations Statistics**

#### **Summary:**

Ridership and Maintenance Activities are summarized below:

#### **Ridership:**

Total Ridership for June was 37,065 passengers. There is an uptick on some of the routes.

#### **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 June 2021:

- Total mileage for fixed-route and paratransit services – 971,160 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 3.9 %

**5d – Capital Projects**

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.

**#6 – Old Business**

**6a Summary – Intercity Bus Connector/Vanpool**

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

**#7 – New Business**

**7a -Introduction of First Transit Regional VP Cristin Tolen**

Ms. Custer read Ms. Tolen's bio. Ms. Tolen provided an update on First Transit and was glad to attend the meeting. The candidate for the General Manager's position is scheduled to attend the September board meeting.

**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.

After discussion, Ms. Deacon made a motion to accept the revised GLTC Board of Directors Resolution with Mr. John Hughes seconding the motion, and the vote was carried.

### **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. Staff feels Route 4 would qualify for this program since it connects to the airport and the Amtrak 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.

Mr. Blanks stated that GLTC should increase the Route 4 service from two buses to three buses. Ms. Howe asked if GLTC can sustain the 20% local match. Mr. Hughes asked if this matter should be presented to the City's Finance Department. Mr. Booth stated that he already has been in talks with the City. After discussion, Ms. Nash made a motion to accept GLTC to apply for the TRIP funding with Mr. Landergan seconding the motion, and the vote was carried.

### **#8 – President's Report**

Dr. Reed inquired about TransLoc. Marketing is currently working on the launch.

Mr. Blanks stated that he is celebrating 25 years at Walmart. He thanked the board for the ride-along last month.

Dr. Reed stated that he was impressed riding Routes 1A and 1B and the location of the stops. He was also pleased that the residents of Centra Health's training program utilized the buses for transportation.

Mr. Blanks stated that several passengers inquired about the route changes and he explained how the new routes will work.

Ms. Howe reminded the board members who have not ridden GLTC, to please do so by next month when the one-year commitment to ride along ends.

Mr. Davis presented Mr. Booth with a plaque and congratulated him on his service at GLTC.

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

The next GLTC Board Meeting is scheduled to occur on September 1, 2021, at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Ms. Deacon made a motion to adjourn the meeting with Ms. Howe seconding the motion and the vote was carried. The meeting was adjourned at 9:05 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:** Hope Custer  
**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:

The FTA's mask mandate on public transportation has been extended through January 18, 2022. GLTC is in the process of updating the signage and messaging. It is fully expected that this date is fluid, so anticipate changes. GLTC maintains a stock of disposable masks for passengers and employees.

The Annual Board Meeting is scheduled for October 27<sup>th</sup>. The Marketing team is working on securing a location. These meetings are typically held around 6 pm. With COVID surging the way that it is, attendance and food options will be limited.





## GLTC Board Agenda Detail

**Item #:** 4b

**Item Title:** July 2021 Financials

**Action:** For Your Information

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The financials will be available once the auditors have completed their review of FY2021.

**Contacts:** Hope Custer

**Attachments:** None

**Action Required:** None







## **GLTC Board Agenda Detail**

**Item #:** 4c

**Item Title:** July 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 July was 38,162 passengers.

### **Maintenance:**

Maintenance activities are reported as follows for July 2021:

- Total mileage for fixed route and paratransit services – 98,408.7 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 3.9 %

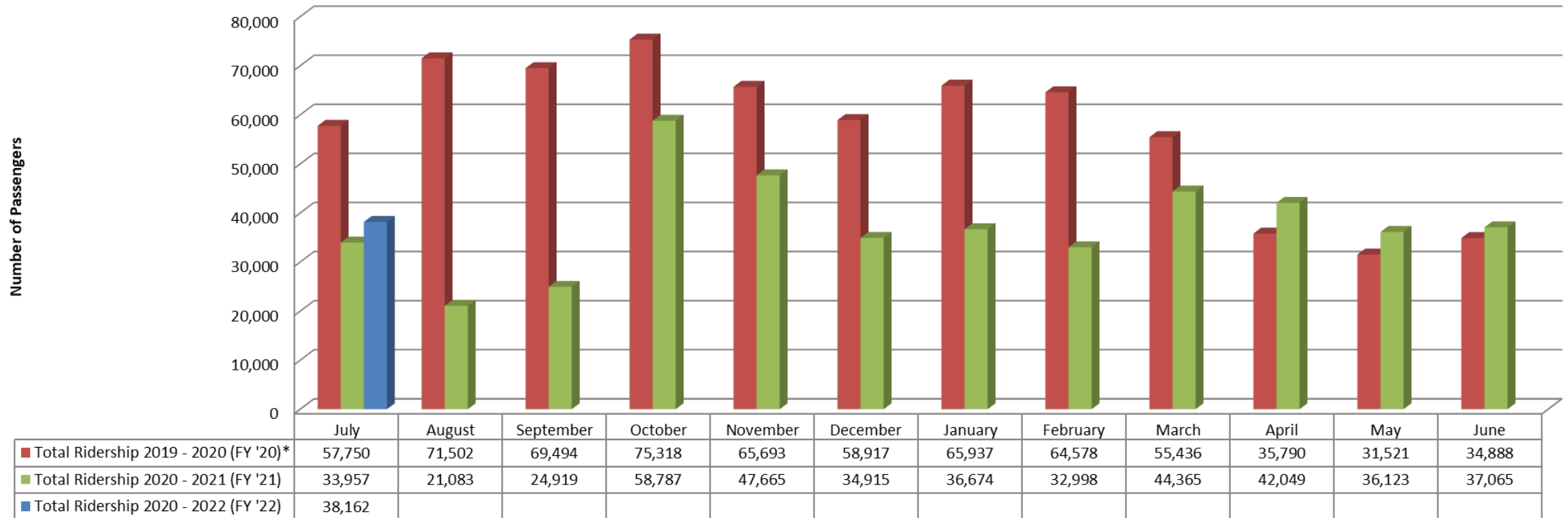
**Contacts:** Hope Custer

**Attachments:** Pages 10-12

**Action Required:** None



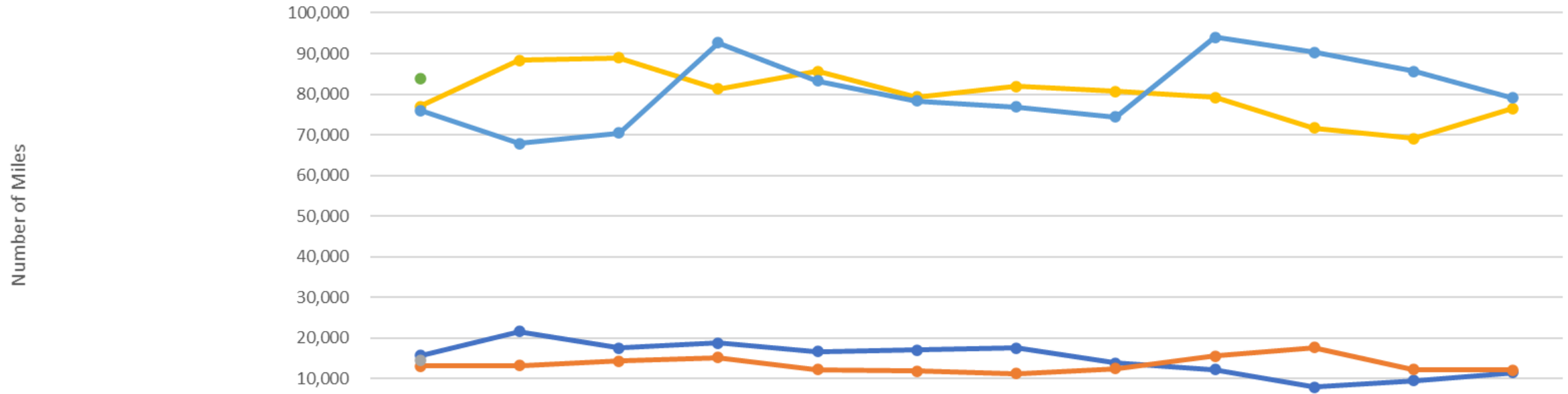
## Monthly System-Wide Ridership FY20, FY21, FY22



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

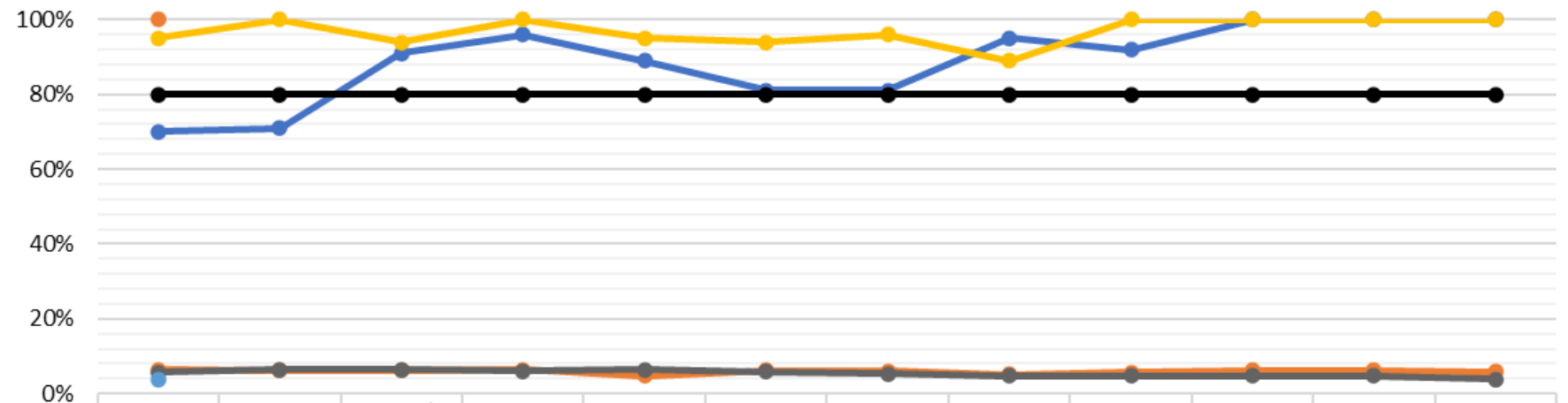
\*\*June 2020 ridership estimated based on May 2020 per National Transit Database recommendation due to data transfer malfunction

## GLTC Mileage FY20, FY21, FY22



	July	August	September	October	November	December	January	February	March	April	May	June
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
Fixed Route Mileage 2021-2022 (FY-22)	83,795											
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
Paratransit Mileage 2021-2022 (FY-22)	14,613											

## Maintenance Performance FY20, FY21, FY22



	July	August	September	October	November	December	January	February	March	April	May	June
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%
On Time Performance FY'22 (FTA Requires 80%)	100%											
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
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%
Fleet Downtime FY'22 (Industry Average 5%)	3.90%											



## GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report for July 2021 is provided below. FY22 capital grant applications have been approved and work will begin on procuring the capital items.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						5/31/2021
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
<b>VA-95-X120</b>							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
<b>VA-95-X145</b>							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
<b>VA-2016-022-00</b>							
		<b>Executed 9/23/16</b>					
<b>VA-2016-022-01-00</b>	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
<b>VA-2016-022-09-00</b>	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR	\$ 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 Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ -
<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	\$ -
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ -
<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
<b>VA-2021-014-00</b>							
		<b>Executed 4/29/2021</b>					
<b>VA-2021-014-01-00</b>	73021-48	Purchase 30FT Replacement Bus	\$ 713,856.00	\$ 999,398.00	\$ 71,386.00	\$ 1,784,640	\$ 1,784,640.00
<b>VA-2021-014-01-00</b>	73021-50	Purchase Spare Parts, ACM Items	\$ 120,000.00	\$ 168,000.00	\$ 12,000.00	\$ 300,000	\$ 300,000.00
<b>VA-2021-014-01-00</b>	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

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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:** Hope Custer

**Attachments:** None

**Action Required:** None





**GLTC Board Agenda Detail**

**Item #:** 5

**Item Title:** Old Business

**Action:** For Your Information

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**5b Summary – Transit Ridership Incentive Program (TRIP)**

The support data has been collected and work has begun on writing the grant application.

**Contacts:** Hope Custer

**Attachments:** None

**Action Required:** None





**GLTC Board Agenda Detail**

**Item #:** 6

**Item Title:** New Business

**Action:** Discussion and Approval

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**6a Summary – Revised Budget**

The following page contains a revised budget. This update includes data from the new employee health insurance plans and the removal of revenue from Liberty University.

**Contacts:** Hope Custer

**Attachments:** Page 17

**Action Required:** Discussion and Approval





<b>GREATER LYNCHBURG TRANSIT COMPANY</b>			
<b>CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.</b>			
<b>Fiscal 2022 Operating Budget</b>			
	<b>FY2022</b>	<b>FY2021</b>	<b>FY2021</b>
	<b>PROPOSED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>
<b>REVENUE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
FRT Passenger Revenue	\$ 376,992	\$ -	\$ 401,445
DRT Passenger Revenue	\$ 35,064	\$ -	\$ 49,482
Contracts (LC Access)	\$ -	\$ -	\$ -
Contracts (CVCC Access)	\$ 33,780	\$ -	\$ 46,920
Contracts (LU Access)	\$ -	\$ -	\$ 151,200
Liberty University Revenue	\$ -	\$ 334,370.00	\$ 333,900
Other Contract Revenue	\$ -	\$ -	\$ -
Non-Operating Revenue	\$ 6,500	\$ 14,516.00	\$ 12,304
Advertising Revenue	\$ 55,000	\$ 52,012.00	\$ 57,523
City Operating Assistance	\$ 1,266,454	\$ 500,000.00	\$ 500,000
County Operating Assistance	\$ 77,800	\$ 77,800.00	\$ 77,800
State Operating Assistance	\$ 2,250,889	\$ 2,036,352.00	\$ 2,065,498
Federal Operating Assistance	\$ 3,953,256	\$ 4,257,752.00	\$ 4,257,751
<b>TOTAL REVENUE</b>	<b>\$ 8,055,735</b>	<b>\$ 7,272,802</b>	<b>\$ 7,953,823</b>
<b>EXPENSES</b>			
<b>FIXED ROUTE</b>			
Operator Labor	\$ 1,585,742	\$ 1,009,549.80	\$ 1,566,664
Operator-Overtime	\$ 205,409	\$ 176,874.60	\$ 202,929
Other Salaries & Wages	\$ 369,640	\$ 298,843.68	\$ 309,665
Supervisors-Overtime	\$ 19,015	\$ 24,112.88	\$ 15,099
Fringe Benefits	\$ 1,039,876	\$ 916,448.00	\$ 1,077,633
<b>TOTAL FIXED ROUTE</b>	<b>\$ 3,219,681</b>	<b>\$ 2,425,829</b>	<b>\$ 3,171,990</b>
<b>DEMAND RESPONSE</b>			
Operator Labor	\$ 323,320	\$ 208,971.00	\$ 320,780
Operator-Overtime-PTS	\$ 9,603	\$ 9,256.80	\$ 9,526
Other Salaries & Wages	\$ 105,728	\$ 69,625.60	\$ 67,821
Fringe Benefits	\$ 214,480	\$ 173,204.00	\$ 210,121
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 653,131</b>	<b>\$ 461,057</b>	<b>\$ 608,248</b>
<b>MAINTENANCE</b>			
Other Salaries & Wages	\$ 750,667	\$ 537,793.20	\$ 670,371
Inspection&Maint,Srvc-Overtime	\$ 47,105	\$ 19,479.60	\$ 28,834
Fringe Benefits	\$ 390,075	\$ 339,044.00	\$ 369,021
Fuel & Lubricants	\$ 488,946	\$ 277,328.00	\$ 561,516
Tires & Tubes	\$ 75,500	\$ 13,372.00	\$ 116,356
Other Materials & Supplies	\$ 443,689	\$ 431,064.00	\$ 515,216
<b>TOTAL MAINTENANCE</b>	<b>\$ 2,195,982</b>	<b>\$ 1,618,081</b>	<b>\$ 2,261,313</b>
<b>ADMINISTRATION</b>			
Other Salaries & Wages	\$ 508,150	\$ 378,017.20	\$ 415,434
Fringe Benefits	\$ 248,462	\$ 227,816.00	\$ 219,255
Services	\$ 467,415	\$ 427,076.00	\$ 470,240
Utilities	\$ 184,578	\$ 126,696.00	\$ 195,519
Casualty & Liability Expenses	\$ 287,282	\$ 297,212.00	\$ 312,281
Information Technology	\$ 165,529	\$ 151,980.00	\$ 157,701
Other Materials & Supplies	\$ 66,076	\$ 55,216.00	\$ 49,639
Miscellaneous	\$ 59,448	\$ 22,516.00	\$ 92,203
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,986,941</b>	<b>\$ 1,686,529</b>	<b>\$ 1,912,272</b>
<b>TOTAL EXPENSES</b>	<b>\$ 8,055,735</b>	<b>\$ 6,191,496</b>	<b>\$ 7,953,823</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ 1,081,306</b>	<b>\$ -</b>





## GLTC Board Agenda Detail

**Item #:** 6

**Item Title:** New Business

**Action:** Discussion and Approval

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### **6b Summary – Board Member Ride-Along Day**

In the OTIS Committee meeting, making Board Member Ride-Along Day an annual event was discussed. The Committee felt that building this day into the schedule would make it easier for board members to fulfill their commitments.

*Staff Recommendation: Make the August monthly Board meeting Annual Ride-Along Day.*

**Contacts:** Hope Custer

**Attachments:** None

**Action Required:** Discussion and Approval





**GLTC Board Agenda Detail**

**Item #:** 6

**Item Title:** New Business

**Action:** For Your Information

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**6c Summary – Interim General Manager**

First Transit is sending Lawson Albritton to GLTC to serve as an interim GM. He is scheduled to arrive on September 20th and stay as long as needed. Mr. Albritton has been with First Transit for over twenty years and most recently served as GM for Memphis Area Transit Authority.

**Contacts:** Hope Custer

**Attachments:** None

**Action Required:** None





**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 October 6<sup>th</sup>, 2021 at 8:30 am.

This meeting will begin with a Public Hearing for the proposed route changes with the regular board meeting agenda to follow the close of the public hearing.

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

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

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

	<b>Benjamin Blanks</b>	<b>Antonio "Tony" Davis</b>	<b>Mary-Winston Deacon</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>Charles Spence**</b>
<b>Meeting Date</b>	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 <sup>1</sup>	P	N/A	N/A
1/6/2021	P	P	A <sup>2</sup>	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 <sup>4</sup>	A <sup>5</sup>	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 <sup>7</sup>
6/2/2021	P	A <sup>8</sup>	P	P	A <sup>9</sup>	A <sup>10</sup>	A <sup>11</sup>	P	P
7/7/2021	P	P	A <sup>12</sup>	PR <sup>13</sup>	P	P	P	P	P
8/4/2021	P	P	P	P	P	P	P	P	A <sup>14</sup>

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](mailto: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

14 - C. Spence - Absent

