

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, October 6<sup>th</sup>, 2021**

**8:30 a.m. – 10:00 a.m.**

**Meeting Location:** GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

**Board President:** Antonio "Tony" Davis, Sr.  
**Board Vice President:** Cameron Howe  
**Secretary-Treasurer:** Mary-Winston Deacon  
**Members:** Benjamin Blanks; Brenda Nash; John Hughes, IV;  
Brian Landergan; H. Lester Reed, MD; Charles Spence

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| <b>#1</b> | <b>Call to Order - Public Comment</b> <ul style="list-style-type: none"><li>a) Speakers should state their name for the official record</li><li>b) Speakers will be allotted a maximum of 3 minutes</li><li>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</li></ul> | GLTC Board<br>President |
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| <b>#2</b> | <b>Consideration of Meeting Minutes Approval</b><br>September 1 <sup>st</sup> , 2021 | All |
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| <b>#3</b> | <b>Committee &amp; Partner Reports</b> <ul style="list-style-type: none"><li>a) Customer Advisory Committee (CAC)</li><li>b) ADA Advisory Committee</li><li>c) Ride Solutions</li><li>d) CVPDC Transportation Planner</li></ul> | Sherry Gentry<br>Gary DuPriest<br>Kelly Hitchcock<br>Kelly Hitchcock |
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| <b>#4</b> | <b>Staff Reports</b> <ul style="list-style-type: none"><li>a) Ridership &amp; Operations Statistics</li><li>b) Capital Projects Report</li></ul> | Lawson Albritton |
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| <b>#5</b> | <b>Old Business</b> <ul style="list-style-type: none"><li>a) Board Member Ride-Along Day</li></ul> | Lawson Albritton |
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| <b>#6</b> | <b>President's Report</b> | GLTC Board<br>President |
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| <b>#8</b> | <b>Next Meeting Date &amp; Adjournment</b><br><b>October 27<sup>th</sup>, 2021– GLTC Annual Board Meeting</b> | All |
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## **GLTC Board Agenda Detail**

**Item #:** 2  
**Item Title:** September 1, 2021 Minutes  
**Action:** Consideration of Approval

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A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, September 1, 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; Brian Landergan; John Hughes, IV; and Dr. Les Reed.

Absent: Charles Spence.

Staff members attending were: Hope Custer, Steve Overstreet, and Natalie Wilkins. Other guests included William Carr, GLTC Customer.

Via ZOOM- Patrice Strachan of DRPT and Cristin Tolen of First Transit. Staff members included Millie Martin.

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

At 8:30 a.m., Mr. Davis called for public comment. There was no public comment.

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

Mr. Davis asked for consideration of approval of the minutes of August 4<sup>th</sup>, 2021. Mr. Hughes made a motion to approve the minutes of August 4<sup>th</sup>, 2021 with Ms. Deacon seconding the motion, and the vote was carried. Ms. Custer noted to add Mr. Landergan to the minutes of the August meeting as he was inadvertently left off as attending.

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

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

**3b – ADA Advisory Committee** – The ADA Committee will resume September 8, 2021.

**3c – RIDE Solutions** – No report

**3d – Central Virginia Planning District Commission** – No report

### **4a – General Manager’s Report**

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

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.



#### **4b – July 2021 Financials**

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

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

Ridership and Maintenance Activities are summarized below:

##### **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 %

#### **4d – Capital Projects**

FY22 capital grant applications have been approved and work will begin on procuring the capital items.

#### **#5 – Old Business**

##### **5a Summary – Intercity Bus Connector/Vanpool**

There is no update on the finalization of the Vanpool Study conducted by AECOM.

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

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

#### **6- New Business-**

##### **6a Summary Revised Budget**

Ms. Custer provided a recap of the revised budget. The update includes data from the new employee health insurance plans for GLTC employees and the removal of revenue from Liberty University. Discussion followed. Ms. Deacon made a motion to accept the revised budget with Mr. Blanks seconding the motion and the vote was carried.

##### **6b Summary- Board 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.

There was a discussion regarding the board Ride Along Day. Ms. Howe recommended a daily ride in addition to the annual ride-along. Dr. Reed enjoyed his experience on the bus and was grateful that Centra's residents



happened to be riding the same day. Mr. Hughes suggested riding without the complimentary board ID on occasion to get a better understanding of riding from the passengers' point of view. Ms. Nash says stated that the bus she rode was delayed and there was no notification on the web or Facebook, only the Ride Systems app.

Ms. Custer thanked everyone for their comments.

### **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.

Ms. Custer stated that Mr. Allbritton will need signatory authority when he arrives as GLTC does not have a General Manager and her last day is September. Dr. Reed made a motion to approve Mr. Allbritton's signatory authorization on the first day of his arrival with Mr. Hughes seconding the motion and the vote was carried.

### **#7 – President's Report**

No report.

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

Mr. Hughes made a motion to cancel the regular November board meeting due to the regular board meeting and the annual meeting occurring in October. Mr. Landergan seconded the motion and the vote was carried.

The next GLTC Board Meeting is scheduled to occur on October 6, 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. Nash seconding the motion and the vote was carried. The meeting was adjourned at 9:14 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 - Kelly Hitchcock

**Contacts:** Lawson Albritton  
**Attachments:** None  
**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 4a

**Item Title:** August 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 August was 38,579 passengers.

### **Maintenance:**

Maintenance activities are reported as follows for August 2021:

- Total mileage for fixed route and paratransit services – 82,020 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 2.9 %

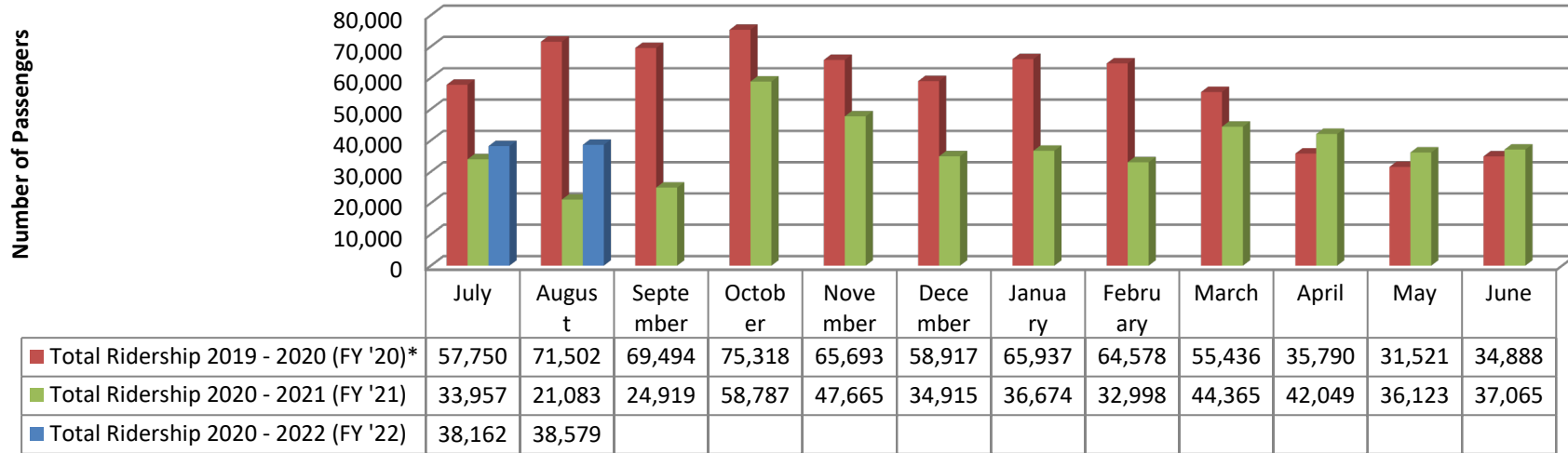
**Contacts:** Lawson Albritton

**Attachments:** Pages 7-9

**Action Required:** None



## Monthly System Ridership FY20, FY21, FY22

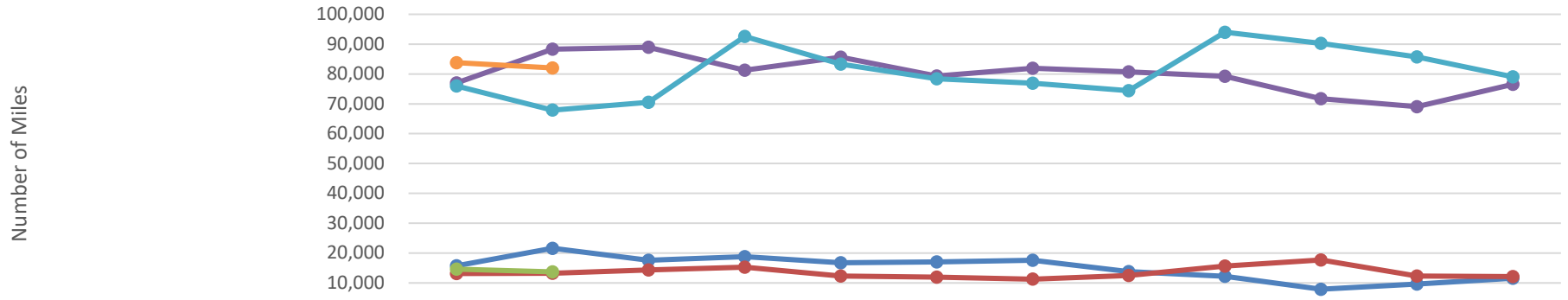


\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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



## GLTC Mileage FY20, FY21, FY22

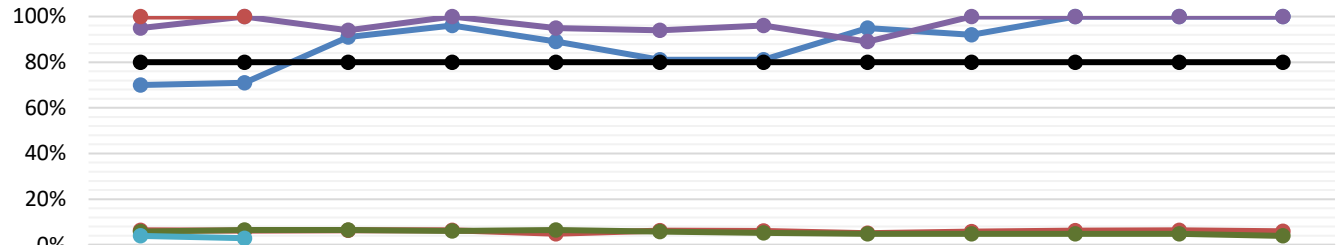


	July	August	September	October	November	December	January	February	March	April	May	June
Fixed Route Mileage 2019-2020 (FY-20)	76,985	88,291	88,936	81,290	85,615	79,320	81,898	80,757	79,188	71,712	69,056	76,526
Fixed Route Mileage 2020-2021 (FY-21)	76,026	67,880	70,472	92,599	83,272	78,350	76,926	74,386	94,005	90,304	85,691	79,060
Fixed Route Mileage 2021-2022 (FY-22)	83,795	82,020										
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	13,702										





## 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%	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%	2.90%										





# GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

## Summary:

The capital projects report for May 2021 is provided below. Final drawdowns have been made for 8 Bus Grant (73019-29) and this grant is being prepared for close out. FY 2021 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>					
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
<b>VA-2018-005-00</b>							
		<b>Executed 3/14/18</b>					
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
<b>VA-2019-011-00</b>							
		<b>Executed 3/28/19</b>					
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	\$ -
<b>VA-2020-006-00</b>							
		<b>Executed 1/2/2020</b>					
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
<b>VA-2021-014-00</b>							
		<b>Executed 4/29/2021</b>					
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 #:** 6a  
**Item Title:** Old Business  
**Action:** Informational

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**6a – Board Ride-Along Day**

As agreed at the previous Board meeting, Board Ride-Along Day will be held immediately following the August monthly Board meeting.

**Contacts:** Lawson Albritton  
**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 27th, 2021.

This meeting will be the Annual GLTC Board of Directors Meeting where a review of Fiscal Year 2021 will be provided along with the auditors' report.

The meeting will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

***Consider Adjournment***





## GLTC Board Agenda Detail

**Item #:** N/A  
**Item Title:** Board Roster and Attendance Log  
**Action:** None

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

<b>Benjamin Blanks</b> <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	<a href="mailto:bensmjazz@gmail.com">bensmjazz@gmail.com</a>
<b>Antonio "Tony" Davis, Sr.</b> <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-845-0433	<a href="mailto:adavis@jubileefamily.org">adavis@jubileefamily.org</a>
<b>Mary-Winston Deacon</b> <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	<a href="mailto:mwdeacon@humankind.org">mwdeacon@humankind.org</a>
<b>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>		<a href="mailto:CPSpence@liberty.edu">CPSpence@liberty.edu</a>

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

**ATTENDANCE LOG**

2020/2021 REGULAR (and special) BOARD MEETING

("P" present - "PR" present remotely - "A" absent)

	<b>Benjamin Blanks</b>	<b>Antonio "Tony" Davis</b>	<b>Mary-Winston Deacon</b>	<b>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>
9/1/2021	P	P	P	P	P	P	P	P	A <sup>15</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
- 15 - C. Spence - Absent

