

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, March 6th, 2019

8:30 a.m. – 10:00 a.m.

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

Board President: Christian DePaul

Board Vice President: Glenn McGrath

Secretary-Treasurer: Joel Morgan

Members: Margaret "Peggy" Whitaker; John "Jack" Hellewell; Bonnie Svrcek; Christos Carroll; Mary-Winston Deacon; Antonio "Tony" Davis

#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
- 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

#2 Consideration of Meeting Minutes Approval

February 6th, 2019

All

#3 Committee & Partner Reports

- a) Customer Advisory Committee (CAC)
- b) ADA Advisory Committee
- c) Ride Solutions
- d) Region2000 Transportation Planner

Sherry Gentry
Gary DuPriest
Kelly Hitchcock
Philipp Gabathuler

#4 Staff Reports

- a) General Manager's Report
- b) January 2019 Financials
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

#5 Old Business

- a) Discounted Fare Cards Policy
- b) Intercity Connector Service Concept Committee
- c) Downtown Circulator

Pending
No Update
Update

#6 New Business

- a) Public Transportation Agency Safety Plan (PTASP)

Brian Booth

#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment

April 3rd, 2019 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: 2
Item Title: February 6th, 2019 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

February 6, 2019

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, February 6, 2019 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Glenn McGrath, Joel Morgan, John "Jack" Hellewell, Bonnie Svrcek, Mary-Winston Deacon, Antonio Davis, Margaret "Peggy" Whitaker*, and Christos Carroll*. Staff members attending were: Brian Booth, Amanda Richardson, Millie Martin, Steve Overstreet, Scott Poindexter, Keri Brown, and Natalie Wilkins. Visitors to the meeting included Jacqueline Robinson of the Customer Advisory Committee (CAC), Ben Blanks GLTC Customer, Austin Gabey, Emily Swecker and Emily Gibrey of WSET-TV, Susan Brown of the Downtown Lynchburg Association, David Harmer of the Virginia Transit Liability Pool, and Carrie Dungan of the News and Advance.

*Ms. Whitaker and Mr. Carroll obtained approval to participate in the Board Meeting remotely. Ms. Whitaker called into the meeting from Atlanta, Georgia due to being out of town on business, and Mr. Carroll called into the meeting from North Carolina due to traveling for work.

Public Hearing for Proposed Changes to The Hopper

Mr. DePaul called the public hearing to order at 8:30 a.m. and asked for public comment regarding The Hopper.

Mr. Booth provided a brief summary of the proposed changes to The Hopper. The proposed changes are to eliminate service Monday-Thursday effective February 11th 2019 due to little ridership during these days. The average daily ridership for the past year was less than 4 people per day Monday through Thursday and approximately 10 people per day Friday and Saturday.

Mr. DePaul opened the floor to the public for comment. Mr. Blanks stated that he is in support of the decision to reduce The Hopper's service. As there being no further comment from the public, Mr. Booth read the comments received via email for those unable to attend the public meeting.

Following the comments from the public, Mr. DePaul made a motion to accept the proposed route changes regarding The Hopper with Ms. Svrcek seconding the motion.

There was discussion from the board regarding the proposed changes. Mr. Carroll asked if there has been any type of study conducted to see to see if tax revenue had increased for the downtown businesses. He recommended looking into other areas where revenue has increased which could potentially support the service. He also suggested having The Hopper run every five to seven minutes to potentially attract more riders. Mr. McGrath stated that they had talked about increased frequency previously and the way to do that is make it a smaller loop. Mr. McGrath is aware that Fifth and Federal likes the service.

Mr. Carroll stated that it was difficult to justify the expense to operate The Hopper for the handful of people that use it. He asked if Ms. Svrcek might could speak to the economic impact that has been seen by The Hopper. Mr. Svrcek stated that she was not sure how they could measure such an impact, but is aware there has not been any apparent impact expressed by the businesses.



Ms. Whitaker stated that the stakeholders in Downtown Lynchburg aren't really showing interest from her observation and she doesn't see any interest from businesses to pick up and support this moving forward.

Mr. McGrath stated that no one is really riding The Hopper. He was hopeful we would get some good ridership, but even with the efforts of advertising there hasn't been any results.

As there was no further discussion, the board voted and the vote was carried to reduce the service days for The Hopper.

The public hearing adjourned at 8:41 a.m.

Mr. McGrath went on to state that one comment he keeps hearing is "why are the buses so big". He inquired if there was more advertising that could be done for awareness for the general public. Ms. Svreck asked if there is the possibility of purchasing smaller bus in the future during a major bus replacement cycle. Mr. Booth would conduct an analysis to provide information for future bus purchases.

#1 – Call to Order-Public Comment

At 8:41 a.m., Mr. DePaul asked for public comment. Mr. Blanks stated that the routes are finally doing what they are supposed to do and is pleased with the routes. He also thanked Ms. Dungan for the interview he had with her for the News and Advance article published a few weeks ago.

Mr. Blanks also stated the best route is Route 6 that connects with Fresh Market and River Ridge Mall. The Route 4 is the most improved.

He also attended the Poverty to Progress program held on January 26 at Miller Park.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of January 2, 2019. Mr. Morgan made a motion to approve the minutes of January 2, 2019 with Mr. Hellewell seconding the motion; the vote was carried with Mr. McGrath abstaining.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee –

Ms. Wilkins provided the following report on behalf of the Customer Advisory Committee.

The committee met on January 7, 2019 with attendance by Sherry Gentry, Mike Moore, Jacqueline Robinson, and Kelly Hitchcock.

There was discussion regarding the new route changes. For the most part, everyone is pleased with the revised routes. Some of the connections need to be tweaked such as the Route 11. Also check the connections at the Jefferson House and on Long Meadows to the Transfer Station. Members are happy with the Fresh Market/Panera Bread connections, but requests a bench or shelter at the bus stop. They indicated the possible need for an extra bus on Route 4.

The "No Smoking" signs should be larger at the Transfer Station.

There should be a supervisor at the Transfer Station, especially during connection times.



Some of the bus stops and shelters need cleaning. Discussed the possibility of bringing back the Adopt-a-Stop program where volunteers would either assist with clean-up or call in the stops that need assistance. Staff will research what types of signage that can be posted to help keep stops clean.

The next meeting is scheduled for Monday, March 4 at 2:30 pm at the Transfer Station.

Discussion followed as to how these issues can be resolved. Mr. Booth will review them with staff.

3b – ADA Advisory Committee –

Ms. Wilkins provided the following report on behalf of the ADA Committee.

During the months of December and January, the ADA Committee has been working to create an easily accessible website for all GLTC passengers. We have worked with GLTC to revise the route pages and main menu links, added a "Contact GLTC" form for passenger feedback, and created a meeting room availability calendar and online room reservation request forms. Additionally, we have had several meetings with the ADA committee concerning the ADA accessibility of the website. Upon their recommendations, the paratransit trip request form has been updated, a language translator added, and HTML tables of GLTC bus schedules have been created that can be read by screen readers used by visually impaired passengers.

3c – RIDE Solutions –

Ms. Hitchcock provided the following report via email.

There has been a delay in the vanpool implementation. A key component is the coordination with the larger study. However, the vanpool stakeholder meetings are being held next week and the employer/stakeholder program schedule will be developed and outreach will begin in March.

The Local Government Council, soon to be the Central Virginia Planning District Commission, submitted two applications to DRPT. Both applications support multi-modal transportation, advanced job and resource access, and respond to actions from the Lynchburg Regional Connectivity Study.

1. TDM Operating Assistance Application – One Year Program

Continue alternative transportation and RIDE Solutions programs. First year for CVPDC – individual program application. Continued regional program partnership, but will have a more individual-regional project focus.

Coordinating with DRPT and the state-wide TDM program on the NuRIDE, a ride matching and multi-modal incentive/reward software program. A detailed launch anticipated for some time in spring. Program details will be provided to GLTC Board.

2. Mobility Program Application – Two Year Program

Submitted for funds to implement vanpools in the region to expand job/resource access, especially for the rural commuters and employers. This was submitted in advance of the vanpool study's finalization, given the need for vanpools being articulated in the Lynchburg Regional Connectivity Study and wanting to quickly capitalize on the vanpool study employer outreach/momentum and not have to wait over 1 year to begin implementation due to application timing.

Both programs have the standard July DRPT program cycle, however, the TDM Operating is a one-year program and the Mobility Program is a two-year program.



3d – Region 2000 –

Mr. Gabathuler stated that he is working on route realignments on Google Transit. As far as the bus stop inventory, it has been three years since the last study was conducted. There are about 750 stops with several having low or no lighting that needs to be addressed.

#4 – Staff Reports

4a – General Manager’s Report

GLTC staff have monitored the route changes over the past 6 weeks to determine areas of concern that need to be addressed. We have received several comments and working to make some minor adjustments to some of the routes to improve on-time performance, specifically targeting Routes 1A, 1B, 8, and 12.

Mr. Booth and Ms. Wilkins attended the Virginia Transit Association’s Legislative Day in Richmond on January 28th. This event started with a legislative briefing to inform participants of newly introduced bills of interest for the transit industry. Mr. Booth and Ms. Wilkins had the opportunity to be recognized in the House and Senate during their Morning Hour introductions and ended the day with a reception which included networking with industry professionals, elected officials, and transit peers. This reception provided an opportunity to be briefed by Lt. Governor Justin Fairfax, Secretary of Transportation Shannon Valentine, and DRPT Director Jennifer Mitchell.

The public comment period for the state’s new operating assistance allocation guidance closed on Monday, February 4th. The letter for comment prepared and signed by the Board President and General Manager was submitted and received by DRPT in addition to a resolution from Lynchburg City Council indicating their support to hold harmless any agency negatively affected during transition years that otherwise would not have been impacted with the final guidance.

Staff worked diligently during the month of January to prepare and finalize the grant applications due on February 1st. These grant applications were completed and successfully submitted.

4b – December 2018 Financials

Total revenues are underbudget 1 %, approximately \$ 30,000, year to date and overbudget 3 % for the month of December 2018. Major variances are Liberty Revenue underbudget 4 % and Passenger Revenue underbudget approximately 6 % year to date. Mr. Booth noted that there will be a slight decline in revenue in January from Liberty University due to the loss of one route which Liberty now runs internally. The question was raised as to whether GLTC will continue to see declines in routes. Mr. Carroll stated that there are times when the routes ebb and flow as well as personnel changes, but does not foresee a complete elimination of service.

Passenger Revenue reflects being underbudget approximately 25 % for the month of December and is due to the operating fare free for the entire week that the route changes took effect. The Federal Assistance reflects being overbudget 26 % for the month of December and is due to the receivable being booked year to date for the 5 % being withheld by FTA due to the pending certification of the State Safety Oversight Program for the Metrorail Safety Commission.

Total expenses are underbudget 2 %, approximately \$ 102,000, year to date and underbudget 4 %, approximately \$ 27,000, for the month of December 2018. Total salaries are underbudget approximately \$ 218,000 and overtime is overbudget approximately \$ 156,000. Benefits are coming in approximately 15 % underbudget year to date. Maintenance costs for the fleet are overbudget approximately 25 % for the year as well as other Materials and Supplies are over budget due to some unexpected building maintenance needs. Casualty and Liability expenses are overbudget due to an error in the original budget in not accounting for vehicle insurance premiums rolling over from the previous year.



In summary, the year to date net income is showing a surplus of \$72,401 at the end of December. While we are reflecting a surplus mid-year, we plan to move forward cautiously to ensure that we maintain a positive financial situation. This surplus reflects the 5 % being withheld that we will not be able access until FTA certifies the State Safety Oversight Program for the Metrorail Safety Commission.

4c – Ridership & Operations Statistics

Total Ridership for December was 104,654 with City Ridership being 63,877 passengers and Liberty having a passenger total of 40,777. Liberty ridership for this month dropped off significantly due to operating fewer days than in the past and the City Ridership dropped slightly due to the holidays and weather events we experienced in December.

Total mileage for fixed route and paratransit services for the month of December was 85,951 miles. The on-time performance for both November and December 2018 were 100 %.

The fleet downtime for November was 3.6 % and for December was 5.4 %. These totals have been calculated excluding the vehicles that we have down long term due to major mechanical failures.

4d – Capital Projects Update

Mr. Booth stated that staff continue to draw down on grants. Items purchased include software, shop equipment, and making the final payment on the new six paratransit vans.

#5 – Old Business

5a– Discounted Fare Policy –

The current discounted fare card policy is under review and staff will bring a recommendation to the board in the near future.

5b Summary – Intercity Bus Connector/Vanpool

Ms. Hitchcock’s report for Ride Solutions discusses activities related to the Vanpool initiative.

5c Summary – Downtown Circulator

Ridership for the Hopper monthly has been as follows:

- October – 130 Passengers
- November – 144 Passengers
- December – 421 Passengers
- January – 82 Passengers

The graphs provided in the board packet show ridership by month since inception, daily ridership totals, and weekly ridership totals.

The Hopper’s Major Service Change are:

- August 24th, 2017 – Launch of Service
- January 22nd, 2018 – Service Changed to Evenings
- October 1st, 2018 – 5th Street Incorporated into Route

#6 – New Business

There was no new business at this time.



#7 – President’s Report

No President’s Report.

#8 – Closed Session

Mr. DePaul made a motion in accordance with the Virginia Freedom of Information Act, code Section § 2.2-3712(A), that the GLTC Board of Directors go into closed session to discuss a legal matter involving GLTC as exempt from open meeting requirements, code section § 2.2-3711(A)(7). Additionally, he asked the Mr. Booth and Mr. Harmer be a part of the closed session for administrative support.

Mr. Morgan seconded the motion and the vote was carried. The GLTC Board of Director’s entered closed session at 9:13 am.

Upon exiting the closed session Mr. DePaul made a motion in accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), to certify that only the subject matter identified at the entrance to closed session was discussed.

Ms. Svreck seconded the motion and a roll call vote was taken by all members to certify that only the subject matter identified at the entrance to closed session was discussed. The roll call vote was as follows:

Mr. Davis – Yea
Mr. Carroll – Yea
Ms. Whittaker – Yea
Mr. McGrath – Yea
Mr. DePaul – Yea
Mr. Morgan – Yea
Mr. Hellewell – Yea
Ms. Winston- Deacon – Yea
Ms. Svrcek – Yea

At 9:32 the GLTC Board of Director’s exited closed session.

#9 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on March 6th, 2019 at 8:30 am. at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The meeting adjourned at 9:33 am.

Secretary/Treasurer





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:

- The General Assembly passed a bill which is being referred to at the "Hold Harmless" bill which would allow the Commonwealth Transportation Board (CTB) approval of funds to mitigate the negative impact of lost operating funds due to the new performance-based funding methodology. This bill would allow the CTB to allocate supplemental operating funds in FY 2020 to any transit provider this is negatively impacted by a loss of operating funds as a direct result of the performance-based allocation process. The maximum amount of funds available for this authorization is \$ 3 million. This now awaits the Governor's final approval.
- Staff have recently met with City Engineers to determine the feasibility and best location for installation of a bench at the Fresh Market/Whitehall Road Bus Stop/Transfer point. After initially looking at the site location it was determine space for a shelter is not available. Staff will be working in the coming weeks to install a bench at this location for passengers to utilize while waiting for a connecting bus.
- Marketing staff have launched a chat feature on the GLTC website to further increase the communication options for our passengers. This chat feature was launched in late February and gives passengers an option to chat with a customer service representative for various service-related questions.
- The General Manager met with representatives of J-Crew to discuss the transportation challenges they are currently facing with their workforce. During the meeting we gained an understanding what challenges they are facing and discussed options available for potentially meeting some of their needs. Currently the shift structure is outside of the operating hours for GTLC and they plan to work internally to survey employees for who potentially could benefit from bus service should their shift structure and GLTC service hours aligned. Additionally, these representatives were put in contact with Kelly Hitchcock to loop them into the conversation for the vanpool feasibility study currently underway.





GLTC Board Agenda Detail

Item #: 4b
Item Title: January 2019 Financials
Action: For Your Information

Attached are the financial statements for the month ending January 2019.

REVENUES:

Total revenues are underbudget 1 %, approximately \$ 36,000, year to date and underbudget 1 % for the month of January 2019. The major variances are Liberty Revenue underbudget 5 % and Passenger Revenue underbudget approximately 7 % year to date. The variance for Liberty Revenue is due to the finalized service plan for Liberty coming in less than submitted in the final budget as well as Liberty taking inhouse the operation of one route previously planned for GLTC to operate. This service changes equates to an approximate \$ 11,000 reduction in revenue from Liberty University. Advertising Revenue is underbudget 50 % for the month due to having a low number of advertising contracts at the moment. The Federal Assistance reflects the receivable for the 5 % withholding being recorded for the month of January but the actual funds will not be received until FTA certifies the State Safety Oversight Program for the Metrorail Safety Commission.

Non-Operating Revenue reflects \$ 21,066 for the month of January and is significantly over what was budgeted. This income is from insurance proceeds received for repairs made to vehicles as well as the facility. FTA recently changed the way they want proceeds from insurance reflected in the financial statements and the reason we are showing a major variance from budget.

EXPENSES:

Total expenses are underbudget 2 %, approximately \$ 88,000, year to date and overbudget 2 %, approximately \$ 14,000, for the month of January 2019. Total salaries are underbudget approximately \$ 235,000 due to vacant positions in operations as well as maintenance with overtime running overbudget approximately \$ 179,000 due to these vacancies. Benefits are coming in approximately 10 % under budget year to date and is mainly due to the vacant positions in operations and maintenance. Maintenance costs for the fleet are overbudget approximately 27 % for the year due to more costly repairs from an aging fleet. Other Materials and Supplies are over budget due to some unexpected building maintenance needs. Casualty and Liability expenses are overbudget due to an error in the original budget in not accounting for vehicle insurance premiums rolling over from the previous year.

Tires and Tubes spiked in January due to several vehicles requiring tire replacements and this should moderate over the next few months with minimal tire needs. Miscellaneous expenses is reflecting a negative balance of \$ 29,777 due to the receipt of funds offsetting expenses previously incurred from the operation of the Hopper.

SUMMARY:

The year to date net income is showing a surplus of \$ 79,170 at the end of January. As move forward we are monitoring our cash flow projections through the end of the fiscal year to ensure we maintain a positive financial situation. This is critical as we are reflecting the 5 % being withheld from FTA due to the State Safety Oversight certification not being received, we won't receive those funds from FTA until that certification is finalized.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

January FY 2019

	FY 2019	FY 2018	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	218,964	217,025	1,939
Accounts Receivable	60,981	417,234	(356,253)
TOTAL CURRENT ASSETS	\$ 279,945	\$ 634,259	\$ (354,314)
Tangible Property	\$ 60,521,853	\$ 62,017,083	\$ (1,495,230)
Accumulated Depreciation	(20,304,318)	(19,829,648)	(474,670)
NET FIXED ASSETS	\$ 40,217,535	\$ 42,187,435	\$ (1,969,900)
TOTAL ASSETS	\$ 40,497,480	\$ 42,821,694	\$ (2,324,213)
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 438,836	\$ (389,322)
TOTAL LIABILITIES	49,514	438,836	(389,322)
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	40,267,727	42,162,090	(1,894,363)
Accumulated Income/(Loss) Current Year	180,235	220,763	(40,528)
TOTAL CAPITAL	\$ 40,447,966	\$ 42,382,858	\$ (1,934,892)
TOTAL LIABILITIES AND CAPITAL	\$ 40,497,480	\$ 42,821,694	\$ (2,324,214)



Central VA Transit Management Company Inc.

Balance Sheet

Jan FY 2019

	FY 2019	FY 2018	Difference
ASSETS			
Cash	\$ 797,616	\$ 1,207,807	\$ (410,191)
Cash - OPEB	236,214	178,293	57,921
Working Funds	80	80	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	287,045	398,230	(111,185)
Materials and Fuel	330,207	295,154	35,052
TOTAL CURRENT ASSETS	\$ 1,651,261	\$ 2,079,664	\$ (428,403)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	118,921	118,078	843
TOTAL ASSETS	\$ 1,770,183	\$ 2,197,742	\$ (427,560)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 562,512	\$ 1,150,821	\$ (588,309)
Wages Payable	62,531	42,832	19,699
Other Payroll Liabilities	608,504	347,639	260,865
Short Term Loan - City of Lynchburg	500,000	-	500,000
Advance Payments	(42,534)	437,969	(480,503)
TOTAL LIABILITIES	1,691,012	1,979,260	(288,248)
Accumulated Income/(Loss) Current Year	79,170	218,481	(139,311)
Restricted Reserve	-	-	-
TOTAL CAPITAL	\$ 79,170	\$ 218,481	\$ (139,311)
TOTAL LIABILITIES AND CAPITAL	\$ 1,770,183	\$ 2,197,742	\$ (427,559)



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT
AS OF JANUARY 31, 2019**

	FY2019 ACTUAL JAN	FY2019 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 501,233	\$ 3,232,484
Money Paid to CVTMC	(501,233)	(3,232,484)
Federal Grant Revenue	85,052	161,813
Local Grant Revenue	<u>20,633</u>	<u>58,594</u>
TOTAL REVENUE	\$ 105,685	\$ 220,407
EXPENSES		
Repairs - Capital	400	\$ 40,172
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 400	\$ 40,172
NET INCOME/(LOSS)	<u>\$ 105,285</u>	<u>\$ 180,235</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

**INCOME STATEMENT
AS OF JANUARY 31, 2019**

	MONTH TO DATE			YEAR TO DATE		
	FY2019	FY2019	%	FY2019	FY2019	%
	JAN	JAN		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 42,706	\$ 49,023	-13%	\$ 318,819	\$ 343,163	-7%
DRT Passenger Revenue	6,817	5,833	17%	38,507	40,833	-6%
Contracts (LU Access)	6,006	6,006	0%	36,036	36,036	0%
Contracts (LC Access)	2,086	2,086	0%	14,602	14,602	0%
Contracts (CVCC Access)	4,600	4,600	0%	32,200	32,200	0%
Liberty University Revenue	139,236	156,745	-11%	891,242	940,470	-5%
Other Contract Revenue	20	642	-97%	12,988	4,492	189%
Non-Operating Revenue	21,066	690	2951%	25,059	4,833	419%
Advertising Revenue	3,473	7,000	-50%	47,063	49,000	-4%
City Operating Assistance	144,065	144,065	0%	1,008,458	1,008,458	0%
County Operating Assistance	6,232	6,232	0%	43,622	43,622	0%
State Operating Assistance	167,078	167,594	0%	1,181,088	1,173,155	1%
Federal Operating Assistance	162,794	162,116	0%	1,139,557	1,134,811	0%
TOTAL REVENUE	\$ 706,178	\$ 712,632	-1%	\$ 4,789,240	\$ 4,825,675	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 134,048	\$ 148,547	-10%	\$ 894,583	\$ 1,039,830	-14%
Operator-Overtime	34,729	17,754	96%	249,624	124,279	101%
Other Salaries & Wages	24,180	24,756	-2%	170,578	173,289	-2%
Supervisors-Overtime	2,437	1,207	102%	13,606	8,451	61%
Fringe Benefits	106,148	98,935	7%	641,655	692,542	-7%
TOTAL FIXED ROUTE	\$ 301,543	\$ 291,199	4%	\$ 1,970,045	\$ 2,038,390	-3%
DEMAND RESPONSE						
Operator Labor	\$ 20,199	\$ 26,822	-25%	\$ 145,968	\$ 187,752	-22%
Operator-Overtime-PTS	201	667	-70%	7,199	4,668	54%
Other Salaries & Wages	4,747	5,425	-12%	31,050	37,974	-18%
Fringe Benefits	13,799	16,989	-19%	88,983	118,924	-25%
TOTAL DEMAND RESPONSE	\$ 38,946	\$ 49,903	-22%	\$ 273,199	\$ 349,318	-22%
MAINTENANCE						
Other Salaries & Wages	\$ 54,133	\$ 55,525	-3%	\$ 339,112	\$ 388,676	-13%
Inspection&Maint,Srvc-Overtime	7,460	2,424	208%	63,440	16,967	274%
Fringe Benefits	33,293	29,912	11%	194,446	209,385	-7%
Fuel & Lubricants	50,383	58,427	-14%	386,799	408,987	-5%
Tires & Tubes	28,029	7,688	265%	91,379	53,813	70%
Other Materials & Supplies	58,386	40,875	43%	363,956	286,123	27%
TOTAL MAINTENANCE	\$ 231,685	\$ 194,850	19%	\$ 1,439,134	\$ 1,363,951	6%
ADMINISTRATION						
Other Salaries & Wages	\$ 37,465	\$ 31,020	21%	\$ 227,936	\$ 217,142	5%
Fringe Benefits	20,075	16,012	25%	110,100	112,084	-2%
Services	37,007	37,404	-1%	249,610	261,829	-5%
Utilities	20,358	15,055	35%	89,326	105,386	-15%
Casualty & Liability Expenses	26,986	25,019	8%	217,431	175,130	24%
Information Technology	12,191	13,564	-10%	99,039	94,946	4%
Other Materials & Supplies	2,932	2,775	6%	23,390	19,423	20%
Miscellaneous	(29,777)	8,707	-442%	10,860	60,952	-82%
TOTAL ADMINISTRATION	\$ 127,236	\$ 149,556	-15%	\$ 1,027,692	\$ 1,046,891	-2%
TOTAL EXPENSES	\$ 699,409	\$ 685,507	2%	\$ 4,710,070	\$ 4,798,550	-2%
NET INCOME/(LOSS)	\$ 6,769	\$ 27,125		\$ 79,170	\$ 27,125	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
COMPARATIVE INCOME STATEMENT						
AS OF JANUARY 31, 2019						
	MONTH TO DATE			YEAR TO DATE		
	FY2019	FY2018	%	FY2019	FY2018	%
	JAN	JAN	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 42,706	\$ 46,207	-8%	\$ 318,819	\$ 342,733	-7%
DRT Passenger Revenue	6,817	\$ 4,723	44%	38,507	40,628	-5%
Contracts (LU Access)	6,006	\$ 6,006	0%	36,036	36,036	0%
Contracts (LC Access)	2,086	\$ 2,045	2%	14,602	14,315	2%
Contracts (CVCC Access)	4,600	\$ 4,509	2%	32,200	31,562	2%
Liberty University Revenue	139,236	\$ 166,388	-16%	891,242	998,325	-11%
Other Contract Revenue	20	\$ 319	-94%	12,988	5,739	126%
Non-Operating Revenue	21,066	\$ 514	3998%	25,059	5,110	390%
Advertising Revenue	3,473	\$ 7,151	-51%	47,063	69,717	-32%
City Operating Assistance	144,065	\$ 147,984	-3%	1,008,458	1,035,886	-3%
County Operating Assistance	6,232	\$ 6,109	2%	43,622	42,766	2%
State Operating Assistance	167,078	\$ 140,176	19%	1,181,088	987,007	20%
Federal Operating Assistance	162,794	\$ 180,026	-10%	1,139,557	1,260,179	-10%
TOTAL REVENUE	\$ 706,178	\$ 712,157	-1%	\$ 4,789,240	\$ 4,870,003	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 134,048	\$ 94,820	41%	\$ 894,583	\$ 930,666	-4%
Operator-Overtime	34,729	17,784	95%	249,624	165,851	51%
Other Salaries & Wages	24,180	19,891	22%	170,578	168,107	1%
Supervisors-Overtime	2,437	1,209	102%	13,606	11,171	22%
Fringe Benefits	106,148	119,561	-11%	641,655	655,029	-2%
TOTAL FIXED ROUTE	\$ 301,543	\$ 253,265	19%	\$ 1,970,045	\$ 1,930,824	2%
DEMAND RESPONSE						
Operator Labor	\$ 20,199	\$ 22,007	-8%	\$ 145,968	\$ 171,930	-15%
Operator-Overtime-PTS	201	536	-63%	7,199	4,389	64%
Other Salaries & Wages	4,747	3,778	26%	31,050	29,339	6%
Fringe Benefits	13,799	21,509	-36%	88,983	105,591	-16%
TOTAL DEMAND RESPONSE	\$ 38,946	\$ 47,830	-19%	\$ 273,199	\$ 311,249	-12%
MAINTENANCE						
Other Salaries & Wages	\$ 54,133	\$ 44,027	23%	\$ 339,112	\$ 363,164	-7%
Inspection&Maint,Srvc-Overtime	7,460	2,139	249%	63,440	20,146	215%
Fringe Benefits	33,293	38,732	-14%	194,446	196,802	-1%
Fuel & Lubricants	50,383	62,264	-19%	386,799	333,484	16%
Tires & Tubes	28,029	13,395	109%	91,379	69,653	31%
Other Materials & Supplies	58,386	70,144	-17%	363,956	372,694	-2%
TOTAL MAINTENANCE	\$ 231,685	\$ 230,701	0%	\$ 1,439,134	\$ 1,355,943	6%
ADMINISTRATION						
Other Salaries & Wages	\$ 37,465	\$ 34,471	9%	\$ 227,936	\$ 245,611	-7%
Fringe Benefits	20,075	27,111	-26%	110,100	126,104	-13%
Services	37,007	37,891	-2%	249,610	247,154	1%
Utilities	20,358	21,875	-7%	89,326	109,543	-18%
Casualty & Liability Expenses	26,986	22,098	22%	217,431	186,493	17%
Information Technology	12,191	12,231	0%	99,039	90,022	10%
Other Materials & Supplies	2,932	2,181	34%	23,390	12,527	87%
Miscellaneous	(29,777)	4,439	-771%	10,860	36,051	-70%
TOTAL ADMINISTRATION	\$ 127,236	\$ 162,295	-22%	\$ 1,027,692	\$ 1,053,506	-2%
TOTAL EXPENSES	\$ 699,409	\$ 694,091	1%	\$ 4,710,070	\$ 4,651,522	1%
NET INCOME/(LOSS)	\$ 6,769	\$ 18,066		\$ 79,170	\$ 218,481	



GLTC Board Agenda Detail

Item #: 4c

Item Title: January 2019 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 December was 180,169 with City Ridership being 57,699 passengers and Liberty having a passenger total of 122,470. Liberty ridership for this month higher than the previous year do to students returning a week earlier from winter break. City Ridership dropped slightly from December which we are monitoring this to determine the reason and if there will be a future trend.

Maintenance:

Maintenance activities are reported as follows for January 2019:

Total mileage for fixed route and paratransit services for the month of January was 110,727 miles.

The fleet downtime for January was 4.15 %.

The on-time performance for January 2019 was 37 %. We investigated this sudden decrease and found that the drop in on-time performance was due to a lot of preventative maintenance services rolling over from December. Low maintenance staffing during December (due to illness, unexpected vacancies, and planned vacation) resulted in the technicians not being able to complete the required work when it was due in December. We typically average 15 to 18 services per month, but only completed four in December with the rest rolling over to January. We have since been able to recover and have an on-time performance rate of 93% for the month of February.

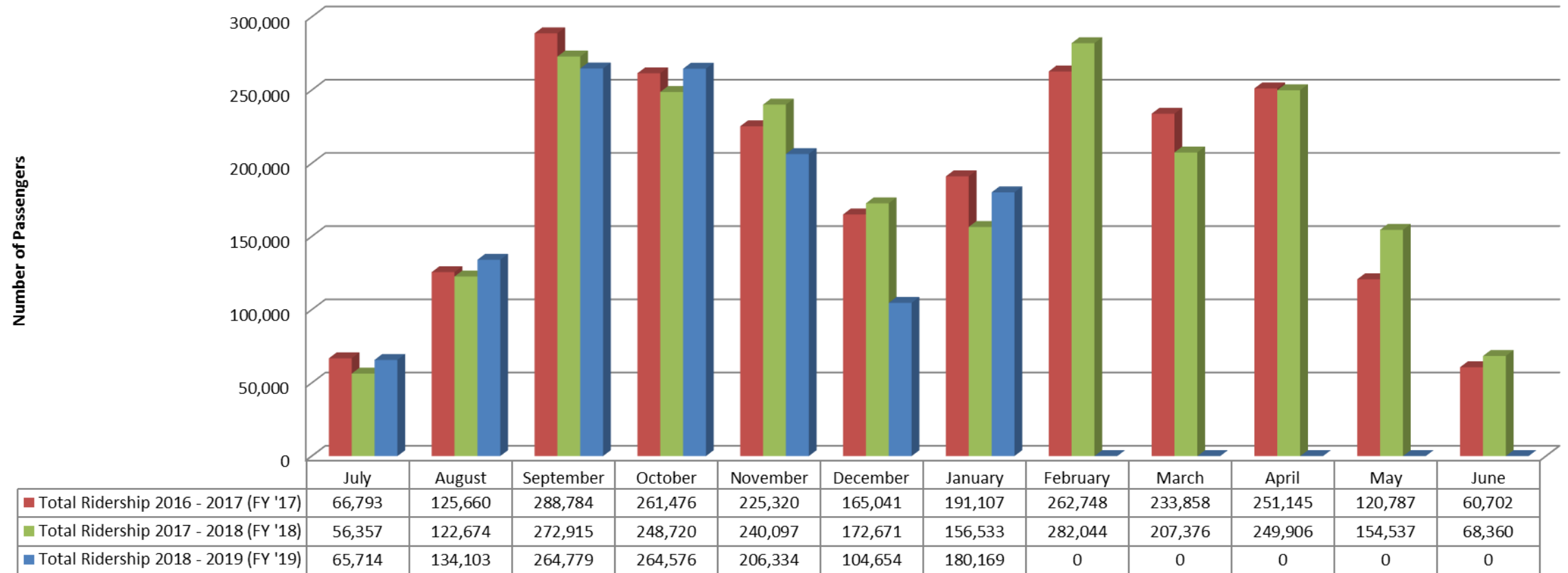
Contacts: Brian Booth

Attachments: Page 17-22

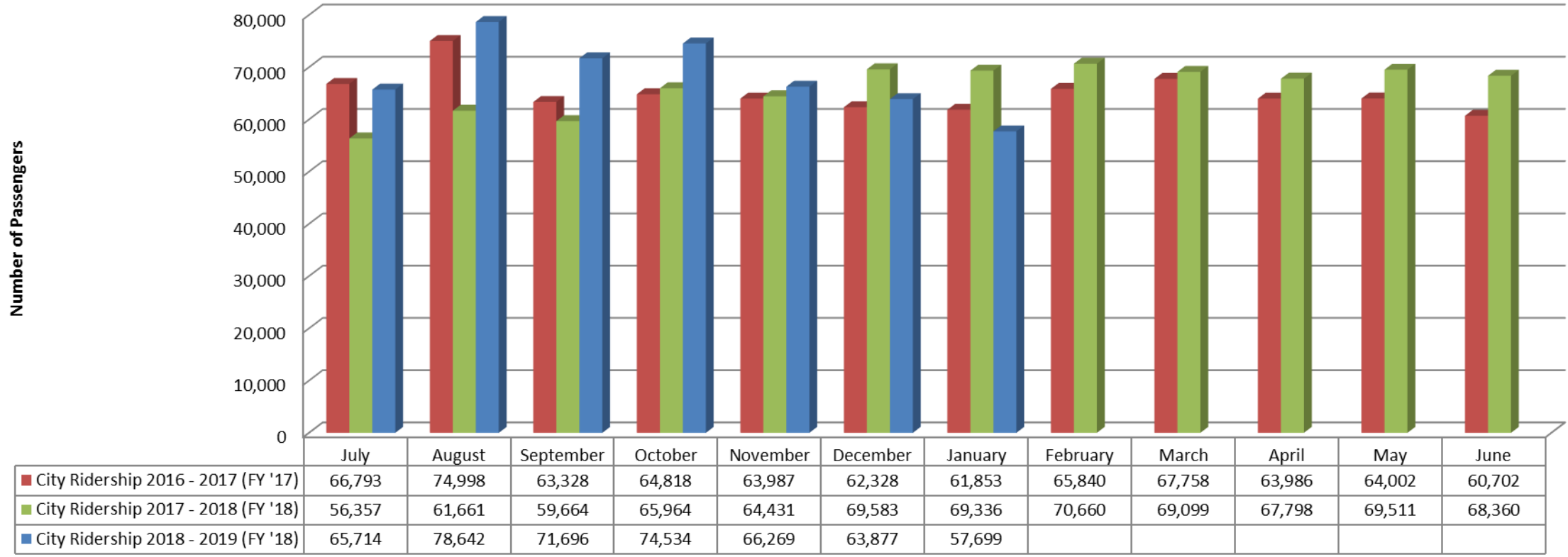
Action Required: None



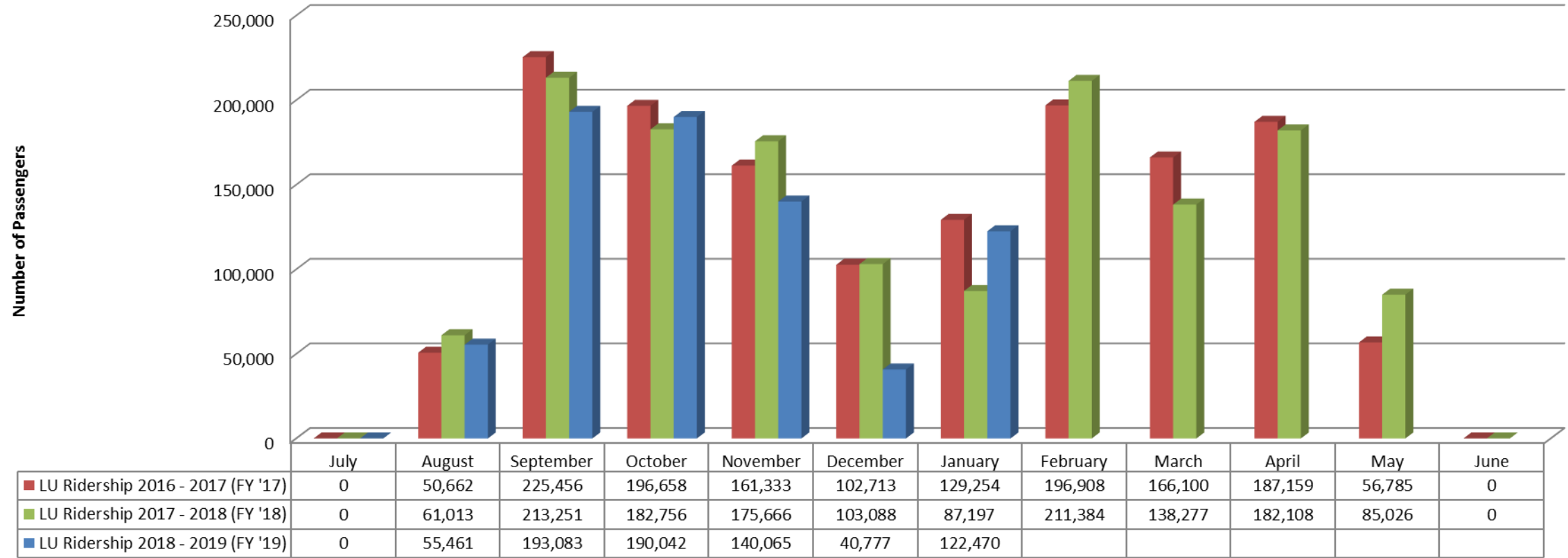
Monthly System-Wide Ridership FY '17, FY '18, FY '19



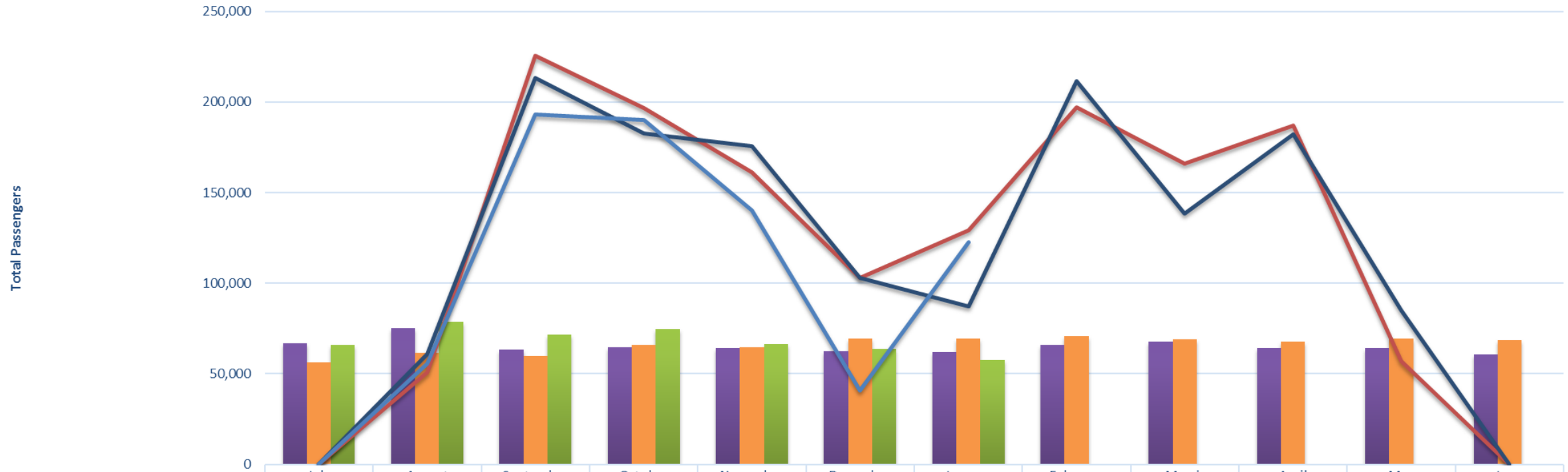
City Ridership FY '17, FY '18, FY '19



Liberty University Ridership FY '17, FY '18, FY '19

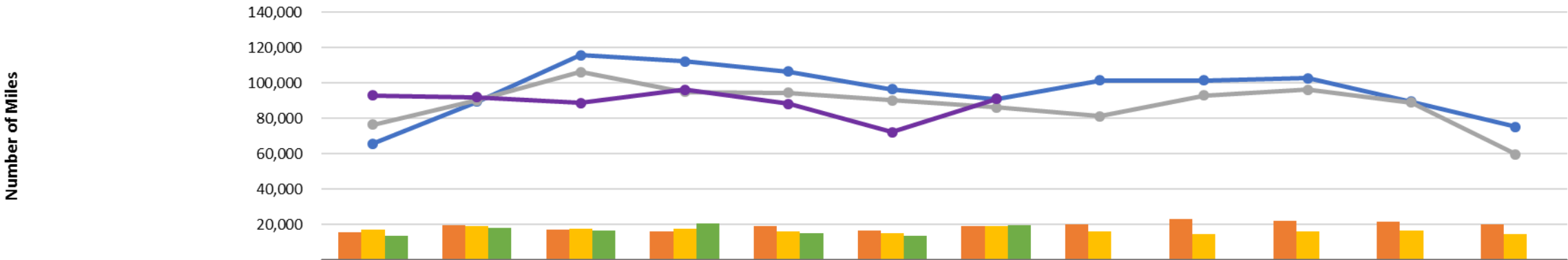


GLTC City vs. Liberty Ridership Comparison



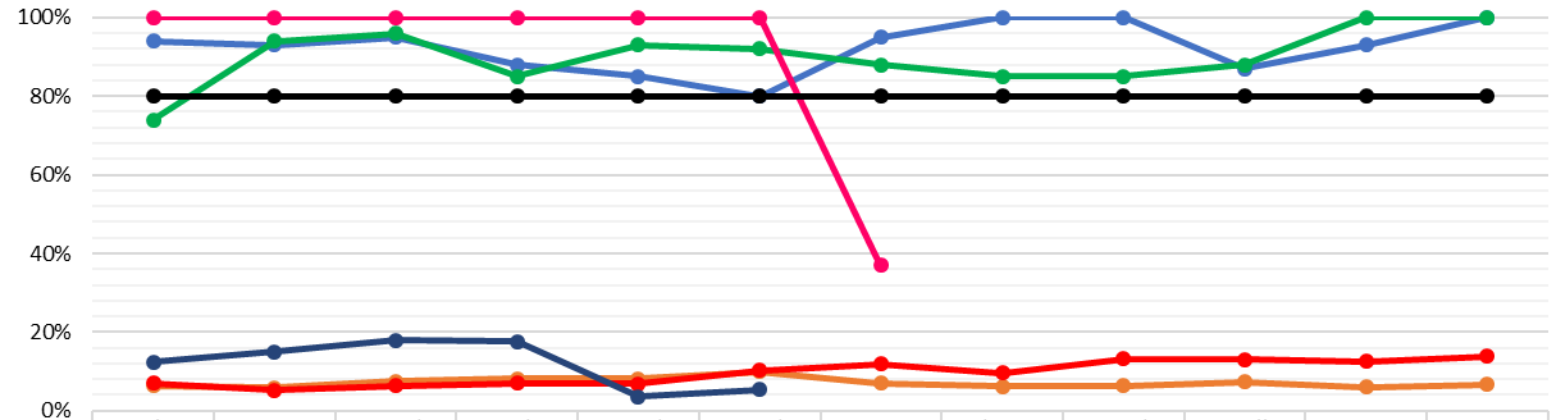
	July	August	September	October	November	December	January	February	March	April	May	June
City Ridership 2016 - 2017 (FY '17)	66,793	74,998	63,328	64,818	63,987	62,328	61,853	65,840	67,758	63,986	64,002	60,702
City Ridership 2017 - 2018 (FY '18)	56,357	61,661	59,664	65,964	64,431	69,583	69,336	70,660	69,099	67,798	69,511	68,360
City Ridership 2018 - 2019 (FY '18)	65,714	78,642	71,696	74,534	66,269	63,877	57,699					
LU Ridership 2016 - 2017 (FY '17)	0	50,662	225,456	196,658	161,333	102,713	129,254	196,908	166,100	187,159	56,785	0
LU Ridership 2017 - 2018 (FY '18)	0	61,013	213,251	182,756	175,666	103,088	87,197	211,384	138,277	182,108	85,026	0
LU Ridership 2018 - 2019 (FY '19)	0	55,461	193,083	190,042	140,065	40,777	122,470					

GLTC Mileage FY '17, FY '18, FY '19



	July	August	September	October	November	December	January	February	March	April	May	June
Paratransit Mileage 2016-2017 (FY-17)	15,598	19,529	17,070	15,914	18,980	16,653	18,932	20,315	23,045	22,072	21,748	19,889
Paratransit Mileage 2017-2018 (FY-18)	17,150	18,885	17,556	17,447	15,850	15,198	18,864	16,285	14,717	16,053	16,731	14,632
Paratransit Mileage 2018-2019 (FY-19)	13,463	18,287	16,572	20,669	15,111	13,819	19,819					
Fixed Route Mileage 2016-2017 (FY-17)	65,683	89,543	115,698	112,194	106,476	96,555	90,948	101,460	101,393	102,711	89,506	75,289
Fixed Route Mileage 2017-2018 (FY-18)	76,407	90,274	106,177	94,845	94,501	90,133	86,242	81,125	92,954	96,235	89,004	59,776
Fixed Route Mileage 2018-2019 (FY-19)	92,988	92,027	88,816	96,089	88,215	72,132	90,908					

Maintenance Performance FY '17, FY '18, FY'19



	July	August	September	October	November	December	January	February	March	April	May	June
On Time Performance FY'17 (FTA Requires 80%)	94%	93%	95%	88%	85%	80%	95%	100%	100%	87%	93%	100%
On Time Performance FY'18 (FTA Requires 80%)	74%	94%	96%	85%	93%	92%	88%	85%	85%	88%	100%	100%
On Time Performance FY'19 (FTA Requires 80%)	100%	100%	100%	100%	100%	100%	37%					
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'17 (Industry Average 5%)	6.44%	5.80%	7.42%	8.17%	8.10%	9.89%	6.94%	6.16%	6.32%	7.40%	5.96%	6.75%
Fleet Downtime FY'18 (Industry Average 5%)	7.01%	5.20%	6.40%	7.00%	6.80%	10.30%	11.90%	9.63%	13.25%	13.00%	12.59%	13.79%
Fleet Downtime FY'19 (Industry Average 5%)	12.45%	15.07%	17.85%	17.61%	3.62%	5.40%						



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report is provided below through January, 2019. Minimal activity has occurred with the draw down of grants in January due to procurement for some projects underway and awaiting delivery of other projects in progress.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						1/31/2019
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
VA-95-X122							
Revision approved 1/3/17	73016-46	Purchase ADP Hardware	\$ 22,285	\$ 4,457	\$ 1,114	\$ 27,856	\$ 24,689
			\$ 22,285	\$ 4,457	\$ 1,114	\$ 27,856	\$ 24,689
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-2016-022-02-00	73017-34	PURCHASE <30FT REPLCMNT BUSES (2)	\$ 268,848	\$ 53,770	\$ 13,442	\$ 336,060	\$ 34,618
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR D	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
VA-2016-022-12-00	73017-42	PURCHASE <30FT EXPANSION BUSES (4)	\$ 537,696	\$ 107,539	\$ 26,885	\$ 672,120	\$ 28,019
VA-2016-022-04-00	73017-32	PURCHASE ADP HARDWARE-Network Equipm	\$ 64,846	\$ 12,969	\$ 3,242	\$ 81,057	\$ 4,568
VA-2016-022-04-00	73117-41	PURCHASE ADP HARDWARE-SERVERS	\$ 118,375	\$ 23,675	\$ 5,919	\$ 147,969	\$ 6,332
VA-2016-022-04-00	73117-42	PURCHASE ADP HARDWARE-WKSTS,LAPTOPS	\$ 75,920	\$ 15,184	\$ 3,796	\$ 94,900	\$ 86,006
VA-2016-022-04-00	73117-43	PURCHASE ADP HARDWARE-PHONE SYSTEM	\$ 43,131	\$ 8,626	\$ 2,157	\$ 53,914	\$ 467
VA-2016-022-04-00	73117-44	PURCHASE ADP HARDWARE-PRINTERS,COPIE	\$ 27,568	\$ 5,514	\$ 1,378	\$ 34,460	\$ 441
VA-2016-022-04-00	73117-45	PURCHASE ADP SOFTWARE	\$ 53,340	\$ 10,668	\$ 2,667	\$ 66,675	\$ 47,781
			\$ 2,518,075	\$ 503,615	\$ 125,904	\$ 3,147,594	\$ 1,868,671
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	\$ 20,494.00
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ 286,010.00
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609.00
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 354,113.00





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Discounted Fare Card Policy

The current discount ticket program in place offers single-ride GLTC bus passes to be sold in quantities of 100 or more to groups/institutions/agencies. The current discount for the single-ride bus passes is \$ 1.00 (50 % of the Base Adult). This single ride is available for the use during one boarding and is not active after its use.

After review of meeting minutes, this item was previously requested for review and consideration after the fare restructuring which took place in July 2016, which eliminated transfers being issued. Under the old fare structure, the single-ride pass could allow the passenger to board two separate buses in order to get to their destination; the first bus via the pass and the second bus with a valid transfer issued from the first bus (the transfer was only valid for a limited amount of time following issuance). After the fare restructuring, it was noted the single-ride pass could only get the passenger half as far and was increasing the burden to agencies distributing the passes.

Upon this review, staff investigated the number of single-ride passes sold over the past three fiscal years and found the following results:

- FY 2016 – 10,995
- FY 2017 – 3,650 *The fare restructuring took effect at the beginning of FY 2017
- FY 2018 – 5,500

The organizations listed as having previously purchased these passes are Interfaith Outreach, Parks and Recreation, LynCAG, Johnson's Health Center, Fort Hill Community Center (LCS), Department of Social Services, Department of Corrections, YWCA, Virginia Premiere, Roads to Recovery, Virginia Baptist, and Salvation Army.

The recommendation brought forth at the original request was to explore the potential of incorporating a day pass into the program. The Day Pass provides unlimited use for the day it is valid at a cost of \$ 4.00. Incorporating this option into the program would address the concerns brought forward with the initial request, but could potentially have a secondary impact on revenue in that it would allow passengers to incorporate other trips into the use of the Day Pass there weren't the intent with the issuance from the purchasing organization.

Contacts: Brian Booth

Attachments: GLTC Discount Ticket/Universal Pass Program

Action Required: [Direction/Guidance](#)

5b Summary – Intercity Bus Connector/Vanpool

Kelly Hitchcock, Ride Solutions Coordinator, with Region 2000, is working on the feasibility study for a vanpool in the Lynchburg area. Additionally, the Department of Rail and Public Transportation is planning an update of the 2013 Intercity Connectivity Study which will prioritize corridors of significance for future funding and implementation of Intercity Bus Service.



5c Summary – Downtown Circulator

Ridership for the Hopper has been previous as follows:

- November – 144 Passengers
- December – 421 Passengers
- January – 82 Passengers
- February – 74 Passenger

On the following pages are various graphs showing ridership by month since inception, daily ridership totals, and weekly ridership totals. The weekly ridership graphs have been condensed for the past few months to show only Friday and Saturday ridership for a more accurate comparison moving forward.

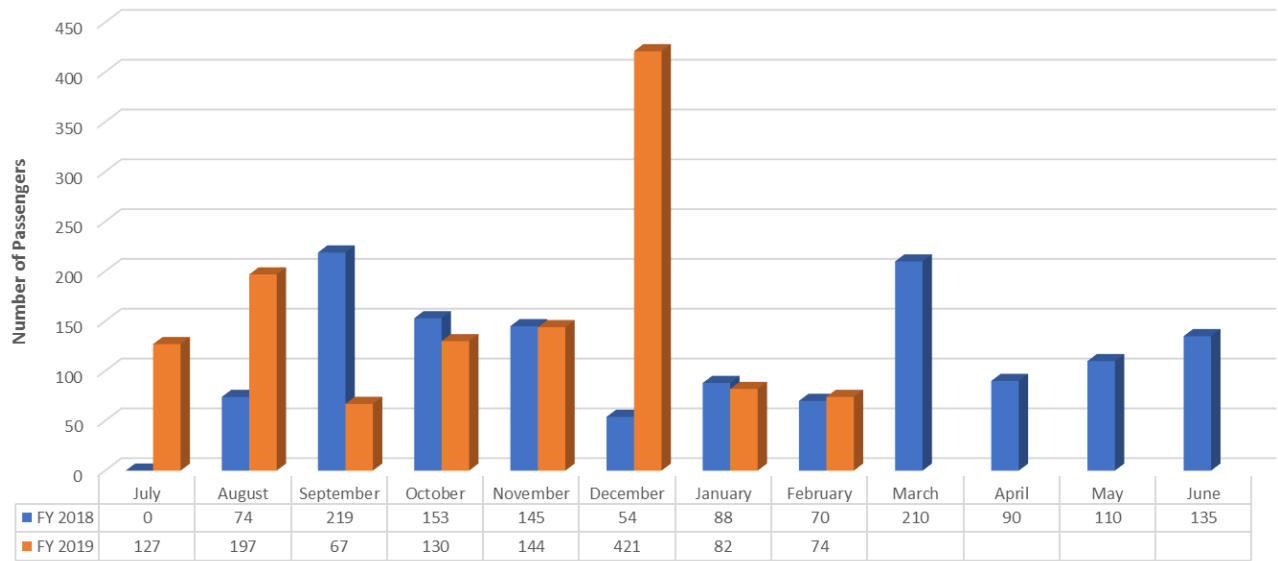
The Hopper's Major Service Change Dates

- August 24th, 2017 – Launch of Service
- January 22nd, 2018 – Service Changed to Evenings
- October 1st, 2018 – 5th Street Incorporated into Route
- February 11th, 2019 – Reduced Service to eliminate Monday through Thursday

Contacts: Brian Booth
Attachments: Page 26-27
Action Required: None



Monthly Hopper Ridership Totals FY '18, FY '19

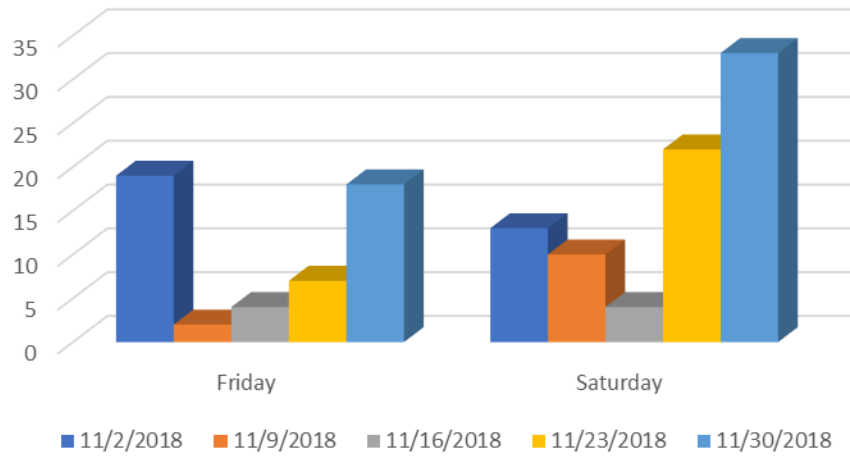


Hopper Ridership November			Hopper Ridership December			Hopper Ridership January			Hopper Ridership February		
11/1/2018	Thursday	14	12/1/2018	Saturday	33	1/1/2019	<i>Holiday (No Service)</i>		2/1/2019	Friday	30
11/2/2018	Friday	19	12/3/2018	Monday	12	1/2/2019	Wednesday	0	2/2/2019	Saturday	4
11/3/2018	Saturday	13	12/4/2018	Tuesday	3	1/3/2019	Thursday	0	2/4/2019	Monday	1
11/5/2018	Monday	0	12/5/2018	Wednesday	4	1/4/2019	Friday	19	2/5/2019	Tuesday	0
11/6/2018	Tuesday	0	12/6/2018	Thursday	42	1/5/2019	Saturday	4	2/6/2019	Wednesday	1
11/7/2018	Wednesday	1	12/7/2018	Friday	60	1/7/2019	Monday	2	2/7/2019	Thursday	0
11/8/2018	Thursday	0	12/8/2018	Saturday	24	1/8/2019	Tuesday	0	2/8/2019	Friday	4
11/9/2018	Friday	2	12/10/2018	Monday	0	1/9/2019	Wednesday	0	2/9/2019	Saturday	7
11/10/2018	Saturday	10	12/11/2018	Tuesday	1	1/10/2019	Thursday	0	2/15/2019*	Friday*	2
11/12/2018	Monday	1	12/12/2018	Wednesday	0	1/11/2019	Friday	0	2/16/2019	Saturday	1
11/13/2018	Tuesday	4	12/13/2018	Thursday	8	1/12/2019	Saturday	0	2/22/2019	Friday	18
11/14/2018	Wednesday	5	12/14/2018	Friday	2	1/14/2019	Monday	1	2/23/2019	Saturday	6
11/15/2018	Thursday	3	12/15/2018	Saturday	1	1/15/2019	Tuesday	6	February Total		74
11/16/2018	Friday	4	12/17/2018	Monday	0	1/16/2019	Wednesday	0			
11/17/2018	Saturday	4	12/18/2018	Tuesday	12	1/17/2019	Thursday	2			
11/19/2018	Monday	1	12/19/2018	Wednesday	21	1/18/2019	Friday	4			
11/20/2018	Tuesday	5	12/20/2018	Thursday	4	1/19/2019	Saturday	12			
11/21/2018	Wednesday	0	12/21/2018	Friday	38	1/21/2019	Monday	1			
11/22/2018	<i>Holiday (No Service)</i>		12/22/2018	Saturday	70	1/22/2019	Tuesday	3			
11/23/2018	Friday	7	12/24/2018	Monday	0	1/23/2019	Wednesday	1			
11/24/2018	Saturday	22	12/25/2018	<i>Holiday (No Service)</i>		1/24/2019	Thursday	0			
11/26/2018	Monday	6	12/26/2018	Wednesday	17	1/25/2019	Friday	14			
11/27/2018	Tuesday	2	12/27/2018	Thursday	8	1/26/2019	Saturday	8			
11/28/2018	Wednesday	3	12/28/2018	Friday	0	1/28/2019	Monday	1			
11/29/2018	Thursday	0	12/29/2018	Saturday	53	1/29/2019	Tuesday	3			
11/30/2018	Friday	18	12/31/2018	Monday	8	1/30/2019	Wednesday	1			
November Total		144	December Total		421	1/31/2019	Thursday	0			
						January Total		82			

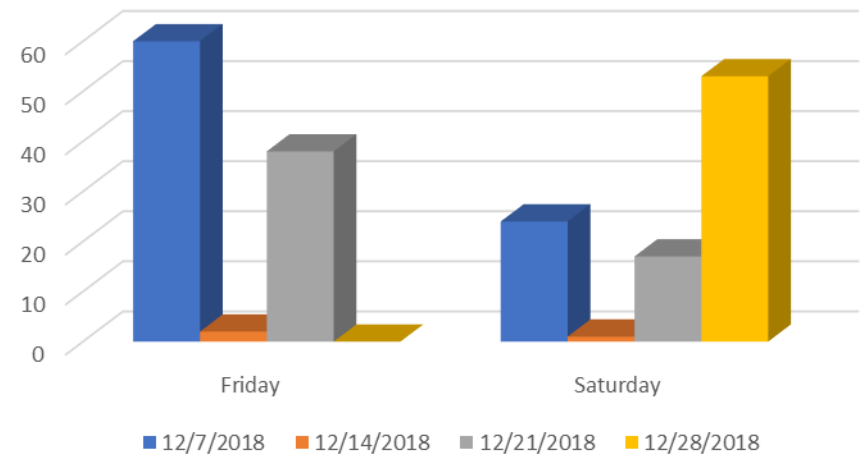


*The graphs below have been condensed to only show Friday and Saturday data for service prior to February 11th, 2019.

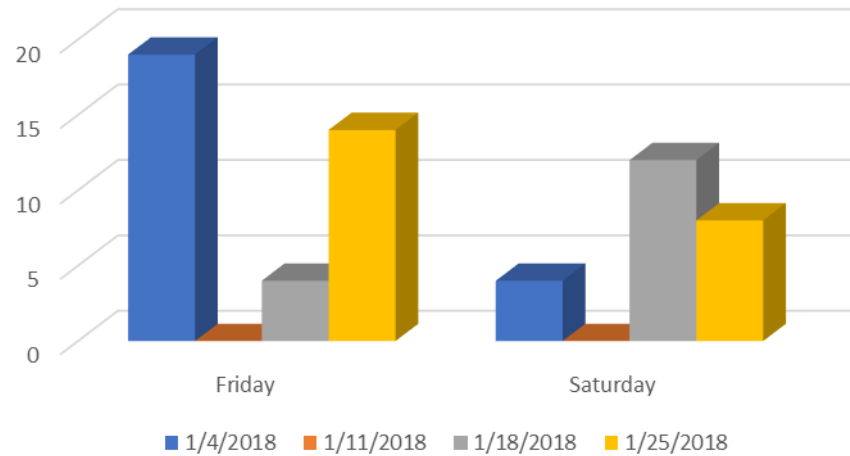
November 2018



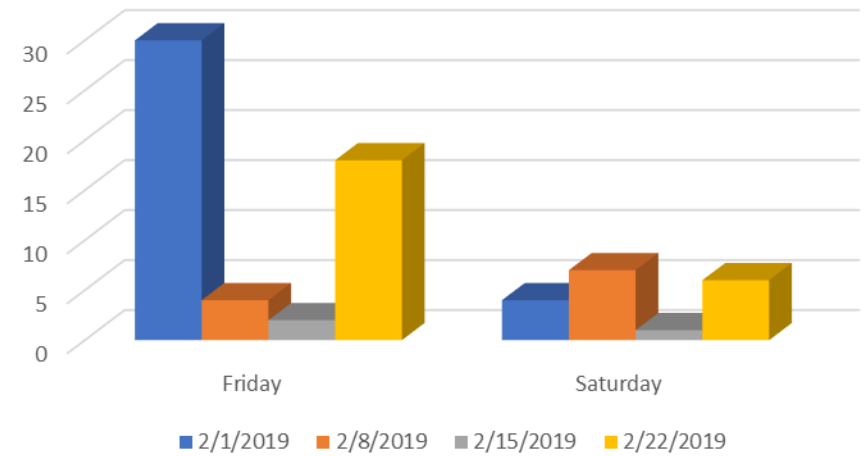
December 2018



January 2019



February 2019





GLTC Board Agenda Detail

Item #: 6

Item Title: New Business

Action: Discussion & Approvals

6a Summary – Public Transportation Agency Safety Plan (PTASP)

The Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) final rule on July 19, 2018 requiring operators of public transit systems receiving federal funds to develop safety plans that include processes and procedures to implement Safety Management Systems (SMS). This final rule is effective July 19, 2019 with required certification of compliance by July 20, 2020.

As required by the final rule, state agencies are required to develop and certify a plan to cover small transit providers within the state, giving those providers opportunity to opt in or out of the state plan. Those providers opting out of the state plan would be required to draft a plan to meet compliance on their own. A small transit provider is defined as an operator who receives federal funds operating one hundred (100) or fewer vehicles in peak service and does not operate a fixed guideway/rail service.

The Department of Rail and Public Transportation has notified us to inquire of whether we intend to participate in the State plan or develop one on our own. Participation in the state plan will allow GLTC to comply with the PTASP Final Rule, leverage DRPT's expertise and investments, reduce reporting burdens, and minimize the burden on our agency resources. Participation in the state plan would require GLTC to be an active participant to ensure the plan is developed to meet safety objectives applicable to our system.

It is the desire of the staff to participate in the state drafted plan for the benefits listed above and we want to ensure concurrence of the board on this decision before moving forward.

Contacts: Brian Booth

Attachments: None

Action Required: Discussion/Concurrence





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 April 3rd, 2019 at 8:30 am.

This meeting will take place 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

Christos Carroll <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-6463	cccarroll2@liberty.edu
Antonio "Tony" Davis <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-386-1336 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
Christian H. DePaul <i>DePaul Wealth Management, 3728 Old Forest Road, Lynchburg, VA 24501</i>	434-385-1340	christian@depaulwealthmanagement.com
John "Jack" Hellewell <i>4420 Williams Road, Lynchburg, VA 24503</i>	434-384-2746	hellewellj@aol.com
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