

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, April 3rd, 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

March 6th, 2019

All

#3 Committee & Partner Reports

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

Sherry Gentry
Gary DuPriest
Kelly Hitchcock
Philipp Gabathuler

#4 Staff Reports

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

Brian Booth

#5 Old Business

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

Update
Update
Update

#6 New Business

- a) No New Business

Brian Booth

#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment

May 1st, 2019 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

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

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

March 6, 2019

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, March 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 Larry Morris of First Transit; Philipp Gabathuler of Region 2000; Jacqueline Robinson of the Customer Advisory Committee (CAC); Ben Blanks and William Carr, GLTC Customers; and Carrie Dungan of the News and Advance.

#1 – Call to Order-Public Comment

At 8:30 a.m., Mr. DePaul called the meeting to order. Mr. Blanks thanked the staff for 45 years of service and is happy about the positive changes that have occurred.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of February 6, 2019. Mr. McGrath made a motion to approve the minutes of February 6, 2019 with Ms. Svrcek seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee –

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

She reviewed the requests from the last meeting and advised the committee that staff have discussed their concerns and are working on solutions. The group also discussed bringing back the Adopt-a-Stop program; starting on a small scale. Ms. Whitaker suggested starting with the stop next to the Academy on Main Street.

The committee members will ride routes 6/7X, 9, 11, and 12 to gain a better understanding of those routes in preparation of the upcoming revisions on particular routes.

Strollers, walkers, and grocery carts in aisles are an issue. Staff will incorporate these items in the upcoming guidelines.

Members will attend the Central Virginia Transition Fair on March 15 at CVCC.

3b – ADA Advisory Committee –

Mr. Gabathuler stated that the ADA committee met recently and there was concern as to where the paratransit drivers are dropping off the Liberty passengers. There is also an ongoing concern that some operators do not



display their name tags. Additionally, there are some problems with the annunciators on the buses for Routes 1A, 1B, 3A, 3B, and the 6. Staff will research the committee's concerns.

3c – RIDE Solutions – No report.

3d – Region 2000 –

Mr. Gabathuler stated that Region 2000 is currently reviewing what planning projects are coming up in on July 1.

Mr. Booth stated that the MPO meets quarterly and the Technical Committee meets monthly and is on both committees.

#4 – Staff Reports

4a – General Manager's Report

Mr. Booth recapped the General Manager's Report as presented in the board packet. He stated that the General Assembly has passed a bill which will allow the Commonwealth Transportation Board (CTB) approval of funds to mitigate the negative impact of lost operating funds in FY 2020. The maximum amount of funds available for this authorization is \$ 3 million. The bill is awaiting the Governor's final approval.

Staff 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 determined that space for a shelter is not available. Staff will be working in the coming weeks to install a bench at this location.

The marketing staff 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 that face their workforce. J. Crew plans to survey their employees to determine who could potentially benefit from GLTC bus service, should GLTC services be available. Additionally, J. Crew representatives were put in contact with Kelly Hitchcock to bring them into the conversation for the vanpool feasibility study. Ms. Whitaker stated that this is a great opportunity to have conversations with businesses to attract riders of choice.

4b – January 2019 Financials

Total revenues are underbudget 1 %, approximately \$ 36,000, year to date and underbudget 1 % for the month of January 2019. Major variances are Liberty Revenue underbudget 5 % and Passenger Revenue underbudget approximately 7 % year to date. Advertising Revenue is underbudget 50 % for the month due to having a low number of advertising contracts at the moment. 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.

Ms. Whitaker expressed concern regarding Liberty's revenue and contract. Mr. Booth stated that there had been restructuring of Liberty's routes which caused the decrease in revenue. He stated that both GLTC and Liberty worked together to come to an agreeable solution for these changes. Mr. Carroll stated that Liberty continues to work to maintain the partnership.

Non-Operating Revenue reflects \$ 21,066 for the month of January and is significantly overbudget. This income is from insurance proceeds received for repairs made to vehicles as well as the facility.



Total expenses are underbudget 2 %, approximately \$ 88,000, year to date and overbudget 2 %, approximately \$ 14,000, for the month of January 2019. Salaries and overtime are netting a savings of approximately \$ 56,000. Benefits are coming in approximately 10 % underbudget and maintenance costs for the fleet are overbudget approximately 27 %. Other Materials and Supplies are overbudget due to some unexpected building maintenance needs. Casualty and Liability expenses are overbudget due to 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.

In summary, the year to date net income is showing a surplus of \$ 79,170 at the end of January. As GLTC moves forward, staff are monitoring cash flow projections through the end of the fiscal year to ensure we maintain a positive financial situation.

Mr. Hellewell indicated that the decrease in Liberty service is having an impact on revenue, but that doesn't appear to be reflected in expenses. Mr. Booth stated that savings in expenses is reflected in vacant positions as we haven't refilled all positions. Mr. Hellewell asked to see in the report a credit to expenses for loss of Liberty service. Mr. Morgan asked if the aging fleet impact will continue throughout the year. Mr. Booth implied that it is more than likely this trend will continue.

4c – Ridership & Operations Statistics

Total Ridership for January was 180,169 with City Ridership being 57,699 passengers and Liberty having a passenger total of 122,470.

Total mileage for fixed route and paratransit services for the month of January was 110,727 miles with a fleet downtime for January of 4.15 %.

The on-time performance for January 2019 was 37 %. Staff investigated this sudden decrease and discovered 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.

Mr. Hellewell inquired about the average age of the fleet and suggested to try to stagger the purchase of the vehicles to spread the higher costs of maintenance due to an older vehicle across several years. Mr. Booth stated that he is working on a plan to stagger the purchases of a new fleet to reduce the burden on the finances.

4d – Capital Projects Update

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. Ms. Strachan has stated that the grants GLTC has applied for have been scored and are waiting to be prioritized.

#5 – Old Business

5a– Discounted Fare 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.



It had been previously requested that this policy be looked at and updated after the fare changes took place in July 2016. The recommendation brought forth at that time requested to explore the potential of incorporating a day pass into the program.

Mr. DePaul requested that we try to focus this policy to attract riders of choice. Mr. Whitaker requested that we try to use this program to attract businesses. Mr. Booth suggested that the Universal Pass Program on the second page of the policy be used to target employers and businesses.

After discussion, Mr. Davis made a motion to have Mr. Booth revise the current Discount Fare Policy to include the purchase of day passes in bulk and to include businesses/organization into the Universal Pass Program with Mr. Hellewell seconding the motion and the vote was carried. Ms. Svrcek asked to see a Communications Plan on how to educate the businesses and organizations who currently use both programs.

5b Summary – Intercity Bus Connector/Vanpool

Mr. Booth will attend the Intercity Bus Operational Analysis Public Meeting held at GLTC's Operations and Maintenance Facility on March 28th from 1P-3P sponsored by Department of Rail and Public Transportation. The purpose of the meeting is to update the 2013 Intercity Connectivity Study which will prioritize corridors of significance for future funding and implementation of Intercity Bus Service.

Ms. Svrcek expressed her concern about the time the meeting is held because it makes it difficult for people to attend who work. She also indicated this should be of interest to Centra. Mr. Hellewell asked if the MPO is involved. Mr. Booth indicated they had been provided the notice.

5c Summary – Downtown Circulator

Mr. Booth reported on the performance of The Hopper with associated charts provided.

Ridership for the Hopper monthly has been as follows:

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

Ms. Svrcek suggested having a conversation regarding the future of the service since the grants ends on June 30. Additionally, it was requested to look at similar demonstration services/grants for comparison.

#6 – New Business

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

Mr. Booth recapped the Public Transportation Agency Safety Plan (PTASP) requirements which have a required compliance deadline of July 20, 2020. Mr. Booth expressed the staffs desire to be a part of the group plan that the Department of Rail and Public Transportation is preparing. GLTC is eligible for participation in this plan and would like to do so to leverage DRPT's expertise and resources. Mr. Booth asked for concurrence from the board on this request.

After discussion, Ms. Svrcek made a motion to accept Mr. Booth's recommendation to be a part of the Public Transportation Agency Safety Plan with Mr. Hellewell seconding the motion and the vote was carried.

Ms. Whitaker asked for clarification regarding the Liberty Revenue. Mr. Booth explained that the revenue is from the service provided on Liberty's campus and was acquired through an RFP issued by Liberty.



#7 – President’s Report

Mr. DePaul thanked everyone for attending and appreciates everyone for volunteering their time.

#8 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on April 3rd, 2019 at 8:30 am. at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The meeting adjourned at 9:38 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:

- On March 18th, FTA certified that the State Safety Oversight Plan submitted by the Metro Safety Commission met the requirements required for certification. Due to this plan not being certified, FTA had previously imposed a penalty on all direct recipients of federal funds by withholding 5 % of each recipient's operating assistance for the FY 2018 and FY 2019 years. Now that the plan has been certified, FTA has released the withholding penalty. We have inquired with FTA about applying for these funds and have initially been told we would have to wait until the FY 2020 grant application was available. We are in conversation with FTA, with the assistance of DRPT, to see if this timeline can be moved earlier to obtain these funds. If we cannot move this timeline forward, we would not be able to apply for these funds until late summer/early fall. Due to this lag we will continue to experience financial pressure through the remainder of this fiscal year and into the first part of the next.
- GLTC was able to participate in the Virginia State Bus Rodeo and Maintenance competition held in Richmond from March 22nd to March 24th. Operators Nathan Harris, DeLante Brown, Wendell Watts II, and Sandra Evans represented GLTC in the driving portion of the competition and Johnnie Birch, Jeremy Branham, and Kenneth Payne represented GLTC in the maintenance portion of the competition. We are proud of everyone who participated in this event against 11 other properties from around the state of Virginia, and extremely proud that Nathan Harris took 2nd place in the 35-foot bus division.
- The General Manager attended the LRTAG (Lynchburg Region Transportation Advisory Group) meeting to discuss and provide updates on the Transportation priorities for the region. The focus of this most recent meeting centered around how to bolster the 501/221 intersection project to improve the potential for receiving funding for the project. Input was received from all parties on how this intersection affects the general public and business community in the region. Plans are for key stakeholders in the region to speak of the importance of this project at the upcoming Commonwealth Transportation Board public meeting in April.





GLTC Board Agenda Detail

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

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

REVENUES:

Total revenues are underbudget 1 %, approximately \$ 56,000, year to date and underbudget 3 % for the month of February 2019. The major variances are Liberty Revenue underbudget 6 % and Passenger Revenue underbudget approximately 8 % 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 an adjustment to the service plan mid-year. The Federal Assistance reflects the receivable for the 5 % withholding being recorded but the actual funds will not be received until those funds are applied for from FTA.

EXPENSES:

Total expenses are underbudget 3 %, approximately \$ 169,000, year to date and underbudget 12 % for the month of February 2019. Total salaries are underbudget approximately \$ 284,000 due to vacant positions in operations as well as maintenance with overtime running overbudget approximately \$ 205,000 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. 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.

Other Materials and Supplies, Information Technology, and Miscellaneous expenses reflect either a low expenditure or negative balance for the month of February. This is due to the expenditures earlier in the fiscal year being coded to these accounts in error and reclassifying those expenses to the correct account. A majority of the expensed coded in error were moved to Services and the reason for being overbudget 88 % for the month of February.

Upon request from the last meeting, the reduction in Liberty service experienced beginning January 2019 is netting an approximate savings in expenses of about \$ 6,000 per month. This estimate has been derived from direct expenses related to the operation of the vehicle such as driver's salary, benefits, fuel, etc.

SUMMARY:

The year to date net income has a surplus of \$ 167,427 at the end of February. As we move forward, we are maintaining a cautious approach due to the burden the 5 % withholding has placed upon our finances. We are monitoring cash flow projections and making adjustments as needed to maintain a positive financial situation.

Contacts: Brian Booth
Attachments: Page 10-14
Action Required: None



Greater Lynchburg Transit Company, Inc.

Balance Sheet

February FY 2019

	FY 2019	FY 2018	Difference
ASSETS			
Cash - Capital	249,136	236,489	12,647
Accounts Receivable	60,981	408,555	(347,574)
TOTAL CURRENT ASSETS	\$ 310,116	\$ 645,044	\$ (334,928)
Tangible Property	\$ 60,521,853	\$ 62,023,416	\$ (1,501,563)
Accumulated Depreciation	(20,304,318)	(19,829,648)	(474,670)
NET FIXED ASSETS	\$ 40,217,535	\$ 42,193,768	\$ (1,976,233)
TOTAL ASSETS	\$ 40,527,651	\$ 42,838,812	\$ (2,311,160)
LIABILITIES AND CAPITAL			
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	210,406	237,881	(27,475)
TOTAL CAPITAL	\$ 40,478,137	\$ 42,399,976	\$ (1,921,839)
TOTAL LIABILITIES AND CAPITAL	\$ 40,527,651	\$ 42,838,812	\$ (2,311,161)



Central VA Transit Management Company Inc.

Balance Sheet

Feb FY 2019

	FY 2019	FY 2018	Difference
ASSETS			
Cash	\$ 1,431,581	\$ 1,094,260	\$ 337,321
Cash - OPEB	236,223	178,300	57,923
Working Funds	75	80	(5)
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	540,996	558,481	(17,485)
Materials and Fuel	332,305	287,099	45,206
TOTAL CURRENT ASSETS	\$ 2,541,279	\$ 2,118,320	\$ 422,959
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	83,643	146,114	(62,471)
TOTAL ASSETS	\$ 2,624,923	\$ 2,264,435	\$ 360,488
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 437,323	\$ 1,161,745	\$ (724,423)
Wages Payable	54,802	41,440	13,361
Other Payroll Liabilities	607,434	376,493	230,941
Advance Payments	1,357,938	382,156	975,781
TOTAL LIABILITIES	2,457,496	1,961,835	495,661
Accumulated Income/(Loss) Current Year	167,427	302,600	(135,174)
TOTAL CAPITAL	\$ 167,427	\$ 302,600	\$ (135,174)
TOTAL LIABILITIES AND CAPITAL	\$ 2,624,923	\$ 2,264,435	\$ 360,488



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT****AS OF FEBRUARY 28, 2019**

	FY2019 ACTUAL FEB	FY2019 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 1,786,080	\$ 5,018,564
Money Paid to CVTMC	(1,786,080)	(5,018,564)
Federal Grant Revenue	33,338	195,151
Local Grant Revenue	<u>-</u>	<u>58,594</u>
TOTAL REVENUE	\$ 33,338	\$ 253,745
EXPENSES		
Repairs - Capital	3,167	\$ 43,339
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 3,167	\$ 43,339
NET INCOME/(LOSS)	<u>\$ 30,171</u>	<u>\$ 210,406</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF FEBRUARY 28, 2019						
	MONTH TO DATE			YEAR TO DATE		
	FY2019 FEB ACTUAL	FY2019 FEB BUDGET	% VAR	FY2019 YTD ACTUAL	FY2019 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 41,165	\$ 49,023	-16%	\$ 359,984	\$ 392,187	-8%
DRT Passenger Revenue	4,081	5,833	-30%	42,588	46,667	-9%
Contracts (LU Access)	6,006	6,006	0%	42,042	42,042	0%
Contracts (LC Access)	2,086	2,086	0%	16,688	16,688	0%
Contracts (CVCC Access)	4,600	4,600	0%	36,800	36,800	0%
Liberty University Revenue	139,236	156,745	-11%	1,030,479	1,097,215	-6%
Other Contract Revenue	22	642	-97%	13,010	5,133	153%
Non-Operating Revenue	749	690	9%	25,808	5,523	367%
Advertising Revenue	14,191	7,000	103%	61,254	56,000	9%
City Operating Assistance	144,065	144,065	0%	1,152,523	1,152,523	0%
County Operating Assistance	6,232	6,232	0%	49,853	49,853	0%
State Operating Assistance	167,078	167,594	0%	1,348,165	1,340,748	1%
Federal Operating Assistance	162,794	162,116	0%	1,302,351	1,296,927	0%
TOTAL REVENUE	\$ 692,305	\$ 712,632	-3%	\$ 5,481,545	\$ 5,538,307	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 121,392	\$ 148,547	-18%	\$ 1,015,975	\$ 1,188,377	-15%
Operator-Overtime	39,786	17,754	124%	289,410	142,033	104%
Other Salaries & Wages	23,027	24,756	-7%	193,604	198,045	-2%
Supervisors-Overtime	1,359	1,207	13%	14,965	9,658	55%
Fringe Benefits	89,096	98,935	-10%	730,752	791,477	-8%
TOTAL FIXED ROUTE	\$ 274,660	\$ 291,199	-6%	\$ 2,244,705	\$ 2,329,589	-4%
DEMAND RESPONSE						
Operator Labor	\$ 18,771	\$ 26,822	-30%	\$ 164,740	\$ 214,574	-23%
Operator-Overtime-PTS	170	667	-75%	7,369	5,335	38%
Other Salaries & Wages	5,431	5,425	0%	36,481	43,399	-16%
Fringe Benefits	11,699	16,989	-31%	100,681	135,913	-26%
TOTAL DEMAND RESPONSE	\$ 36,071	\$ 49,903	-28%	\$ 309,271	\$ 399,221	-23%
MAINTENANCE						
Other Salaries & Wages	\$ 48,565	\$ 55,525	-13%	\$ 387,677	\$ 444,201	-13%
Inspection&Maint,Srvc-Overtime	7,227	2,424	198%	70,667	19,391	264%
Fringe Benefits	26,786	29,912	-10%	221,233	239,297	-8%
Fuel & Lubricants	50,203	58,427	-14%	437,002	467,414	-7%
Tires & Tubes	11,284	7,688	47%	102,664	61,500	67%
Other Materials & Supplies	789	40,875	-98%	364,745	326,997	12%
TOTAL MAINTENANCE	\$ 144,854	\$ 194,850	-26%	\$ 1,583,988	\$ 1,558,801	2%
ADMINISTRATION						
Other Salaries & Wages	\$ 25,448	\$ 31,020	-18%	\$ 253,384	\$ 248,162	2%
Fringe Benefits	12,203	16,012	-24%	122,303	128,096	-5%
Services	70,167	37,404	88%	319,778	299,233	7%
Utilities	26,509	15,055	76%	115,835	120,441	-4%
Casualty & Liability Expenses	27,009	25,019	8%	244,440	200,149	22%
Information Technology	(7,529)	13,564	-156%	91,510	108,509	-16%
Other Materials & Supplies	777	2,775	-72%	24,166	22,197	9%
Miscellaneous	(6,121)	8,707	-170%	4,739	69,659	-93%
TOTAL ADMINISTRATION	\$ 148,463	\$ 149,556	-1%	\$ 1,176,155	\$ 1,196,447	-2%
TOTAL EXPENSES	\$ 604,049	\$ 685,507	-12%	\$ 5,314,118	\$ 5,484,057	-3%
NET INCOME/(LOSS)	\$ 88,256	\$ 27,125		\$ 167,427	\$ 54,250	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF FEBRUARY 28, 2019

	MONTH TO DATE			YEAR TO DATE		
	FY2019	FY2018	%	FY2019	FY2018	%
	FEB	FEB		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 41,165	\$ 44,847	-8%	\$ 359,984	\$ 387,580	-7%
DRT Passenger Revenue	4,081	\$ 5,559	-27%	42,588	46,187	-8%
Contracts (LU Access)	6,006	\$ 6,006	0%	42,042	42,042	0%
Contracts (LC Access)	2,086	\$ 2,045	2%	16,688	16,360	2%
Contracts (CVCC Access)	4,600	\$ 4,509	2%	36,800	36,071	2%
Liberty University Revenue	139,236	\$ 166,388	-16%	1,030,479	1,164,713	-12%
Other Contract Revenue	22	\$ 22	-2%	13,010	5,760	126%
Non-Operating Revenue	749	\$ 591	27%	25,808	5,700	353%
Advertising Revenue	14,191	\$ 7,226	96%	61,254	76,943	-20%
City Operating Assistance	144,065	\$ 147,984	-3%	1,152,523	1,183,870	-3%
County Operating Assistance	6,232	\$ 6,109	2%	49,853	48,875	2%
State Operating Assistance	167,078	\$ 141,190	18%	1,348,165	1,128,196	19%
Federal Operating Assistance	162,794	\$ 180,026	-10%	1,302,351	1,440,205	-10%
TOTAL REVENUE	\$ 692,305	\$ 712,502	-3%	\$ 5,481,545	\$ 5,582,502	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 121,392	\$ 144,067	-16%	\$ 1,015,975	\$ 1,074,733	-5%
Operator-Overtime	39,786	16,386	143%	289,410	182,237	59%
Other Salaries & Wages	23,027	23,826	-3%	193,604	191,933	1%
Supervisors-Overtime	1,359	1,215	12%	14,965	12,386	21%
Fringe Benefits	89,096	88,672	0%	730,752	743,701	-2%
TOTAL FIXED ROUTE	\$ 274,660	\$ 274,166	0%	\$ 2,244,705	\$ 2,204,990	2%
DEMAND RESPONSE						
Operator Labor	\$ 18,771	\$ 21,888	-14%	\$ 164,740	\$ 193,818	-15%
Operator-Overtime-PTS	170	638	-73%	7,369	5,026	47%
Other Salaries & Wages	5,431	4,364	24%	36,481	33,703	8%
Fringe Benefits	11,699	12,761	-8%	100,681	118,352	-15%
TOTAL DEMAND RESPONSE	\$ 36,071	\$ 39,651	-9%	\$ 309,271	\$ 350,900	-12%
MAINTENANCE						
Other Salaries & Wages	\$ 48,565	\$ 45,537	7%	\$ 387,677	\$ 408,701	-5%
Inspection&Maint,Srvc-Overtime	7,227	3,662	97%	70,667	23,807	197%
Fringe Benefits	26,786	23,317	15%	221,233	220,119	1%
Fuel & Lubricants	50,203	35,351	42%	437,002	368,835	18%
Tires & Tubes	11,284	17,681	-36%	102,664	87,334	18%
Other Materials & Supplies	789	46,526	-98%	364,745	419,220	-13%
TOTAL MAINTENANCE	\$ 144,854	\$ 172,074	-16%	\$ 1,583,988	\$ 1,528,016	4%
ADMINISTRATION						
Other Salaries & Wages	\$ 25,448	\$ 29,874	-15%	\$ 253,384	\$ 275,485	-8%
Fringe Benefits	12,203	14,100	-13%	122,303	140,204	-13%
Services	70,167	40,553	73%	319,778	287,707	11%
Utilities	26,509	19,196	38%	115,835	128,739	-10%
Casualty & Liability Expenses	27,009	22,098	22%	244,440	208,592	17%
Information Technology	(7,529)	13,804	-155%	91,510	103,826	-12%
Other Materials & Supplies	777	1,787	-57%	24,166	14,314	69%
Miscellaneous	(6,121)	1,079	-667%	4,739	37,129	-87%
TOTAL ADMINISTRATION	\$ 148,463	\$ 142,489	4%	\$ 1,176,155	\$ 1,195,997	-2%
TOTAL EXPENSES	\$ 604,049	\$ 628,380	-4%	\$ 5,314,118	\$ 5,279,903	1%
NET INCOME/(LOSS)	\$ 88,256	\$ 84,122		\$ 167,427	\$ 302,599	



GLTC Board Agenda Detail

Item #: 4c

Item Title: February 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 February was 221,813 with City Ridership being 56,393 passengers and Liberty having a passenger total of 165,420.

Maintenance:

Maintenance activities are reported as follows for February 2019:

Total mileage for fixed route and paratransit services for the month of February was 112,570 miles.

The fleet downtime for February was 7.75 % with on-time performance being 93 %.

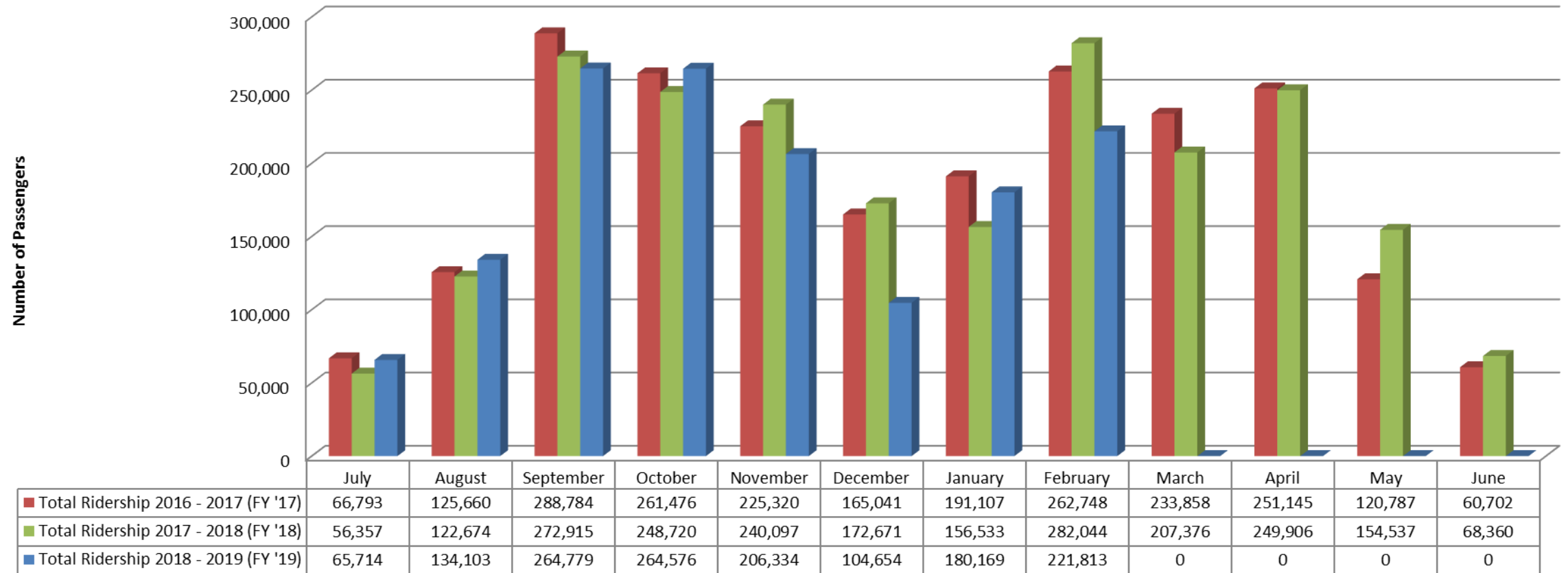
Contacts: Brian Booth

Attachments: Page 16-21

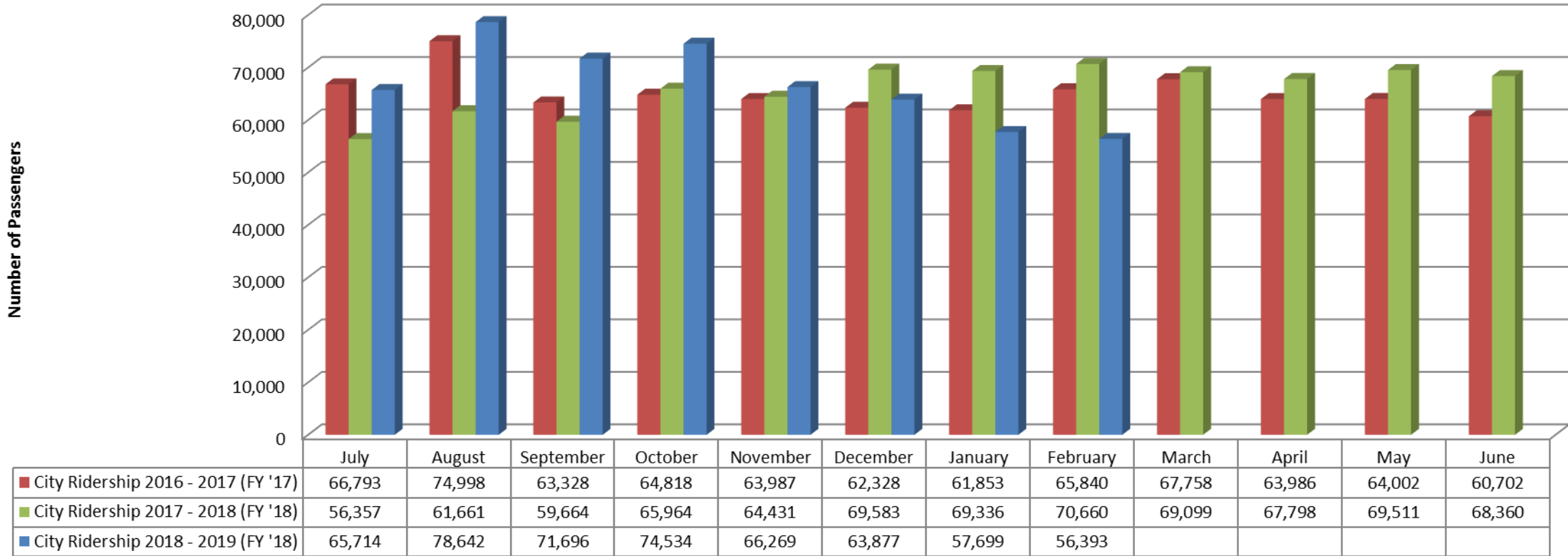
Action Required: None



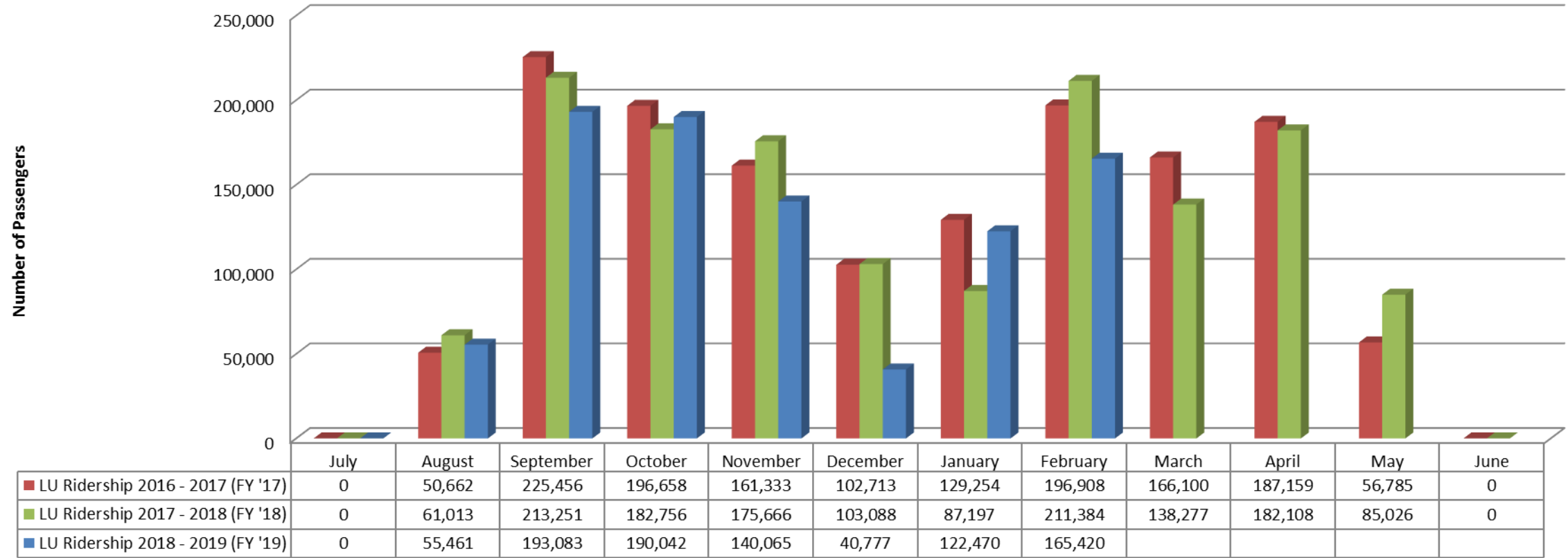
Monthly System-Wide Ridership FY '17, FY '18, FY '19



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



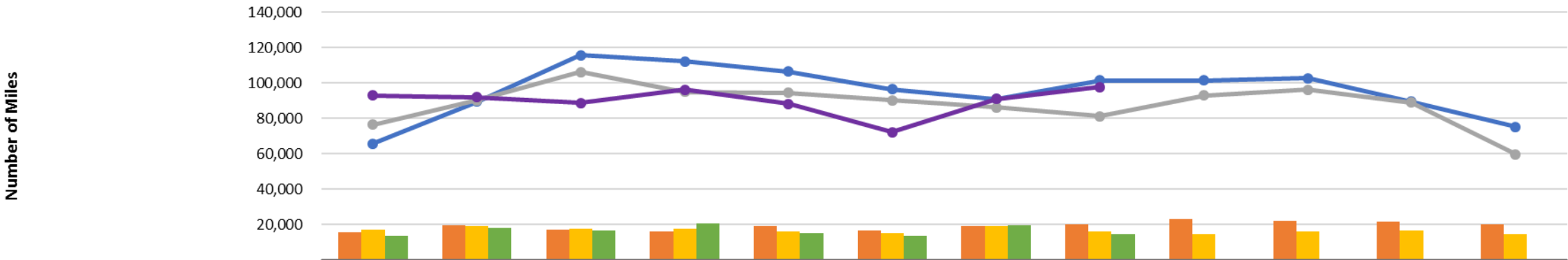
Liberty University Ridership FY '17, FY '18, FY '19



GLTC City vs. Liberty Ridership Comparison

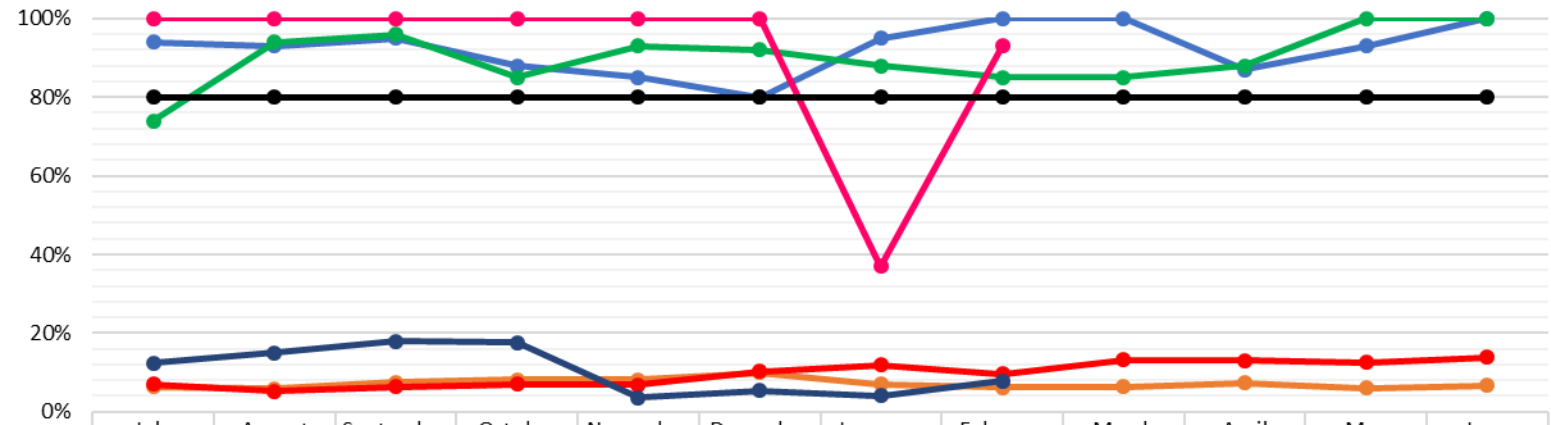


GLTC Mileage FY '17, FY '18, FY '19



	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	14,780				
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	97,790				

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%	93%				
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%	4.15%	7.75%				



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report is provided below through February, 2019. Many projects from 2016 have been removed as those projects have been completed and closed out. The 2019 projects award have been included on this report, but are still pending as FTA is still reviewing the application for funds.

GLTC CAPITAL GRANTS							
FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	2/28/2019 Balance
VA-95-X122							
Revision approved 1/3/17	73016-46	Purchase ADP Hardware	\$ 22,285	\$ 4,457	\$ 1,114	\$ 27,856	\$ 24,687
			\$ 22,285	\$ 4,457	\$ 1,114	\$ 27,856	\$ 24,687
VA-95-X120							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
VA-95-X145							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
VA-2016-022-00							
	Executed 9/23/16						
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR DI	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
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	73117-45	PURCHASE ADP SOFTWARE	\$ 53,340	\$ 10,668	\$ 2,667	\$ 66,675	\$ 47,781
			\$ 1,457,611	\$ 291,522	\$ 72,881	\$ 1,822,014	\$ 1,794,226
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	\$ 286,006.00
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	\$ 354,109.00
VA-2019-000-00							
	Pending						
VA-2019-000-01	73019-29	Purchase (8) 40FT Replacement Buses	\$ 3,425,838.00	\$ 692,409.00	\$ 170,001.00	\$ 4,288,248	
VA-2019-000-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909.00	\$ 10,382.00	\$ 2,595.00	\$ 64,886	
VA-2019-000-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091.00	\$ 37,618.00	\$ 9,405.00	\$ 235,114	
			\$ 3,665,838.00	\$ 740,409.00	\$ 182,001.00	\$ 4,588,248.00	





GLTC Board Agenda Detail

Item #: 5
Item Title: Old Business
Action: For Your Information

5a Summary – Discounted Fare Card Policy

The revised GLTC Discount Ticket/Universal Pass Program has been provided for review. Based on the conversation at the March Board of Directors meeting the following recommended changes have been made to the policy:

- Under the Discount Ticket Program section, the Day Pass has been included in addition to the Single Ride bus passes.
- A clause stating "Approval of new groups/requests will be reviewed by the General Manager prior to eligibility."
- E&H Fare has been replaced with Half Fare. E&H stood for Elderly and Handicapped and the language was updated to reflect our current terminology of Half Fare.
- For the Universal Access Program employers have been added as an eligible participant.

Staff Recommendation: Should the Board find the recommended changes appropriate action should be taken to approve the revised policy.

Contacts: Brian Booth
Attachments: Revised GLTC Discount Ticket/Universal Pass Program
Action Required: Review/Approval

5b Summary – Intercity Bus Connector/Vanpool

GLTC staff and Central Virginia Planning District Commission (CVPDC, previously Region 2000) staff attended a kick off meeting with the consultant AECOM who are conducting a Vanpool for the Ride Solutions region including Lynchburg, Roanoke, and the New River Valley. The kickoff meeting was to give attendees and overview of the upcoming study as well as giving the consultants an opportunity to learn more about our specific regions. This larger study is going to provide information which will facilitate the local study focusing on the CVPDC region.

GLTC staff attended the public meeting held by the Department of Rail and Public Transportation to identify unmet intercity bus needs within the state of Virginia. The meeting consisted of an overview of the current intercity services within Virginia and provided an opportunity for attendees to provide input on areas of need for future expansion of intercity bus services.

Contacts: Brian Booth
Attachments: None
Action Required: None

5c Summary – Downtown Circulator

Ridership for the Hopper has been as follows:

- December – 421 Passengers
- January – 82 Passengers
- February – 74 Passengers
- March – 159 Passengers



On the following pages are various graphs showing ridership by month since inception, daily ridership totals, and weekly ridership totals. There was a large spike in ridership on Saturday March 16th which is associated with a St. Patrick's Day celebration local businesses organized and marketed the Hopper as a mean of transportation between businesses.

The transit system in Columbia, South Carolina has been identified as one system with a downtown circulator which began around the same time as the Hopper. Staff are working to obtain information from this system about the service they provide in order to develop a case study for comparison with our service.

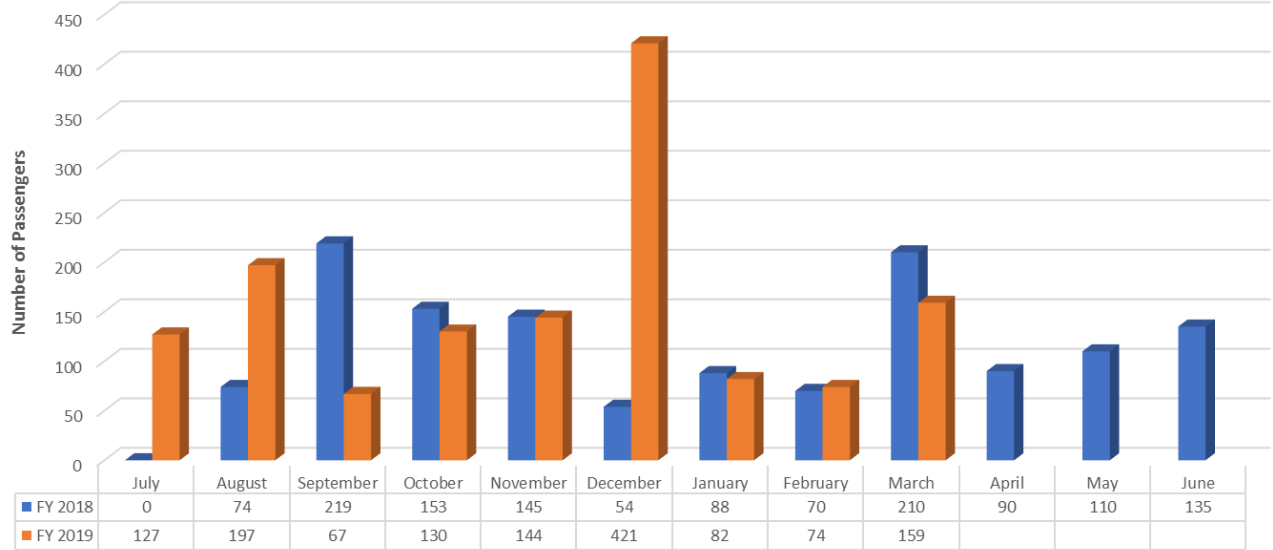
The Hopper's Major Service Change Dates

- 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 25-26
Action Required: None



Monthly Hopper Ridership Totals FY '18, FY '19

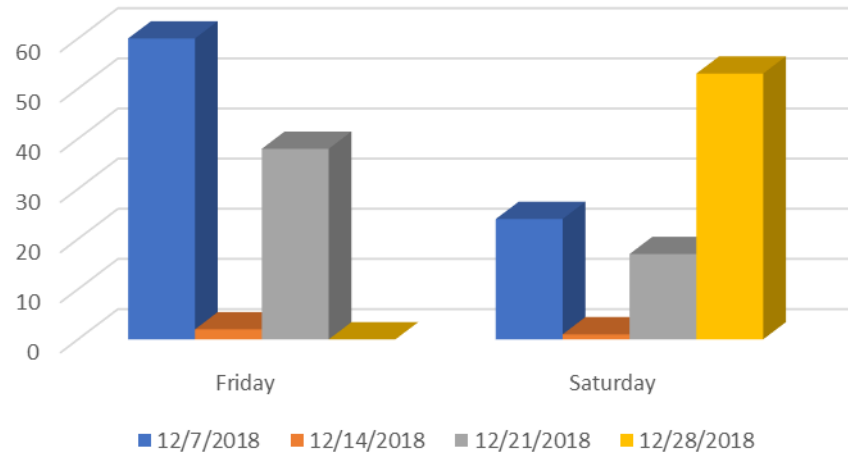


Hopper Ridership December			Hopper Ridership January			Hopper Ridership February			Hopper Ridership March		
12/1/2018	Saturday	33	1/1/2019	<i>Holiday (No Service)</i>		2/1/2019	Friday	30	3/1/2019	Friday	6
12/3/2018	Monday	12	1/2/2019	Wednesday	0	2/2/2019	Saturday	4	3/2/2019	Saturday	22
12/4/2018	Tuesday	3	1/3/2019	Thursday	0	2/4/2019	Monday	1	3/8/2019	Friday	1
12/5/2018	Wednesday	4	1/4/2019	Friday	19	2/5/2019	Tuesday	0	3/9/2019	Saturday	6
12/6/2018	Thursday	42	1/5/2019	Saturday	4	2/6/2019	Wednesday	1	3/15/2019	Friday	10
12/7/2018	Friday	60	1/7/2019	Monday	2	2/7/2019	Thursday	0	3/16/2019	Saturday	62
12/8/2018	Saturday	24	1/8/2019	Tuesday	0	2/8/2019	Friday	4	3/22/2019	Friday	12
12/10/2018	Monday	0	1/9/2019	Wednesday	0	2/9/2019	Saturday	7	3/23/2019	Saturday	11
12/11/2018	Tuesday	1	1/10/2019	Thursday	0	2/15/2019*	Friday*	2	3/29/2019	Friday	11
12/12/2018	Wednesday	0	1/11/2019	Friday	0	2/16/2019	Saturday	1	3/30/2019	Saturday	18
12/13/2018	Thursday	8	1/12/2019	Saturday	0	2/22/2019	Friday	18	March Total		159
12/14/2018	Friday	2	1/14/2019	Monday	1	2/23/2019	Saturday	6			
12/15/2018	Saturday	1	1/15/2019	Tuesday	6	February Total		74			
12/17/2018	Monday	0	1/16/2019	Wednesday	0						
12/18/2018	Tuesday	12	1/17/2019	Thursday	2						
12/19/2018	Wednesday	21	1/18/2019	Friday	4						
12/20/2018	Thursday	4	1/19/2019	Saturday	12						
12/21/2018	Friday	38	1/21/2019	Monday	1						
12/22/2018	Saturday	70	1/22/2019	Tuesday	3						
12/24/2018	Monday	0	1/23/2019	Wednesday	1						
12/25/2018	<i>Holiday (No Service)</i>		1/24/2019	Thursday	0						
12/26/2018	Wednesday	17	1/25/2019	Friday	14						
12/27/2018	Thursday	8	1/26/2019	Saturday	8						
12/28/2018	Friday	0	1/28/2019	Monday	1						
12/29/2018	Saturday	53	1/29/2019	Tuesday	3						
12/31/2018	Monday	8	1/30/2019	Wednesday	1						
December Total		421	1/31/2019	Thursday	0						
			January Total		82						

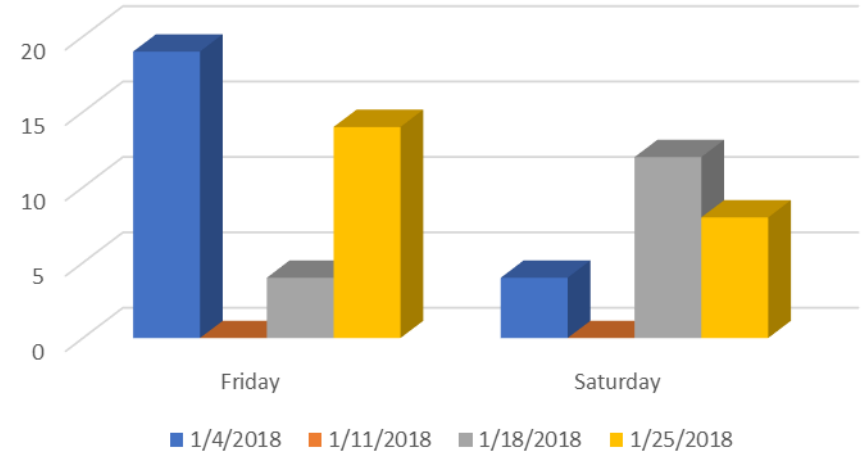


*The graphs below have been condensed to only show Friday and Saturday data for service prior to February 11th, 2019.

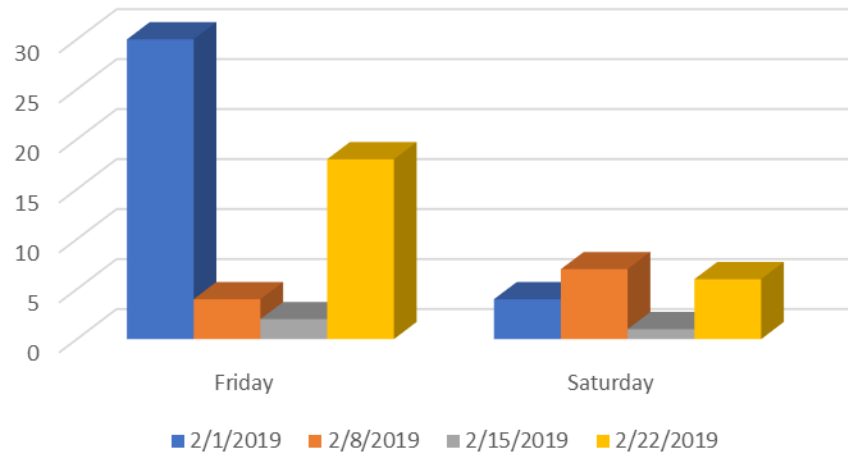
December 2018



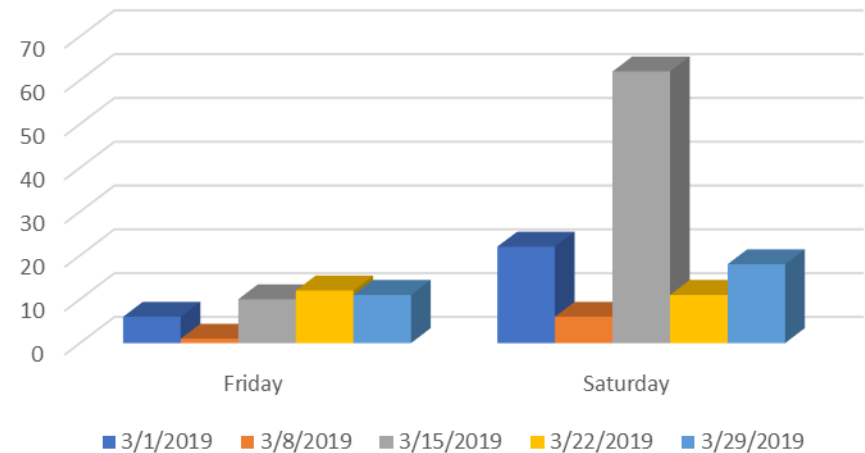
January 2019



February 2019



March 2019





GLTC Board Agenda Detail

Item #: 6

Item Title: New Business

Action: Discussion & Approvals

-- There is no new business at this time --





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 May 1st, 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
Glenn McGrath <i>2724 Greenhill Lane, Lynchburg, VA 24503</i>	434-851-2724	gemcgrath@comcast.net
Joel Morgan <i>Commonwealth Computer Research, Inc. 1440 Sagem Place, Charlottesville, VA 22901</i>	434-997-0600 434-258-1844	jam9ed@gmail.com
Bonnie Svrcek <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24504</i>	434-455-3990	bonnie.svrcek@lynchburgva.gov
Margaret "Peggy" Whitaker <i>2703 Rivermont Avenue, Lynchburg, VA 24503</i>	404-266-1265	maw24503@gmail.com

-- Attendance Log on Next Page --



