

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, September 4th, 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

July 3rd, 2019

All

#3 Employee Recognition

- a) Carol Alexander – Retirement – 22 Years of Service

#4 Committee & Partner Reports

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

Sherry Gentry
Gary DuPriest
Kelly Hitchcock
Philipp Gabathuler

#5 Staff Reports

- a) General Manager's Report
- b) June 2019 Financials (*Preliminary*)
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

#6 Old Business

- a) Intercity Connector Service/Vanpool Concept
- b) Financial Analysis
- c) Florida Avenue Connectivity Survey

Update
Update
Update

#7 New Business

- a) Title VI Program Update

Brian Booth

#8 President's Report

GLTC Board
President

#9 Next Meeting Date & Adjournment

October 2nd, 2019 @ 8:30 am – GLTC Board Meeting

October 23rd, 2019 @ 6:00 pm – GLTC Annual Stockholder Meeting

All





GLTC Board Agenda Detail

Item #: 2
Item Title: July 3rd, 2019 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

July 3, 2019

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, July 3, 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, and Antonio Davis. Staff members attending were: Brian Booth, Hope Custer, Millie Martin, Steve Overstreet, Scott Poindexter, Allen Robey, John Yauger, Keri Brown, and Natalie Wilkins. Visitors to the meeting Philipp Gabathuler of the Central Virginia Planning District Commission, Sherry Gentry and Jacqueline Robinson of the Customer Advisory Committee (CAC); and William Carr and Ben Blanks, GLTC customers.

Absent: Christos Carroll and Margaret "Peggy" Whitaker

#1 – Call to Order-Public Comment

Mr. DePaul called the meeting to order at 8:30 a.m. and asked for public comment. Mr. Blanks asked if 5 mph speed limit signs could be posted near the Transfer Station platform. He stated that vehicles other than GLTC buses drive on the platform. He suggested the need for a stop sign to be placed at Kemper Street intersection exiting the platform. Mr. Blanks inquired about electric buses and if that is something GLTC has in mind.

He commented that the 221 intersection near Fresh Market has been approved for expansion and mentioned the possibility of Amtrak having a stop in Bedford with DRPT providing the funding for the study. Mr. Blanks thanked everyone for their support for receiving the Outstanding Contribution by an Individual Award from the Virginia Transit Association.

Ms. Gentry stated that one of the operators stops too fast and doesn't wait for passenger to be seated. Mr. Robey will investigate the comment.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval of the minutes of June 5, 2019.

Mr. McGrath made a motion to approve the minutes of June 5, 2019 with Mr. Hellewell seconding the motion. Mr. DePaul noted a correction to the Walmart bus stop referred to during the ADA Committee update. The bus stop referenced should be the stop at Walmart on Wards Road and not Old Forest Road. The vote was carried with noted corrections.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee –

The Customer Advisory Committee congratulated Ben Blanks on receiving the Outstanding Contribution by an Individual Award from the VTA. Sherry Gentry plans to assist with the Florida Avenue Surveys the Week of July 8



and on Saturday July 13. The CAC will volunteer for the Get Downtown Festival on Sept 6 as needed. Passengers are ignoring the smoking signs and avoid going to the designated smoking area to smoke.

3b – ADA Advisory Committee – No report

3c – RIDE Solutions – No report

3d – Central Virginia Planning District Commission –

Central Virginia MPO staff are working with a VDOT supported program entitled "Streetlight Data: Big Data for Mobility". This software allows CVMPO staff to get mobility metrics for any road in the GLTC service area and beyond. The data can be broken down into Vehicular, Pedestrian, and Bicycle traffic and allows staff to analyze different modes of traffic between geographic zones based on origin/destination data. CVMPO staff plan to use this program to assist in the update to GLTC's strategic plan, which will be taking a more detailed look at specific pockets of the Lynchburg population and how accessible they are to transit.

CVMPO staff continue to map out cost-effective solutions to make heavily used bus stops ADA accessibility. Staff are using bus stop boarding/alighting data to determine these stops.

4 – Staff Reports

4a – General Manager's Report

Hope Custer assumed the role of Assistant General Manager on June 17th and has hit the ground running. GLTC is excited to have her on our team and look forward to her being an integral part in working to improve public transportation for the Lynchburg community.

Staff met with representatives from Roads to Recovery as well as KDC-One to discuss GLTC services and transportation challenges faced by their cliental/employees. GLTC explained service options currently available and will continue working to find feasible solutions to assist with resolving these challenges.

2019 marks the 45th Anniversary of GLTC and staff kicked off a series of celebrations by showing appreciation to customers on June 21st. During this event there was memorabilia from years past on display as well as games and other prizes available for our customers to win.

Staff kicked off the development of the new Transit Strategic Plan (TSP) with the same consultants, Kimley-Horn who conducted research and assisted with the development of the Transit Development Plan (TDP). This Strategic Plan is a new requirement by the state and is building off of the TDP with additional data being incorporated that was not a part of the TDP. Staff have provided the consultants with the initial data request and will be working through the new plan over the next few months. The goal is to have the Strategic Plan completed and ready for review/adoption in the early Fall.

4b – May 2019 Financials

Total revenues are under budget 2 %, approximately \$ 130,000, year to date and under budget 4 % for the month of May 2019. The variance for Liberty Revenue is due to the finalized service plan for Liberty coming in less than submitted as well as an adjustment to the service plan mid-year. Additionally, Liberty Revenue reflects being 19 % under budget for the month of May 2019 due reconciling and billing for the actual service provided for the year. Passenger Revenue is below what was budgeted and is trending the same as it has for a majority of the year, however May saw an uptick in revenue due to an above average number of tickets purchased in bulk for both Fixed Route and Paratransit. Advertising Revenue is down 39 % for the month of May and is due to a lower number of ad contracts.



Total expenses are under budget 4 %, approximately \$ 302,000, year to date and under budget 8 % for the month of May 2019. Total salaries are under budget approximately \$ 369,000 due to vacant positions in operations and maintenance, with overtime running over budget approximately \$ 272,000 due to these vacancies. Benefits are coming in approximately 10 % under budget year to date. Casualty and Liability expenses are over budget due to an error in the original budget in not accounting for vehicle insurance premiums rolling over from the previous year. Tire expenses continue to be over budget 56 % due to more tire needs earlier in the fiscal year, but are coming in under budget for May.

The year to date net income reflects a surplus of \$ 305,864 at the end of May 2019.

4c –Ridership & Operations Statistics

Total Ridership for May was 100,441 with City Ridership being 61,498 passengers and Liberty having a passenger total of 38,943. Liberty's ridership includes operating buses on Commencement which totaled to 16,854 passengers for the event alone.

Total mileage for fixed route and paratransit services for the month of May was 104,864 miles.

The fleet downtime for May was 5.34 % with on-time performance being 95 %.

4d – Capital Projects Update

No updates are reflected in the report, but we are moving forward with the procurements of fare collection equipment and new buses.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool

There is currently no update on this item.

5b Summary – Financial Analysis

At the May Board of Directors meeting a question was raised regarding the large increase in expenses from FY 2018 to FY 2019 for Fuel/Lubricants and Tires/Tubes. It was indicated that some of the increases for tires expenses were due to capital grants available in FY 2018 to cover the cost of tires which reduced the expenses reflected in operating. The increase in fuels would have to be further investigated by staff to report back.

Due to the finance staff working to prepare for the end of year preliminary audit conducted by our financial audit team, finance staff were unable to devote time to investigating this request.

5c Summary – Florida Avenue Survey

GLTC staff in coordination with CVPDC staff have begun surveying customers to gauge the need and interest of adding service to this stretch of roadway to connect these two communities and destinations further. These surveys have been collected through various pop up meetings at the Transfer Station, aboard the bus routes serving the Florida Avenue area, and Jubilee Center. To date over 50 surveys have been completed with 98 % of the respondents indicating they are regular bus riders.

Additional pop up meetings are planned or in the works for the month of July and will include locations such as Fairview Center, Greenfield Apartments, and Food Lion. We plan to conclude our surveying in late July/early August, analyze the data received, and provide a report at the September Board Meeting before working with the City Manager to report back to City Council.



5d Summary – Downtown Circulator

Ridership for The Hopper for the final month of service in June was 78 passengers. The Hopper officially ended service on June 29th and we will work to remove the wrap from the bus and prepare it to be placed into regular service to be used on our existing routes.

#6 – New Business

6a Summary – 31-Day Pass Discount Request

Horizon Behavioral Health has approached GLTC with a request of providing a discounted rate on the 31-Day Pass. Horizon runs a program called the Collaborative Action on Behalf of Homeless Individuals (CABHI) with the primary goal of assisting individuals who are experiencing homelessness in receiving access to housing, treatment, and recovery support services. GLTC plays a role in this recovery as the program purchases passes for those enrolled in the program to assist them with obtaining employment, accessing doctor appointments, and other vital services.

The General Manager met with the program administrators from Horizon to discuss the CABHI program as well as discussing the current Half-Fare Program available and the current Discount Ticket Program for bulk purchases of Single-Ride and Day Passes. Out of this discussion the request for a discounted rate on the 31-Day Pass was brought forward from the Horizon staff. The basis of this request was to allow Horizon to maximize the utilization of the grant funding received to serve as many individuals as possible.

After discussion, the board declined to honor the discount request.

6b Summary – Check Signatory

Ms. Svrcek made a motion to authorize Ms. Custer as the secondary check signer and allow transfers between GLTC bank accounts in the absence of the General Manager with Mr. Hellewell seconding the motion and the vote was carried.

6c Summary – Bus Paint Scheme

Discussion on how to improve the image and brand for GLTC has been ongoing for the past few years. Incremental changes have been made during this time with the next being a discussion to update the design of the paint scheme on the buses. Currently our buses are solid blue with white letters for graphics. A few concepts of potential options to explore were presented to obtain feedback from the Board.

After review, the board was in favor of exploring a new look for the new fleet and like aspects of all options presented. Some comments that rose to the top were to maintain the GLTC blue, but try to get more white on the bus for visibility at night.

#7- President's Report

Mr. DePaul disclosed that his CPA firm is Brown Edwards, also GLTC's auditors, and were brought on after the GLTC approved the 5-year contract for Brown Edwards in 2017. He indicated he would abstain in future votes involving to Brown Edwards to avoid a conflict of interest.



#8 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on September 4, 2019 at 8:30 am. at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, the meeting adjourned at 9:18 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

Item #: 3

Item Title: Employee Recognition

Action: Congratulations

3a – Carol Alexander – Retirement

Carol has worked for GLTC a total of 22 years. Carol first started as a part-time Bus Operator for GLTC in 1996 while still working full-time at the Central Virginia Training Center. In 2008, she decided to move into a full time Bus Operator position and has been serving our passengers ever since. Carol was a joy to have on our staff for so many years and a friendly face to both her coworkers and passengers. She always had a positive attitude and was willing to lend a helping hand whenever possible. She officially retired at the end of August and looks forward to many years of relaxation in retirement. We would like to thank Carol for her dedicated service to GLTC and wish her many years of enjoyment in her retirement.





GLTC Board Agenda Detail

Item #: 4
Item Title: Committee & Partner Reports
Action: None

Committee Reports

- a) Customer Advisory Committee (CAC) - Sherry Gentry
- b) ADA Advisory Committee - Gary DuPriest

Partner Reports

- c) Ride Solutions / Marketing Updates - Kelly Hitchcock
- d) Transportation Planner Updates - Philipp Gabathuler

Contacts: Brian Booth
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 5a

Item Title: General Manager's Report

Action: For Your Information

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

- Several staff members had the opportunity to attend the Community Transportation Association of Virginia's annual conference and EXPO held in Roanoke, Virginia. This conference offered attendees the opportunity to attend a wide variety of trainings from vehicle maintenance inspection compliance, to HR recruitment training targeting the transit industry, as well as financial management and leadership training opportunities. The conference also had an exhibit where attendees could view the latest products available to the transit industry.
- GLTC staff had the opportunity to participate in a regional Transportation Summit organized and hosted by the Lynchburg Regional Business Alliance. This summit, a first for this area, brought both public and private sectors officials to the table to discuss transportation needs, priorities, and initiatives for our area. This platform provided a great opportunity for everyone to provide input on where the focus of the transportation network for our region should be.
- Staff have met with city and construction officials in regard to the Main Street renewal project which kicks off September 16th. Through discussion detour routes have been put into place and we are working with Heather Kennedy, project coordinator, to send out consistent messaging which will incorporate the affect the closure will have on GLTC bus routes in addition to other road closures.
- In conjunction with the Main Street renewal project, the Free Clinic has approached GLTC with concerns about the affect the detoured routes will have on their patrons. The bus stop in front of the clinic will be closed for the duration of the project, so we are working with the clinic staff to devise an alternative to try to mitigate the impact on those patrons who may not be able to access the clinic due the distance of the closest stop.
- Work continues on the development of the Transit Strategic Plan with the Kimley-Horn consultants. We have received drafts of the first 3 chapters and are currently reviewing the information to provide feedback to the consultants. These chapters mainly cover the background information of GLTC, goals and objectives, operations performance, and planned service improvements.
- Minor changes were made to the routes in August to facilitate improving on-time performance of the routes and connections. The routes receiving minor changes were Routes 1A, 1B, 4, 6, 8, and 12.





GLTC Board Agenda Detail

Item #: 5b
Item Title: June 2019 (Preliminary) Financials
Action: For Your Information

Attached are the preliminary financial statements for the month ending June 2019. These are in a preliminary status and subject to change pending the completion of the annual financial audit.

July 2019 statements cannot be prepared until the annual financial audit is complete.

REVENUES:

Total revenues are under budget 2 %, approximately \$ 136,000, year to date and under budget 1 % for the month of June 2019. The major variances are Liberty Revenue under budget 8 % and Passenger Revenue under budget approximately 7 % year to date. The variance for Liberty Revenue is due to the finalized service plan for Liberty coming in less than submitted as well as an adjustment to the service plan mid-year. Passenger Revenue is below what was budgeted and is trending the same as it has for a majority of the year. Advertising Revenue is down 25 % for the month of May and is due to a lower number of ad contracts.

EXPENSES:

Total expenses are under budget 3 %, approximately \$ 275,000, year to date and under budget 4 % for the month of June 2019. Total salaries are under budget approximately \$ 401,000 due to vacant positions in operations and maintenance, with overtime running over budget approximately \$ 267,000 due to these vacancies. Benefits are coming in approximately 7 % under budget year to date and is mainly due to the vacant positions in operations and maintenance. Casualty and Liability expenses are over budget due to an error in the original budget in not accounting for vehicle insurance premiums rolling over from the previous year. Tire expenses continue to be over budget 49 % due to more tire needs earlier in the fiscal year, but are coming in underbudget for June. Miscellaneous Admin expenses reflect a negative balance for June and is due to the receipt of funds from the Demonstration grant for the Hopper as well as the Intern grant.

SUMMARY:

The year to date net income reflects a surplus of \$ 137,689 at the end of June 2019, much of the original surplus reflected in prior months was consumed from the true up to sufficiently fund the OPEB account (Other Post-Employment Benefits) which occurs at the end of each fiscal year.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

June FY 2019

Preliminary Pending Completion of Annual Financial Audit

	FY 2019	FY 2018	Difference
ASSETS			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	246,906	229,178	17,728
Accounts Receivable	53,371	396,077	(342,706)
TOTAL CURRENT ASSETS	\$ 300,277	\$ 625,255	\$ (324,978)
Tangible Property	\$ 60,744,749	\$ 60,310,797	\$ 433,951
Accumulated Depreciation	(23,625,249)	(20,304,318)	(3,320,931)
NET FIXED ASSETS	\$ 37,119,500	\$ 40,006,479	\$ (2,886,979)
TOTAL ASSETS	\$ 37,419,777	\$ 40,631,734	\$ (3,211,957)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 50,274	\$ 364,002	\$ (313,728)
TOTAL LIABILITIES	50,274	364,002	(313,728)
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	40,267,727	42,162,090	(1,894,363)
Accumulated Income/(Loss) Current Year	(2,898,229)	(1,894,363)	(1,003,866)
TOTAL CAPITAL	\$ 37,369,503	\$ 40,267,732	\$ (2,898,229)
TOTAL LIABILITIES AND CAPITAL	\$ 37,419,777	\$ 40,631,734	\$ (3,211,957)



Central VA Transit Management Company Inc.

Balance Sheet

Jun FY 2019

Preliminary Pending Completion of Annual Financial Audit

	FY 2019	FY 2018	Difference
ASSETS			
Cash	\$ 411,122	\$ 201,143	\$ 209,979
Cash - OPEB	263,373	236,159	27,214
Working Funds	75	80	(5)
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	108,940	453,653	(344,713)
Materials and Fuel	314,732	309,457	5,276
TOTAL CURRENT ASSETS	\$ 1,098,342	\$ 1,200,592	\$ (102,250)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	33,765	10,225	23,540
TOTAL ASSETS	\$ 1,132,107	\$ 1,210,817	\$ (78,710)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 102,052	\$ 607,349	\$ (505,297)
Wages Payable	166,660	153,487	13,173
Other Payroll Liabilities	723,647	416,665	306,983
Advance Payments	2,060	240	1,820
TOTAL LIABILITIES	994,419	1,177,740	(183,321)
Accumulated Income/(Loss) Current Year	137,689	33,077	104,612
TOTAL CAPITAL	\$ 137,689	\$ 33,077	\$ 104,612
TOTAL LIABILITIES AND CAPITAL	\$ 1,132,107	\$ 1,210,817	\$ (78,710)



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT****AS OF JUNE 30, 2019***Preliminary Pending Completion of Annual Financial Audit*

	FY2019 ACTUAL JUN	FY2019 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ -	\$ 5,299,710
Money Paid to CVTMCi	-	(5,299,710)
Federal Grant Revenue	608	449,170
Money to be Paid to CVTMCi	-	-
Local Grant Revenue	<u>(11,080)</u>	<u>111,500</u>
TOTAL REVENUE	\$ (10,472)	\$ 560,670
EXPENSES		
Depreciation	\$ 3,320,931	\$ 3,320,931
Repairs - Capital	45,172	\$ 137,968
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 3,366,104	\$ 3,458,899
NET INCOME/(LOSS)	\$ <u>(3,376,576)</u>	\$ <u>(2,898,229)</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT

AS OF JUNE 30, 2019

Preliminary Pending Completion of Annual Financial Audit

	MONTH TO DATE			YEAR TO DATE		
	FY2019	FY2019	%	FY2019	FY2019	%
	JUN	JUN		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 43,575	\$ 49,023	-11%	\$ 544,984	\$ 588,280	-7%
DRT Passenger Revenue	4,565	5,833	-22%	65,155	70,000	-7%
Contracts (LU Access)	-	-	0%	60,060	60,060	0%
Contracts (LC Access)	2,086	2,086	0%	25,032	25,032	0%
Contracts (CVCC Access)	4,600	4,600	0%	55,200	55,200	0%
Liberty University Revenue	-	-	0%	1,435,415	1,567,450	-8%
Other Contract Revenue	-	642	-100%	13,119	7,700	70%
Non-Operating Revenue	415	690	-40%	29,358	8,285	254%
Advertising Revenue	5,238	7,000	-25%	82,746	84,000	-1%
City Operating Assistance	144,065	144,065	0%	1,728,785	1,728,785	0%
County Operating Assistance	6,232	6,232	0%	74,780	74,780	0%
State Operating Assistance	172,604	167,594	3%	2,022,003	2,011,122	1%
Federal Operating Assistance	162,794	162,116	0%	1,953,526	1,945,391	0%
TOTAL REVENUE	\$ 546,175	\$ 549,881	-1%	\$ 8,090,164	\$ 8,226,085	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 100,979	\$ 148,547	-32%	\$ 1,500,670	\$ 1,782,565	-16%
Operator-Overtime	11,803	17,754	-34%	406,327	213,049	91%
Other Salaries & Wages	33,553	24,756	36%	305,564	297,067	3%
Supervisors-Overtime	988	1,207	-18%	24,812	14,487	71%
Fringe Benefits	117,958	98,935	19%	1,113,224	1,187,215	-6%
TOTAL FIXED ROUTE	\$ 265,280	\$ 291,199	-9%	\$ 3,350,596	\$ 3,494,383	-4%
DEMAND RESPONSE						
Operator Labor	\$ 21,673	\$ 26,822	-19%	\$ 250,474	\$ 321,861	-22%
Operator-Overtime-PTS	173	667	-74%	9,933	8,002	24%
Other Salaries & Wages	7,936	5,425	46%	61,823	65,098	-5%
Fringe Benefits	21,067	16,989	24%	160,328	203,870	-21%
TOTAL DEMAND RESPONSE	\$ 50,848	\$ 49,903	2%	\$ 482,558	\$ 598,831	-19%
MAINTENANCE						
Other Salaries & Wages	\$ 52,106	\$ 55,525	-6%	\$ 591,760	\$ 666,302	-11%
Inspection&Maint,Srvc-Overtime	4,325	2,424	78%	90,821	29,087	212%
Fringe Benefits	41,456	29,912	39%	339,624	358,945	-5%
Fuel & Lubricants	60,977	58,427	4%	660,543	701,121	-6%
Tires & Tubes	5,547	7,688	-28%	137,647	92,250	49%
Other Materials & Supplies	68,356	40,875	67%	519,320	490,496	6%
TOTAL MAINTENANCE	\$ 232,768	\$ 194,850	19%	\$ 2,339,715	\$ 2,338,201	0%
ADMINISTRATION						
Other Salaries & Wages	\$ 43,415	\$ 31,020	40%	\$ 393,422	\$ 372,243	6%
Fringe Benefits	29,080	16,012	82%	195,750	192,144	2%
Services	44,359	37,404	19%	475,002	448,850	6%
Utilities	11,317	15,055	-25%	171,744	180,661	-5%
Casualty & Liability Expenses	26,289	25,019	5%	363,460	300,223	21%
Information Technology	11,791	13,564	-13%	133,847	162,764	-18%
Other Materials & Supplies	4,133	2,775	49%	35,468	33,296	7%
Miscellaneous	(4,931)	8,707	-157%	10,914	104,489	-90%
TOTAL ADMINISTRATION	\$ 165,454	\$ 149,556	11%	\$ 1,779,607	\$ 1,794,670	-1%
TOTAL EXPENSES	\$ 714,350	\$ 685,507	4%	\$ 7,952,476	\$ 8,226,085	-3%
NET INCOME/(LOSS)	\$ (168,175)	\$ (135,626)		\$ 137,689	\$ -	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

PRELIMINARY COMPARATIVE INCOME STATEMENT

AS OF JUNE 30, 2019

Preliminary Pending Completion of Annual Financial Audit

	MONTH TO DATE			YEAR TO DATE		
	FY2019	FY2018	%	FY2019	FY2018	%
	JUN	JUN		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 43,575	\$ 49,841	-13%	\$ 544,984	\$ 575,165	-5%
DRT Passenger Revenue	4,565	\$ 4,782	-5%	65,155	68,888	-5%
Contracts (LU Access)	-	-	0%	60,060	60,060	0%
Contracts (LC Access)	2,086	\$ 2,045	2%	25,032	24,540	2%
Contracts (CVCC Access)	4,600	\$ 4,509	2%	55,200	54,106	2%
Liberty University Revenue	-	-	0%	1,435,415	1,660,504	-14%
Other Contract Revenue	-	\$ 81	-100%	13,119	6,012	118%
Non-Operating Revenue	415	\$ 629	-34%	29,358	8,014	266%
Advertising Revenue	5,238	\$ 4,826	9%	82,746	107,451	-23%
City Operating Assistance	144,065	\$ 147,984	-3%	1,728,785	1,775,805	-3%
County Operating Assistance	6,232	\$ 6,109	2%	74,780	73,313	2%
State Operating Assistance	172,604	\$ 140,176	23%	2,022,003	1,692,950	19%
Federal Operating Assistance	162,794	\$ 293,726	-45%	1,953,526	2,274,007	-14%
TOTAL REVENUE	\$ 546,175	\$ 654,708	-17%	\$ 8,090,164	\$ 8,380,816	-3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 100,979	\$ 114,702	-12%	\$ 1,500,670	\$ 1,637,301	-8%
Operator-Overtime	11,803	2,832	317%	406,327	249,565	63%
Other Salaries & Wages	33,553	27,428	22%	305,564	288,313	6%
Supervisors-Overtime	988	545	81%	24,812	18,001	38%
Fringe Benefits	117,958	101,831	16%	1,113,224	1,128,567	-1%
TOTAL FIXED ROUTE	\$ 265,280	\$ 247,338	7%	\$ 3,350,596	\$ 3,321,747	1%
DEMAND RESPONSE						
Operator Labor	\$ 21,673	\$ 18,701	16%	\$ 250,474	\$ 279,035	-10%
Operator-Overtime-PTS	173	3,141	-94%	9,933	10,205	-3%
Other Salaries & Wages	7,936	4,238	87%	61,823	51,202	21%
Fringe Benefits	21,067	17,552	20%	160,328	175,185	-8%
TOTAL DEMAND RESPONSE	\$ 50,848	\$ 43,632	17%	\$ 482,558	\$ 515,628	-6%
MAINTENANCE						
Other Salaries & Wages	\$ 52,106	\$ 43,357	20%	\$ 591,760	\$ 595,804	-1%
Inspection&Maint,Srcv-Overtime	4,325	10,400	-58%	90,821	56,026	62%
Fringe Benefits	41,456	35,512	17%	339,624	335,419	1%
Fuel & Lubricants	60,977	65,871	-7%	660,543	598,075	10%
Tires & Tubes	5,547	6,423	-14%	137,647	60,217	129%
Other Materials & Supplies	68,356	42,876	59%	519,320	557,949	-7%
TOTAL MAINTENANCE	\$ 232,768	\$ 204,439	14%	\$ 2,339,715	\$ 2,203,490	6%
ADMINISTRATION						
Other Salaries & Wages	\$ 43,415	\$ 39,429	10%	\$ 393,422	\$ 418,387	-6%
Fringe Benefits	29,080	25,252	15%	195,750	215,294	-9%
Services	44,359	32,849	35%	475,002	432,876	10%
Utilities	11,317	15,514	-27%	171,744	194,530	-12%
Casualty & Liability Expenses	26,289	204,274	-87%	363,460	305,622	19%
Information Technology	11,791	15,557	-24%	133,847	169,785	-21%
Other Materials & Supplies	4,133	5,806	-29%	35,468	25,340	40%
Miscellaneous	(4,931)	(14,878)	-67%	10,914	76,675	-86%
TOTAL ADMINISTRATION	\$ 165,454	\$ 323,801	-49%	\$ 1,779,607	\$ 1,838,509	-3%
TOTAL EXPENSES	\$ 714,350	\$ 819,210	-13%	\$ 7,952,476	\$ 7,879,375	1%
NET INCOME/(LOSS)	\$ (168,175)	\$ (164,502)		\$ 137,689	\$ 501,441	





GLTC Board Agenda Detail

Item #: 5c
Item Title: June & July 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 June was 55,630 and July was 57,750. Both of these are all City Ridership as we did operate service for Liberty during these months.

Maintenance:

Maintenance activities are reported as follows for Jun 2019:

Total mileage for fixed route and paratransit services for the month of June was 92,312 miles and July was 92,685.

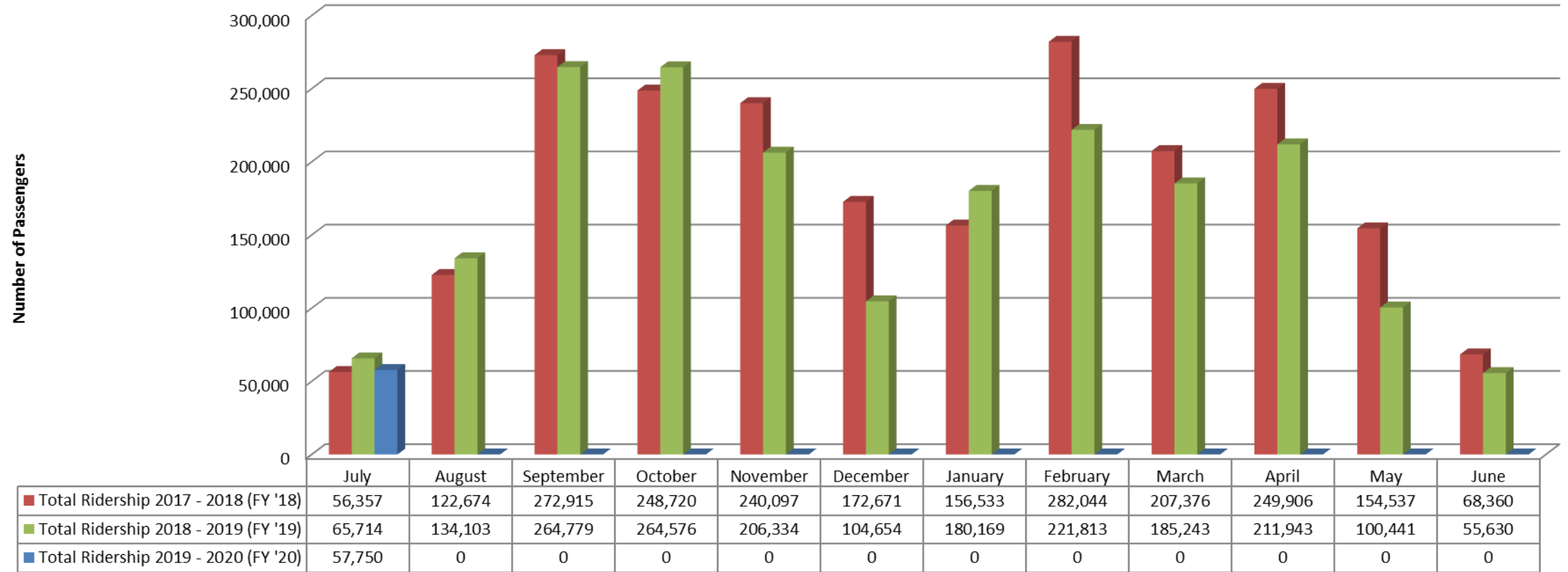
The fleet downtime for June was 5.41 % and for July was 5.44 %.

On-time performance for June was 67 % and 70 % for July. The on-time performance dipped these two months due to several large repairs which had vehicles out of service longer than normal making it difficult to hold vehicles due for PM service without impacting daily service.

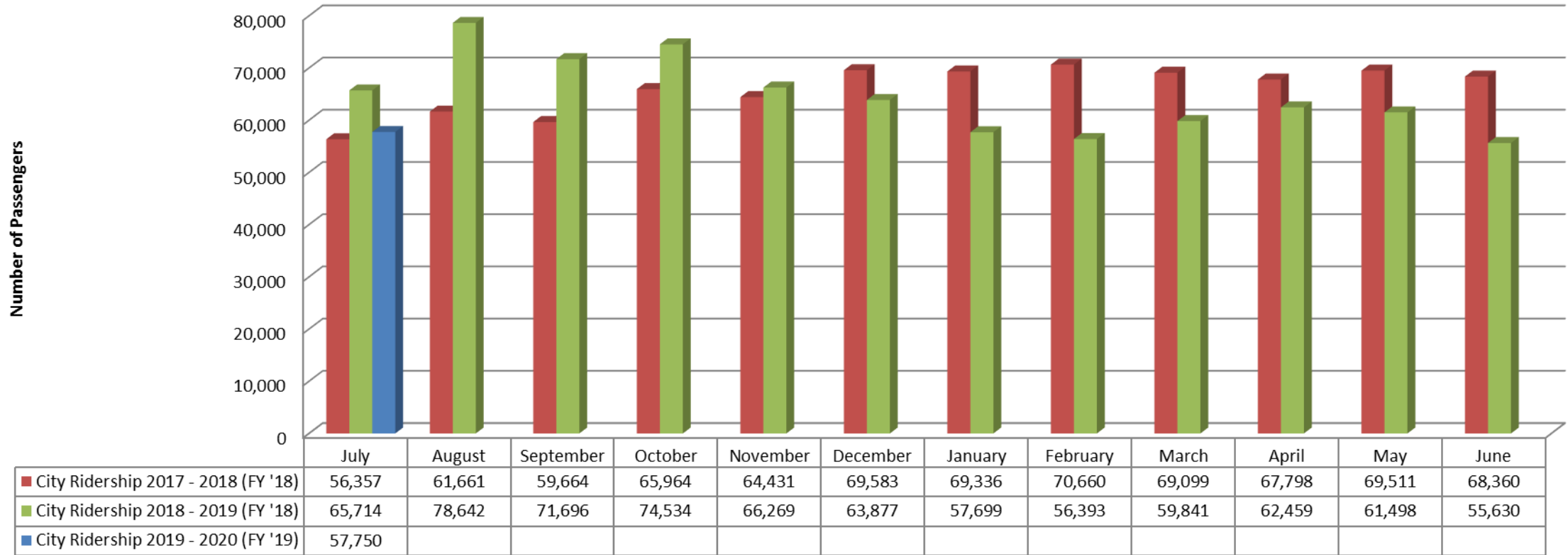
Contacts: Brian Booth
Attachments: Page 17-22
Action Required: None



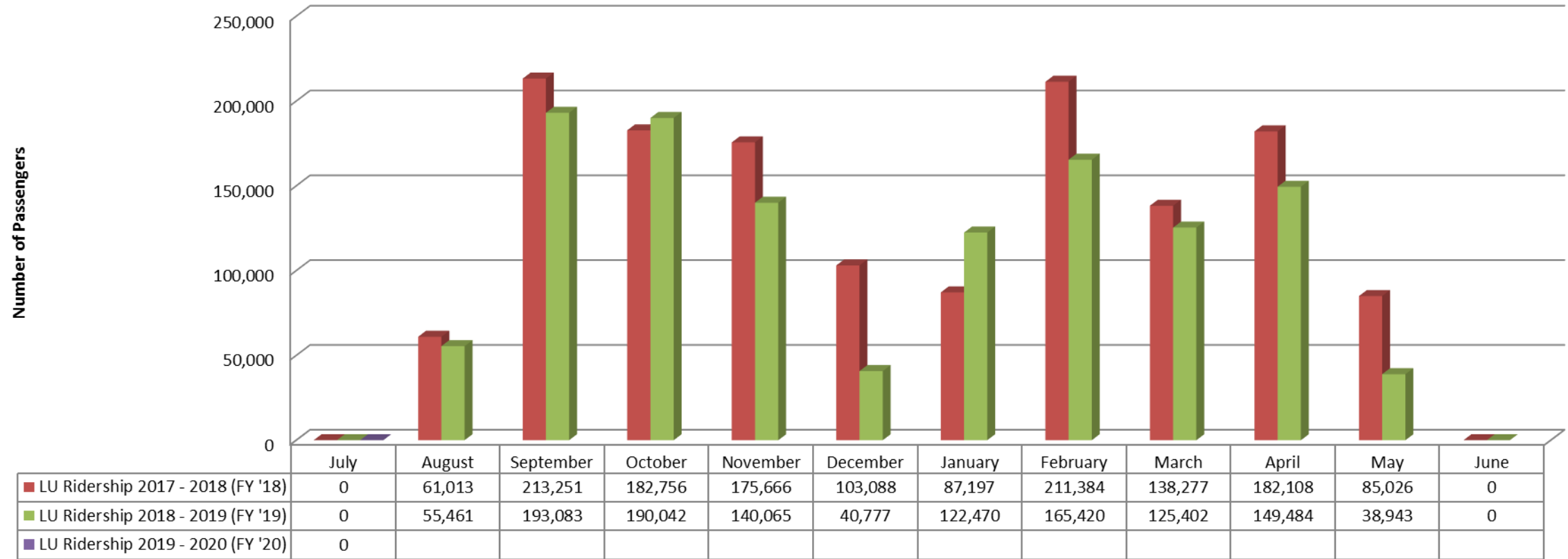
Monthly System-Wide Ridership FY '18, FY '19, FY '20



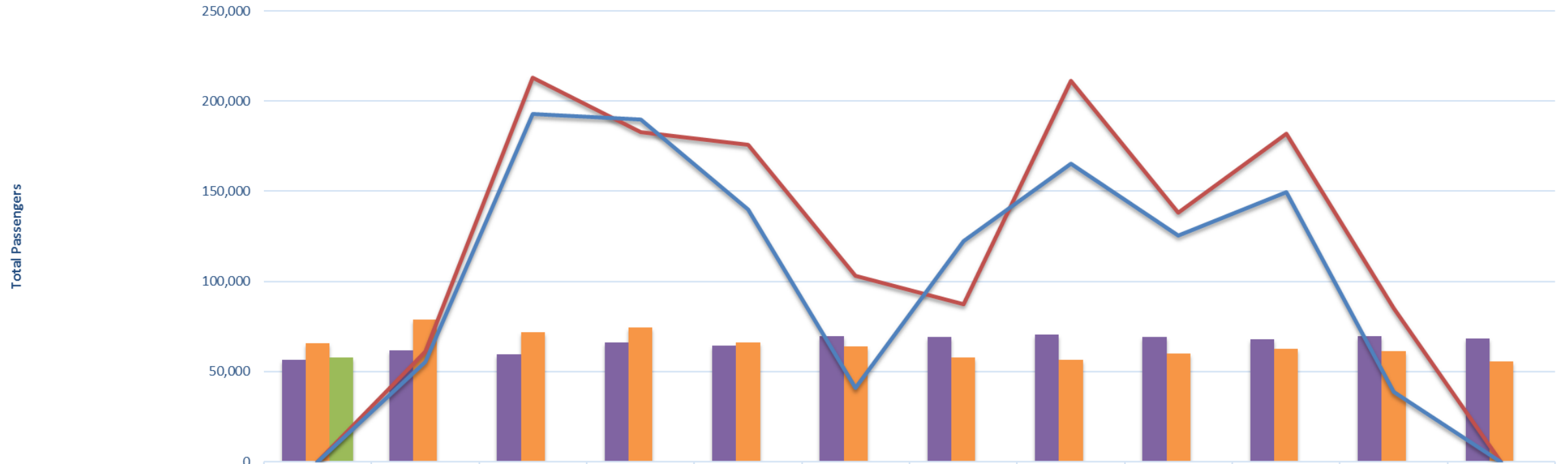
City Ridership FY '18, FY '19 FY '20



Liberty University Ridership FY '18, FY '19, FY '20

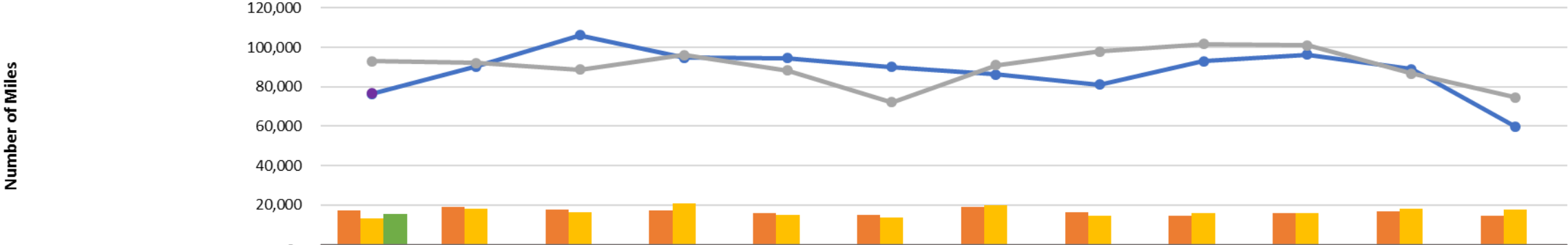


GLTC City vs. Liberty Ridership Comparison



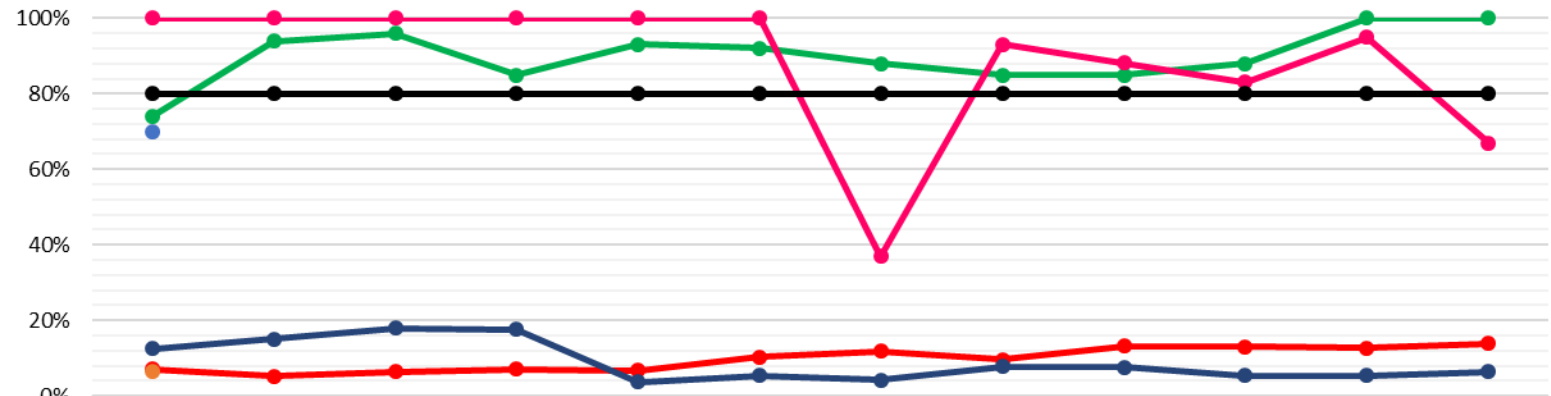
	July	August	September	October	November	December	January	February	March	April	May	June
City Ridership 2017 - 2018 (FY '18)	56,357	61,661	59,664	65,964	64,431	69,583	69,336	70,660	69,099	67,798	69,511	68,360
City Ridership 2018 - 2019 (FY '18)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
City Ridership 2019 - 2020 (FY '19)	57,750											
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	165,420	125,402	149,484	38,943	0
LU Ridership 2019 - 2020 (FY '20)	0											

GLTC Mileage FY '18, FY '19, FY '20



	July	August	September	October	November	December	January	February	March	April	May	June
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	15,718	15,905	18,183	17,570
Paratransit Mileage 2019-2020 (FY-20)	15,700											
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	101,611	100,935	86,681	74,742
Fixed Route Mileage 2019-2020 (FY-20)	76,985											

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



	July	August	September	October	November	December	January	February	March	April	May	June
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%	88%	83%	95%	67%
On Time Performance FY'20 (FTA Requires 80%)	70%											
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
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%	7.59%	5.34%	5.34%	6.32%
Fleet Downtime FY'20 (Industry Average 5%)	6.35%											





GLTC Board Agenda Detail

Item #: 5d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report is provided below through June 2019. No updates are reflected in the report, but we are continuing to work on the procurements of fare collection equipment and new buses.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						6/30/2019
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
VA-95-X120							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
VA-95-X145							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
VA-2016-022-00							
		Executed 9/23/16					
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR I	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
VA-2018-005-00							
		Executed 3/14/18					
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ 8,295.00
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ 107,756.00
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	\$ 163,660.00
VA-2019-000-00							
		Executed 3/28/19					
VA-2019-000-01	73019-29	Purchase (8) 40FT Replacement Buses	\$ 3,425,838.00	\$ 692,409.00	\$ 170,001.00	\$ 4,288,248	\$ 4,288,248.00
VA-2019-000-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909.00	\$ 10,382.00	\$ 2,595.00	\$ 64,886	\$ 64,886.00
VA-2019-000-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091.00	\$ 37,618.00	\$ 9,405.00	\$ 235,114	\$ 235,114.00
			\$ 3,665,838.00	\$ 740,409.00	\$ 182,001.00	\$ 4,588,248.00	\$ 4,588,248.00





GLTC Board Agenda Detail

Item #: 6

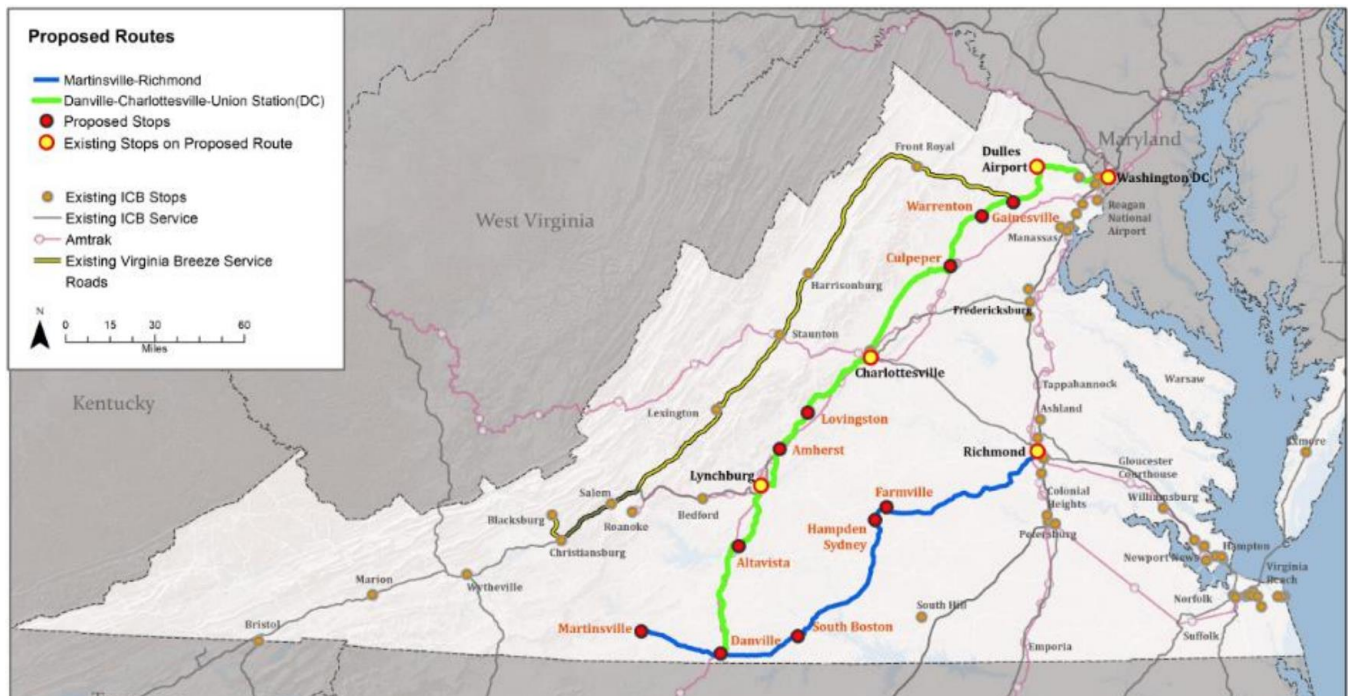
Item Title: Old Business

Action: For Your Information

6a Summary – Intercity Bus Connector/Vanpool

The Department of Rail and Public Transportation (DRPT) completed their assessment for updating their study for unmet Intercity Bus needs within Virginia in July and released a report which indicates focus will be placed on adding additional Intercity Bus Service to two new corridors within the state. This additional service would expand the current service operated along I-81 from Blacksburg to Washington DC, known as the Virginia Breeze.

In the picture below you can see the existing service and two proposed routes, one of which would travel through Lynchburg following the 29 corridor from Danville to Washington DC (green line). We have met with DRPT staff to discuss potential locations for a stop within Lynchburg, which most likely will be the Transfer Station to capitalize on the multimodal connections with local transit, Amtrak, and Greyhound. DRPT is currently working on the bid for this service and plans to begin the new service in the spring/summer of 2020. Details regarding the schedule and frequency have yet to be determined.



Contacts: Brian Booth
Attachments: None
Action Required: None

6b Summary – Financial Analysis

At the May Board of Directors meeting a question was raised regarding the reason for a large increase in expenses from FY 2018 to FY 2019 for Fuel/Lubricants and Tires/Tubes. Staff have looked into the cause for the year over year increase and found the following causes.

Fuel/Lubricants increased approximately \$ 63,000 from FY 2018 (total \$ 598,075) to FY 2019 (total \$ 660,543) as of June 30th. Upon analyzation we found two major contributors to the increase which are as follow:

- The average price per gallon of diesel fuel increased \$.16 per gallon from FY 2018 to FY 2019. The increased cost due to this price increase accounts for approximately \$ 35,000 over the course of the year.
- The second item that we found was the average mileage per month increased after the route changes took effect in December 2018. We saw an average increase of approximately 7,000 miles per month for City routes due to the changes which equated for an increase fuel cost of approximately \$ 20,000 for the last 6 months of FY 2019 when the new route changes were in effect.

These two major factors account for all but \$ 8,000 of the increase year over year which could be attributed to changes in gasoline costs, motor oil costs, diesel exhaust fluid costs, and other motor fluids required for the vehicles.

Tires/Tubes increased approximately \$ 77,000 from FY 2018 (total \$ 60,217) to FY 2019 (total \$ 137,647). This increase was determined to be caused by two main factors

- The first factor was having a capital grant that we were able to charge some tire expenses to in FY 2018 which removed them from the operating statements. The amount charged to the capital grant in FY 2018 which reduced the operating expenditure was approximately \$ 57,000.
- The remaining \$ 20,000 of this increased expense in FY 2019 is attributed to having to rotate our tire stock with a new tire style due to obsolescence of the old style we had previously been using prior. Due to this tire becoming obsolete we had to replace all tires new as opposed to being able to retread tires for approximately a third of the cost of a new tire (new tires are approximately \$ 390 more than a tire that has been retreaded). Based on rough calculations we estimate that the increased cost of having to buy all new tires versus retreading in FY 2019 was roughly \$ 29,000 (this is a rough estimate as we cannot distinguish at this point between which tires had to be replace new and which could have been replaced with a retreaded tire had that been an option).

Contacts: Brian Booth
Attachments: None
Action Required: None

6c Summary – Florida Avenue Connectivity Survey

Staff wrapped up surveying and interviews assessing the need for bus service along Florida Avenue connecting Grace Street to Greenfield Drive. These results have been compiled into a presentation along with recommendations moving forward.

Contacts: Brian Booth
Attachments: Florida Avenue Connectivity Results
Action Required: None





GLTC Board Agenda Detail

Item #: 7
Item Title: New Business
Action: Discussion & Approvals

7a Summary – Title VI Program Update

GLTC is required to develop and maintain a program to comply with Title VI regulations to ensure no person is excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any GLTC program on the basis of race, color, or national origin. Every three years GLTC is required to update this program for submission to FTA and must receive board approval prior to submission. The deadline for submission to FTA is October 1, 2019.

Updates to this program include:

- Updating names, address, phone numbers, etc. accordingly to reflect current employees and facilities.
- Updating the outreach efforts over the last 3 years in Section 5.2
- Updating the Four Factor Analysis in Section 6.4 to reassess the Limited English Proficiency (LEP) percentages within the service area and associated impacts.
- Updating the Language Assistance Measures in Section 6.5b provided by GLTC for LEP populations.
- Updating language in Section 7.0 for systemwide service standards to reflect current route operations.
- Updating the Title VI complaints, investigations, and lawsuits received in the last 3 years in Appendix D.

Staff Recommendation: Should the Board find this policy program acceptable; a motion should be made for approval of the program.

Contacts: Brian Booth
Attachments: GLTC Title VI Program
Action Required: Board Discussion/Approval





GLTC Board Agenda Detail

Item #: 8

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 9

Item Title: Next Meeting & Adjournment

Action: Adjournment

-- Opportunity for any final Board Member Comments or Remarks --

The next GLTC Board Meeting is scheduled to occur on October 2nd, 2019 at 8:30 am

This meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The Annual GLTC Stockholder's Meeting will be held on October 23rd at 6:00 pm. Location will be forthcoming.

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 Sachem 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 --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2018/2019 REGULAR (and special) BOARD MEETING

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

	Christos Carroll	Antonio "Tony" Davis	Mary- Winston Deacon	Christian DePaul	John "Jack" Hellewell	Glenn McGrath	Joel Morgan	Bonnie Svrcek	Margaret "Peggy" Whitaker
Meeting Date	Term date 10/30/2021	Term date 10/30/2020	Term date 10/30/2021	Term date 10/30/2019	Term date 10/30/2019	Term date 10/30/2019	Term date 10/30/2020	Term date 10/30/2020	Term date 10/30/2021
12/5/2018	P	P	P	P	P	P	P	P	A ¹
1/2/2019	PR	A ²	P	P	P	A ³	P	P	PR
2/6/2019	PR	P	P	P	P	P	P	P	PR
3/6/2019	P	P	P	P	P	P	P	P	P
4/3/2019	A ⁴	A ⁵	P	P	P	A ⁶	P	P	P
5/1/2019	P	P	P	PR	P	P	P	P	A ⁷
6/5/2019	A ⁸	P	P	P	P	P	A ⁹	P	P
7/3/2019	A ¹⁰	P	P	P	P	P	P	P	A ¹¹

Note: Attendance is reported to City Council members when considering reappointments, or as requested; as Council requires appointees to attend 75% of the yearly meetings. Absences may be excused because of illness, death of family member, unscheduled or unforeseen business trips, and emergency work assignments. If you are absent and one of the above events was the reason, please let Natalie Wilkins (434-455-4010 or nwilkins@gltconline.com) know so she can indicate the reason on the record.

1 - P. Whitaker - Out of Town

2 - A. Davis - Absent

3 - G. McGrath - Out of Town

4 - C. Carroll - Out of Town/Travel Delays

5 - A. Davis - Meeting Conflict

6 - G. McGrath - Out of Town

7 - P. Whitaker - Absent

8 - C. Carroll - Traveling for Work

9 - J. Morgan - Traveling for Work

10 - C. Carroll - Absent

11 - P. Whitaker - Vacation

