

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

Wednesday, June 3<sup>rd</sup>, 2020

8:30 a.m. – 10:00 a.m.

**Meeting Location:** GLTC Operations and Maintenance Facility – 419 Bradley Dr., Lynchburg, VA 24501

**Board President:** Antonia "Tony" Davis  
**Board Vice President:** Cameron Howe  
**Secretary-Treasurer:** Mary-Winston Deacon  
**Members:** Benjamin Blanks; Dan Deter; Brenda Nash; Bonnie Svrcek; 2 Seats Vacant

### **Public Hearing**

#### **8:30 am – 14-Day Half-Fare Pass**

- a) Public Comment/Hearing
  - i. Speakers should state their name for the official record
  - ii. Speakers will be allotted a maximum of 3 minutes
  - iii. 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

All –  
Board President  
to Moderate

**#1** *Board Meeting Commences following the Public Hearing*

#### **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**

May 13<sup>th</sup>, 2020

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) April 2020 Financials
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

**#5** **Old Business**

- a) Intercity Connector Service/Vanpool Concept
- b) Board Oversight Procedures
- c) Board Appointments

No Update  
No Update  
Update

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

- a) FY 2021 Operating Budget
- b) Public Transportation Agency Safety Plan
- c) Unused Multi-Day Pass Reissuance

Brian Booth



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**#7      President's Report**

GLTC Board  
President

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**#8      Next Meeting Date & Adjournment**  
July 1<sup>st</sup>, 2020 @ 8:30 am – GLTC Board Meeting

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All





**GLTC Public Hearing**

**Item #:** Public Hearing  
**Item Title:** 14-Day Half-Fare Pass  
**Action:** Hear Public Comment

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**Item Summary – 14-Day Half-Fare Pass**

GLTC has proposed to add an additional fare option that is not currently available in the current fare structure. This additional option is a 14-Day Half-Fare Pass at a cost of \$ 12.50. This pass would be eligible for individuals who qualify for GLTC’s Half-Fare program. Details for the eligibility and application for the Half-Fare program can be found on the website, [www.gltconline.com/gltc-fares/](http://www.gltconline.com/gltc-fares/). All other previously proposed fare increases have been removed from this proposal and all fares currently available will remain unchanged.

At this time the floor will be open for public comment on this proposal. At the end of public comment, the Board should provide direction on how to move forward with this proposal.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** Receive Public Feedback/Board Action





## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** May 13<sup>th</sup>, 2020 Minutes  
**Action:** Consideration of Approval

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

May 13, 2020  
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, May 13<sup>th</sup>, 2020 at the Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, Virginia. Board members attending were: Antonio Davis, Bonnie Svrcek, Mary-Winston Deacon, Ben Blanks, Dan Deter, Brenda Nash, and Cameron Howe.

Absent: Curtis Baker

Staff members attending were: Brian Booth, Natalie Wilkins, Steve Overstreet, and Keri Brown. Visitors to the meeting were William Carr; GLTC customer, and Richard Chumley of the News and Advance.

Via conference call attending were: Kelly Hitchcock of RIDE Solutions; Philipp Gabathuler of the Central Virginia Planning District Commission (CVPDC); Larry Morris of First Transit; Dan Sonenklar of DRPT; Danielle McCray and Ben Chambers of Kimley Horn; and Allen Robey, Scott Poindexter, John Yauger, Hope Custer and Millie Martin of GLTC.

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

Mr. Davis called the meeting to order at 8:30 a.m. There was no public comment.

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

Mr. Davis asked for consideration of approval of the minutes of March 4, 2020. Ms. Svrcek made a motion to approve the minutes of March 4, 2020 with Ms. Deacon seconding the motion and the vote was carried.

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

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

**3b – ADA Advisory Committee** – No report

#### **3c – RIDE Solutions**

Ms. Hitchcock stated that due to the pandemic, DRPT is not promoting ride sharing at this time. The focus has been to inform the public of GLTC updates and service changes. Ms. Hitchcock states that Virginia TDM has begun a Caring Commuter program which donates \$500 to a food bank for every 400 trips that are saved by telecommuting. She states that the Vanpool project is being held off during the pandemic as well as all of the biking event promotions. Ms. Hitchcock claims that all marketing money from DRPT will roll over into the next fiscal year and Ride Solutions is looking forward to being involved in promotions with GLTC after the pandemic ends.



Mr. Blanks asked if there were any updates on the Virginia Breeze initiative. Mr. Sonenklar of DRPT stated that service is currently suspended due to the pandemic, however the plans for the two new routes have not changed in character.

### **3d – Central Virginia Planning District Commission**

Mr. Gabathuler stated that CVPDC is in the second survey period of the Long-Range Transportation Plan and currently discussing the option of an online public meeting where they will present survey results and a draft of the plan. He states that CVPDC is working to educate the public on service changes during the pandemic by ensuring Google Transit is up to date.

## **4 – Staff Reports**

### **4a – General Manager’s Report**

The focus over the last two months has been for continuing to provide critical transit service for the City of Lynchburg during the COVID-19 pandemic. The virus began to impact the Lynchburg region at the first of March and GLTC started its response to protect our workforce and passengers from the virus. GLTC has monitored the recommendation of the CDC & VA Department of Health and followed trends taking place within the transit industry across the nation. Follows is a brief summary of the major actions taken follows:

- At the beginning of March, GLTC began a more thorough cleaning of buses and facilities each night at the end of service.
- On Monday March 23, 2020, after consultation with the Board of Directors, GLTC eliminated the collection of fares and required passengers to board and exit through the rear door with the exception of the disabled passengers needing to board in the front to access special seating.
- On Monday March 30, 2020, weekday service was temporarily reduced approximately 25% in response to reduced ridership and in anticipation that staffing constraints may become a problem from individuals out of work due to the virus. Also, bus capacity was limited to 9 passengers per fixed route bus and 1 passenger for paratransit.

Ridership throughout this pandemic has suffered and GLTC first started to experience noticeable declines in ridership around March 16th. Currently ridership for Fixed Route City Service is down about 40 % and Paratransit is down about 50 %.

Emergency financial assistance has been provided by both DRPT and FTA for financial relief for agencies to prepare for, respond to, and recover from this pandemic. On 3/17/2020 the Commonwealth Transportation Board authorized \$ 11 million in additional operating assistance to Virginia’s public transit agencies to which GLTC received \$ 241,038. The CARES Act signed into law by the federal government allocated \$ 25 billion in relief fund to public transit agencies and GLTC was apportioned \$ 7,630,020.

Mr. Davis asked if GLTC was requiring riders to wear face masks. Mr. Booth responded stating that passengers are encouraged but not required to wear face masks at this time.

### **4b – January 2020 Financials**

Total revenues are under budget 1 % year to date and under budget 7 % for the month of March 2020. Fixed Route (FRT) and Paratransit (DRT) Passenger Revenues are significantly under budget for the month (36 % and 41 % respectively) due to eliminating the collection of fares on March 23rd. Total Passenger Revenue is under budget approximately 10 % year to date as a result. Liberty University Revenue is under budget 7 % year to date and under budget 57 % for the month of March. This reduction in revenue is due to Liberty transitioning to online learning for resident students and eliminating on campus bus service for the remainder of the year.



Advertising Revenue is under budget 9 % and Other Contract Revenue is under budget \$ 4,500 year to date. State Operating Assistance reflects being under budget 1 % year to date and is due to revenue received from the Intern Grant being recorded under "State Assistance-Demo & Technical".

Total expenses are under budget 6 % year to date and under budget 24 % for the month of March 2020. Total salaries are under budget approximately 7 %, total overtime is under budget approximately 13 %, and total benefits are over budget approximately 4 %. Maintenance expenses (less wages/benefits) year to date are under budget approximately 10 %. Fuel is under budget approximately 7 % year to date due to a decrease in fuel prices as a result of COVID-19. Tires and Tubes are under budget 30 % and Other Materials and Supplies are under budget approximately 6 %.

Services are over budget 1 %, Utilities are under budget 10 %, and Casualty and Liability expenses are under budget 4 %. Information Technology expenses are under budget 24 % year to date due to the timing of expenditures. Other Materials and Supplies is over budget approximately 24 % and Miscellaneous expenses are approximately 10 % over budget due to the expenses for the intern position being recorded here.

#### **4c – FY 2020 Year-End Projection**

Staff worked to prepare a year-end projection with the best information available due to the major changes in revenue due to the COVID-19 pandemic. Conservative assumptions were made regarding revenue and expenses for the remainder of the fiscal year. With the assumptions applied, GLTC anticipates to close with an approximate \$ 564,000 surplus.

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

Ridership activities for the month of February and March 2020 were presented as follows:

- February Total Ridership – 64,578
- February City Ridership – 57,612
- February Liberty Ridership – 6,966
  
- March Total Ridership – 55,436
- March City Ridership – 51,879
- March Liberty Ridership – 3,557

GLTC saw a decline in ridership starting on March 16th, 2020 due to concerns with COVID-19 which equated to about 50% of ridership in the weeks prior. Currently ridership is at approximately 70 % of normal operations prior to the pandemic.

Maintenance activities were reported as follows for February and March 2020:

Total mileage for fixed route and paratransit services:

- February – 94,576
- March – 91,445

On-time performance for preventative maintenance activities:

- February – 95 %
- March – 92 %



Fleet downtime:

- February – 5.13 %
- March – 5.78 %

#### **4d – Capital Projects Update**

There has been no any activity on this report since January due to projects being in the procurement or build out phases along with delays related to the COVID-19. Staff are working to get back on track as the rapid responses required to adjust to COVID-19 has subsided and we are returning to a somewhat normal workload.

#### **#5 – Old Business**

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

There is no update on these two initiatives.

##### **5b Summary – Board Oversight Procedures**

There is no update on this initiative.

##### **5c Summary – Board Appointments**

City Council has not taken further action to fill the remaining vacant seat for the GLTC Board.

##### **5d Summary – City School/Bus Route Proximity**

At the March Board meeting, Ms. Howe requested a report on the proximity of bus routes to all city schools. An attachment was provided which listed all city schools, what bus routes provide service to each, the location of the closest bus stop, and distance to the school from the bus stop. To summarize;

- Seven (7) schools have bus stops located right outside the school
- Six (6) schools are within ½ mile of a bus route
- Three (3) schools are between ½ mile and .8 miles from a bus route.

Ms. Svrcek stated that it would be helpful to focus on high schools and to compare where routes go in relation to school districts.

#### **#6 – New Business**

##### **6a Summary – Transit Strategic Plan (TSP)**

The Transit Strategic Plan (TSP) was presented at the March Board meeting for review and additional time was requested to review the document before considering adoption. Following the presentation from the Kimley-Horn consultants, feedback was received from board members and staff worked to make adjustments to the TSP based on feedback received. The following changes were made to the document:

- Objective 1.1 (pg. 1-5) – Measure – Complaint Investigation Time;
  - Revised Strategy to “Conduct customer service training for staff twice per year”
- Objective 1.2 (pg. 1-5) – Measure – Length of trip;
  - Revised strategy to “Prior to implementing service changes, compare trip times with Google drive estimates at same day/times
- Objective 1.3 (pg. 1-6) – Word error;



- Changed to read: "Update transit service changes on website at least 14 days prior to new service implementation"
- Objective 1.4 (pg. 1-6) – Measure – Accident frequency rate;
  - Revised strategy to "Monitor accident reports monthly and identify patterns of accidents to determine route issues and potential training needs"
- Objective 3.2 (pg. 1-7) – Measure –Annual progress/update reporting completed;
  - Revised strategy to "Monitor accident reports monthly and identify patterns of accidents to determine route issues and potential training needs"
- Service Guidelines (pg. 1-8) – Measure – Quality/Schedule Adherence;
  - Revised strategy to "Monitor reporting on performance towards goals and objectives"

Ms. Howe suggested to add "distance" to Objective 1.4 for clarity. Ms. McCray of Kimley Horn stated that she is comfortable with making that change.

After discussion, Ms. Howe made a motion to adopt the Transit Strategic Plan. Ms. Deacon seconded the motion and the vote was carried.

### **6b Summary – Public Transportation Agency Safety Plan (PTASP)**

The Federal Transit Administration (FTA) has a deadline of July 20, 2020 for all transit entities that receive federal funds to develop and adopt a Public Transportation Agency Safety Plan (PTASP) which include processes and procedures to implement Safety Management Systems (SMS) and safety performance targets. The Department of Rail and Public Transportation is required to develop a PTASP for small public transportation providers who operate 100 or fewer vehicles in revenue service and allow entities that fall into this category to take part in the statewide PTASP. Staff previously recommended to the GLTC Board to take part in the statewide plan to obtain technical assistance and leverage expertise in the development and execution of the PTASP; the GLTC Board concurred with staff recommendations.

The statewide plan has an initial executive summary which outlines the background, PTASP requirements, agencies covered in the plan, safety risk management processes, and update procedure requirements. Each transit agency will have its own appendix which focuses on the specifics of that particular transit agency and outlines the performance targets, current processes and procedures related to safety, and monitoring/reporting requirements.

The plan is presented for initial review. The consultants working with DRPT on the development of this plan received additional guidance from FTA which require the performance targets to be broken out separately between Fixed Route and Paratransit. Staff are working with the consultants to make these adjustments to bring the plan back to the Board at a future meeting for review and adoption.

Ms. Svrcek asked if the adoption of this Transit Strategic Plan will have an impact on future insurance rates. Mr. Booth stated that he was not certain but he would look further into it.

### **6c Summary – Fare Increase Survey Results/Public Hearing**

During the month of February, GLTC staff published a proposed fare increase and distributed two surveys; one to collect demographic data for conducting a Title VI analysis and a second to gather feedback from passengers regarding the impact a fare increase would have on those who utilize the bus system. These surveys ran until March 15th, 2020 and GLTC received 269 responses to the demographic survey and 154 responses to the rider feedback survey inquiring about the impact of a fare increase.

The rider feedback survey consisted of eight questions which sought feedback from passengers on how often they use GLTC, how a fare increase would impact the individuals and their utilization of GLTC, and what routes and passes passengers used most often. The demographic survey collected data necessary to complete a Title VI





analysis to ensure that any fare increase isn't disproportionately burdensome on a low income or minority population group. Data collected included ethnicity, number of persons living in the household, household income, and types of fares most utilized. This data was utilized to determine the percentage of GLTC passengers that are of minority or low-income population. Low-income status was referenced as defined by the United States Census Bureau based on household size. A summary of the results was provided in the meeting packet.

Mr. Blanks stated that given the current circumstances, he would suggest not moving forward with the fare increase but would like to move forward with the Half-Fare 14-Day pass. With the consensus of the board, Mr. Booth suggested moving forward with a scheduled Public Hearing on this matter. Mr. Blanks made a motion to hold a Public Hearing regarding the addition of the Half-Fare 14-Day Pass. Ms. Svrcek seconded the motion and the vote was carried.

Ms. Howe stated that the written feedback from the Fare Increase Feedback survey was more beneficial than the other data. She adds that many passengers mentioned adding Sunday service and that the 31-day and 14-day passes do not account for the Sundays that are missed. Additionally, Ms. Howe is concerned with passengers not carrying change and asks that GLTC would consider a rule for change in order to make it easy for passengers to purchase fares.

Mr. Blanks asked if there is any way to account for calendar days concerning the fare passes. Mr. Booth stated that he would check with the fare box vendor.

Mr. Deter asked why GLTC does not currently offer Sunday service. Mr. Booth stated that GLTC had Sunday service in the past but had low ridership and decided to terminate service. He stated that adding Sunday service and staff necessary now is a financial issue, however it is in the long-term plan. Mr. Deter suggest to consider adding Sunday service when/if the fare increase occurs.

Mr. Blanks stated that Sunday service helped the church crowd but otherwise had very low ridership. Ms. Howe suggested to offer a half day or limited service on Sundays. Additionally, Ms. Howe suggested developing an incentive for child passengers to have a lower rate by bringing in their report card. Mr. Booth stated that GLTC normally runs a Summer Youth Pass program, but will have discussion with staff about other possible promotions.

## **6d Summary – CARES Act Funding**

On March 27, 2020, President Trump signed the \$ 2 trillion Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. As a part of this act, \$ 25 billion was allocated by FTA to recipients of urbanized area (Section 5307) and rural area (Section 5311) formula funds. These funds are provided at 100 % federal share, with no local match required, and are available to support capital, operating, and other expenses generally eligible under the programs to prevent, prepare for, and respond to COVID-19.

FTA is considering all expenses normally eligible under the Section 5307 and 5311 programs incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19 and thus eligible under the CARES Act. There is no lapse date on funds through the CARES Act and funds are available until expended; but systems are encouraged to spend funds expeditiously as unspent funds can be rescinded by Congress in the future. As a part of the CARES Act, GLTC was allocated \$ 7,630,020. CARES Act funds are separate and in addition to the annual Section 5307 federal formula funds that GLTC receives annually for operating.

GLTC is apportioned to receive approximately \$ 2,696,687 in federal funds through the Section 5307 formula grant program for FY 2021. These funds can be used for operating expenses up to 50 % federal share and are available the year appropriated plus five years.

After discussion with FTA, staff recommended to utilize funds from the CARES Act (\$ 7,630,020) to support operating expenses in FY 2021 (~\$ 4,268,232) and FY 2022 (~\$ 3,361,788) under the advisement from FTA to spend fund expeditiously. Staff are recommending that the funds allocated to GLTC through the Section 5307



formula program for FY 2021 (~\$ 2,696,687) and FY 2022 (yet to be apportioned) be held for later fiscal years to offset anticipated reductions in federal revenue anticipated beginning in FY 2023.

Staff do not feel at this time that it will be necessary to utilize CARES Act funds for FY 2020. However, should something unexpected occur or our revenue and expense projections through the end of the fiscal year be off, these funds would be available to make up the deficit.

### **6e Summary – City Operating Budget Submission Update**

As a result of the COVID-19 pandemic, the City of Lynchburg has projected a revenue loss of \$ 6,446,138 for the upcoming 2021 fiscal year. City Finance asked that all departments review their submitted FY 2021 budget and identify areas where expenses could be cut to make up for the projected revenue loss.

GLTC had previously submitted a budget which requested \$ 1,962,303 from the City which was broken down between a request for City Operating funds of \$ 1,642,346 and a Return of Fund Balance of \$ 319,957; which the City holds for GLTC. After receiving information about the allocation from the CARES Act and consultation with FTA, DRPT, and City Finance, GLTC reduced the request from the City to \$ 500,000. \$ 500,000 was held in the request from the City for local match as there is uncertainty as to whether State operating funds would require a local match. There was also discussion with City Finance that the \$ 500,000 could potentially be returned to the City should the State operating funds not require a local match. Should this allocation be returned to the City, GLTC would plan to utilize additional CARES Act funds in lieu of the City allocation.

The GLTC Operating budget is planned to be brought back before the Board at the June 3rd meeting for review and adoption. This budget would incorporate any changes projected for revenue, expenses, and fund sources.

### **6f Summary – Transition Plan for GLTC Service**

Governor Northam has outlined the approach planned for lifting the restrictions put into place for the COVID-19 pandemic and working to reopen businesses in Virginia. The approach is to move in three distinct phases with the transition into each phase being determined based data analysis to avoid a resurgence of COVID-19 infections. With this guidance provided staff have worked to develop a plan for how GLTC would recommend moving to return to normal service, restore cut service, resuming fare collection, etc. The recommended changes are proposed based on the various phases outlined by the Governor.

GLTC recommends to keep the same precautionary measures in place during Phase 1. These measures include: operating the reduced service currently in place, continue to board passengers using the rear door, continue the suspension of collecting fares, and continue to limit the capacity of any bus to nine (9) passengers.

In Phase 2, GLTC would consider lifting the capacity limit of 9 passengers and potentially restore cut service. GLTC would recommend to continue boarding passengers using the rear door and continue the suspension of collecting fares.

In Phase 3, GLTC would recommend to resume front door boarding, collecting fares, and lifting any other service restriction not lifted in previous phases.

Mr. Deter asked if there will be any alterations to the buses long-term in regards to health safety. Mr. Booth stated that GLTC currently uses plastic curtains to protect drivers during the pandemic, however they are looking at permanent protection barriers. Ms. Howe asked if there are any safety concerns with these protection barriers. Mr. Booth stated that GLTC is looking into it.

Ms. Howe made a motion to continue the suspension of fare collection and resume collecting fares as proposed around the start of Phase 3. Ms. Deacon seconded the motion and the vote was carried.



## **#7- President's Report**

Mr. Davis asked for additional comments from the board. Mr. Blanks stated that the feedback from passengers regarding GLTC's response to the pandemic has been good and encouraged GLTC to keep moving forward. Ms. Howe commended Mr. Booth and Ms. Custer for the work that they have done. Mr. Davis stated that GLTC is a great partner to the city.

Mr. Davis welcomed the newest board member, Ms. Nash and asked for an introduction. Ms. Nash stated that she is employed at Concentrix where there are a lot of employees that utilize the bus. She considers being on the board as a great opportunity to learn and help the community.

## **#8 – Next meeting and Adjournment**

The next GLTC Board Meeting is scheduled to occur on June 3rd, 2020 at 8:30 am at the GLTC Operations and Maintenance Facility, 419 Bradley Dr, Lynchburg, VA.

As there was no further business, Mr. Davis made a motion to adjourn the meeting with Mr. Blanks seconding the motion and the vote was carried. The meeting was adjourned at 10:18 am.

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Secretary/Treasurer





## GLTC Board Agenda Detail

**Item #:** 3  
**Item Title:** Committee & Partner Reports  
**Action:** None

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### Committee Reports

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

### Partner Reports

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

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 4a

**Item Title:** General Manager's Report

**Action:** For Your Information

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

- GLTC received notification from the Central Virginia Training Center (CVTC) in Madison Heights that all residents have moved off of the campus and they are working to close off public access to the campus. With this notice they asked that we stop bus service to the campus and remove bus stops and shelters. Staff have worked to notify the community and service ended to CVTC on Friday May 29<sup>th</sup>. Eliminating this service will free up time on the Route 5 which services Madison Heights. Operations staff have worked with Philipp Gabathuler to discuss options for changing the route to utilize the additional time gained. Marketing staff are working on public outreach efforts to obtain feedback from the Madison Heights community for input on changes.
- On Friday May 29<sup>th</sup>, Executive Order 63 issued by Governor Northam took effect which requires individuals to wear face covering in certain public settings and includes while riding public transit. To comply with this Executive Order GLTC is requiring that all individuals wear a face covering while on GLTC property to include buses, bus stops, the Transfer Station, Operations and Maintenance Facility, etc. Individuals who meet one of the exclusions will be exempt from this requirement. To aid passengers who utilized GLTC in complying with this order, GLTC has procured masks and is offering a mask to anyone who enters GLTC property without one. Additional FTA and DRPT are assisting with efforts to procure and provide masks to transit agencies across Virginia and the nation.





## **GLTC Board Agenda Detail**

**Item #:** 4b

**Item Title:** April 2020 Financials

**Action:** For Your Information

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### **REVENUES:**

Total revenues are under budget 2 %, approximately \$ 103,000, year to date and under budget 4 % for the month of April 2020. Passenger Revenue, Access Contracts, and Liberty University Revenue all reflect either minimal or no revenue for April due to suspending the collection of fares and service cancellation. Advertising Revenue is under budget 14 % year to date, approximately 10,500, due to a reduction in advertising contracts after the pandemic hit.

State Operating Assistance is over budget 4 % year to date, approximately \$ 64,000, and over budget 45 % for the month of April. This increase in operating assistance is due to the COVID relief assistance DRPT provided to all transit agencies at the end of March. GLTC received approximately \$ 241,000 in relief assistance and will be reflected evening over the three months in the final quarter of the fiscal year.

### **EXPENSES:**

Total expenses are under budget 8 %, approximately \$ 474,000, year to date and under budget 18 % for the month of April 2020. Total salaries are under budget approximately 8 % or \$ 194,000, total overtime is under budget approximately 19 % or \$ 38,000, and total benefits are under budget approximately 4 % or \$ 56,000. Maintenance expenses (less wages/benefits) year to date are under budget approximately 13 % or \$ 199,000. Fuel is under budget approximately 13 % or \$ 64,000 year to date and due to a decrease in fuel prices as a result of COVID-19. Tires and Tubes are under budget 31 % or \$ 31,000 due to less tires being utilized. Other Materials and Supplies are under budget approximately 8 % or \$ 36,000 and due to minimal number of high cost repairs occurring within the last few months.

Services are over budget 1 %, Utilities are under budget 12 %, and Casualty and Liability expenses are under budget 3 %. Information Technology expenses are under budget 24 % year to date. Other Materials and Supplies is over budget approximately 27 %, or \$ 5,800, year to date due to some unanticipated facility maintenance expenses not planned earlier in the fiscal year. Miscellaneous expenses are approximately 5 % over budget or \$ 2,600 year to date due to the expenses for the intern position being recorded here which were originally budgeted in Other Salaries and Wages.

### **SUMMARY:**

The year to date net income reflects a surplus of \$ 404,394 at the end of April 2020. We are continuing to work to install long term protection solutions for the operators and staff for the safety of our workforce which may impact the amount of this surplus.

**Contacts:** Brian Booth  
**Attachments:** Pages 15-19  
**Action Required:** None



**Greater Lynchburg Transit Company, Inc.**

**Balance Sheet**

**April FY 2020**

	FY 2020	FY 2019	Difference
<b><i>ASSETS</i></b>			
Cash - Capital	242,159	246,906	(4,747)
Accounts Receivable	57,369	63,844	(6,475)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 299,528</b>	<b>\$ 310,750</b>	<b>\$ (11,222)</b>
Tangible Property	\$ 60,884,309	\$ 60,720,332	\$ 163,977
Accumulated Depreciation	(23,625,249)	(20,304,318)	(3,320,931)
<b>NET FIXED ASSETS</b>	<b>\$ 37,259,061</b>	<b>\$ 40,416,014</b>	<b>\$ (3,156,954)</b>
<b>TOTAL ASSETS</b>	<b>\$ 37,558,588</b>	<b>\$ 40,726,764</b>	<b>\$ (3,168,176)</b>
<b><i>LIABILITIES AND CAPITAL</i></b>			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 49,514	\$ -
<b>TOTAL LIABILITIES</b>	<b>49,514</b>	<b>49,514</b>	<b>-</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	139,572	409,518	(269,946)
<b>TOTAL CAPITAL</b>	<b>\$ 37,509,074</b>	<b>\$ 40,677,250</b>	<b>\$ (3,168,176)</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 37,558,588</b>	<b>\$ 40,726,764</b>	<b>\$ (3,168,176)</b>



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Apr FY 2020**

	FY 2020	FY 2019	Difference
<b>ASSETS</b>			
Cash	\$ 399,453	\$ 402,718	\$ (3,265)
Cash - OPEB	263,454	236,243	27,211
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	130,785	681,852	(551,067)
Materials and Fuel	310,357	333,180	(22,823)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,104,225</b>	<b>\$ 1,654,168</b>	<b>\$ (549,944)</b>
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
<b>NET FIXED ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prepayments	196,771	102,106	94,665
<b>TOTAL ASSETS</b>	<b>\$ 1,300,996</b>	<b>\$ 1,756,274</b>	<b>\$ (455,279)</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Trade	\$ 196,385	\$ 403,845	\$ (207,460)
Wages Payable	100,901	113,414	(12,513)
Other Payroll Liabilities	716,336	593,295	123,041
Advance Payments	(117,021)	397,626	(514,647)
<b>TOTAL LIABILITIES</b>	<b>896,601</b>	<b>1,508,180</b>	<b>(611,579)</b>
Accumulated Income/(Loss) Current Year	404,394	248,094	156,300
<b>TOTAL CAPITAL</b>	<b>\$ 404,394</b>	<b>\$ 248,094</b>	<b>\$ 156,300</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,300,996</b>	<b>\$ 1,756,274</b>	<b>\$ (455,278)</b>





**GREATER LYNCHBURG TRANSIT COMPANY, INC.**

**INCOME STATEMENT**

**AS OF APRIL 30, 2020**

		<b>FY2020 ACTUAL APR</b>	<b>FY2020 ACTUAL YTD</b>
<b>REVENUE</b>			
Operating Assistance Revenue		\$ -	\$ 5,052,914
Money Paid to CVTMC		-	(5,052,914)
Federal Grant Revenue		-	124,496
Local Grant Revenue		-	31,122
<b>TOTAL REVENUE</b>		<b>\$ -</b>	<b>\$ 155,618</b>
<b>EXPENSES</b>			
Repairs - Capital		-	\$ 16,046
Other Miscellaneous Expense		-	-
<b>TOTAL EXPENSES</b>		<b>\$ -</b>	<b>\$ 16,046</b>
<b>NET INCOME/(LOSS)</b>		<b>\$ -</b>	<b>\$ 139,572</b>



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF APRIL 30, 2020**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020		FY2020	FY2020	
	APR	APR	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 525	\$ 45,410	-99%	\$ 367,008	\$ 454,100	-19%
DRT Passenger Revenue	1,092	5,221	-79%	46,623	52,210	-11%
Contracts (LU Access)	-	16,800	-100%	134,400	151,200	-11%
Contracts (CVCC Access)	-	4,692	-100%	42,228	46,920	-10%
Liberty University Revenue	-	33,390	-100%	249,690	300,510	-17%
Other Contract Revenue	-	501	-100%	-	5,011	-100%
Non-Operating Revenue	87	1,083	-92%	9,499	10,829	-12%
Advertising Revenue	3,298	7,500	-56%	64,535	75,000	-14%
City Operating Assistance	144,065	144,065	0%	1,440,654	1,440,654	0%
County Operating Assistance	6,356	6,356	0%	63,563	63,563	0%
State Operating Assistance	250,042	171,958	45%	1,783,776	1,719,582	4%
State Assistance-Demo & Technica	4,470	-	0%	14,224	-	100%
Federal Operating Assistance	196,469	196,469	0%	1,964,688	1,964,694	0%
<b>TOTAL REVENUE</b>	<b>\$ 606,404</b>	<b>\$ 633,446</b>	<b>-4%</b>	<b>\$ 6,180,886</b>	<b>\$ 6,284,273</b>	<b>-2%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 99,875	\$ 119,714	-17%	\$ 1,101,262	\$ 1,197,137	-8%
Operator-Overtime	3,466	16,085	-78%	119,295	160,848	-26%
Other Salaries & Wages	25,279	25,188	0%	250,540	251,876	-1%
Supervisors-Overtime	540	1,229	-56%	8,131	12,293	-34%
Fringe Benefits	80,216	83,827	-4%	803,045	838,270	-4%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 209,377</b>	<b>\$ 246,042</b>	<b>-15%</b>	<b>\$ 2,282,272</b>	<b>\$ 2,460,423</b>	<b>-7%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 12,522	\$ 23,409	-47%	\$ 196,797	\$ 234,085	-16%
Operator-Overtime-PTS	-	815	-100%	4,562	8,146	-44%
Other Salaries & Wages	5,673	5,544	2%	54,803	55,441	-1%
Fringe Benefits	11,657	15,437	-24%	139,065	154,366	-10%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 29,852</b>	<b>\$ 45,204</b>	<b>-34%</b>	<b>\$ 395,227</b>	<b>\$ 452,038</b>	<b>-13%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 43,976	\$ 49,944	-12%	\$ 458,924	\$ 499,438	-8%
Inspection&Maint,Srcv-Overtime	1,873	2,203	-15%	33,031	22,028	50%
Fringe Benefits	28,227	27,042	4%	267,073	270,421	-1%
Fuel & Lubricants	19,480	50,837	-62%	444,372	508,368	-13%
Tires & Tubes	5,809	10,219	-43%	70,481	102,190	-31%
Other Materials & Supplies	30,456	42,940	-29%	393,286	429,403	-8%
<b>TOTAL MAINTENANCE</b>	<b>\$ 129,821</b>	<b>\$ 183,185</b>	<b>-29%</b>	<b>\$ 1,667,167</b>	<b>\$ 1,831,848</b>	<b>-9%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 30,098	\$ 31,660	-5%	\$ 298,018	\$ 316,597	-6%
Fringe Benefits	18,343	16,418	12%	161,788	164,180	-1%
Services	37,061	37,634	-2%	378,228	376,338	1%
Utilities	12,103	16,291	-26%	143,896	162,912	-12%
Casualty & Liability Expenses	26,785	26,294	2%	253,822	262,940	-3%
Information Technology	10,863	14,776	-26%	111,802	147,763	-24%
Other Materials & Supplies	3,423	2,125	61%	27,059	21,250	27%
Miscellaneous	3,285	5,453	-40%	57,213	54,525	5%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 141,963</b>	<b>\$ 150,650</b>	<b>-6%</b>	<b>\$ 1,431,825</b>	<b>\$ 1,506,504</b>	<b>-5%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 511,012</b>	<b>\$ 625,081</b>	<b>-18%</b>	<b>\$ 5,776,492</b>	<b>\$ 6,250,813</b>	<b>-8%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 95,392</b>	<b>\$ 8,365</b>		<b>\$ 404,394</b>	<b>\$ 33,460</b>	

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF APRIL 30, 2020**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019		FY2020	FY2019	
	APR	APR	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 525	\$ 44,226	-99%	\$ 367,008	\$ 449,624	-18%
DRT Passenger Revenue	1,092	\$ 4,535	-76%	46,623	52,222	-11%
Contracts (LU Access)	-	\$ 6,006	-100%	134,400	54,054	149%
Contracts (LC Access)	-	\$ 2,086	-100%	-	20,860	-100%
Contracts (CVCC Access)	-	\$ 4,600	-100%	42,228	46,000	-8%
Liberty University Revenue	-	\$ 139,237	-100%	249,690	1,308,951	-81%
Other Contract Revenue	-	\$ 41	-100%	-	13,083	-100%
Non-Operating Revenue	87	\$ 710	-88%	9,499	27,252	-65%
Advertising Revenue	3,298	\$ 4,688	-30%	64,535	73,245	-12%
City Operating Assistance	144,065	\$ 144,065	0%	1,440,654	1,440,654	0%
County Operating Assistance	6,356	\$ 6,232	2%	63,563	62,317	2%
State Operating Assistance	250,042	\$ 167,078	50%	1,783,776	1,682,321	6%
State Assistance-Demo & Technic	4,470	\$ -	0%	14,224	-	100%
Federal Operating Assistance	196,469	\$ 162,794	21%	1,964,688	1,627,938	21%
<b>TOTAL REVENUE</b>	<b>\$ 606,404</b>	<b>\$ 686,298</b>	<b>-12%</b>	<b>\$ 6,180,886</b>	<b>\$ 6,858,522</b>	<b>-10%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 99,875	\$ 131,266	-24%	\$ 1,101,262	\$ 1,279,848	-14%
Operator-Overtime	3,466	42,445	-92%	119,295	367,397	-68%
Other Salaries & Wages	25,279	25,622	-1%	250,540	246,188	2%
Supervisors-Overtime	540	3,757	-86%	8,131	20,612	-61%
Fringe Benefits	80,216	88,849	-10%	803,045	904,805	-11%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 209,377</b>	<b>\$ 291,939</b>	<b>-28%</b>	<b>\$ 2,282,272</b>	<b>\$ 2,818,850</b>	<b>-19%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 12,522	\$ 20,349	-38%	\$ 196,797	\$ 206,331	-5%
Operator-Overtime-PTS	-	554	-100%	4,562	9,367	-51%
Other Salaries & Wages	5,673	5,670	0%	54,803	47,951	14%
Fringe Benefits	11,657	11,571	1%	139,065	124,632	12%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 29,852</b>	<b>\$ 38,144</b>	<b>-22%</b>	<b>\$ 395,227</b>	<b>\$ 388,281</b>	<b>2%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 43,976	\$ 48,836	-10%	\$ 458,924	\$ 488,971	-6%
Inspection&Maint,Srcv-Overtime	1,873	5,180	-64%	33,031	81,481	-59%
Fringe Benefits	28,227	23,374	21%	267,073	269,663	-1%
Fuel & Lubricants	19,480	57,580	-66%	444,372	550,235	-19%
Tires & Tubes	5,809	5,156	13%	70,481	127,871	-45%
Other Materials & Supplies	30,456	20,682	47%	393,286	407,135	-3%
<b>TOTAL MAINTENANCE</b>	<b>\$ 129,821</b>	<b>\$ 160,808</b>	<b>-19%</b>	<b>\$ 1,667,167</b>	<b>\$ 1,925,356</b>	<b>-13%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 30,098	\$ 32,120	-6%	\$ 298,018	\$ 318,323	-6%
Fringe Benefits	18,343	13,986	31%	161,788	150,477	8%
Services	37,061	40,432	-8%	378,228	397,003	-5%
Utilities	12,103	15,108	-20%	143,896	147,972	-3%
Casualty & Liability Expenses	26,785	26,984	-1%	253,822	313,731	-19%
Information Technology	10,863	9,979	9%	111,802	113,082	-1%
Other Materials & Supplies	3,423	2,139	60%	27,059	30,597	-12%
Miscellaneous	3,285	(2,735)	-220%	57,213	6,755	747%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 141,963</b>	<b>\$ 138,011</b>	<b>3%</b>	<b>\$ 1,431,825</b>	<b>\$ 1,477,940</b>	<b>-3%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 511,012</b>	<b>\$ 628,902</b>	<b>-19%</b>	<b>\$ 5,776,492</b>	<b>\$ 6,610,428</b>	<b>-13%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 95,392</b>	<b>\$ 57,396</b>		<b>\$ 404,394</b>	<b>\$ 248,094</b>	



## **GLTC Board Agenda Detail**

**Item #:** 4c

**Item Title:** April 2020 Ridership & Operational Statistics

**Action:** For Your Information

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### **Summary:**

Ridership and Maintenance Activities are summarized below with associated graphs depicting year over year statistics following.

### **Ridership:**

Total Ridership for the month of April was 35,790 passengers. This is all City Ridership as all service for Liberty University was suspended due to COVID-19 and transitioning to online learning.

### **Maintenance:**

Maintenance activities are reported as follows for April 2020:

Total mileage for fixed route and paratransit services was 79,605 miles.

On-time performance for preventative maintenance activities were at 100 %.

The fleet downtime was 6.24 %.

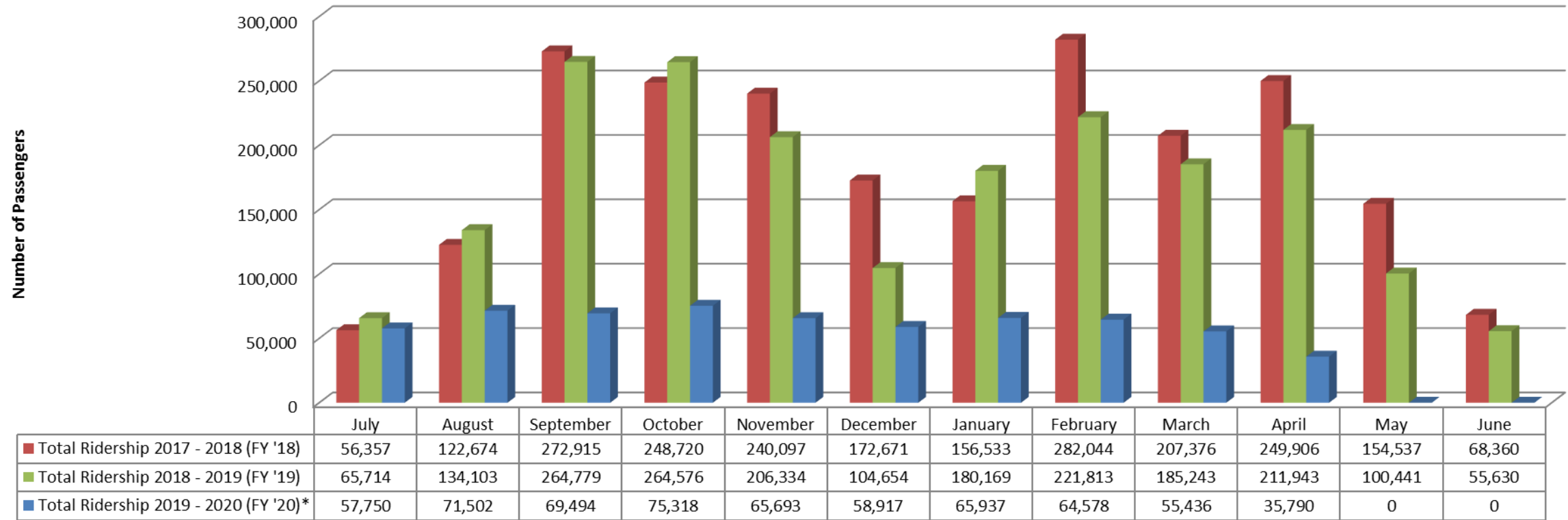
**Contacts:** Brian Booth

**Attachments:** Pages 21-26

**Action Required:** None

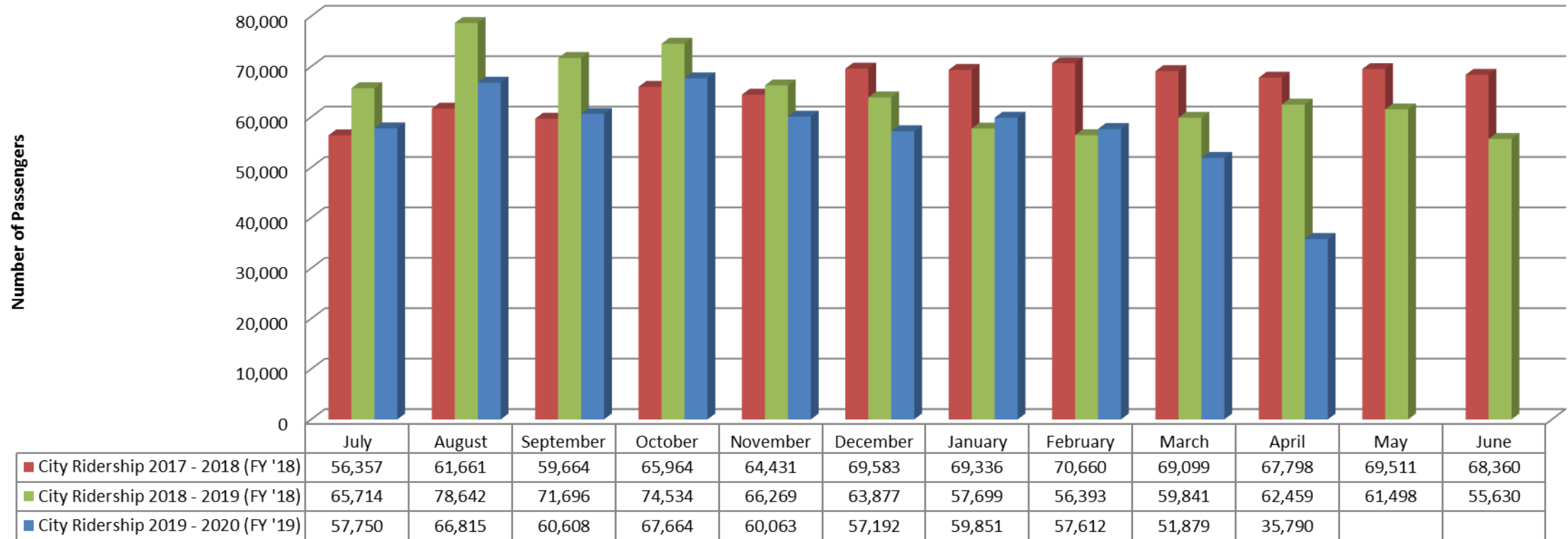


## Monthly System-Wide Ridership FY '18, FY '19, FY '20

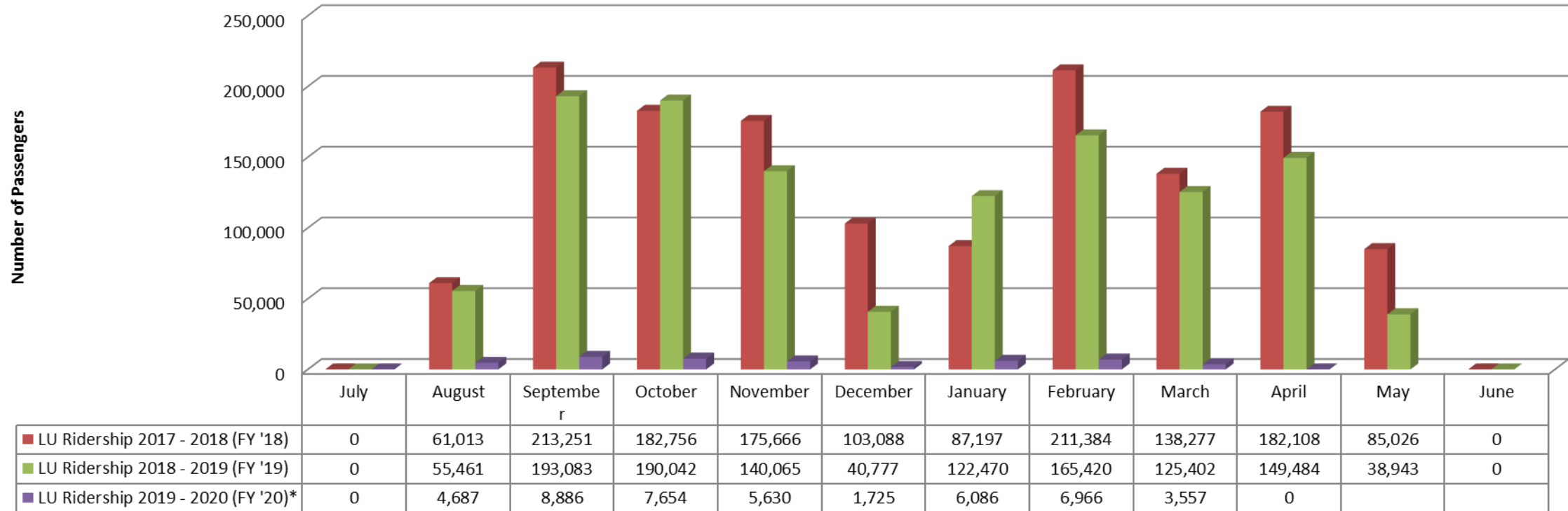


\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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

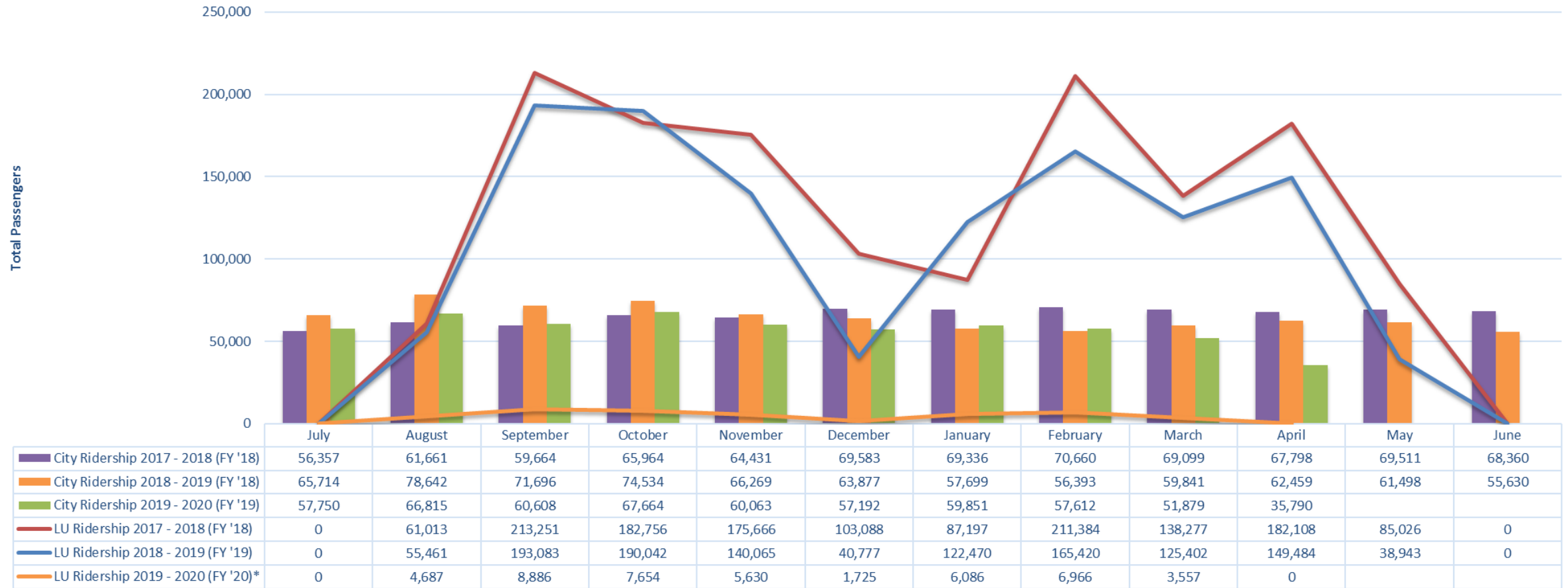


## Liberty University Ridership FY '18, FY '19, FY '20



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

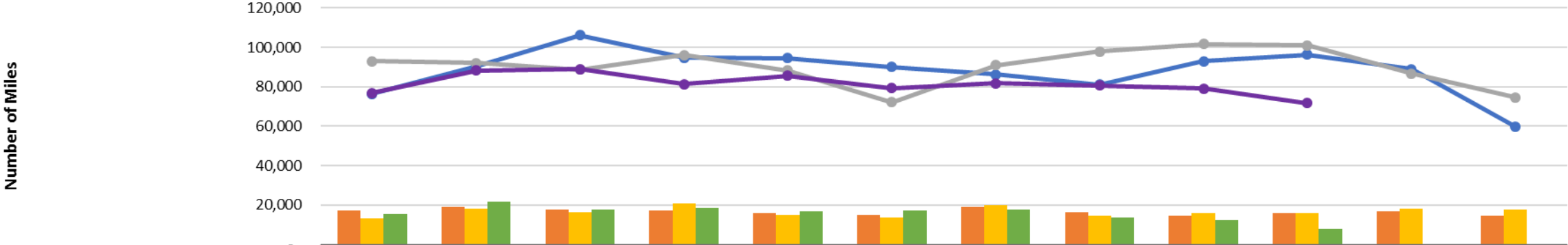
### GLTC City vs. Liberty Ridership Comparison



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

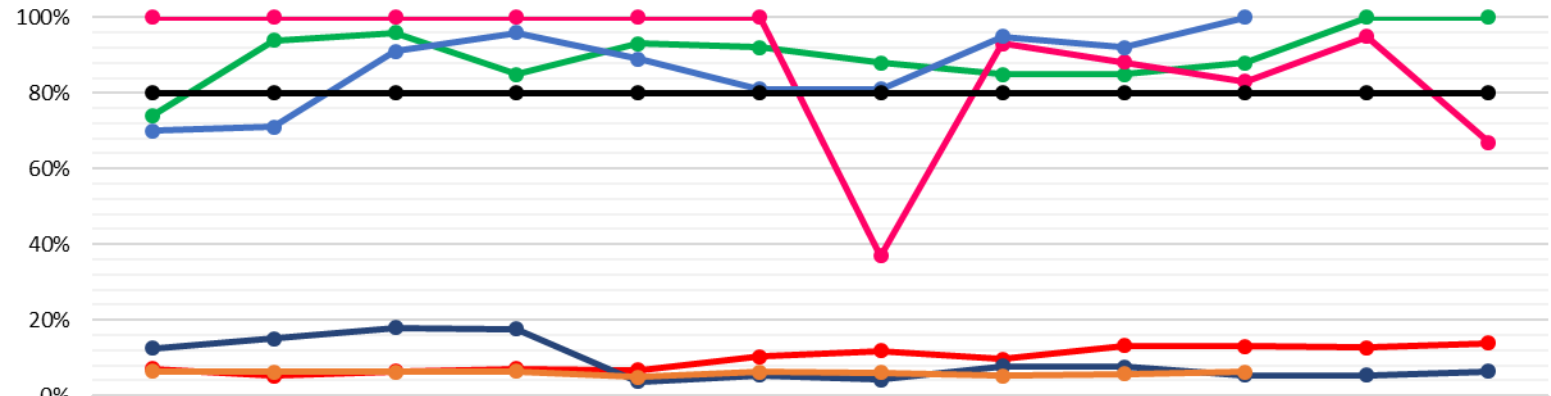


### GLTC Mileage FY '18, FY '19, FY '20



	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	21,613	17,596	18,840	16,711	17,054	17,554	13,819	12,257	7,893		
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	88,291	88,936	81,290	85,615	79,320	81,898	80,757	79,188	71,712		

## Maintenance Performance FY '18, FY '19, FY '20



	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%	71%	91%	96%	89%	81%	81%	95%	92%	100%		
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%	6.16%	6.28%	6.35%	4.86%	6.22%	6.04%	5.13%	5.78%	6.24%		



## GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report is provided below through April 2020. Minimal activity continues to be reflected on this report due to projects being in procurement and buildout phases. Proposal have been received for the Fare Collection Equipment grants and are currently being reviewed. The eight (8) replacement buses delivery timeline has been updated to anticipate receipt of these vehicles in late August 2020.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						4/30/2020
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
<b>VA-95-X120</b>							
Revision approved 1/3/1	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/1	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
<b>VA-95-X145</b>							
Revision approved 1/3/1	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
<b>VA-2016-022-00</b>							
		<b>Executed 9/23/16</b>					
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
<b>VA-2018-005-00</b>							
		<b>Executed 3/14/18</b>					
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ 343
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 47,952
<b>VA-2019-011-00</b>							
		<b>Executed 3/28/19</b>					
VA-2019-011-01	73019-29	Purchase (8) 40FT Replacement Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 4,288,248
VA-2019-011-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ 24,993
VA-2019-011-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ 235,114
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 4,548,355
<b>VA-2020-006-00</b>							
		<b>Executed 1/2/2020</b>					
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ 5,000.00
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 632,000.00





## GLTC Board Agenda Detail

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

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

These two initiatives have been placed on hold due to COVID-19 and focusing efforts on recovering from the pandemic.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** None

### **5b Summary – Board Oversight Procedures**

These are still in progress.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** None

### **5c Summary – Board Appointments**

Curt Baker resigned from the Board on May 12<sup>th</sup>, 2020 due to changes in his employment situation and no longer being able to meet the duties required for serving on the Board. With this resignation there are now 2 vacant seats on the board that City Council will need to take action on. Robin Craig, Clerk of Council, has been notified of this resignation.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 6

**Item Title:** New Business

**Action:** Discussion & Approvals

### **6a Summary – FY 2021 Operating Budget**

The proposed budget for FY 2021 is provided on the following pages for review. The proposed budget for FY 2021 is \$ 7,953,823 which is a 1.3 % decrease, or \$ 108,000, from the preliminary budget proposed in December. While this budget is presented as final, there are several assumptions made which will require us to monitor and potentially revisit and update the budget as revenues begin to solidify. These assumptions are noted below along with an overview of the major points within the budget.

#### Revenues

- Passenger Revenue has been estimated at approximately 75 % of what we would typically project during a year under normal operation. We felt it prudent to reduce our projections for revenue due to the suspension of fare collection more than likely continuing into the new fiscal year as well as the uncertainty of how ridership will respond once restrictions are further eased.
- Access Contracts for Liberty and CVCC are projected conservatively to exclude revenue for July and August due to the uncertainty of when fare collection will resume. This equates to a total reduction between the two of approximately \$ 27,000 from what was proposed for FY 2021 in December.
- Liberty Revenue has been proposed to maintain the current revenue that was budgeted for in FY 2020 due to Liberty not presenting a new service plan for FY 2021 due to responding to COVID-19.  
*\*Due to not receiving a proposed service plan, this figure will likely change.*
- Other Contract Revenue and Non-Operating Revenue have been projected based on current experience in FY 2020.
- Advertising Revenue has been projected at 70 % of what was proposed for FY 2021 in December due to the uncertainty of how advertising contracts will rebound as businesses begin to reopen.
- City Operating Assistance is projected at \$ 500,000, but may be returned to the City during the 1<sup>st</sup> quarter adjustments City Council may deem necessary. This was originally placed in the budget in the event that the DRPT required a local match for the State Operating Assistance. DRPT did confirm late last week that the State Operating Assistance did not require a local match and that funds from the CARES Act could be utilized to make up for local match lost; which would make it possible to return this amount to the City.
- State Operating Assistance is projected at the same amount that was proposed for FY 2021 in December. Due to state revenues being so uncertain, the Commonwealth Transportation Board (CTB) has not approved the Six Year Improvement Plan for FY 2021 which would notify transportation agencies of approved projects and funding allocations. A recommendation was made to the CTB that operating funds be allocated for the 1<sup>st</sup> quarter of FY 2021 based on the FY 2020 allocations and then access current revenues during the 1<sup>st</sup> quarter in order to allocate operating funds and other projects for the remainder of FY 2021.  
*\*Due to the recommended delay in the state finalizing funding allocations for FY 2021, this figure is likely to change.*
- Federal Operating Assistance is projected at approximately \$ 4,257,000 and would be utilized from the allocation received from the CARES Act. This number is approximate and has been projected to make up the deficit from anticipated reductions in other revenue sources. The annual 5307 Federal formula allocation for FY 2021, of approximately \$ 2,600,000, will be held to use in future fiscal years per the guidance of FTA.



Expenses

- Salaries, Overtime, and Fringe Benefits have been adjusted to maintain transit service in place prior to COVID-19 and to reflect anticipated increases in wages as a part of the union contract and increases in benefits, specifically related to healthcare coverage.
- Maintenance expenses are projected based service levels provided prior to COVID-19. Fuel is projected to decrease approximately \$ 48,000 from FY 2020 budget due to lower fuel prices stemming from the COVID-19 pandemic. Tires/Tubes and Other Materials and Supplies remain similar to FY 2020 budget due the uncertainty of being able to predict actual needs.
- Administrative Expenses reflect projections based on previous experience, anticipate increases in services, increases in supplies to continue to respond to COVID-19, etc.

In summary, this budget is presented as final for FY 2021 with the understanding that this budget will likely need to be revisited during the first part of the fiscal year for adjustments related to revenues being firmed up and service plans for Liberty University. The full budget is provided below and on the following page.

*Staff Recommendation: A motion be made for approval for adoption of the final FY 2021 budget as presented.*

**Contacts:** Brian Booth  
**Attachments:** Pages 30-31  
**Action Required:** Review/Discussion/Approval

<b>GREATER LYNCHBURG TRANSIT COMPANY</b>			
<b>CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.</b>			
<b>Fiscal 2021 Operating Budget</b>			
	<b>FY2021</b>	<b>FY2020</b>	<b>FY2020</b>
	<b>PROPOSED</b>	<b>PROJECTED</b>	<b>ADOPTED</b>
<b>REVENUE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>
FRT Passenger Revenue	\$ 401,445	\$ 440,410	\$ 544,920
DRT Passenger Revenue	\$ 49,482	\$ 55,948	\$ 62,652
Contracts (LC Access)	\$ -	\$ -	\$ -
Contracts (CVCC Access)	\$ 46,920	\$ 50,674	\$ 56,304
Contracts (LU Access)	\$ 151,200	\$ 134,400	\$ 168,000
Liberty University Revenue	\$ 333,900	\$ 249,690	\$ 333,900
Other Contract Revenue	\$ -	\$ -	\$ 6,013
Non-Operating Revenue	\$ 12,304	\$ 11,399	\$ 12,995
Advertising Revenue	\$ 57,523	\$ 77,442	\$ 90,000
City Operating Assistance	\$ 500,000	\$ 1,728,785	\$ 1,728,785
County Operating Assistance	\$ 77,800	\$ 76,276	\$ 76,275
State Operating Assistance	\$ 2,065,498	\$ 2,157,598	\$ 2,063,498
Federal Operating Assistance	\$ 4,257,751	\$ 2,357,626	\$ 2,357,633
<b>TOTAL REVENUE</b>	<b>\$ 7,953,823</b>	<b>\$ 7,340,245</b>	<b>\$ 7,500,975</b>

# GREATER LYNCHBURG TRANSIT COMPANY

## CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

### Fiscal 2021 Operating Budget

	FY2021 PROPOSED BUDGET	FY2020 PROJECTED ACTUAL	FY2020 ADOPTED BUDGET
<b>EXPENSES</b>			
<b>FIXED ROUTE</b>			
Operator Labor	\$ 1,566,664	\$ 1,321,514.40	\$ 1,436,564
Operator-Overtime	\$ 202,929	\$ 143,154.00	\$ 193,017
Other Salaries & Wages	\$ 309,665	\$ 300,648.00	\$ 302,251
Supervisors-Overtime	\$ 15,099	\$ 9,757.20	\$ 14,751
Fringe Benefits	\$ 1,077,633	\$ 963,654	\$ 1,005,924
<b>TOTAL FIXED ROUTE</b>	<b>\$ 3,171,990</b>	<b>\$ 2,738,728</b>	<b>\$ 2,952,507</b>
<b>DEMAND RESPONSE</b>			
Operator Labor	\$ 320,780	\$ 236,156.40	\$ 280,902
Operator-Overtime-PTS	\$ 9,526	\$ 5,474.40	\$ 9,775
Other Salaries & Wages	\$ 67,821	\$ 65,763.60	\$ 66,529
Fringe Benefits	\$ 210,121	\$ 166,878	\$ 185,239
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 608,248</b>	<b>\$ 474,272</b>	<b>\$ 542,446</b>
<b>MAINTENANCE</b>			
Other Salaries & Wages	\$ 670,371	\$ 550,708.80	\$ 599,326
Inspection&Maint,Srvc-Overtime	\$ 28,834	\$ 39,637.20	\$ 26,433
Fringe Benefits	\$ 369,021	\$ 320,487.60	\$ 324,505
Fuel & Lubricants	\$ 561,516	\$ 533,246.40	\$ 610,042
Tires & Tubes	\$ 116,356	\$ 84,577.20	\$ 122,628
Other Materials & Supplies	\$ 515,216	\$ 471,943	\$ 515,283
<b>TOTAL MAINTENANCE</b>	<b>\$ 2,261,313</b>	<b>\$ 2,000,600</b>	<b>\$ 2,198,217</b>
<b>ADMINISTRATION</b>			
Other Salaries & Wages	\$ 415,434	\$ 357,621.60	\$ 379,916
Fringe Benefits	\$ 219,255	\$ 194,145.60	\$ 197,016
Services	\$ 470,240	\$ 453,873.60	\$ 451,606
Utilities	\$ 195,519	\$ 172,675.20	\$ 195,494
Casualty & Liability Expenses	\$ 312,281	\$ 304,586.40	\$ 315,528
Information Technology	\$ 157,701	\$ 134,162.40	\$ 177,315
Other Materials & Supplies	\$ 49,639	\$ 32,470.80	\$ 25,500
Miscellaneous	\$ 92,203	\$ 68,656	\$ 65,430
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,912,272</b>	<b>\$ 1,718,191</b>	<b>\$ 1,807,805</b>
<b>TOTAL EXPENSES</b>	<b>\$ 7,953,823</b>	<b>\$ 6,931,792</b>	<b>\$ 7,500,975</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ -</b>	<b>\$ 408,454</b>	<b>\$ -</b>



## 6b Summary – Public Transportation Agency Safety Plan (PTASP)

The Federal Transit Administration has a deadline of July 20, 2020 for all transit entities that receive federal funds to develop and adopt a Public Transportation Agency Safety Plan (PTASP) which include processes and procedures to implement Safety Management Systems (SMS) and safety performance targets. The Department of Rail and Public Transportation is required to develop a PTASP for small public transportation providers who operate 100 or fewer vehicles in revenue service and allow entities that fall into this category to take part in the statewide PTASP and GLTC has opted to be a part of the statewide plan.

The statewide plan including “Appendix F: Greater Lynchburg Transit Company (GLTC)” which is specific to GLTC operations was presented at the Board meeting in May. At that meeting it was indicated that the Safety Performance Targets on Page 3 of Appendix F needed to be separated by mode of transportation; fixed route and paratransit. Staff have worked with the consultants to put forth the following Safety Performance Targets.

Table F-2: GLTC Safety Performance Targets

	Fatalities (total number of reportable fatalities per year)	Fatalities (rate per total vehicle revenue miles by mode)	Injuries (total number of reportable injuries per year)	Injuries (rate per total vehicle revenue miles by mode)	Safety events (total number of safety events per year)	Safety events (rate per total vehicle revenue miles by mode)	Distance between Major Failures	Distance between Minor Failures
<b>Fixed Route</b>	0	0	5	Less than .5 injuries per 100,000 vehicle revenue miles	11	Less than 1 reportable event per 100,000 vehicle revenue miles	15,000 miles	3,200 miles
<b>Paratransit/ Demand Response</b>	0	0	1	Less than .75 injuries per 100,000 vehicle revenue miles	2	Less than 1.5 reportable event per 100,000 vehicle revenue miles	65,000 miles	10,000 miles

GLTC worked with the consultants to set these targets based on the current years data for a reasonable target. There is no industry standard for these performance targets as this is the first time all systems are formally developing them and they can be updated during the annual review and update which is required each year. In conversation, it was determined to weight the targets for fixed route higher than paratransit due to fixed route operating more hours, traveling more miles, and carrying more passengers than Paratransit. Through March 2020, Fixed Route accounted for 97 % of total passengers, 88 % of the total mileage, and 83 % of total hours operated; the balance of these percentages is attributed to Paratransit. Therefore, Fixed Route carries the higher exposure for risk and has more potential for injuries and safety events to occur resulting in the total number of incidents being higher. However, the rate of incidents per 100,000 revenue miles can be used to normalize performance for comparison between the two modes of service.

The targets for distance between major and minor failure between Fixed Route and Paratransit have different targets and mainly due to the average fleet age for the types of vehicles used in each mode. The average fleet age of the Fixed Route fleet is 10.2 years while the average age of the Paratransit fleet is 2.7 years. Another factor which affects the distance between failures is the operating condition the fleets endure by mode. Paratransit vehicles typically experience lighter operating conditions operating a few hours each day and only average 1.5 passenger per hour and .13 passenger per mile, whereas Fixed Route vehicles operate from the beginning of service to the end of service each day and averages 11.6 passengers per hour and .74 passengers per mile.

As a part of setting these targets, staff analyzed current performance for FY 2020 through April which is provided in the chart on the following page.





FY 2020 Safety Performance (Through April 2020)								
	Fatalities (Total)	Fatalities (Rate per revenue mile)	Injuries (Total)	Injuries (Rate per revenue mile)	Safety Events (Total)	Safety Events (Rate per revenue mile)	Distance between Major Failures	Distance Between Minor Failures
Fixed Route	0	0	2	0.23	2	0.23	11,886	2,301
Paratransit/ Demand Response	0	0	0	0	0	0	No Failures (117,000 miles)	No Failures (117,000 miles)

As you can see from the chart above, GLTC is below the target threshold for all categories with the exception of the two highlighted in yellow for fixed route; distance between major failure and distance between minor failure. Due to the age of the fixed route fleet, we wanted to set the target distances higher than current performance in anticipation this distance will improve as the new buses begin to arrive in the next few years to replace over vehicles in the fleet.

A failure, whether major or minor, is defined when a vehicle is unable to complete the current revenue trip or is unable to start the next schedule revenue trip due to a defined failure even if the vehicle is swapped and no service is lost. Additionally, if the vehicle is pulled from revenue service and later determined there is no safety concern, it must still be reported as a failure.

*Staff Recommendation: If the Board finds this plan acceptable, consideration of a motion to adopt the plan should be made.*

**Contacts:** Brian Booth  
**Attachments:** Statewide Public Transportation Agency Safety Plan & Appendix F: Greater Lynchburg Transit Company (GLTC)  
**Action Required:** Review/Comment, Consideration of Adoption



## **6c Summary – Unused Multi-Day Pass Reissuance**

In March, GLTC suspended the collection of fares to minimize contact with the farebox which is a high touch surface and to assist distancing the operator from the many passengers boarding the bus. At that time many passengers had multi-day passes that had not yet expired and they began to inquire if they would be reimbursed the balance for what they weren't able to use due to going Fare Free. We instructed passengers to hold onto the current pass while we worked on a plan.

Staff have discussed and would like to recommend that any passenger that had a valid multi-day pass (14-Day or 31-Day Full & Half-Fare) be able to turn those passes in and receive the balance of unused days in the form of Day Passes. The stipulation would be that a passenger must surrender the pass which shows the expiration date at the Transfer Station and the Customer Service Rep would verify the expiration date and issue the balance of days remaining that the pass was valid after fare collection was suspended on March 23, 2020. For example, if a passenger provided a 31-Day bus pass which expired on March 25<sup>th</sup>, 2020 the Customer Service Reps would issue three (3) Day Passes since that individual's pass was valid for 3 more days when fares were suspended.

*Staff Recommendation: We would ask the board for feedback on this proposal and whether they are in agreement with reissuing passes as describe above for individuals who purchased passes prior to GLTC suspending fares.*

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** **Feedback on Proposal**





**GLTC Board Agenda Detail**

**Item #:** 7

**Item Title:** Presidents Report

**Action:** Discussion

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





## GLTC Board Agenda Detail

**Item #:** 8

**Item Title:** Next Meeting & Adjournment

**Action:** Adjournment

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

The next GLTC Board Meeting is scheduled to occur on July 1<sup>st</sup>, 2020 at 8:30 am

It is recommended to continue to practice adequate social distancing that this meeting will be held at the GLTC Operations and Maintenance Facility (O&M), 419 Bradley Drive, Lynchburg, VA.

***Consider Adjournment***





## GLTC Board Agenda Detail

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

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

<b>Benjamin Blanks</b> <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	<a href="mailto:bensmjazz@gmail.com">bensmjazz@gmail.com</a>
<b>Antonio "Tony" Davis</b> <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-845-0433	<a href="mailto:adavis@jubileefamily.org">adavis@jubileefamily.org</a>
<b>Mary-Winston Deacon</b> <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	<a href="mailto:mwdeacon@humankind.org">mwdeacon@humankind.org</a>
<b>Dan Deter</b> <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-4172	<a href="mailto:ddeter@liberty.edu">ddeter@liberty.edu</a>
<b>Cameron Howe</b> <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	<a href="mailto:CameronHoweGLTC@gmail.com">CameronHoweGLTC@gmail.com</a>
<b>Brenda Nash</b> <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	<a href="mailto:brendamnash@hotmail.com">brendamnash@hotmail.com</a>
<b>Bonnie Svrcek</b> <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24504</i>	434-455-3990	<a href="mailto:bonnie.svrcek@lynchburgva.gov">bonnie.svrcek@lynchburgva.gov</a>

**2 Seats Vacant**

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

**ATTENDANCE LOG**

2019/2020 REGULAR (and special) BOARD MEETING

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

	<b>Curtis Baker</b>	<b>Benjamin Blanks</b>	<b>Antonio "Tony" Davis</b>	<b>Mary-Winston Deacon</b>	<b>Dan Deter</b>	<b>Cameron Howe</b>	<b>Brenda Nash*</b>	<b>Bonnie Svrcek</b>	<b>Vacant</b>
<b>Meeting Date</b>	Term date 10/30/2022	Term date 10/30/2022	Term date 10/30/2020	Term date 10/30/2021	Term date 10/30/2022	Term date 10/30/2021	Term date 10/30/2021	Term date 10/30/2020	Term date 10/30/2021
12/4/2019	A <sup>1</sup>	P	P	P	P	P	N/A	P	N/A
1/8/2020	A <sup>2</sup>	P	P	P	P	P	N/A	P	N/A
2/5/2020	A <sup>3</sup>	P	P	P	P	P	N/A	P	N/A
3/4/2020	P	P	P	P	P	P	N/A <sup>4</sup>	P	N/A
4/1/2020	Cancelled Due to Concerns with COVID-19								
5/13/2020	N/A <sup>5</sup>	P	P	P	P	P	P	P	N/A

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@glitconline.com](mailto:nwilkins@glitconline.com)) know so she can indicate the reason on the record.

- \*Appointed 2/25/2020
- 1 - C. Baker - Work Conflict
- 2 - C. Baker - Absent
- 3 - C. Baker - Absent
- 4 - B. Nash - Wasn't notified of appointment until after 3/4/20 meeting
- 5 - C. Baker - Resigend 5/12/2020

