

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, October 7th, 2020

8:30 a.m. – 10:00 a.m.

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

Board President: Antonio "Tony" Davis, Sr.
Board Vice President: Cameron Howe
Secretary-Treasurer: Mary-Winston Deacon
Members: Benjamin Blanks; Dan Deter; Brenda Nash; John Hughes, IV; 2 Seats Vacant

#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

September 2nd, 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) August 2020 Financials (*Preliminary*)
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

#5 Old Business

- a) Vanpool Implementation
- b) Board Oversight Procedures
- c) Board Appointments
- d) Route 5/Madison Heights Service Changes

Update
No Update
Update
Update

#6 New Business

- a) Fare Collection/Driver Barriers
- b) Public Hearing/November Meeting
- c) Capital Improvement Program Submission

Brian Booth

#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment

November 4th, 2020 @ 8:30 am – GLTC Board Meeting
(*Pending Action Item # 6b*)

All





GLTC Board Agenda Detail

Item #: 2
Item Title: September 2nd, 2020 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS DRAFT MEETING MINUTES
September 2, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, September 2nd, 2020 at the GLTC Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Mary-Winston; Ben Blanks; Brenda Nash; and Dan Deter.

Staff members attending were: Brian Booth, Steve Overstreet, and Natalie Wilkins.

Visitors to the meeting were David Harmer of the Virginia Transit Liability Pool (VTLP), GLTC customer William Carr, Nick Cropper with the News and Advance, Cynthia Beasley and Dan Palm with WSET-TV.

Attending via ZOOM video conference were: Patrice Strachan of the Virginia Department of Rail and Public Transportation (DRPT); Kelly Hitchcock and Phillip Gabathuler of the Central Virginia Planning District Commission (CVPDC); and Larry Morris of First Transit. Staff members included Hope Custer, John Yauger, and Millie Martin.

#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 August 5th, 2020. Ms. Deacon made a motion to approve the minutes of August 5th, 2020 with Ms. Howe seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee

Ms. Wilkins has spoken with Ms. Gentry and Mr. Graham. She will follow up on the information provided.

3b – ADA Advisory Committee – No report

3c – RIDE Solutions

Ms. Hitchcock provided a brief overview of the vanpool study that is underway. She noted that Mr. Booth is participating in the study and that the primary element of the study is reviewing responsibility and program execution. Ms. Hitchcock noted that a draft of the study is anticipated in November. She also noted that RIDE Solutions, via DRPT's programming towards all Commuter Assistance Programs, is focused on telework and transit support activities currently and not on promotion of ridesharing in adherence to COVID social distancing requirements.



3d – Central Virginia Planning District Commission

Mr. Gabathuler provided an update on the Long-Range Transportation Plan (LRTP). This plan serves as a guide for the region in creating a more efficient, responsive, & environmentally sensitive transportation system over the next 25 years. The Central Virginia Transportation Planning Organization (CVTPO) provided the opportunity to comment and attend a public hearing for the adoption of the Connect Central Virginia 2045 Long Range Transportation Plan. Comments would be received until Noon on Thursday, September 17th, 2020

The CVPDC continues to assist GLTC with data gathering efforts to keep the Google Transit feed current. The CVPDC continues to work with bus stop data to form a new "batch" of bus stop recommendations for future capital improvements.

4 – Staff Reports

4a – General Manager's Report

Mr. Booth stated that he is working with GLTC staff and union members to resolve issues in regard to the recent protest.

Staff conducted facility assessments for both the Operations and Maintenance Facility at 419 Bradley Drive and the Transfer Station at 800 Kemper Street in coordination with the Department of Rail and Public Transportation (DRPT) to provide to the consultants of DRPT for review. These assessments are a requirement of the Transit Asset Management plan, sponsored by DRPT, to document the condition of all assets owned by a transit property, monitor the condition of the asset, and aid the state in the planning and allocation of future funding for replacement of the asset.

GLTC staff met virtually with the project team who will construct the bridge over Blackwater Creek and also reconstruct the Old Forest Road and Lakeside Drive intersection near the University of Lynchburg. Staff reviewed the planned changes and provided feedback for where the bus stops should be relocated to ensure safety of our passengers and buses when navigating the new roadway once construction is complete.

The Assistant General Manager and HR Manager worked throughout the month of August to develop training material for training staff on Virginia's new Emergency Temporary Workplace Safety Standards. This training informed employees of the new standards and provided training on the prevention of COVID 19 and other infectious diseases.

4b – June 2020 Financials

The financial statements for June 2020 were presented as preliminary and subject to change due to the annual financial audit not being finalized.

Total Revenues are under budget 2% year to date and over budget 4 % for the month of June 2020. Passenger revenue, access contracts, and Liberty University revenue all reflect either minimal or no revenue for June due to the suspension of fare collection and service cancellation. Advertising revenue is under budget 20% year to date due to a reduction in ad contracts after the pandemic hit. State Operating Assistance is over budget 11% year to date and over budget 45 % for the month of June. This increase in operating assistance was due to the COVID relief assistance DRPT provided to all transit agencies at the end of March.

Total expenses are under budget 7% year to date and over budget 15% for the month of June 2020. Total salaries are under budget approximately 8%, total overtime is under budget approximately 19%, and total benefits are within the budgeted amount year to date. Maintenance expenses (less wages/benefits) year to date are under budget approximately 15%, fuel is under budget approximately 21%, and tires and tubes are under budget approximately 26%. Other materials and supplies are under budget approximately 5%.



Services are under budget 1%, utilities are under budget 15%, casualty and liability expenses are under budget 2%, and information technology is under 19% year to date. Other materials and supplies is over budget approximately 16% due to unanticipated facility maintenance expenses not planned earlier in the fiscal year. Miscellaneous expenses are approximately over budget 4% year to date.

The year to date net income reflects a surplus of \$ 420,922 at the end of June 2020.

4c – Ridership and Operations Statistics

Total Ridership for the month of July was 33,957 passengers and all City Ridership; as GLTC did not operate service for Liberty University in July.

Total mileage for fixed route and paratransit services for July was 89,196 miles. On-time performance for preventative maintenance activities was 95 % and fleet downtime was 5.74 %.

4d – Capital Grants

The capital projects report for June 2020 was provided for review. The Shop Equipment and Spare Parts grants for 2018 have been completed and closed out. One of the Spare Parts grants for 2019 has been completed and awaiting close out and drawdowns have occurred on the second Spare Parts grant in 2019. The eight replacement buses have been received and are currently going through delivery inspections with drawdowns to the grant in future months. A portion of the Bus Route Signage grant in 2020 has been drawn down with the remainder to be reflected being drawn down in July or August 2020. All other projects are in various stages of the procurement process.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool

Ms. Hitchcock provided a summary of these activities during partner reports.

5b Summary – Board Oversight Procedures – No update on this item.

5c Summary – Board Appointments

Three vacant seats remain on the Board of Directors after Bonnie Svrcek retired on 8/31/2020. City Council is planning to review applications received at their September 8th meeting. Mr. Booth thanked Ms. Howe for assisting with advertising board vacancies.

5d Summary – Route 5/Madison Heights Service Changes

Staff will be working to continue to gather input on the proposed changes into September.

#6 – New Business

6a Summary – Fare Collection

In July, the Board planned to reassess the suspension of fare collection in September as staff were working to procure plexiglass barriers to aid with protecting operators. These barriers are ordered, but a long lead time of three to five months was initially anticipated by the vendor for anticipated delivery. GLTC anticipates receiving the barriers in early October with installation requiring approximately 2 to 3 weeks with anticipation of complete installation around late October/early November. Staff would ask the board to consider not collecting fares until these barriers are installed on the vehicles.



There was a lengthy discussion regarding the loss of revenue and the long-term financial sustainability versus the safety of GLTC's operators and passengers. Mr. Blanks made a motion to reinstate fare collection on November 1 with Ms. Deacon seconding the motion and the vote was carried.

6b Summary – Sunday Service Update

Staff have worked diligently over the last month to plan and prepare for providing service on Sundays. Service is planned to start at 7:45 am and end at 7:15 pm on Sunday with routes and frequencies matching those operated on Saturday. These levels of service will be publicized in the coming weeks with plans to hold a public hearing to satisfy GLTC's major service change policy within the first 60 days of service.

The City of Lynchburg allocated funds to GLTC in mid-August to provide service on Sunday. Finance staff are working with the City staff to determine what documentation will be necessary by the City to support allocation of funds from the City. These funds are from the City's allocation of CARES Act funds and must be utilized by December 31st, 2020.

Staff has diligently work to increase staffing levels to fulfill the needs for adding service on Sunday, however the initial timeline presented in August for beginning service in mid-September was on the short end. With the onboarding and training timeline required we would ask the board to consider having Sunday service begin with the first Sunday in October.

After discussion, Mr. Deter made a motion to begin Sunday service the first Sunday in October with Ms. Howe seconding the motion and the vote was carried.

#7 – President's Report

As there was no further business, the Board of Directors proceeded to enter closed session at 9:09 am.

#8 – Closed Session

In accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), Mr. Davis moved that the GLTC Board of Directors go into closed session to discuss actual or probable litigation involving GLTC, as exempt from open meeting requirements, code section § 2.2-3711(A)(7). Ms. Deacon seconded the motion and the vote was carried.

Upon reopening the public meeting and exiting closed session at 9:37 am, the board of directors by roll call vote certified the following statement. "In accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), I certify that only the subject matter identified at the entrance to closed session was discussed."

Mr. Deter – Yes

Ms. Nash – Yes

Ms. Howe – Yes

Mr. Davis – Yes

Ms. Deacon – Yes

Mr. Blanks – Yes

#9 – Next Meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on October 7th, 2020 at 8:30 am at the GLTC Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, VA.

The GLTC Annual Stockholder's Meeting will be held on Wednesday October 28th, 2020. Location and time are yet to be determined, but the meeting will be scheduled in the early evening.



As there was no further business, Ms. Howe made a motion to adjourn the meeting with Mr. Blanks seconding the motion and the vote was carried. The meeting was adjourned at 9:40 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

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

Partner Reports

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

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 4a
Item Title: General Manager's Report
Action: For Your Information

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

- The Commonwealth Transportation Board (CTB) reviewed on September 16th, 2020 the Department of Rail and Public Transportation's recommendation to amend the FY 2020 Six Year Improvement Plan to provide operating assistance for the second quarter of FY 2021 based on the FY 2020 appropriation. This recommendation was approved and provides GLTC with \$ 509,088 in state operating assistance for October through December 2020. The funding of capital and other special projects submitted for FY 2021 are still pending and will be reviewed at a later date by the CTB.
- In response to the service impacts related to COVID 19 exposure and quarantine measures experienced in late August/early September, staff have implemented the following actions to further mitigate the impact and exposure in addition to all measures previously put in place over the last six months.
 - Operator reliefs are issued their own shuttle vehicle to drive to their relief point when multiple operators are scheduled to report for duty at the same time. When separate vehicles aren't available a bus is used to allow for adequate social distancing of staff.
 - Fogging misters previously ordered have been received and are used to disinfect the insides of all buses using an EPA approved disinfectant. These provide better coverage than the spray bottles due to the disinfectant being dispersed continuously in mist form.
 - An additional full-time utility position has been filled to aid in cleaning and disinfection of the buses and facilities.
 - Two temporary employees have been brought on for up to three months through a temp service agency to focus on the detailing of the interior of the buses.
- Staff have worked diligently over the last two months to prepare for the start of Sunday service. Service started this previous Sunday October 4th. We are still short operators due to difficulty finding qualified candidates willing to accept the position and will be relying on overtime to cover shifts until we fill those positions.





GLTC Board Agenda Detail

Item #: 4b
Item Title: August 2020 Financials (Preliminary)
Action: For Your Information

The financial statements for August 2020 are presented at preliminary pending the finalization of the annual financial audit and close out of FY 2020.

REVENUES:

Total Revenues are under budget 9 % year to date, approximately \$ 99,000, and under budget 8 % for the month of August 2020. Passenger Revenue and Access Contracts all reflect no revenue through August due to the suspension of fare collection. Advertising revenue is under budget 9 % year to date, approximately \$ 1,000, due to a reduction in ad contracts since the pandemic started.

Local, State, and Federal operating assistance reflect being on target for both August and year to date. The City is planning to allow us to maintain the \$ 500,000 originally budgeted for the year and we will be working with the city to request funds as needed throughout the year. The Federal Operating Assistance is provided through the CARES Act and is being accrued based on the budget projections. The actually amount drawn down and accrued for will be adjusted toward the end of the fiscal year in order to maximize the amount that can roll over to FY 2022.

EXPENSES:

Total expenses are under budget 26 %, approximately \$ 347,000, year to date, and under budget 24 % for the month of August 2020. Total Salaries are under budget approximately 32 % or \$ 183,000, total overtime is under budget approximately 15 % or \$ 6,500, and total benefits are under budget approximately 14 % or \$ 42,000. Salaries and overtime are under budget due to a combination of service cancellations due to staff shortages as well as potential wage adjustments not yet applied pending the finalization of the Union contract. Benefits are under budget due to lower insurance costs as well as lower FICA obligations due to service cancellations. Maintenance expenses (less wages/benefits) year to date are under budget approximately 38 % or \$ 115,000. Fuel is under budget approximately 38 % or \$ 36,000, Tires and Tubes are under budget approximately 83 % or \$ 16,000, and Other Materials and Supplies are under budget approximately 27% or \$ 23,000.

Services are under budget 12 %, Utilities are under budget 29 %, Casualty and Liability expenses are under budget 6 %, and Information Technology is under 6 % year to date. We anticipate these expenses will come more in line with budget as the fiscal year progresses. Other Materials and Supplies is under budget approximately 46 % or \$ 4,000 due to lower than projected facility maintenance expenses which are budgeted off previous experience. Miscellaneous expenses are under budget approximately 68 % or \$ 3,600 year to date due to no travel for training/conferences occurring thus far.

SUMMARY:

The year to date net income reflects a surplus of \$ 106,682 at the end of August 2020. I will note that this figure is subject to the accrual of the full budget amount of Federal funds which is coming from the CARES Act. Our goal as we approach the end of the fiscal year is to only draw down what federal funds are necessary to balance the finances. This strategy will allow us to roll the maximum amount of CARES Act funds over for utilization in FY 2022.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

August FY 2021

Preliminary - Pending Finalization of Annual Financial Audit

	FY 2021	FY 2020	Difference
ASSETS			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	284,306	238,217	46,089
Accounts Receivable	59,201	52,611	6,590
TOTAL CURRENT ASSETS	\$ 343,507	\$ 290,828	\$ 52,679
Tangible Property	\$ 60,829,644	\$ 60,824,522	\$ 5,122
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
NET FIXED ASSETS	\$ 34,136,137	\$ 37,199,273	\$ (3,063,136)
TOTAL ASSETS	\$ 34,479,643	\$ 37,490,101	\$ (3,010,457)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 49,514	\$ -
TOTAL LIABILITIES	49,514	49,514	-
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,383,657	37,369,498	(2,985,841)
Accumulated Income/(Loss) Current Year	46,467	71,084	(24,617)
TOTAL CAPITAL	\$ 34,430,129	\$ 37,440,587	\$ (3,010,457)
TOTAL LIABILITIES AND CAPITAL	\$ 34,479,643	\$ 37,490,101	\$ (3,010,458)



Central VA Transit Management Company Inc.

Balance Sheet

Aug FY 2021

Preliminary - Pending Finalization of Annual Financial Audit

	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 322,483	\$ 1,449,033	\$ (1,126,550)
Cash - OPEB	287,698	263,380	24,319
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	134,371	145,584	(11,213)
Materials and Fuel	282,251	345,518	(63,267)
TOTAL CURRENT ASSETS	\$ 1,026,978	\$ 2,203,690	\$ (1,176,712)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	119,325	117,490	1,835
TOTAL ASSETS	\$ 1,146,304	\$ 2,321,180	\$ (1,174,877)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 464,086	\$ 248,545	\$ 215,541
Wages Payable	63,027	71,432	(8,405)
Other Payroll Liabilities	810,911	717,429	93,483
Advance Payments	(407,132)	1,280,975	(1,688,107)
TOTAL LIABILITIES	930,892	2,318,380	(1,387,488)
Accumulated Income/(Loss) Prior Years	-	2,800	(2,800)
Accumulated Income/(Loss) Current Year	215,411	-	215,411
TOTAL CAPITAL	\$ 215,411	\$ 2,800	\$ 212,611
TOTAL LIABILITIES AND CAPITAL	\$ 1,146,304	\$ 2,321,180	\$ (1,174,876)



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT
AS OF AUGUST 31, 2020***Preliminary - Pending Finalization of Annual Financial Audit*

	FY2021 ACTUAL AUG	FY2021 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 233,955	\$ 743,043
Money Paid to CVTMC	(233,955)	(743,043)
Sale of Equipment & Vehicles	44,079	44,079
Federal Grant Revenue	-	1,990
Local Grant Revenue	<u>398</u>	<u>398</u>
TOTAL REVENUE	\$ 44,477	\$ 46,467
EXPENSES		
Repairs - Capital	-	\$ -
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ -	\$ -
NET INCOME/(LOSS)	\$ <u>44,477</u>	\$ <u>46,467</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF AUGUST 31, 2020						
<i>Preliminary - Pending Finalization of Annual Financial Audit</i>						
	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021		FY2021	FY2021	
	AUG	AUG	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 33,454	-100%	\$ -	\$ 66,908	-100%
DRT Passenger Revenue	-	4,124	-100%	-	8,247	-100%
Contracts (LU Access)	-	15,120	-100%	-	15,120	-100%
Contracts (CVCC Access)	-	3,910	-100%	-	7,820	-100%
Liberty University Revenue	33,437	33,390	0%	33,437	33,390	0%
Non-Operating Revenue	1,412	1,025	38%	1,495	2,051	-27%
Advertising Revenue	3,803	4,794	-21%	8,715	9,587	-9%
City Operating Assistance	41,667	41,667	0%	83,333	83,333	0%
County Operating Assistance	6,483	6,483	0%	12,967	12,967	0%
State Operating Assistance	172,125	172,125	0%	344,250	344,250	0%
Federal Operating Assistance	354,813	354,813	0%	709,625	709,625	0%
TOTAL REVENUE	\$ 613,739	\$ 670,904	-9%	\$ 1,193,822	\$ 1,293,297	-8%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 82,470	\$ 130,555	-37%	\$ 143,765	\$ 261,111	-45%
Operator-Overtime	14,214	16,911	-16%	27,287	33,822	-19%
Other Salaries & Wages	21,593	25,805	-16%	48,398	51,611	-6%
Supervisors-Overtime	2,516	1,258	100%	4,259	2,517	69%
Fringe Benefits	69,934	89,803	-22%	146,806	179,606	-18%
TOTAL FIXED ROUTE	\$ 190,726	\$ 264,333	-28%	\$ 370,515	\$ 528,665	-30%
DEMAND RESPONSE						
Operator Labor	\$ 18,463	\$ 26,732	-31%	\$ 30,972	\$ 53,463	-42%
Operator-Overtime-PTS	892	794	12%	1,436	1,588	-10%
Other Salaries & Wages	5,237	5,652	-7%	10,455	11,304	-8%
Fringe Benefits	14,480	17,510	-17%	28,128	35,020	-20%
TOTAL DEMAND RESPONSE	\$ 39,071	\$ 50,687	-23%	\$ 70,992	\$ 101,375	-30%
MAINTENANCE						
Other Salaries & Wages	\$ 46,396	\$ 55,864	-17%	\$ 82,990	\$ 111,729	-26%
Inspection&Maint,Srvc-Overtime	1,994	2,403	-17%	3,236	4,806	-33%
Fringe Benefits	28,324	30,752	-8%	56,585	61,503	-8%
Fuel & Lubricants	27,572	46,793	-41%	57,716	93,586	-38%
Tires & Tubes	6,365	9,696	-34%	3,343	19,393	-83%
Other Materials & Supplies	30,565	42,935	-29%	62,516	85,869	-27%
TOTAL MAINTENANCE	\$ 141,215	\$ 188,443	-25%	\$ 266,385	\$ 376,886	-29%
ADMINISTRATION						
Other Salaries & Wages	\$ 28,904	\$ 34,620	-17%	\$ 58,815	\$ 69,239	-15%
Fringe Benefits	16,255	18,271	-11%	38,597	36,543	6%
Services	35,104	39,187	-10%	68,736	78,373	-12%
Utilities	10,212	16,293	-37%	23,165	32,587	-29%
Casualty & Liability Expenses	25,434	26,023	-2%	48,869	52,047	-6%
Information Technology	12,964	13,142	-1%	24,582	26,283	-6%
Other Materials & Supplies	3,569	4,137	-14%	4,438	8,273	-46%
Miscellaneous	1,557	7,684	-80%	3,316	15,367	-78%
TOTAL ADMINISTRATION	\$ 133,997	\$ 159,356	-16%	\$ 270,518	\$ 318,712	-15%
TOTAL EXPENSES	\$ 505,009	\$ 662,819	-24%	\$ 978,411	\$ 1,325,638	-26%
NET INCOME/(LOSS)	\$ 108,729	\$ 8,085		\$ 215,411	\$ (32,341)	



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF AUGUST 31, 2020

Preliminary - Pending Finalization of Annual Financial Audit

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020		FY2021	FY2020	
	AUG	AUG	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 47,174	-100%	\$ -	\$ 90,643	-100%
DRT Passenger Revenue	-	\$ 4,893	-100%	-	9,835	-100%
Contracts (LU Access)	-	\$ 16,800	-100%	-	16,800	-100%
Contracts (CVCC Access)	-	\$ 4,692	-100%	-	9,384	-100%
Liberty University Revenue	33,437	\$ 33,640	-1%	33,437	33,640	-1%
Non-Operating Revenue	1,412	\$ 506	179%	1,495	913	64%
Advertising Revenue	3,803	\$ 6,008	-37%	8,715	11,281	-23%
City Operating Assistance	41,667	\$ 144,065	-71%	83,333	288,131	-71%
County Operating Assistance	6,483	\$ 6,356	2%	12,967	12,713	2%
State Operating Assistance	172,125	\$ 169,696	1%	344,250	339,392	1%
Federal Operating Assistance	354,813	\$ 196,469	81%	709,625	392,938	81%
TOTAL REVENUE	\$ 613,739	\$ 630,299	-3%	\$ 1,193,822	\$ 1,205,669	-1%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 82,470	\$ 119,098	-31%	\$ 143,765	\$ 226,826	-37%
Operator-Overtime	14,214	7,182	98%	27,287	16,364	67%
Other Salaries & Wages	21,593	26,983	-20%	48,398	51,719	-6%
Supervisors-Overtime	2,516	997	152%	4,259	1,637	160%
Fringe Benefits	69,934	84,519	-17%	146,806	152,155	-4%
TOTAL FIXED ROUTE	\$ 190,726	\$ 238,778	-20%	\$ 370,515	\$ 448,701	-17%
DEMAND RESPONSE						
Operator Labor	\$ 18,463	\$ 23,838	-23%	\$ 30,972	\$ 44,917	-31%
Operator-Overtime-PTS	892	429	108%	1,436	543	165%
Other Salaries & Wages	5,237	6,172	-15%	10,455	11,613	-10%
Fringe Benefits	14,480	16,623	-13%	28,128	29,283	-4%
TOTAL DEMAND RESPONSE	\$ 39,071	\$ 47,061	-17%	\$ 70,992	\$ 86,356	-18%
MAINTENANCE						
Other Salaries & Wages	\$ 46,396	\$ 50,563	-8%	\$ 82,990	\$ 98,463	-16%
Inspection&Maint,Srcv-Overtime	1,994	5,192	-62%	3,236	9,580	-66%
Fringe Benefits	28,324	30,580	-7%	56,585	55,435	2%
Fuel & Lubricants	27,572	55,139	-50%	57,716	104,274	-45%
Tires & Tubes	6,365	2,364	169%	3,343	15,712	-79%
Other Materials & Supplies	30,565	55,191	-45%	62,516	103,022	-39%
TOTAL MAINTENANCE	\$ 141,215	\$ 199,029	-29%	\$ 266,385	\$ 386,486	-31%
ADMINISTRATION						
Other Salaries & Wages	\$ 28,904	\$ 34,226	-16%	\$ 58,815	\$ 66,057	-11%
Fringe Benefits	16,255	18,762	-13%	38,597	33,893	14%
Services	35,104	39,891	-12%	68,736	74,934	-8%
Utilities	10,212	11,457	-11%	23,165	25,731	-10%
Casualty & Liability Expenses	25,434	26,485	-4%	48,869	52,967	-8%
Information Technology	12,964	9,526	36%	24,582	18,638	32%
Other Materials & Supplies	3,569	1,487	140%	4,438	1,736	156%
Miscellaneous	1,557	5,867	-73%	3,316	7,370	-55%
TOTAL ADMINISTRATION	\$ 133,997	\$ 147,698	-9%	\$ 270,518	\$ 281,325	-4%
TOTAL EXPENSES	\$ 505,009	\$ 632,567	-20%	\$ 978,411	\$ 1,202,869	-19%
NET INCOME/(LOSS)	\$ 108,729	\$ (2,267)		\$ 215,411	\$ 2,800	



GLTC Board Agenda Detail

Item #: 4c

Item Title: August 2020 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 the month of August was 21,083 passengers. The City ridership was 20,416 passengers and down due to service cancellations to staff shortages experience in late August. Liberty ridership was 667 and reflects service starting on August 24th, 2020.

The decrease in ridership for August is attributed to the service cancellations experienced at the end of August due to staffing constraints related to COVID-19 positive cases and quarantine measures.

Maintenance:

Maintenance activities are reported as follows for August 2020:

- Total mileage for fixed route and paratransit services – 81,076 miles.
- On-time performance for preventative maintenance activities – 100 %.
- Fleet downtime – 6.44 %.

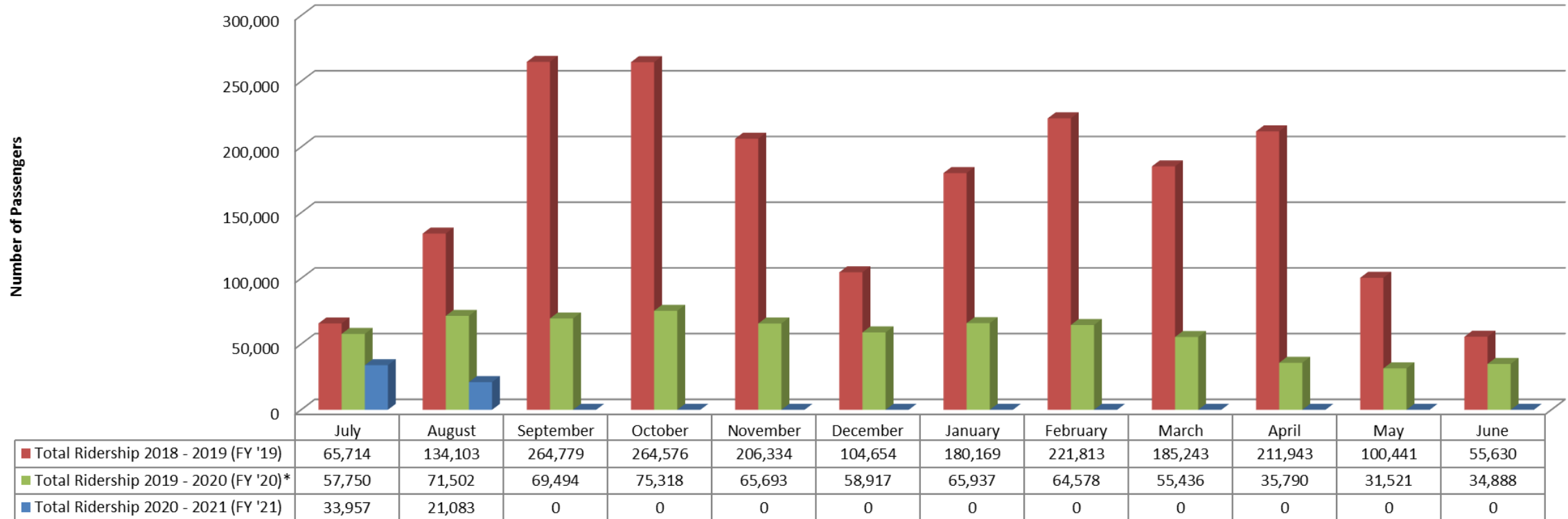
Contacts: Brian Booth

Attachments: Pages 16-20

Action Required: None



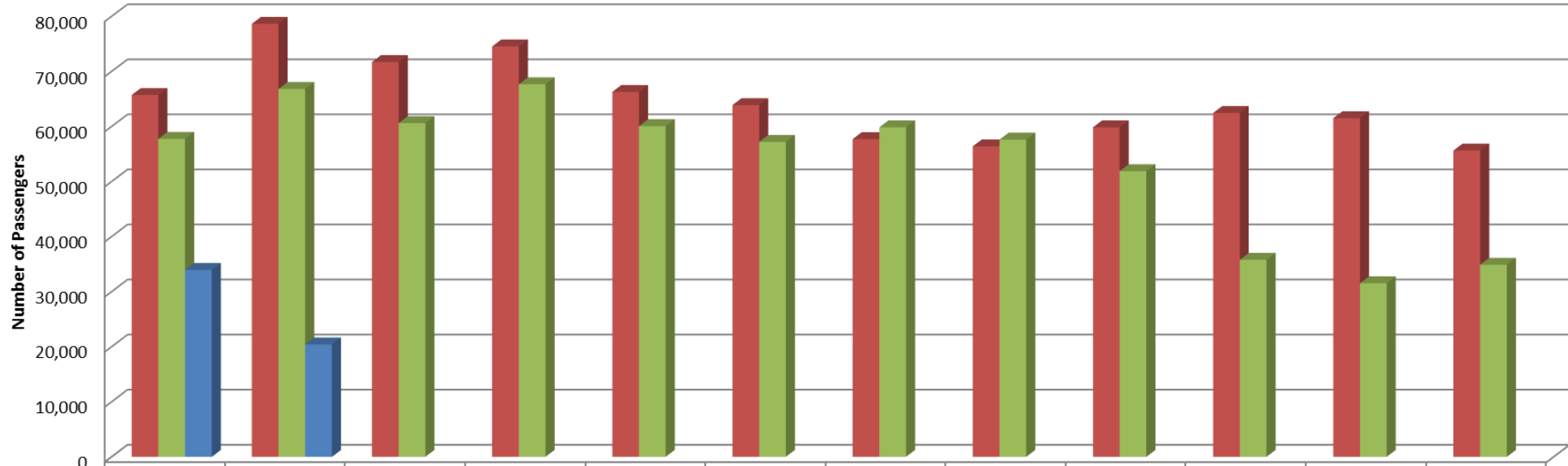
Monthly System-Wide Ridership FY '19, FY '20, FY '21



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

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

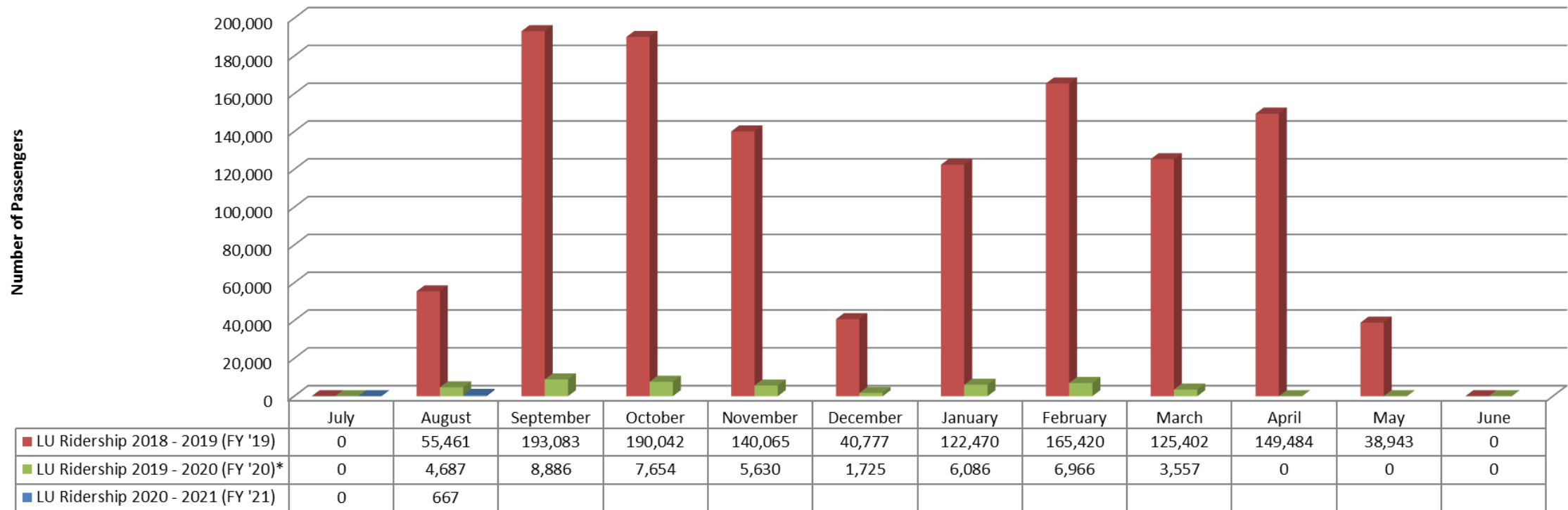
City Ridership FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
■ City Ridership 2018 - 2019 (FY '19)	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 '20)	57,750	66,815	60,608	67,664	60,063	57,192	59,851	57,612	51,879	35,790	31,521	34,888
■ City Ridership 2020 - 2021 (FY '21)	33,957	20,416										

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

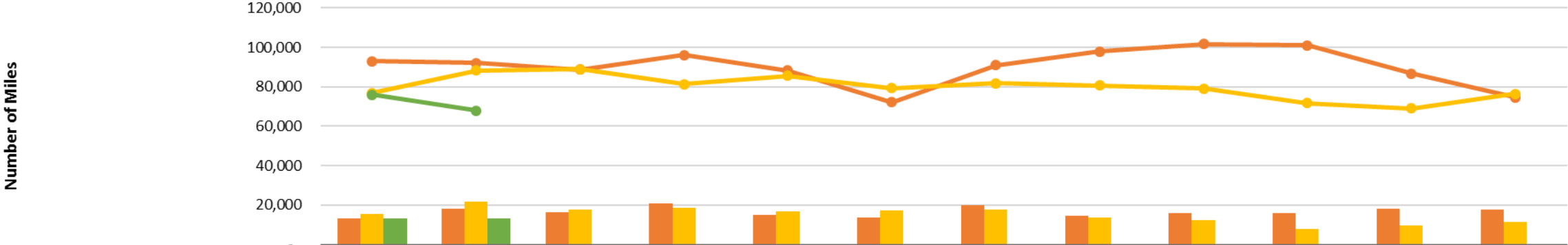
Liberty University Ridership FY '19, FY '20, FY '21



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

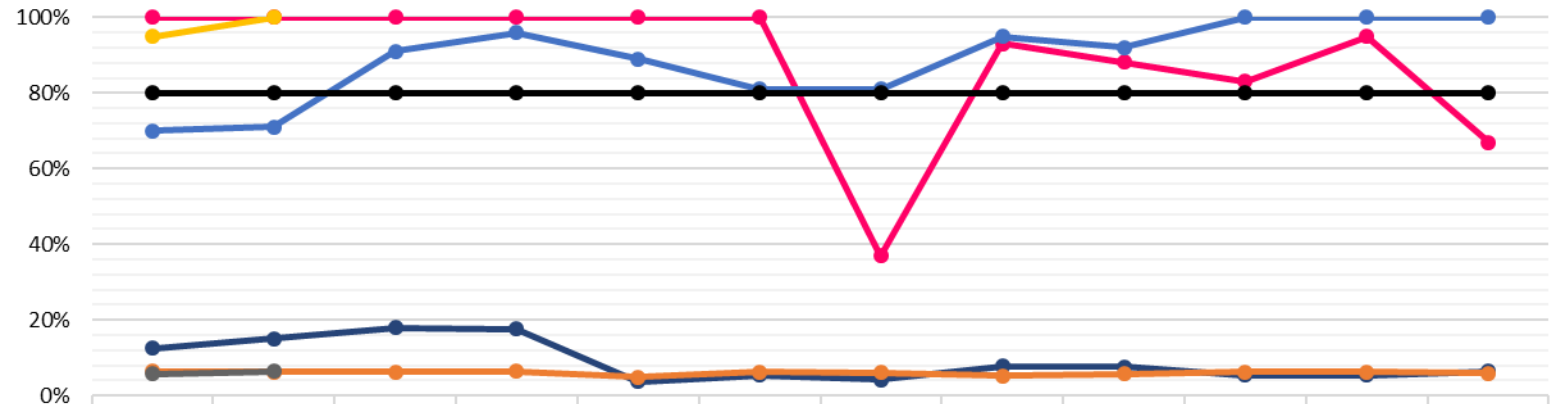
**Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

GLTC Mileage FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
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	9,584	11,535
Paratransit Mileage 2020-2021 (FY-21)	13,170	13,196										
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	69,056	76,526
Fixed Route Mileage 2020-2021 (FY-21)	76,026	67,880										

Maintenance Performance FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
● 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%	100%	100%
● On Time Performance FY'21 (FTA Requires 80%)	95%	100%										
● FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
● 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%	6.29%	5.93%
● Fleet Downtime FY'21 (Industry Average 5%)	5.74%	6.44%										





GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for August 2020 is provided below. The Bus Route Signage grant has been completed with all funds expended and awaiting close out. The eight (8) replacements buses were received in August with payment due in September. All other projects remain in the various stages of procurement/awaiting delivery completion of work.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						8/31/2020
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	\$ -
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 47,609
VA-2019-011-00 Executed 3/28/19							
VA-2019-011-01	73019-29	Purchase (4) 40FT & (4) 35FT Replacement E	\$ 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	\$ -
VA-2019-011-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ 216,807
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 4,505,055
VA-2020-006-00 Executed 1/2/2020							
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ -
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 627,000.00





GLTC Board Agenda Detail

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

5a Summary – Vanpool Implementation

Ride Solutions/Kelly Hitchcock and GLTC staff continue to meet remotely biweekly with AECOM staff to work through the Vanpool Implementation Plan. These biweekly meetings are planned to continue through October in order to work toward starting a Vanpool program in the Central Virginia region.

Contacts: Brian Booth
Attachments: None
Action Required: None

5b Summary – Board Oversight Procedures

There is no update for this item.

Contacts: Brian Booth
Attachments: None
Action Required: None

5c Summary – Board Appointments

John Hughes IV was appointed on September 8th to fill the remainder of the term for Bonnie Svrcek who retired on August 31, 2020. City Council reviewed additional candidates on September 22nd and appointed Brian Landergan with the Central VA YMCA to the board with plans for him to begin serving November 1st. One seat on the Board of Directors remains vacant and the Clerk of Council is actively recruiting for this vacancy.

Contacts: Brian Booth
Attachments: None
Action Required: None

5d Summary – Route 5/Madison Heights Service Changes

Due to other service announcement occurring in September and promotion of Sunday service the promotion of proposed changes was delayed to avoid having feedback missed due to many other announcements being made.

Contacts: Brian Booth
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 6
Item Title: New Business
Action: Discussion & Approvals

6a Summary – Fare Collection/Driver Barrier Update

At the September meeting, a motion was made and approved to start collecting fares on November 1st after it was presented that the driver barriers would be installed by that time. The shipment of these barriers was delayed approximately two weeks due to the wildfires in California. We have received the first shipment of barriers (approximately enough to install on half the buses) as of October 5th. The shipment of the second batch is delayed and the exact date of receipt isn't known at this moment.

This information is brought forward to inform the board of the status of these barriers and allow an opportunity to provide feedback as it relates to prior action to resume fare collection on November 1st. Staff have indicated with the delay in shipment it may not be feasible to have all barriers installed by November 1st as originally planned.

Contacts: Brian Booth
Attachments: None
Action Required: Discussion/Direction



6b Summary – Public Hearing/November Meeting

In the past it has been customary for the GLTC Board of Directors to cancel the November Board meeting due to the proximity of the meeting date in relation to the GLTC Annual Stockholder’s Meeting as well as typically a lack of necessary business to be conducted. The Annual Stockholder’s Meeting is scheduled for Wednesday October 28th, 2020 and the regularly scheduled November board meeting is scheduled one week later on Wednesday November 4th, 2020.

The board will also need to schedule a public hearing to obtain feedback from the public for the addition of Sunday Service to meet the requirements of the GLTC Fare and Service Change Comment Policy. The policy states that a public hearing will be required when “There is any service change that directly affects twenty-five percent (25%) or more of the number of revenue miles of a route for the day of the week for which the changes is made.” It goes on to state that “in emergency situations, a service change may be implemented immediately without a public hearing being held, but a public hearing on the changes must be held within 60 days of the implementation”. To meet the requirements of this policy, a public hearing would need to be held by December 4th, 2020.

Staff is seeking direction from the board for how they wish to proceed with the November board meeting and the scheduling of a public hearing.

Contacts: Brian Booth
Attachments: None
Action Required: Discussion/Direction



6c Summary – Capital Improvement Program Submission

The City of Lynchburg Finance Department has provided guidance for the submission requirements for the FY 2022 to FY 2026 Capital Improvement Program. The deadline for submission is Wednesday November 11th, 2020. Staff will be working to submit the required information and documents by the deadline, utilizing the information outlined in the Transit Strategic Plan for Capital Improvement Projects. The projects submitted for FY 2022 will be considered for funding during the FY 2022 budget planning/approval process by City Council with the projects reflected in FY 2023 and beyond provided for planning purposes.

The projects planned for submission to the City for FY 2022 are as follows:

- Heavy Duty Replacement Buses (9) - \$ 5,568,076
- Light Duty Paratransit Replacement Buses (6) - \$ 1,012,378
- Bus Stop Shelters/Improvements - \$ 167,000
- Wards Road Transfer Improvements - \$ 148,000 (*pending River Ridge Mall redesign*)

These projects are being submitted with a recommended local contribution of 10 % of total project cost. The remaining 90 % would be planned to be provided from State and Federal grants.

Contacts: Brian Booth
Attachments: None
Action Required: Informational





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8
Item Title: Next Meeting & Adjournment
Action: Adjournment

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

The GLTC Annual Stockholder's Meeting will be held on Wednesday October 28th, 2020 at 6:00 pm. The meeting will be held in Council Chambers at City Hall, 900 Church Street, Lynchburg, VA.

The next GLTC Board Meeting is scheduled to occur on November 4th, 2020 at 8:30 am.
(Pending action of item #6b in the New Business section)

This meeting will be held at the GLTC Operations and Maintenance Facility (O&M), 419 Bradley Drive, Lynchburg, VA in an effort to continue practicing adequate social distancing.

Consider Adjournment





GLTC Board Agenda Detail

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Benjamin Blanks <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	bensmjazz@gmail.com
Antonio "Tony" Davis, Sr. <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	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
Dan Deter <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-4172	ddeter@liberty.edu
Cameron Howe <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	CameronHoweGLTC@gmail.com
John Hughes, IV <i>City of Lynchburg 900 Church Street, Lynchburg, VA 24504</i>	434-455-3990	john.hughes@lynchburgva.gov
Brenda Nash <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	brendamnash@hotmail.com

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)

	Benjamin Blanks	Antonio "Tony" Davis	Mary- Winston Deacon	Dan Deter	Cameron Howe	Brenda Nash*	Bonnie Svrcek	Vacant	Vacant
Meeting Date	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 10/30/2020	Term date 10/30/2022
12/4/2019	P	P	P	P	P	N/A	P	N/A	A ¹
1/8/2020	P	P	P	P	P	N/A	P	N/A	A ²
2/5/2020	P	P	P	P	P	N/A	P	N/A	A ³
3/4/2020	P	P	P	P	P	N/A ⁴	P	N/A	P
4/1/2020	Cancelled Due to Concerns with COVID-19								
5/13/2020	P	P	P	P	P	P	P	N/A	N/A ⁵
6/3/2020	P	P	P	P	P	P	A ⁶	N/A	N/A
7/1/2020	P	P	P	P	P	A ⁷	A ⁸	N/A	N/A
8/5/2020	P	P	PR	P	P	P	P	N/A	N/A
9/2/2020	P	P	P	P	P	P	N/A ⁹	N/A	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) 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
- 6 - B. Svrcek - Conflict with Emergency City Council Meeting
- 7 - B. Nash - Out of Town
- 8 - B. Svrcek - Conflict with City Council Organizational Meeting
- 9 - B. Svrcek - Resigned 8/31/2020

