

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, December 2nd, 2020

8:30 a.m. – 10:00 a.m.

Meeting Location: GLTC Transfer Station – 800 Kemper St., 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;
Brian Landergan; 1 Seat Vacant

Public Hearing 8:30 am – Sunday Service

- a) A brief presentation will be provided by staff
 - b) 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 –
GLTC President to
Moderate

#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

October 7th, 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) September & October 2020 Financials
 - 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
No Update

#6 New Business

- a) FY 2022 Preliminary Operating Budget
 - b) Board Officer Elections
- Brian Booth



#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment
January 6th, 2021 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: Public Hearing

Item Title: Sunday Service

Action: Public Comment

Item Summary – Sunday Service

On October 4th, 2020, GLTC restarted service on Sundays with hours of operation 7:45 am to 7:15 pm. The routes and frequency of service is the same that is provided on Saturday during the stated time frame. Through Sunday November 15th, ridership averaged about 730 passengers per Sunday.

At this time the floor will be open for public comment on the current service provided. At the end of public comment, the Board shall provide guidance on the direction moving forward.

Contacts: Brian Booth

Attachments: None

Action Required: Receive Public Feedback/Direction Moving Forward





GLTC Board Agenda Detail

Item #: 2
Item Title: October 7th, 2020 Minutes
Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)
BOARD OF DIRECTORS DRAFT MEETING MINUTES
October 7, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, October 7th, 2020 at the GLTC Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Mary-Winston Deacon; Ben Blanks; Brenda Nash; John Hughes, IV; and Dan Deter.

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

Visitors to the meeting were GLTC customer William Carr; and Bhrett Vckery and Dan Palm with WSET-TV.

Attending via ZOOM video conference were: Patrice Strachan of the Virginia Department of Rail and Public Transportation (DRPT); 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 September 2nd, 2020. Ms. Deacon made a motion to approve the minutes of September 2nd, 2020 with Mr. Blanks 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 – No report

3d – Central Virginia Planning District Commission

Mr. Gabathuler stated that the long-range plan has been adopted and is currently on the CVPDC website. He also stated that he has been in the field for the fall bus stop inventory and there is some data that needs to be added to the inventory. He has also worked to add information on Google Maps for Sunday bus service.



4 – Staff Reports

4a – General Manager’s Report

Mr. Booth highlighted the following as presented in the board packet:

- On September 16th, 2020, the Commonwealth Transportation Board (CTB) reviewed the Department of Rail and Public Transportation’s (DRPT) 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 the second quarter. 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.
- An overview of measures taken to further mitigate the COVID-19 impact and exposure to employees was discussed. Additional measures include only one staff member per vehicle during shift relief, the use of fogging misters, and additional personnel hired to aid in the disinfection and cleaning of buses and facilities.
- Sunday service started on October 4th with staff working diligently over the preceding two months to prepare. Positions for operators still remain vacant and will need to rely on overtime to cover shifts until positions can be filled.

A lengthy discussion followed regarding the frequency of the cleaning of buses, staffing levels to clean buses, and the operator shortage. Suggestions were provided for how to overcome some of the hurdles with staffing. Mr. Booth addressed the comments with clarification as needed while noting that he will look into the suggestions recommended by the board.

Mr. Blanks noted that some of the shelters probably needed cleaning.

4b – June 2020 Financials

Mr. Booth recapped the financials as presented in the board packet. The financial statements for August 2020 were presented as preliminary pending the finalization of the annual financial audit and close out of FY 2020.

Total Revenues are under budget 9 % year to date 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 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 will allow GLTC to maintain the \$ 500,000 originally budgeted for the year and staff 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.

Total expenses are under budget 26 % year to date and under budget 24 % for the month of August 2020. Total Salaries are under budget approximately 32 %, total overtime is under budget approximately 15 %, and total benefits are under budget approximately 14 %. Maintenance expenses (less wages/benefits) year to date are under budget approximately 38 %. Fuel is under budget approximately 38 %, Tires and Tubes are under budget approximately 83 %, and Other Materials and Supplies are under budget approximately 27%.



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. GLTC anticipates these expenses will come more in line with budget as the fiscal year progresses. Other Materials and Supplies are under budget approximately 46 % due to lower than projected facility maintenance expenses. Miscellaneous expenses are under budget approximately 68 % year to date due to no travel for training/conferences occurring thus far.

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

Mr. Deter stated that since we have a shortage of drivers, we need to focus on what is necessary to correct the problem now and stop cancelling or changing service.

Mr. Davis inquired about a bonus for the staff for working through the pandemic. Mr. Booth responded there is the potential and is working ensure cash flow will allow for a bonus for staff.

4c – Ridership and Operations Statistics

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 experienced in late August. Liberty ridership was 667 and reflects service starting on August 24th, 2020.

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

4d – Capital Grants

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 or completion of work.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool

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.

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

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.



5d Summary – Route 5/Madison Heights Service Changes

Due to other service announcements 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.

#6 – New Business

6a Summary – Fare Collection

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 barriers was delayed approximately two weeks due to the wildfires in California. The first shipment of barriers was received October 5th. The shipment of the second batch has been delayed and the exact date of receipt isn't known.

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

There was discussion regarding the delay of the barriers. After the discussion, Mr. Davis called for a vote to delay implementing the fare collection. Mr. Blanks made a motion to delay the November 1st deadline for restarting fare collection and moved for staff to restart fare collection after all of the driver barriers are installed, stipulating that if driver barriers are not installed with fare collection resuming by December 2nd, the matter would come back to the board for reassessment at the December 2nd meeting. Mr. Hughes seconded the motion and the vote carried with Mr. Deter voting in opposition.

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.

Additionally, it was necessary for the Board to hold 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 requires a public hearing be held when any service change directly affects twenty-five percent (25 %) or more of the revenue miles of a route for the day which the change is made and in an emergency situation the public hearing should be held within 60 days of implementation. To meet this requirement a public hearing should be scheduled by December 4th, 2020.

Ms. Howe and Ms. Nash stated they would like to see the Public Hearing at the Transfer Station. Ms. Howe would like to resume all board meetings at the Transfer Station. After discussion, the public hearing/board meeting will be held at the Transfer Station on December 2nd. Staff will plan to have a Virtual Town Hall to allow participants to attend and speak remotely.

Ms. Howe made a motion to cancel the November board meeting with Ms. Deacon seconding the motion and the vote was carried.

6c Summary – Capital Improvement Program Submission

The City of Lynchburg Finance Department 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 are 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 % is planned to be provided from State and Federal grants. No action was required on this item as this was to inform the board of necessary deadlines.

#7 – President’s Report

No report

#8 – Next Meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on December 2nd, 2020 at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Mr. Hughes made a motion to adjourn the meeting with Mr. Blanks seconding the motion and the vote was carried. The meeting was adjourned at 9:43 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 final driver barriers were received in late October and final installation took place on the buses during the first two weeks of November. Upon the completion of installation GLTC resumed boarding passenger through the front door and collecting fares on Monday November 16th, 2020.
- The Department of Rail and Public Transportation (DRPT) has released the Draft FY 2021 Six Year Improvement Program (SYIP). This document outlines the funding provided by the state for operating, capital, and other special projects. The draft document indicated that GLTC will receive \$ 2,198,620 to support operating expenses which is a slight increase over the allocation for FY 2020. All capital projects and intern grant submitted by GLTC for the FY 2021 have been recommended for funding. Public comment is being accepted by the Commonwealth Transportation Board (CTB) through December 3rd. Upon the close of the public comment period, the SYIP will be presented to the CTB at their December meeting for approval.
- GLTC had the opportunity to take part in the Virginia Faces of Transit campaign sponsored by the Virginia Transit Association. This campaign was put together to highlight the importance that public transportation plays in strengthening the economy, improving the environment, increasing equity, and better connecting communities. Ben Blanks was interviewed for one segment of the six-part series of the campaign. The full campaign can be found at www.vatransit.com/facesoftransit.
- The Department of Rail and Public Transportation is seeking feedback and input for the consideration in developing the Transit Ridership Incentive Program (TRIP). TRIP is a new statewide discretionary grant program that was approved by the General Assembly in 2020 and is designed to improved transit in urbanized areas of the Commonwealth with a population in excess of 100,000 and support the pilot of fare-free/low income programs. A request for ideas (RFI) has been issued with a deadline for submitting ideas by December 15th. Staff have identified the project of improving frequency to the Route 4 (serving the Transfer Station, Wards Road, Liberty University, and Lynchburg Regional Airport) as a potential project eligible for funding. This project is outlined in the Transit Strategic Plan as a future service improvement. Staff plan to submit this project in the RFI and take part in the work group that works to develop this program. It should be noted the RFI is not a grant application and applications will be accepted at a later date.





GLTC Board Agenda Detail

Item #: 4b

Item Title: September & October 2020 Financials

Action: For Your Information

The September and October 2020 financial statements are provided for review on the following pages; however, the summary below is based off of year to date numbers through October 2020.

REVENUES:

Total Revenues are under budget 8 % year to date, approximately \$ 221,000, and under budget 9 % for the month of October 2020. Passenger Revenue and Access Contracts all reflect no revenue through October due to the suspension of fare collection. Advertising revenue is under budget 14 % year to date, approximately \$ 2,600, due to a reduction in ad contracts since the pandemic started.

State Operating Assistance reflects being under budget 1 %, approximately \$ 9,700, year to date due to revenue budgeted for an intern grant not being available due to the grant not yet being approved. Local and Federal operating assistance reflect being on budget for October and year to date. The Federal Operating Assistance is provided through the CARES Act and is being accrued based on the budget projections. The actually amount to be drawn down and accrued for as we move through the fiscal year will be adjusted for what is required to cover expenses in order to maximize the amount that can roll over to support FY 2022.

EXPENSES:

Total expenses are under budget 22 %, approximately \$ 596,000, year to date, and under budget 18 % for the month of October 2020. Total Salaries are under budget approximately 25 % or \$ 284,000, total overtime is over budget approximately 3 % or \$ 2,400, and total benefits are under budget approximately 14 % or \$ 71,000. Salaries are under budget due to vacant positions in addition to potential wage adjustments not yet applied pending the finalization of the Union contract. Overtime is over budget due to an increase in overtime required to cover open runs and is 50 % over budget for the month of October as a result. Benefits are under budget due to insurance premiums coming in less than projected and FICA obligations lower than projected.

Maintenance expenses (less wages/benefits) year to date are under budget approximately 40 % or \$ 159,000. Fuel is under budget approximately 47 % or \$ 88,000 due to lower fuel prices, Tires and Tubes are under budget approximately 78 % or \$ 30,000 due less utilization of tires, and Other Materials and Supplies are under budget approximately 24% or \$ 41,000.

Services are under budget 4 %, Utilities are under budget 33 %, Casualty and Liability expenses are under budget 17 %, 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 8 % or \$ 1,300 due to lower than projected facility maintenance expenses which are budgeted off previous experience. Miscellaneous expenses are under budget approximately 76 % or \$ 23,000 year to date due to no travel for training/conferences and limited public relations events.

SUMMARY:

The year to date net income reflects a surplus of \$ 358,453 at the end of October 2020. This surplus figure will decrease once wages adjustments are applied after the finalization of the Union contract. Additionally, the federal funds through the CARES Act are being accrued based on budget projections but plans are to adjust and only draw down funds necessary to balance the finances toward the end of the fiscal year. This will allow us to roll the maximum amount of CARES Act funds over to support operating expenses in FY 2022.

Contacts: Brian Booth

Attachments: Pages 12-21

Action Required: None



September 2020 Financial Statement

Greater Lynchburg Transit Company, Inc.			
Balance Sheet			
September FY 2021			
	FY 2021	FY 2020	Difference
ASSETS			
Cash - GLTC	\$ 77,800	\$ -	\$ 77,800
Cash - Capital	190,144	245,170	(55,026)
Accounts Receivable	<u>131,220</u>	<u>52,611</u>	<u>78,610</u>
TOTAL CURRENT ASSETS	\$ 399,164	\$ 297,781	\$ 101,383
Tangible Property	\$ 64,854,136	\$ 60,824,522	\$ 4,029,614
Accumulated Depreciation	<u>(26,693,507)</u>	<u>(23,625,249)</u>	<u>(3,068,258)</u>
NET FIXED ASSETS	\$ 38,160,629	\$ 37,199,273	\$ 961,356
TOTAL ASSETS	<u>\$ 38,559,793</u>	<u>\$ 37,497,054</u>	<u>\$ 1,062,739</u>
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	<u>\$ 121,524</u>	<u>\$ 49,514</u>	<u>\$ 72,010</u>
TOTAL LIABILITIES	121,524	49,514	72,010
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,383,657	37,369,498	(2,985,841)
Accumulated Income/(Loss) Current Year	<u>4,054,607</u>	<u>78,037</u>	<u>3,976,570</u>
TOTAL CAPITAL	\$ 38,438,269	\$ 37,447,540	\$ 990,729
TOTAL LIABILITIES AND CAPITAL	<u>\$ 38,559,793</u>	<u>\$ 37,497,054</u>	<u>\$ 1,062,739</u>



September 2020 Financial Statement

Central VA Transit Management Company Inc.			
Balance Sheet			
Sep FY 2021			
	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 487,088	\$ 955,704	\$ (468,617)
Cash - OPEB	287,701	263,391	24,310
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	244,758	202,635	42,123
Materials and Fuel	<u>307,426</u>	<u>347,929</u>	<u>(40,503)</u>
TOTAL CURRENT ASSETS	\$ 1,327,147	\$ 1,769,834	\$ (442,687)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	<u>(12,382)</u>	<u>(12,382)</u>	<u>-</u>
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	<u>227,846</u>	<u>99,396</u>	<u>128,449</u>
TOTAL ASSETS	<u>\$ 1,554,993</u>	<u>\$ 1,869,230</u>	<u>\$ (314,238)</u>
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 518,737	\$ 258,354	\$ 260,383
Wages Payable	99,745	80,959	18,786
Other Payroll Liabilities	811,431	716,984	94,447
Advance Payments	<u>(163,385)</u>	<u>764,389</u>	<u>(927,774)</u>
TOTAL LIABILITIES	1,266,528	1,820,686	(554,158)
Accumulated Income/(Loss) Prior Years	-	48,544	(48,544)
Accumulated Income/(Loss) Current Year	<u>288,465</u>	<u>-</u>	<u>288,465</u>
TOTAL CAPITAL	\$ 288,465	\$ 48,544	\$ 239,921
TOTAL LIABILITIES AND CAPITAL	<u>\$ 1,554,993</u>	<u>\$ 1,869,230</u>	<u>\$ (314,237)</u>



September 2020 Financial Statement

GREATER LYNCHBURG TRANSIT COMPANY, INC.			
INCOME STATEMENT			
AS OF SEPTEMBER 30, 2020			
		FY2021 ACTUAL SEP	FY2021 ACTUAL YTD
REVENUE			
Operating Assistance Revenue		\$ 733,748	\$ 1,476,791
Money Paid to CVTMC		(733,748)	(1,476,791)
Sale of Equipment & Vehicles		-	44,079
Federal Grant Revenue		3,121,530	3,123,520
Money to be Paid to CVTMC		77,800	77,800
Local Grant Revenue		<u>808,810</u>	<u>809,208</u>
TOTAL REVENUE		\$ 4,008,140	\$ 4,054,607
EXPENSES			
Repairs - Capital		-	\$ -
Other Miscellaneous Expense		<u>-</u>	<u>-</u>
TOTAL EXPENSES		\$ -	\$ -
NET INCOME/(LOSS)		<u>\$ 4,008,140</u>	<u>\$ 4,054,607</u>



September 2020 Financial Statement

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF SEPTEMBER 30, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2021 SEP	FY2021 SEP	%	FY2021 YTD	FY2021 YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 33,454	-100%	\$ -	\$ 100,361	-100%
DRT Passenger Revenue	-	4,124	-100%	-	12,371	-100%
Contracts (LU Access)	-	15,120	-100%	-	30,240	-100%
Contracts (CVCC Access)	-	3,910	-100%	-	11,730	-100%
Liberty University Revenue	33,437	33,390	0%	66,874	66,780	0%
Non-Operating Revenue	2,134	1,025	108%	3,629	3,076	18%
Advertising Revenue	4,288	4,794	-11%	13,003	14,381	-10%
City Operating Assistance	41,667	41,667	0%	125,000	125,000	0%
County Operating Assistance	6,483	6,483	0%	19,450	19,450	0%
State Operating Assistance	164,838	172,125	-4%	509,088	516,375	-1%
Federal Operating Assistance	354,813	354,813	0%	1,064,438	1,064,438	0%
TOTAL REVENUE	\$ 607,660	\$ 670,904	-9%	\$ 1,801,482	\$ 1,964,201	-8%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 96,604	\$ 130,555	-26%	\$ 240,369	\$ 391,666	-39%
Operator-Overtime	14,826	16,911	-12%	42,113	50,732	-17%
Other Salaries & Wages	22,084	25,805	-14%	70,482	77,416	-9%
Supervisors-Overtime	1,428	1,258	14%	5,687	3,775	51%
Fringe Benefits	82,306	89,803	-8%	229,112	269,408	-15%
TOTAL FIXED ROUTE	\$ 217,248	\$ 264,333	-18%	\$ 587,763	\$ 792,998	-26%
DEMAND RESPONSE						
Operator Labor	\$ 18,783	\$ 26,732	-30%	\$ 49,755	\$ 80,195	-38%
Operator-Overtime-PTS	767	794	-3%	2,204	2,382	-7%
Other Salaries & Wages	5,369	5,652	-5%	15,824	16,955	-7%
Fringe Benefits	15,172	17,510	-13%	43,301	52,530	-18%
TOTAL DEMAND RESPONSE	\$ 40,091	\$ 50,687	-21%	\$ 111,083	\$ 152,062	-27%
MAINTENANCE						
Other Salaries & Wages	\$ 45,056	\$ 55,864	-19%	\$ 128,046	\$ 167,593	-24%
Inspection&Maint,Srvc-Overtime	1,402	2,403	-42%	4,638	7,209	-36%
Fringe Benefits	28,176	30,752	-8%	84,761	92,255	-8%
Fuel & Lubricants	11,616	46,793	-75%	69,332	140,379	-51%
Tires & Tubes	-	9,696	-100%	3,343	29,089	-89%
Other Materials & Supplies	45,250	42,935	5%	107,766	128,804	-16%
TOTAL MAINTENANCE	\$ 131,501	\$ 188,443	-30%	\$ 397,886	\$ 565,328	-30%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,340	\$ 34,620	-12%	\$ 89,155	\$ 103,859	-14%
Fringe Benefits	18,357	18,271	0%	56,954	54,814	4%
Services	38,033	39,187	-3%	106,769	117,560	-9%
Utilities	8,509	16,293	-48%	31,674	48,880	-35%
Casualty & Liability Expenses	25,434	26,023	-2%	74,303	78,070	-5%
Information Technology	13,413	13,142	2%	37,995	39,425	-4%
Other Materials & Supplies	9,367	4,137	126%	13,804	12,410	11%
Miscellaneous	2,313	7,684	-70%	5,629	23,051	-76%
TOTAL ADMINISTRATION	\$ 145,766	\$ 159,356	-9%	\$ 416,284	\$ 478,068	-13%
TOTAL EXPENSES	\$ 534,606	\$ 662,819	-19%	\$ 1,513,017	\$ 1,988,457	-24%
NET INCOME/(LOSS)	\$ 73,053	\$ 8,085		\$ 288,465	\$ (24,256)	

September 2020 Financial Statement

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
COMPARATIVE INCOME STATEMENT						
AS OF SEPTEMBER 30, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020		FY2021	FY2020	
	SEP	SEP	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 41,988	-100%	\$ -	\$ 132,630	-100%
DRT Passenger Revenue	-	\$ 6,201	-100%	-	16,036	-100%
Contracts (LU Access)	-	\$ 16,800	-100%	-	33,600	-100%
Contracts (CVCC Access)	-	\$ 4,692	-100%	-	14,076	-100%
Liberty University Revenue	33,437	\$ 33,640	-1%	66,874	67,280	-1%
Non-Operating Revenue	2,134	\$ 4,917	-57%	3,629	5,830	-38%
Advertising Revenue	4,288	\$ 11,191	-62%	13,003	22,472	-42%
City Operating Assistance	41,667	\$ 144,065	-71%	125,000	432,196	-71%
County Operating Assistance	6,483	\$ 6,356	2%	19,450	19,069	2%
State Operating Assistance	164,838	\$ 176,166	-6%	509,088	515,558	-1%
Federal Operating Assistance	354,813	\$ 196,469	81%	1,064,438	589,406	81%
TOTAL REVENUE	\$ 607,660	\$ 642,484	-5%	\$ 1,801,482	\$ 1,848,153	-3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 96,604	\$ 113,690	-15%	\$ 240,369	\$ 340,516	-29%
Operator-Overtime	14,826	6,334	134%	42,113	22,698	86%
Other Salaries & Wages	22,084	25,045	-12%	70,482	76,764	-8%
Supervisors-Overtime	1,428	564	153%	5,687	2,201	158%
Fringe Benefits	82,306	82,309	0%	229,112	234,464	-2%
TOTAL FIXED ROUTE	\$ 217,248	\$ 227,942	-5%	\$ 587,763	\$ 676,643	-13%
DEMAND RESPONSE						
Operator Labor	\$ 18,783	\$ 20,741	-9%	\$ 49,755	\$ 65,658	-24%
Operator-Overtime-PTS	767	373	106%	2,204	916	141%
Other Salaries & Wages	5,369	5,792	-7%	15,824	17,405	-9%
Fringe Benefits	15,172	15,246	0%	43,301	44,529	-3%
TOTAL DEMAND RESPONSE	\$ 40,091	\$ 42,152	-5%	\$ 111,083	\$ 128,507	-14%
MAINTENANCE						
Other Salaries & Wages	\$ 45,056	\$ 46,255	-3%	\$ 128,046	\$ 144,718	-12%
Inspection&Maint,Srcv-Overtime	1,402	4,460	-69%	4,638	14,039	-67%
Fringe Benefits	28,176	28,745	-2%	84,761	84,180	1%
Fuel & Lubricants	11,616	50,545	-77%	69,332	154,819	-55%
Tires & Tubes	-	8,158	-100%	3,343	23,870	-86%
Other Materials & Supplies	45,250	52,842	-14%	107,766	155,864	-31%
TOTAL MAINTENANCE	\$ 131,501	\$ 191,004	-31%	\$ 397,886	\$ 577,490	-31%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,340	\$ 25,903	17%	\$ 89,155	\$ 91,960	-3%
Fringe Benefits	18,357	14,868	23%	56,954	48,762	17%
Services	38,033	36,363	5%	106,769	111,296	-4%
Utilities	8,509	10,758	-21%	31,674	36,489	-13%
Casualty & Liability Expenses	25,434	26,485	-4%	74,303	79,451	-6%
Information Technology	13,413	14,338	-6%	37,995	32,976	15%
Other Materials & Supplies	9,367	1,056	787%	13,804	2,791	395%
Miscellaneous	2,313	5,873	-61%	5,629	13,242	-57%
TOTAL ADMINISTRATION	\$ 145,766	\$ 135,642	7%	\$ 416,284	\$ 416,968	0%
TOTAL EXPENSES	\$ 534,606	\$ 596,740	-10%	\$ 1,513,017	\$ 1,799,609	-16%
NET INCOME/(LOSS)	\$ 73,053	\$ 45,744		\$ 288,465	\$ 48,544	



October 2020 Financial Statements

Greater Lynchburg Transit Company, Inc.

Balance Sheet

October FY 2021

	FY 2021	FY 2020	Difference
ASSETS			
Cash - Capital	196,930	245,170	(48,240)
Accounts Receivable	52,515	52,611	(96)
TOTAL CURRENT ASSETS	\$ 249,445	\$ 297,781	\$ (48,336)
Tangible Property	\$ 64,854,136	\$ 60,824,522	\$ 4,029,614
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
NET FIXED ASSETS	\$ 38,160,629	\$ 37,199,273	\$ 961,356
TOTAL ASSETS	\$ 38,410,074	\$ 37,497,054	\$ 913,020
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	3,976,898	78,037	3,898,861
TOTAL CAPITAL	\$ 38,360,560	\$ 37,447,540	\$ 913,020
TOTAL LIABILITIES AND CAPITAL	\$ 38,410,074	\$ 37,497,054	\$ 913,020



October 2020 Financial Statements

Central VA Transit Management Company Inc.			
Balance Sheet			
Oct FY 2021			
	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 570,489	\$ 819,254	\$ (248,765)
Temporary Cash Investment	-	-	-
Cash - OPEB	287,703	263,402	24,301
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	200,969	253,612	(52,643)
Materials and Fuel	301,521	358,412	(56,891)
TOTAL CURRENT ASSETS	\$ 1,360,858	\$ 1,694,855	\$ (333,997)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	209,426	240,638	(31,212)
TOTAL ASSETS	\$ 1,570,284	\$ 1,935,493	\$ (365,209)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 488,746	\$ 229,390	\$ 259,356
Wages Payable	139,786	120,581	19,205
Other Payroll Liabilities	810,254	716,769	93,485
Short Term Loan - City of Lynchburg	-	-	-
Line of Credit	-	-	-
Advance Payments	(226,955)	779,808	(1,006,764)
TOTAL LIABILITIES	1,211,831	1,846,549	(634,717)
Accumulated Income/(Loss) Prior Years	-	88,944	(88,944)
Accumulated Income/(Loss) Current Year	358,453	-	358,453
Restricted Reserve	-	-	-
TOTAL CAPITAL	\$ 358,453	\$ 88,944	\$ 269,509
TOTAL LIABILITIES AND CAPITAL	\$ 1,570,284	\$ 1,935,493	\$ (365,209)



October 2020 Financial Statements

GREATER LYNCHBURG TRANSIT COMPANY, INC.			
INCOME STATEMENT			
AS OF OCTOBER 31, 2020			
		FY2021 ACTUAL OCT	FY2021 ACTUAL YTD
REVENUE			
Operating Assistance Revenue		\$ 509,088	\$ 1,985,879
Money Paid to CVTMC		(509,088)	(1,985,879)
Sale of Equipment & Vehicles		-	44,079
Federal Grant Revenue		-	3,123,520
Money to be Paid to CVTMC		(77,800)	-
Local Grant Revenue		<u>91</u>	<u>809,299</u>
TOTAL REVENUE		\$ (77,709)	\$ 3,976,898
EXPENSES			
Other Miscellaneous Expense		<u>-</u>	<u>-</u>
TOTAL EXPENSES		\$ -	\$ -
NET INCOME/(LOSS)		<u>\$ (77,709)</u>	<u>\$ 3,976,898</u>



October 2020 Financial Statements

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
AS OF OCTOBER 31, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021		FY2021	FY2021	
	OCT	OCT	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 33,454	-100%	\$ -	\$ 133,815	-100%
DRT Passenger Revenue	-	4,124	-100%	-	16,494	-100%
Contracts (LU Access)	-	15,120	-100%	-	45,360	-100%
Contracts (CVCC Access)	-	3,910	-100%	-	15,640	-100%
Liberty University Revenue	33,437	33,390	0%	100,311	100,170	0%
Non-Operating Revenue	2,155	1,025	110%	5,784	4,101	41%
Advertising Revenue	3,488	4,794	-27%	16,490	19,174	-14%
City Operating Assistance	41,667	41,667	0%	166,667	166,667	0%
County Operating Assistance	6,483	6,483	0%	25,933	25,933	0%
State Operating Assistance	169,696	172,125	-1%	678,784	688,499	-1%
Federal Operating Assistance	354,813	354,813	0%	1,419,250	1,419,250	0%
TOTAL REVENUE	\$ 611,738	\$ 670,904	-9%	\$ 2,413,219	\$ 2,635,104	-8%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 103,468	\$ 130,555	-21%	\$ 343,837	\$ 522,221	-34%
Operator-Overtime	25,342	16,911	50%	67,454	67,643	0%
Other Salaries & Wages	25,153	25,805	-3%	95,635	103,222	-7%
Supervisors-Overtime	2,574	1,258	105%	8,262	5,033	64%
Fringe Benefits	73,547	89,803	-18%	302,659	359,211	-16%
TOTAL FIXED ROUTE	\$ 230,084	\$ 264,333	-13%	\$ 817,847	\$ 1,057,330	-23%
DEMAND RESPONSE						
Operator Labor	\$ 19,473	\$ 26,732	-27%	\$ 69,228	\$ 106,927	-35%
Operator-Overtime-PTS	1,368	794	72%	3,571	3,175	12%
Other Salaries & Wages	6,789	5,652	20%	22,612	22,607	0%
Fringe Benefits	12,751	17,510	-27%	56,052	70,040	-20%
TOTAL DEMAND RESPONSE	\$ 40,381	\$ 50,687	-20%	\$ 151,464	\$ 202,749	-25%
MAINTENANCE						
Other Salaries & Wages	\$ 50,676	\$ 55,864	-9%	\$ 178,722	\$ 223,457	-20%
Inspection&Maint,Srvc-Overtime	3,938	2,403	64%	8,576	9,611	-11%
Fringe Benefits	25,272	30,752	-18%	110,033	123,007	-11%
Fuel & Lubricants	30,282	46,793	-35%	99,614	187,172	-47%
Tires & Tubes	5,089	9,696	-48%	8,432	38,785	-78%
Other Materials & Supplies	22,270	42,935	-48%	130,036	171,739	-24%
TOTAL MAINTENANCE	\$ 137,527	\$ 188,443	-27%	\$ 535,413	\$ 753,771	-29%
ADMINISTRATION						
Other Salaries & Wages	\$ 33,333	\$ 34,620	-4%	\$ 122,488	\$ 138,478	-12%
Fringe Benefits	15,004	18,271	-18%	71,958	73,085	-2%
Services	44,057	39,187	12%	150,825	156,747	-4%
Utilities	11,911	16,293	-27%	43,586	65,173	-33%
Casualty & Liability Expenses	12,321	26,023	-53%	86,624	104,094	-17%
Information Technology	11,477	13,142	-13%	49,472	52,567	-6%
Other Materials & Supplies	4,045	4,137	-2%	17,849	16,546	8%
Miscellaneous	1,611	7,683	-79%	7,240	30,734	-76%
TOTAL ADMINISTRATION	\$ 133,758	\$ 159,356	-16%	\$ 550,042	\$ 637,423	-14%
TOTAL EXPENSES	\$ 541,750	\$ 662,819	-18%	\$ 2,054,767	\$ 2,651,275	-22%
NET INCOME/(LOSS)	\$ 69,988	\$ 8,085		\$ 358,453	\$ (16,171)	



October 2020 Financial Statements

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
COMPARATIVE INCOME STATEMENT						
AS OF OCTOBER 31, 2020						
	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020		FY2021	FY2020	
	OCT	OCT	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ -	\$ 45,317	-100%	\$ -	\$ 177,947	-100%
DRT Passenger Revenue	-	\$ 4,940	-100%	-	20,976	-100%
Contracts (LU Access)	-	\$ 16,800	-100%	-	50,400	-100%
Contracts (CVCC Access)	-	\$ 4,692	-100%	-	18,768	-100%
Liberty University Revenue	33,437	\$ 33,640	-1%	100,311	100,920	-1%
Non-Operating Revenue	2,155	\$ 245	779%	5,784	6,075	-5%
Advertising Revenue	3,488	\$ 8,295	-58%	16,490	30,766	-46%
City Operating Assistance	41,667	\$ 144,065	-71%	166,667	576,262	-71%
County Operating Assistance	6,483	\$ 6,356	2%	25,933	25,425	2%
State Operating Assistance	169,696	\$ 169,696	0%	678,784	685,254	-1%
Federal Operating Assistance	354,813	\$ 196,469	81%	1,419,250	785,875	81%
TOTAL REVENUE	\$ 611,738	\$ 630,515	-3%	\$ 2,413,219	\$ 2,478,668	-3%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 103,468	\$ 121,355	-15%	\$ 343,837	\$ 461,871	-26%
Operator-Overtime	25,342	13,623	86%	67,454	36,321	86%
Other Salaries & Wages	25,153	27,096	-7%	95,635	103,860	-8%
Supervisors-Overtime	2,574	880	193%	8,262	3,081	168%
Fringe Benefits	73,547	78,461	-6%	302,659	312,924	-3%
TOTAL FIXED ROUTE	\$ 230,084	\$ 241,414	-5%	\$ 817,847	\$ 918,057	-11%
DEMAND RESPONSE						
Operator Labor	\$ 19,473	\$ 22,201	-12%	\$ 69,228	\$ 87,859	-21%
Operator-Overtime-PTS	1,368	478	186%	3,571	1,394	156%
Other Salaries & Wages	6,789	6,493	5%	22,612	23,898	-5%
Fringe Benefits	12,751	13,983	-9%	56,052	58,512	-4%
TOTAL DEMAND RESPONSE	\$ 40,381	\$ 43,156	-6%	\$ 151,464	\$ 171,663	-12%
MAINTENANCE						
Other Salaries & Wages	\$ 50,676	\$ 49,301	3%	\$ 178,722	\$ 194,018	-8%
Inspection&Maint,Srcv-Overtime	3,938	4,988	-21%	8,576	19,027	-55%
Fringe Benefits	25,272	25,989	-3%	110,033	110,170	0%
Fuel & Lubricants	30,282	54,562	-45%	99,614	209,381	-52%
Tires & Tubes	5,089	8,031	-37%	8,432	31,901	-74%
Other Materials & Supplies	22,270	28,812	-23%	130,036	184,676	-30%
TOTAL MAINTENANCE	\$ 137,527	\$ 171,684	-20%	\$ 535,413	\$ 749,173	-29%
ADMINISTRATION						
Other Salaries & Wages	\$ 33,333	\$ 32,688	2%	\$ 122,488	\$ 124,649	-2%
Fringe Benefits	15,004	15,696	-4%	71,958	64,458	12%
Services	44,057	38,230	15%	150,825	149,526	1%
Utilities	11,911	11,347	5%	43,586	47,836	-9%
Casualty & Liability Expenses	12,321	22,304	-45%	86,624	101,754	-15%
Information Technology	11,477	9,054	27%	49,472	42,031	18%
Other Materials & Supplies	4,045	770	426%	17,849	3,561	401%
Miscellaneous	1,611	3,774	-57%	7,240	17,015	-57%
TOTAL ADMINISTRATION	\$ 133,758	\$ 133,861	0%	\$ 550,042	\$ 550,829	0%
TOTAL EXPENSES	\$ 541,750	\$ 590,114	-8%	\$ 2,054,767	\$ 2,389,723	-14%
NET INCOME/(LOSS)	\$ 69,988	\$ 40,401		\$ 358,453	\$ 88,944	



GLTC Board Agenda Detail

Item #: 4c

Item Title: September & October 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:

Ridership activities are reported as follows for September and October 2020:

- September 2020:
 - Total Ridership – 24,919
 - City Ridership – 23,494
 - Liberty Ridership – 1,424

- October 2020:
 - Total Ridership – 58,787
 - City Ridership – 54,208
 - Liberty Ridership – 4,579

The low ridership during September is due to limited service as a result of cancelled service after experiencing a staff shortage related to COVID-19 exposure and quarantine.

Maintenance:

Maintenance activities are reported as follows for September and October 2020:

- Total mileage for fixed route and paratransit services –
 - September 2020 – 84,854 miles
 - October 2020 – 107,883

- On-time performance for preventative maintenance activities –
 - September 2020 – 94 %
 - October 2020 – 100 %.

- Fleet downtime –
 - September 2020 – 6.45 %
 - October 2020 – 6.1 %

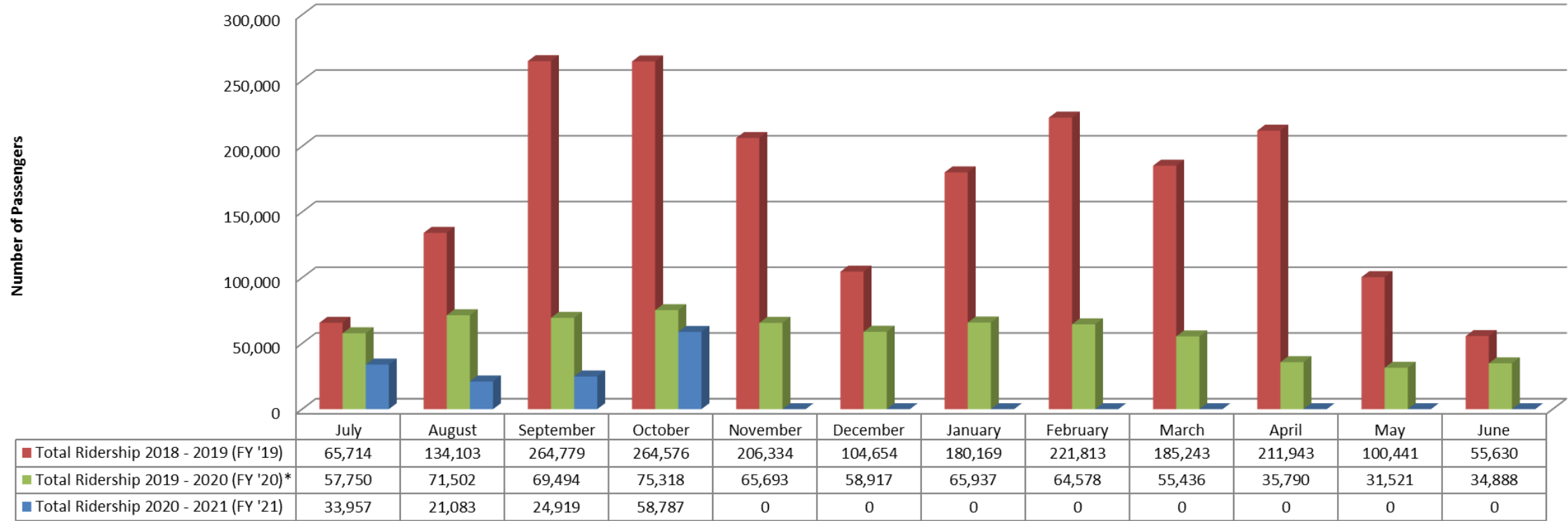
Contacts: Brian Booth

Attachments: Pages 23-27

Action Required: None



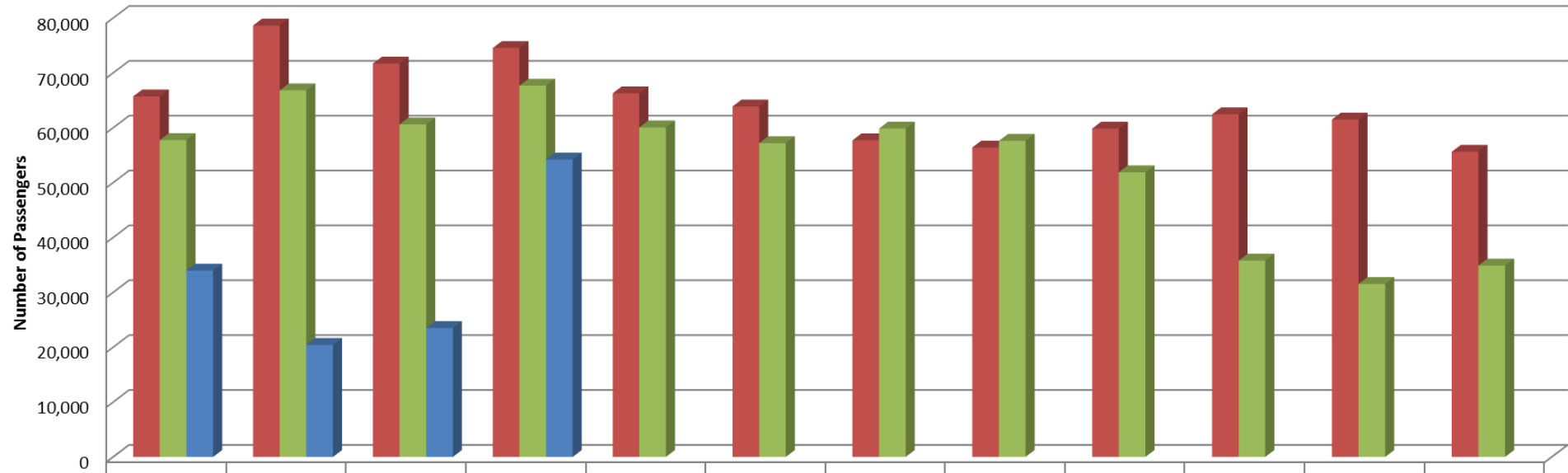
Monthly System-Wide Ridership FY '19, FY '20, FY '21



*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

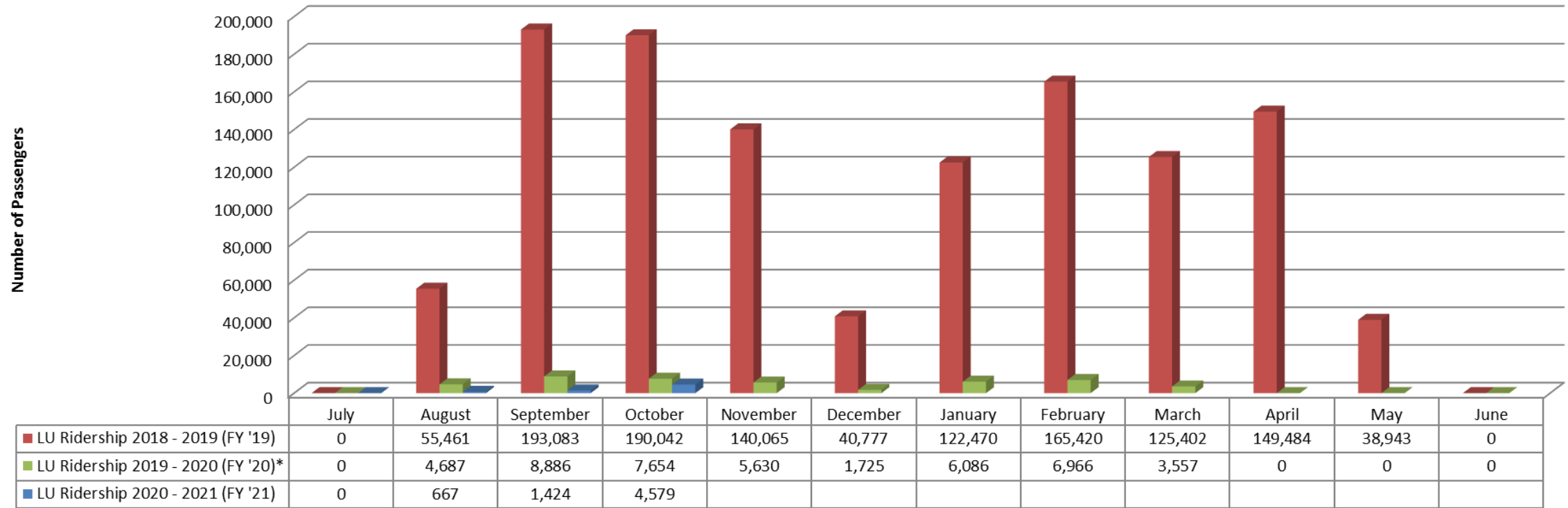
City Ridership FY '19, FY '20, FY '21



	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	23,495	54,208								

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

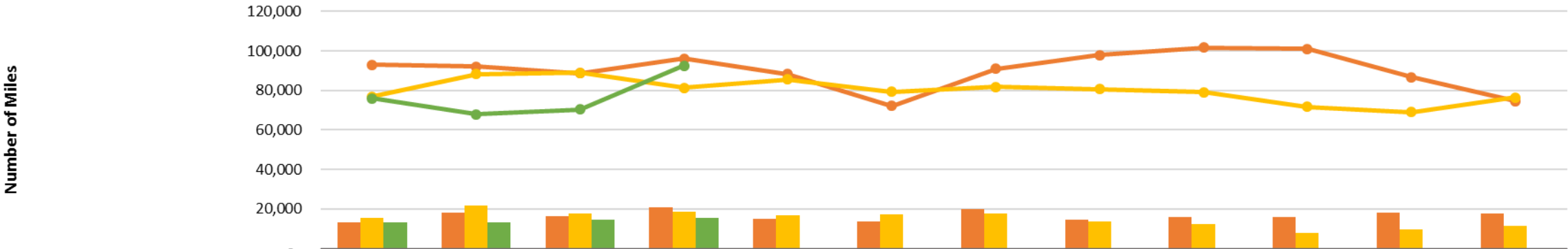
Liberty University Ridership FY '19, FY '20, FY '21



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

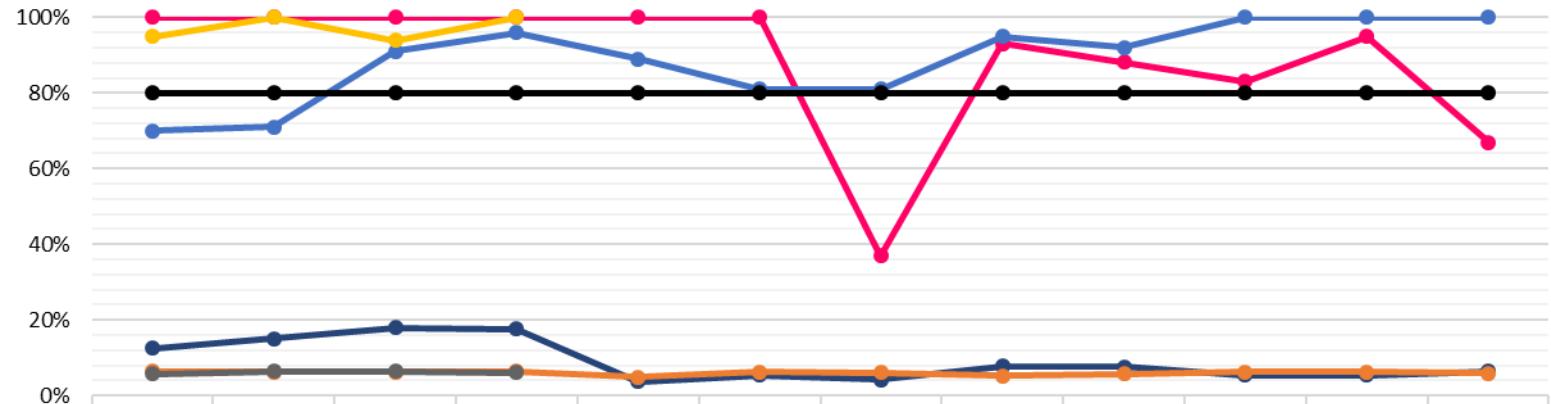
**Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

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	14,382	15,284								
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	70,472	92,599								

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



	July	August	September	October	November	December	Janauary	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%	94%	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%	6.45%	6.10%								



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for October 2020 is provided below. The eight (8) replacements buses were paid for in September and awaiting some small equipment to be finalized and paid before the grant can be closed out. Additional work has been completed with the ACM/Spare Parts grant through October. All other projects remain in the various stages of procurement/awaiting delivery following the completion of work.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						10/31/2020
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	\$ 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 Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 386,457
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	\$ 94,106
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 480,563
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 continue 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

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

There is no update for this item.

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 6

Item Title: New Business

Action: Discussion & Approvals

6a Summary – FY 2022 Preliminary Operating Budget

GLTC's submission of the operating budget to the City of Lynchburg for the budget planning process is due December 10th, 2020; as a result, the Board needs to review and consider approval of the Manager's proposed budget attached on the following pages. This budget should be considered preliminary and to be revised/reviewed as final at the June 2021 Board Meeting.

General Manager Summary of Changes/Assumptions:

The proposed FY 2022 preliminary budget reflects operating expenses estimated at approximately \$ 8.27 million, which is an increase of approximately 4 % from the Adopted FY 2021 budget. The majority of this increase reflects the continued provision of service on Sundays. The assumptions made in the draft of this budget are as follows:

REVENUES:

- Passenger Fares are estimated at 90 % of actual fares collected in FY 2019.
- CVCC Access Contract is budgeted at actual revenue received in FY 2020.
- Liberty Access Contract is budgeted to remain the same as what is budgeted for the current fiscal year.
- Liberty University Revenue is budgeted to provide the same level of service for Liberty as currently provided, as Liberty has not yet indicated what changes to service for the upcoming fiscal year. *We generally do not know the certainty of this item until April/May of each year so this figure could change.*
- Advertising Revenue is budgeted based on the current level of revenue received for the current fiscal year.
- City and County Operating Assistance is budgeted to reflect no increase over previous levels of funding normally provided; the City of Lynchburg is based on FY 2020 and Amherst County is based on FY 2021.
- State Operating Assistance is reflected to remain fairly flat from revenue allocated in FY 2020. This amount is about 10 % less than the proposed allocation for FY 2021 (yet to be approved by the CTB). This conservative approach is to account for the uncertainty of the performance-based funding approach used to allocate state operating funds. *We generally don't know the certainty of this item until April/May, so this budgeted amount could change.*
- Federal Operating Assistance is budgeted at \$ 3.37 million and is the estimated remainder of the CARES Act funds not to be utilized in the current fiscal year.

EXPENSES:

- Personnel Expenses (Labor, Overtime, Fringe Benefits, etc.) reflect an approximate increase of 6 % (approximately \$ 334,000) from budgeted FY 2021. This increase reflects the additional drivers and support positions necessary to provide Sunday Service as well as estimated increases to insurance coverage for employees.
- Maintenance expenses (less wages and benefits) are projected to decrease approximately 2 % from budgeted FY 2021. The majority of the decrease is based on updated tire contracts providing a lower cost per tire, fuel projections for FY 2021 not being reduced to what actual fuel prices are being experienced, and reduced maintenance expenses related to newer buses being added to the fleet.
- Services, Casualty and Liability, and Information Technology expenses are reflecting a collective increase of approximately 2 %, or \$ 20,000 and reflect general increases in the estimated insurance premium and incremental increases in external contracts to include management services, audit services, lawncare, drug/medical testing, etc.



- Utilities are budgeted to decrease approximately 5 %, or \$ 11,000, and is based on an average of previous expenses of previous expenses.
- Other Materials and Supplies is projected to increase approximately 9 % or \$ 8,400 based on current projected expenditures for FY 2021.
- Miscellaneous expenses are budgeted to decrease approximately 13 %, or \$ 12,000, due to an anticipated reduction in travel related expenditures and adjusting other miscellaneous expenses to reflect actual FY 2020 expenditures (such as the printing of public relations material moving more inhouse).

In summary, this budget is presented in a preliminary status for review/consideration of approval ahead of the deadline for submitting to the City of Lynchburg. A final budget will be brought back before the board in June 2021 for review and adoption prior to the start of FY 2022. At that time adjustments will be made based on actual revenue projected/allocated as well as any changes to expenditures anticipated.

Contacts: Brian Booth
Attachments: GLTC Preliminary FY 2022 Operating Budget – Pages 31-32
Action Required: Board Discussion/Consideration for Approval

GREATER LYNCHBURG TRANSIT COMPANY			
CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.			
Fiscal 2022 Operating Budget			
	FY2022	FY2021	FY2021
	PROPOSED	PROJECTED	ADOPTED
REVENUE	BUDGET	ACTUAL	BUDGET
FRT Passenger Revenue	\$ 490,486	\$ -	\$ 401,445
DRT Passenger Revenue	\$ 58,640	\$ -	\$ 49,482
Contracts (LC Access)	\$ -	\$ -	\$ -
Contracts (CVCC Access)	\$ 42,228	\$ -	\$ 46,920
Contracts (LU Access)	\$ 168,000	\$ -	\$ 151,200
Liberty University Revenue	\$ 333,900	\$ 334,370.00	\$ 333,900
Other Contract Revenue	\$ -	\$ -	\$ -
Non-Operating Revenue	\$ 6,500	\$ 14,516.00	\$ 12,304
Advertising Revenue	\$ 55,000	\$ 52,012.00	\$ 57,523
City Operating Assistance	\$ 1,642,346	\$ 500,000.00	\$ 500,000
County Operating Assistance	\$ 77,800	\$ 77,800.00	\$ 77,800
State Operating Assistance	\$ 2,022,640	\$ 2,036,352.00	\$ 2,065,498
Federal Operating Assistance	\$ 3,372,269	\$ 4,257,752.00	\$ 4,257,751
TOTAL REVENUE	\$ 8,269,808	\$ 7,272,802	\$ 7,953,823

GREATER LYNCHBURG TRANSIT COMPANY

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO, INC.

Fiscal 2022 Operating Budget

	FY2022 PROPOSED BUDGET	FY2021 PROJECTED ACTUAL	FY2021 ADOPTED BUDGET
EXPENSES			
FIXED ROUTE			
Operator Labor	\$ 1,631,171	\$ 1,009,549.80	\$ 1,566,664
Operator-Overtime	\$ 211,315	\$ 176,874.60	\$ 202,929
Other Salaries & Wages	\$ 350,222	\$ 298,843.68	\$ 309,665
Supervisors-Overtime	\$ 18,236	\$ 24,112.88	\$ 15,099
Fringe Benefits	\$ 1,086,458	\$ 916,448.00	\$ 1,077,633
TOTAL FIXED ROUTE	\$ 3,297,402	\$ 2,425,829	\$ 3,171,990
DEMAND RESPONSE			
Operator Labor	\$ 327,603	\$ 208,971.00	\$ 320,780
Operator-Overtime-PTS	\$ 9,731	\$ 9,256.80	\$ 9,526
Other Salaries & Wages	\$ 105,688	\$ 69,625.60	\$ 67,821
Fringe Benefits	\$ 223,196	\$ 173,204.00	\$ 210,121
TOTAL DEMAND RESPONSE	\$ 666,218	\$ 461,057	\$ 608,248
MAINTENANCE			
Other Salaries & Wages	\$ 770,558	\$ 537,793.20	\$ 670,371
Inspection&Maint,Srvc-Overtime	\$ 39,461	\$ 19,479.60	\$ 28,834
Fringe Benefits	\$ 408,091	\$ 339,044.00	\$ 369,021
Fuel & Lubricants	\$ 573,950	\$ 277,328.00	\$ 561,516
Tires & Tubes	\$ 89,500	\$ 13,372.00	\$ 116,356
Other Materials & Supplies	\$ 506,000	\$ 431,064.00	\$ 515,216
TOTAL MAINTENANCE	\$ 2,387,560	\$ 1,618,081	\$ 2,261,313
ADMINISTRATION			
Other Salaries & Wages	\$ 422,597	\$ 378,017.20	\$ 415,434
Fringe Benefits	\$ 212,906	\$ 227,816.00	\$ 219,255
Services	\$ 474,411	\$ 427,076.00	\$ 470,240
Utilities	\$ 184,578	\$ 126,696.00	\$ 195,519
Casualty & Liability Expenses	\$ 320,282	\$ 297,212.00	\$ 312,281
Information Technology	\$ 165,529	\$ 151,980.00	\$ 157,701
Other Materials & Supplies	\$ 58,076	\$ 55,216.00	\$ 49,639
Miscellaneous	\$ 80,248	\$ 22,516.00	\$ 92,203
TOTAL ADMINISTRATION	\$ 1,918,627	\$ 1,686,529	\$ 1,912,272
TOTAL EXPENSES	\$ 8,269,808	\$ 6,191,496	\$ 7,953,823
NET INCOME/(LOSS)	\$ -	\$ 1,081,306	\$ -



6b Summary – Board Officer Elections

Per the GLTC Board by-laws, “The Board of Directors, promptly after its appointment in each year, shall elect a President and Vice President and shall also elect a Secretary and Treasurer. Any officer may hold more than one office, except that the same person shall not be President and Vice-President.” Officers hold the position for one-year terms and no term limits are stipulated for Officer positions. It was recommended by the current outgoing President that Board Officers elections occur at the January 6th, 2021 meeting to allow members to use the month of December to think about the officer elections.

Past practice has been that one member of the Board of Directors is appointed and serves as the Nomination Committee. This Committee is responsible for reaching out to current board members to the solicit interest of other Board members for Officer positions and develops the Election Ballot.

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 next GLTC Board Meeting is scheduled to occur on January 6th, 2021 at 8:30 am.

This meeting will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

Consider Adjournment





GLTC Board Agenda Detail

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

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
Brian Landergan <i>YMCA of Central Virginia</i>		
Brenda Nash <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	brendamnash@hotmail.com

1 Seat 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*	John Hughes IV**	Bonnie Svrcek ***	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 10/30/2023	Term date 10/30/2020	Term date 10/30/2022
12/4/2019	P	P	P	P	P	N/A	N/A	P	A ¹
1/8/2020	P	P	P	P	P	N/A	N/A	P	A ²
2/5/2020	P	P	P	P	P	N/A	N/A	P	A ³
3/4/2020	P	P	P	P	P	N/A ⁴	N/A	P	P
4/1/2020	Cancelled Due to Concerns with COVID-19								
5/13/2020	P	P	P	P	P	P	N/A	P	N/A ⁵
6/3/2020	P	P	P	P	P	P	N/A	A ⁶	N/A
7/1/2020	P	P	P	P	P	A ⁷	N/A	A ⁸	N/A
8/5/2020	P	P	PR	P	P	P	N/A	P	N/A
9/2/2020	P	P	P	P	P	P	N/A	N/A ⁹	N/A
10/7/2020	P	P	P	P	P	P	P	N/A	N/A
10/28/2020 Annual Meeting	P	P	P	P	P	P	P	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@glctonline.com) know so she can indicate the reason on the record.

*B. Nash Appointed 2/25/2020

**J. Hughes IV Appointed 9/8/2020

***B. Svrcek Resigned Board 8/31/2020

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

