

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, January 6th, 2021

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; H. Lester Reed, MD

#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	GLTC Board
	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	President

#2	Consideration of Meeting Minutes Approval	All
	December 2 nd , 2020	

#3	Committee & Partner Reports	
	a) Customer Advisory Committee (CAC)	Sherry Gentry
	b) ADA Advisory Committee	Gary DuPriest
	c) Ride Solutions	Kelly Hitchcock
	d) CVPDC Transportation Planner	Philipp Gabathuler

#4	Staff Reports	
	a) General Manager's Report	
	b) November 2020 Financials	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

#5	Old Business	
	a) Vanpool Implementation	Update
	b) Board Oversight Procedures	No Update
	c) Board Appointments	Update
	d) Route 5/Madison Heights Service Changes	No Update

#6	New Business	
	a) Transit Strategic Plan Update Letter	Brian Booth

#7	President's Report	GLTC Board President
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#8	Board Officer Elections	
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#9	Next Meeting Date & Adjournment	All
	February 3 rd , 2021 @ 8:30 am – GLTC Board Meeting	





GLTC Board Agenda Detail

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

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

December 2, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, December 2th, 2020 at the GLTC Operations and Maintenance Facility, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Mary-Winston Deacon; Ben Blanks; Brenda Nash; John Hughes, IV; and Dan Deter.

Absent: Brian Landergan

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

Visitors to the meeting were Gary DuPriest of the ADA Committee and GLTC customers William Carr, Kelvin Jones, and Jack Brown.

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, Scott Poindexter, and Millie Martin.

Public Hearing

Mr. Booth gave a brief presentation regarding the reinstatement of Sunday Service. Service started on October 4th with the hours of operation being 7:45 am to 7:15 pm. The routes and frequencies were the same as those provided on Saturdays during the specific timeframe. Mr. Booth stated that ridership through November 15th has averaged about 730 passengers on Sundays.

Mr. Carr stated that is glad that GLTC has reinstated Sunday service and encouraged the public to take advantage. So far, he has seen a nice crowd riding the buses on Sunday.

Mr. Jones stated that there needs to be a better way to inform passengers when service changes such as ending early or combining routes. Everyone does not have social media and passengers often get stranded.

After reviewing public comment, Mr. Hughes made a motion to continue Sunday service with Ms. Deacon seconding the motion and the vote was carried. The public hearing concluded at 8:37 a.m.

#1 – Call to Order-Public Comment

Mr. Davis called the meeting to order at 8:37 a.m. There was no public comment.

#2 – Consideration of Meeting Minutes Approval

Mr. Davis asked for consideration of approval of the minutes of October 7th, 2020. Mr. Hughes made a motion to approve the minutes of October 7th 2020 with Ms. Deacon seconding the motion and the vote was carried.



#3 – Committee & Partner Reports

3a – Customer Advisory Committee – No report

3b – ADA Advisory Committee – Mr. DuPriest stated that the committee met in October and continued to work on bus stop concerns. He went on to state that meetings would be suspended until further notice.

3c – RIDE Solutions – Ms. Hitchcock stated that they are still working on the van pool study and trying to determine who will be the contracting entity for the service. No other marketing of TDM/alternative transportation services is being conducted at this time.

3d – Central Virginia Planning District Commission

Mr. Gabathuler is continuing the work with the bus stop inventory. He has surveyed 330 stops which is roughly half of the bus stops in the city. The survey data is now more robust than the last inventory taken two years ago and looks at information such as the width and depth of the boarding area from the roadway, whether the slope of the stop is steeper than 2%, whether the surface of the boarding area is slip resistant, whether there is a shelter or bench, and if there is 2.5 ft by 4ft of clear space inside the shelter as well as adjacent to the bench to allow for a wheelchair. Pictures of every stop is being captured as well. He will provide a report by spring that includes low hanging fruit with regard to improvements such as removing stops in close proximity and addressing bus stops signs covered by trees.

Mr. Deter asked if there is a way to flag bus stops/shelters that need immediate attention. Mr. Gabathuler stated that anything needing immediate attention is communicated immediately to staff. Ms. Howe suggested putting signage inside the bus shelter to provide passengers a number to call.

4 – Staff Reports

4a – General Manager’s Report

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 passengers 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 indicates 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 the intern grant submitted by GLTC for FY 2021 have been recommended for funding. Public comment is being accepted by the Commonwealth Transportation Board (CTB) through December 3rd and following that 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. Mr. Booth showed the clip of Mr. Blanks’ video. The board commended Mr. Blanks for his efforts, stating he did a great job in the video. Mr. Booth encouraged the board to go to the VTA website to view the entire video.

DRPT 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 to 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.

4b – September & October 2020 Financials

The September and October 2020 financial statements were provided for review in the board packet with year to date summarized through October 2020.

Total Revenues are under budget 8 % year to date 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 due to a reduction in ad contracts since the pandemic started.

State Operating Assistance reflects being under budget 1 % year to date due to revenue budgeted for an intern grant not being available due to the grants 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 actual 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.

Total expenses are under budget 22 % year to date and under budget 18 % for the month of October 2020. Total Salaries are under budget approximately 25 %, total overtime is over budget approximately 3 %, and total benefits are under budget approximately 14 %. 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. 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 %. Fuel is under budget approximately 47 % due to lower fuel prices, Tires and Tubes are under budget approximately 78 % due less utilization of tires, and Other Materials and Supplies are under budget approximately 24 %.

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 % due to lower than projected facility maintenance expenses which are budgeted off previous experience. Miscellaneous expenses are under budget approximately 76 % year to date due to no travel for training/conferences and limited public relations events.

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 for the maximum amount of CARES Act funds to roll over to support operating expenses in FY 2022.

4c – Ridership and Operations Statistics

Total ridership for the month of September was 24,919 passengers. The City ridership for September was 23,494 and Liberty ridership was 1,424. Total ridership for the month of October was 58,787 passengers. The City ridership for October was 54,208 and Liberty ridership was 4,579. Ridership during September was impacted due



to limited service as a result of cancelled service after experiencing a staff shortage related to COVID-19 exposure and quarantine measures.

Total mileage for fixed route and paratransit services for the month of September was 84,854 miles and for October was 107,883. On-time performance for preventative maintenance activities was 94 % for September and 100 % for October. Fleet downtime for September was 6.45 % and 6.1 % for October.

Ms. Howe asked what was the percentage of service that was cancelled previously. Mr. Booth responded that he did not have that figure at the moment, but could report back.

4d – Capital Grants

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.

#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 continue 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

One seat on the Board of Directors remains vacant and the Clerk of Council is actively recruiting for this vacancy. Ms. Howe asked if GLTC can promote the opening again. Mr. Hughes stated that City Council was planning to review candidates at their next meeting.

5d Summary – Route 5/Madison Heights Service Changes

There is no update for this item.

#6 – New Business

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 should 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. 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. Major changes/assumptions used to develop this budget are as follows:

Revenue:

- 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 was 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.

- 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. This conservative approach is to account for the uncertainty of the performance-based funding approach used to allocate state operating funds.
- 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.

After review, Ms. Deacon made a motion to accept the preliminary 2022 operating budget with Mr. Blanks seconding the motion and the vote was carried.

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 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.

Ms. Deacon has volunteered to be the nominating committee.

#7 – President's Report

Mr. Blanks asked for a moment of silence in honor of Mrs. Gloria Berkley who recently passed. She was an employee for over 40 years and had retired in 2018. The staff will send condolences on behalf of GLTC and the Board of Directors.

#8 – Next Meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on January 6th, 2020 at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.



As there was no further business, Ms. Deacon made a motion to adjourn the meeting with Mr. Blanks seconding the motion and the vote was carried. The meeting was adjourned at 9:44 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 grant application cycle for the Department of Rail and Public Transportation opened on December 1st, 2020 and will remain open until February 1st, 2021. Staff have been working diligently to prepare the necessary documents and drafting of applications in order to submit by the deadline. This work will continue through January in order to meet the deadline for submitting grant applications for capital and operating by February 1st.
- The preliminary operating budget as approved at the December board meeting was submitted to the City of Lynchburg by the deadline of December 10th, 2020. Staff will be prepared to provide additional information or answer questions as city staff prepare and City Council review during the City's budget planning process. Additionally, the request for funding and associated documentation was submitted to Amherst County for the portion of funding received for the Madison Heights service.
- Larry Morris the Region Vice President for First Transit overseeing the management contract with GLTC officially retired on December 31st, 2020. A letter notifying the GLTC board was sent to all board members during the first part of December. With his retirement, First Transit actively recruited to fill his position and hired Cristin Tolen to fill the Region Vice President position effective January 1st, 2021. Cristin has been with First Transit since 2016 serving as a General Manager in two location first in Arlington County, Virginia where she was the liaison between the Washington Metropolitan Area Transit Authority (WMATA), and the Northern Virginia Transit Commission (NVTC) on transit policy, planning, and capital development initiatives. Most recently she served as the General Manager for the Regional Transportation Agency of Central Maryland. Prior to joining First Transit she had 10 years of transportation leadership experience holding positions with the Washington Suburban Transit Commission and Maryland Department of Transportation.





GLTC Board Agenda Detail

Item #: 4b
Item Title: November 2020 Financials
Action: For Your Information

REVENUES:

Total Revenues are under budget 8 % year to date, approximately \$ 259,000, and under budget 6 % for the month of November 2020. Fare collection resumed on November 16th so minimal revenue was received for Passenger Revenue and Access Contracts during the month of November and leaves the year to date figures significantly under budget. Advertising revenue is under budget 5 % year to date, approximately \$ 1,200, but is over budget 30 %, approximately \$ 1,400, for the month of November due to new advertising contracts starting.

State Operating Assistance reflects being under budget 1 %, approximately \$ 12,144, year to date due to revenue budgeted for an intern grant not being available due to the grant not yet being approved. Liberty Revenue and Local and Federal operating assistance reflect being on budget for November 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 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 \$ 744,000, year to date, and under budget 22 % for the month of November 2020. Total Salaries are under budget approximately 25 % or \$ 344,000, total overtime is over budget approximately 12 % or \$ 12,700, and total benefits are under budget approximately 15 % or \$ 119,000. Salaries are under budget due to vacant positions in addition to wage adjustments that will be reflected in the December financials from the finalization of the Union contract. Overtime is over budget due to an increase in overtime required to cover open runs. 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 \$ 199,000. Fuel is under budget approximately 46 % or \$ 107,000 due to lower fuel prices, Tires and Tubes are under budget approximately 66 % or \$ 32,000 due less utilization of tires, and Other Materials and Supplies are under budget approximately 28 % or \$ 60,000.

Services are under budget 3 %, Utilities are under budget 35 %, Casualty and Liability expenses are under budget 24 %, and Information Technology is under 13 % year to date. We anticipate these expenses will come more in line with budget as the fiscal year progresses. Other Materials and Supplies is over budget approximately 36 % or \$ 7,500 due a sewage back up and subsequent clean up necessary that occurred at the Transfer Station. Miscellaneous expenses are under budget approximately 72 % 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 \$ 477,459 at the end of November 2020. This surplus figure will decrease once wages adjustments are applied from the finalize 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.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

November FY 2021

	FY 2021	FY 2020	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	196,930	245,170	(48,240)
Accounts Receivable	<u>52,515</u>	<u>52,611</u>	<u>(96)</u>
TOTAL CURRENT ASSETS	\$ 249,445	\$ 297,781	\$ (48,336)
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>\$ 38,410,074</u>	<u>\$ 37,497,054</u>	<u>\$ 913,020</u>
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	<u>\$ 49,514</u>	<u>\$ 49,514</u>	<u>\$ -</u>
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	<u>3,976,898</u>	<u>78,037</u>	<u>3,898,861</u>
TOTAL CAPITAL	\$ 38,360,560	\$ 37,447,540	\$ 913,020
TOTAL LIABILITIES AND CAPITAL	<u>\$ 38,410,074</u>	<u>\$ 37,497,054</u>	<u>\$ 913,020</u>



Central VA Transit Management Company Inc.

Balance Sheet

Nov FY 2021

	FY 2021	FY 2020	Difference
ASSETS			
Cash	\$ 288,252	\$ 1,321,513	\$ (1,033,262)
Cash - OPEB	287,706	263,413	24,293
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	180,428	304,056	(123,628)
Materials and Fuel	308,316	397,073	(88,757)
TOTAL CURRENT ASSETS	\$ 1,064,876	\$ 2,286,230	\$ (1,221,353)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	111,956	214,274	(102,318)
TOTAL ASSETS	\$ 1,176,833	\$ 2,500,504	\$ (1,323,672)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 522,979	\$ 216,591	\$ 306,388
Wages Payable	166,086	139,389	26,697
Other Payroll Liabilities	809,923	717,000	92,923
Advance Payments	(799,614)	1,282,698	(2,082,312)
TOTAL LIABILITIES	699,374	2,355,678	(1,656,304)
Accumulated Income/(Loss) Prior Years	-	144,826	(144,826)
Accumulated Income/(Loss) Current Year	477,459	-	477,459
TOTAL CAPITAL	\$ 477,459	\$ 144,826	\$ 332,633
TOTAL LIABILITIES AND CAPITAL	\$ 1,176,833	\$ 2,500,504	\$ (1,323,671)



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT****AS OF NOVEMBER 30, 2020**

		FY2021 ACTUAL NOV	FY2021 ACTUAL YTD
REVENUE			
Operating Assistance Revenue	\$	-	\$ 1,985,879
Money Paid to CVTMC		-	(1,985,879)
Sale of Equipment & Vehicles		-	44,079
Federal Grant Revenue		-	3,123,520
Local Grant Revenue		-	809,299
TOTAL REVENUE	\$	-	\$ 3,976,898
EXPENSES			
Depreciation	\$	-	\$ -
Repairs - Capital		-	\$ -
Other Miscellaneous Expense		-	-
TOTAL EXPENSES	\$	-	\$ -
NET INCOME/(LOSS)	\$	-	\$ 3,976,898



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

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

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021	%	FY2021	FY2021	%
	NOV	NOV		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 11,266	\$ 33,454	-66%	\$ 11,266	\$ 167,269	-93%
DRT Passenger Revenue	570	4,124	-86%	570	20,618	-97%
Contracts (LU Access)	8,400	15,120	-44%	8,400	60,480	-86%
Contracts (CVCC Access)	1,173	3,910	-70%	1,173	19,550	-94%
Liberty University Revenue	33,437	33,390	0%	133,748	133,560	0%
Non-Operating Revenue	140	1,025	-86%	5,924	5,127	16%
Advertising Revenue	6,228	4,794	30%	22,718	23,968	-5%
City Operating Assistance	41,667	41,667	0%	208,333	208,333	0%
County Operating Assistance	6,483	6,483	0%	32,417	32,417	0%
State Operating Assistance	169,696	172,125	-1%	848,480	860,624	-1%
Federal Operating Assistance	354,813	354,813	0%	1,774,063	1,774,063	0%
TOTAL REVENUE	\$ 633,872	\$ 670,904	-6%	\$ 3,047,092	\$ 3,306,008	-8%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 98,796	\$ 130,555	-24%	\$ 442,633	\$ 652,777	-32%
Operator-Overtime	23,577	16,911	39%	91,031	84,554	8%
Other Salaries & Wages	19,505	25,805	-24%	115,140	129,027	-11%
Supervisors-Overtime	3,463	1,258	175%	11,725	6,291	86%
Fringe Benefits	70,750	89,803	-21%	373,409	449,014	-17%
TOTAL FIXED ROUTE	\$ 216,090	\$ 264,333	-18%	\$ 1,033,938	\$ 1,321,663	-22%
DEMAND RESPONSE						
Operator Labor	\$ 16,872	\$ 26,732	-37%	\$ 86,100	\$ 133,658	-36%
Operator-Overtime-PTS	1,871	794	136%	5,442	3,969	37%
Other Salaries & Wages	5,687	5,652	1%	28,300	28,259	0%
Fringe Benefits	11,697	17,510	-33%	67,749	87,550	-23%
TOTAL DEMAND RESPONSE	\$ 36,127	\$ 50,687	-29%	\$ 187,591	\$ 253,437	-26%
MAINTENANCE						
Other Salaries & Wages	\$ 47,667	\$ 55,864	-15%	\$ 226,390	\$ 279,321	-19%
Inspection&Maint,Srcv-Overtime	2,738	2,403	14%	11,314	12,014	-6%
Fringe Benefits	24,345	30,752	-21%	134,378	153,759	-13%
Fuel & Lubricants	27,325	46,793	-42%	126,939	233,965	-46%
Tires & Tubes	7,864	9,696	-19%	16,296	48,482	-66%
Other Materials & Supplies	24,259	42,935	-43%	154,296	214,673	-28%
TOTAL MAINTENANCE	\$ 134,199	\$ 188,443	-29%	\$ 669,612	\$ 942,214	-29%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,713	\$ 34,620	-11%	\$ 153,201	\$ 173,098	-11%
Fringe Benefits	14,649	18,271	-20%	86,607	91,356	-5%
Services	39,753	39,187	1%	190,578	195,933	-3%
Utilities	9,637	16,293	-41%	53,222	81,466	-35%
Casualty & Liability Expenses	12,321	26,023	-53%	98,945	130,117	-24%
Information Technology	7,626	13,142	-42%	57,098	65,709	-13%
Other Materials & Supplies	10,381	4,137	151%	28,230	20,683	36%
Miscellaneous	3,372	7,683	-56%	10,612	38,417	-72%
TOTAL ADMINISTRATION	\$ 128,450	\$ 159,356	-19%	\$ 678,492	\$ 796,779	-15%
TOTAL EXPENSES	\$ 514,866	\$ 662,819	-22%	\$ 2,569,632	\$ 3,314,094	-22%
NET INCOME/(LOSS)	\$ 119,007	\$ 8,085		\$ 477,459	\$ (8,086)	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF NOVEMBER 30, 2020

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020	%	FY2021	FY2020	%
	NOV	NOV		YTD	YTD	
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 11,266	\$ 35,050	-68%	\$ 11,266	\$ 212,997	-95%
DRT Passenger Revenue	570	\$ 4,726	-88%	570	25,702	-98%
Contracts (LU Access)	8,400	\$ 16,800	-50%	8,400	67,200	-88%
Contracts (CVCC Access)	1,173	\$ 4,692	-75%	1,173	23,460	-95%
Liberty University Revenue	33,437	\$ 33,640	-1%	133,748	134,560	-1%
Non-Operating Revenue	140	\$ 363	-61%	5,924	6,438	-8%
Advertising Revenue	6,228	\$ 6,625	-6%	22,718	37,391	-39%
City Operating Assistance	41,667	\$ 144,065	-71%	208,333	720,327	-71%
County Operating Assistance	6,483	\$ 6,356	2%	32,417	31,781	2%
State Operating Assistance	169,696	\$ 169,696	0%	848,480	854,950	-1%
State Assistance-Demo & Technic	-	\$ 7,580	0%	-	7,580	100%
Federal Operating Assistance	354,813	\$ 196,469	81%	1,774,063	982,344	81%
TOTAL REVENUE	\$ 633,872	\$ 626,062	1%	\$ 3,047,092	\$ 3,104,730	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 98,796	\$ 110,736	-11%	\$ 442,633	\$ 572,607	-23%
Operator-Overtime	23,577	13,396	76%	91,031	49,717	83%
Other Salaries & Wages	19,505	22,950	-15%	115,140	126,809	-9%
Supervisors-Overtime	3,463	781	344%	11,725	3,862	204%
Fringe Benefits	70,750	89,372	-21%	373,409	402,296	-7%
TOTAL FIXED ROUTE	\$ 216,090	\$ 237,234	-9%	\$ 1,033,938	\$ 1,155,291	-11%
DEMAND RESPONSE						
Operator Labor	\$ 16,872	\$ 19,873	-15%	\$ 86,100	\$ 107,731	-20%
Operator-Overtime-PTS	1,871	443	322%	5,442	1,837	196%
Other Salaries & Wages	5,687	5,355	6%	28,300	29,253	-3%
Fringe Benefits	11,697	15,655	-25%	67,749	74,167	-9%
TOTAL DEMAND RESPONSE	\$ 36,127	\$ 41,326	-13%	\$ 187,591	\$ 212,989	-12%
MAINTENANCE						
Other Salaries & Wages	\$ 47,667	\$ 40,317	18%	\$ 226,390	\$ 234,335	-3%
Inspection&Maint,Srvc-Overtime	2,738	3,904	-30%	11,314	22,931	-51%
Fringe Benefits	24,345	27,278	-11%	134,378	137,448	-2%
Fuel & Lubricants	27,325	44,469	-39%	126,939	253,851	-50%
Tires & Tubes	7,864	7,024	12%	16,296	38,926	-58%
Other Materials & Supplies	24,259	20,941	16%	154,296	205,617	-25%
TOTAL MAINTENANCE	\$ 134,199	\$ 143,934	-7%	\$ 669,612	\$ 893,107	-25%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,713	\$ 24,899	23%	\$ 153,201	\$ 149,548	2%
Fringe Benefits	14,649	15,440	-5%	86,607	79,898	8%
Services	39,753	44,418	-11%	190,578	193,944	-2%
Utilities	9,637	14,150	-32%	53,222	61,985	-14%
Casualty & Liability Expenses	12,321	22,304	-45%	98,945	124,057	-20%
Information Technology	7,626	10,497	-27%	57,098	52,528	9%
Other Materials & Supplies	10,381	3,395	206%	28,230	6,956	306%
Miscellaneous	3,372	12,585	-73%	10,612	29,598	-64%
TOTAL ADMINISTRATION	\$ 128,450	\$ 147,686	-13%	\$ 678,492	\$ 698,515	-3%
TOTAL EXPENSES	\$ 514,866	\$ 570,180	-10%	\$ 2,569,632	\$ 2,959,903	-13%
NET INCOME/(LOSS)	\$ 119,007	\$ 55,882		\$ 477,459	\$ 144,826	



GLTC Board Agenda Detail

Item #: 4c

Item Title: November 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 November was 47,665 passengers. The City portion of this figure comprised 44,364 passengers and Liberty accounted for the remaining 3,301 passengers.

At the last meeting it was requested for a report for what percentage of service has been cancelled as a result of COVID exposure and staffing constraints over the past few months. The figures calculated below are the percentages of service provided for each month compared to actual scheduled service to be provided:

- July 2020 – 92.2 %
- August 2020 – 82.9 %
- September 2020 – 78.1 %
- October 2020 – 92.8 %
- November 2020 – 90.5 %

Maintenance:

Maintenance activities are reported as follows for November 2020:

- Total mileage for fixed route and paratransit services – 95,586 miles
- On-time performance for preventative maintenance activities – 95 %
- Fleet downtime – 6.48 %

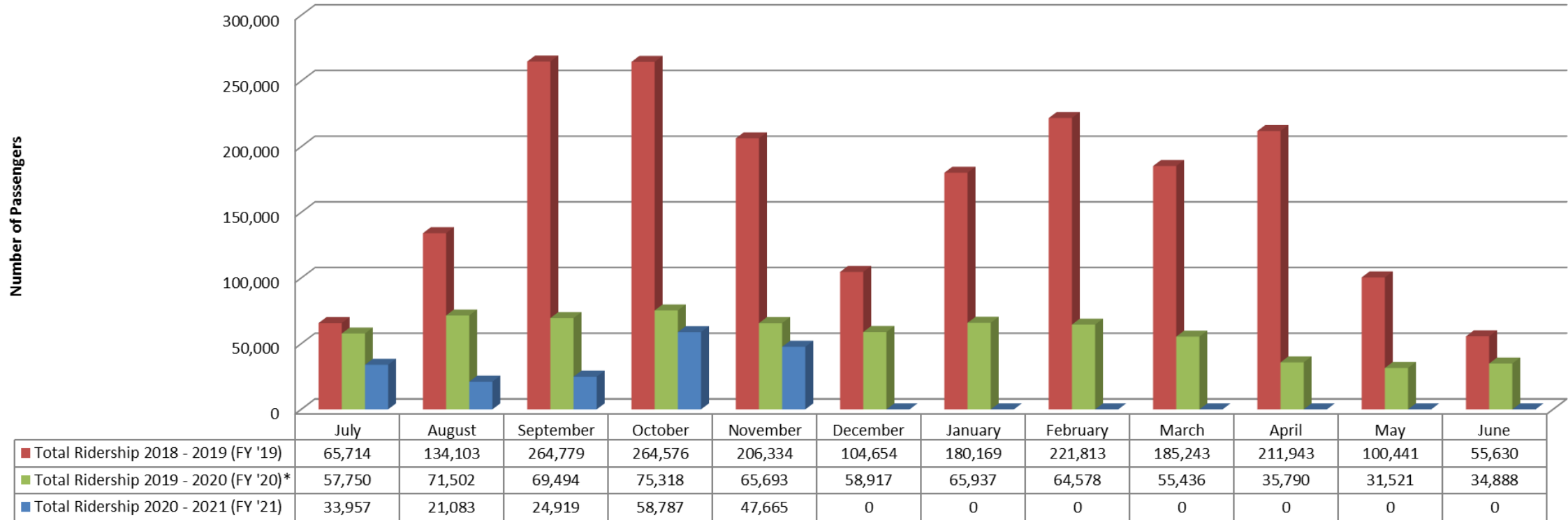
Contacts: Brian Booth

Attachments: Pages 17-21

Action Required: None



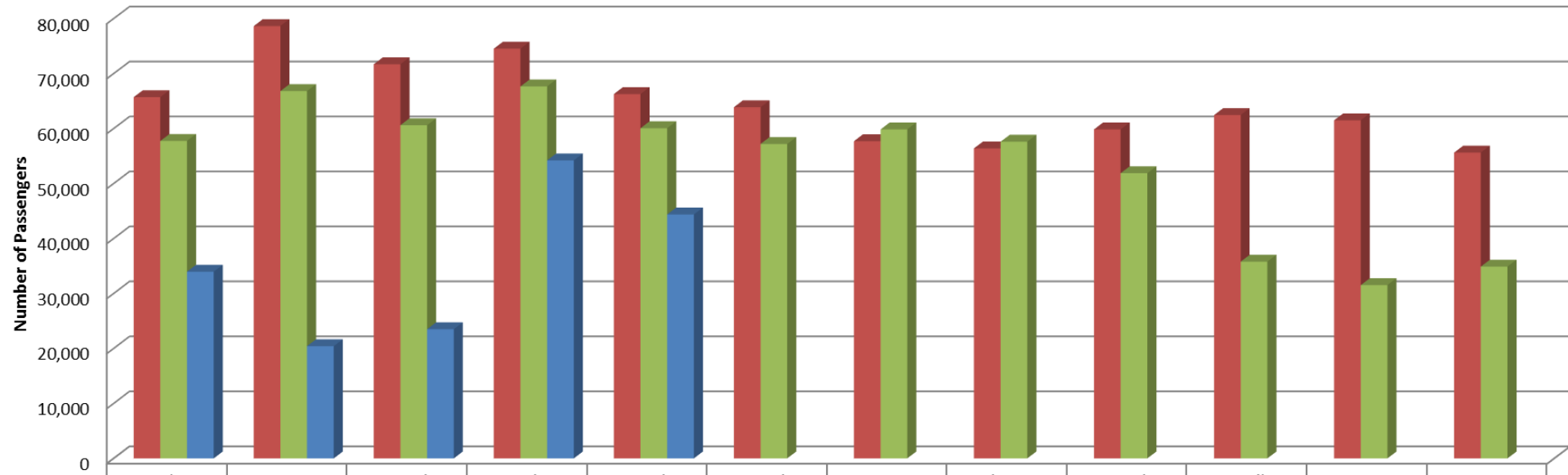
Monthly System-Wide Ridership FY '19, FY '20, FY '21



*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

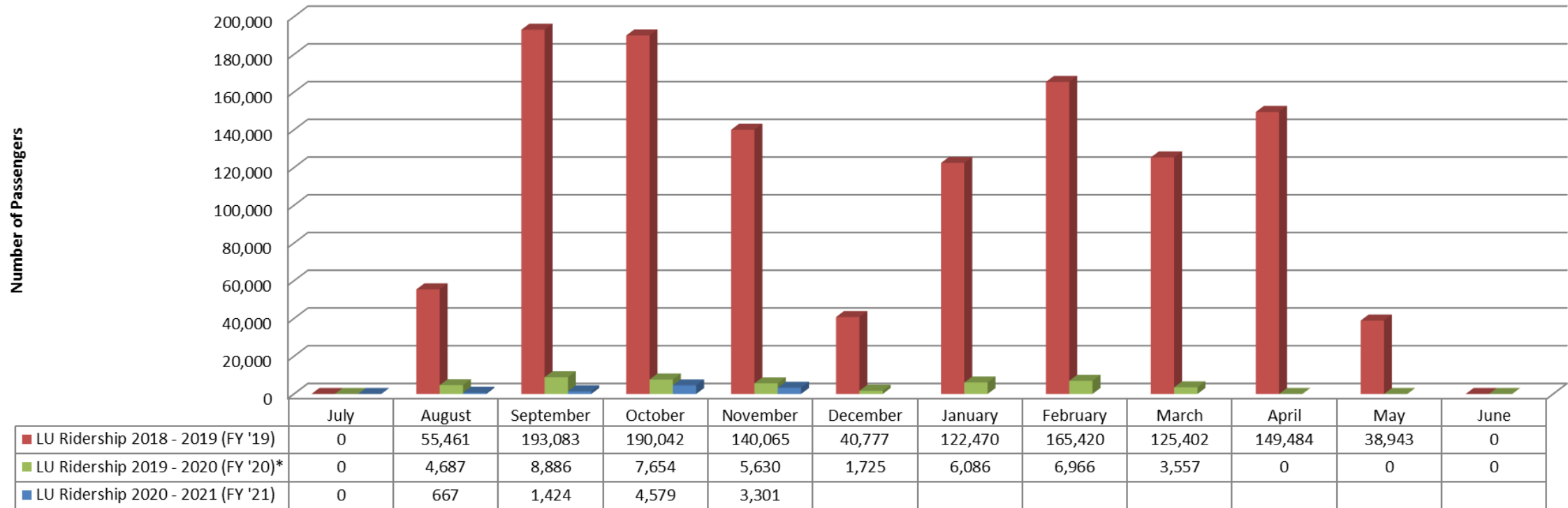
City Ridership FY '19, FY '20, FY '21



	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	44,364							

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

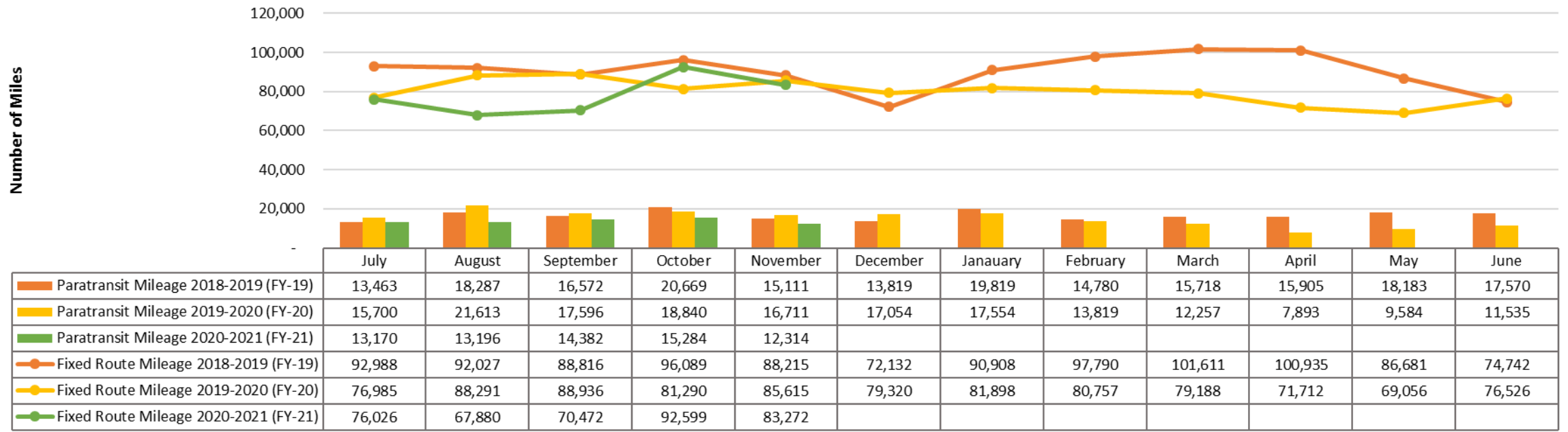
Liberty University Ridership FY '19, FY '20, FY '21



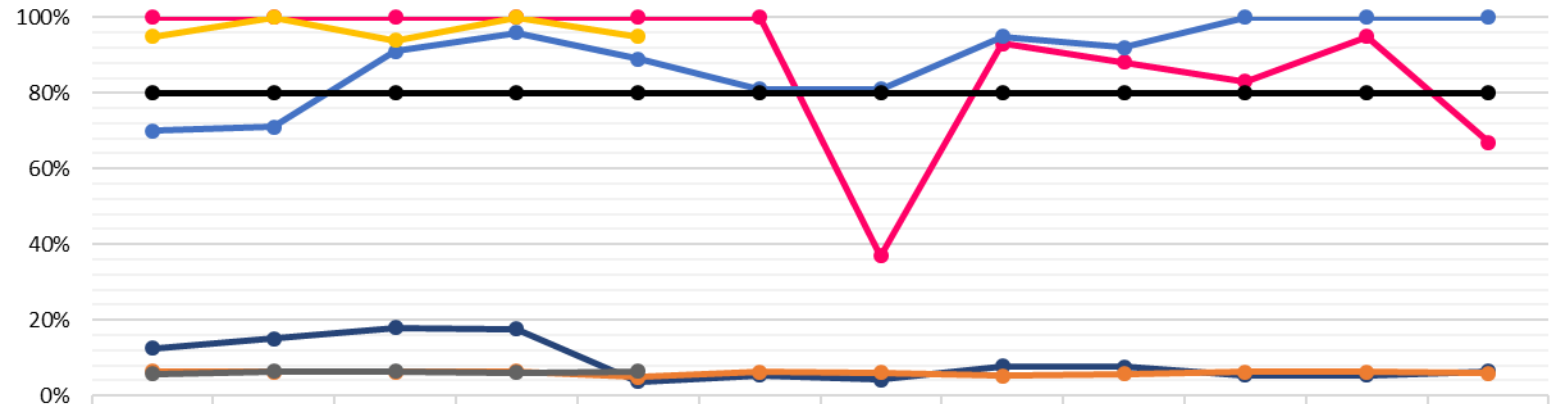
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

**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



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%	94%	100%	95%							
● 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%	6.48%							



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for November 2020 is provided below. Minimal activity is reflected in the report as most projects are in various stages of procurement. The Fare Collection Equipment project has been reviewed and determined to not be sustainable long term financially as it was bid. The specifications for this project will be revised and put back out for bid as the next step on this project.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						11/30/2020
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 C	\$ 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 B	\$ 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 with AECOM staff to work through the Vanpool Implementation Plan. There isn't a lot to report on as the consultants are working through options for who would be the responsible entity for overseeing and managing the Vanpool program.

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

The final vacant seat was appointed by City Council at their December 8th, 2020 council meeting. Dr. H. Lester Reed was appointed to fill the seat and GLTC welcomes him to the board.

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 – Transit Strategic Plan Update Letter

Annually ahead of the grant application deadline, the Department of Rail and Public Transportation (DRPT) requires an update letter be submitted to update the contents of the current TSP (Transit Strategic Plan) in place for the transit system. GLTC's most recent TSP was adopted by the Board in May 2020 and this letter would serve as the required annual update for the document and would be appended to the current TSP for GLTC.

Required contents for the TSP update letter are as follows and have been included in the attached letter.

- A description of the TSP goals and objectives that have been advanced over the past 12 months.
- A list of improvements (service and facility) that have been implemented in the past 12 months, including identification of those that were noted in this TSP.
- An update to the TSP's list of recommended service and facility improvements (e.g., identify service improvements that are being shifted to a new year, being eliminated, and/or being added). This update of recommended improvements is extended one more fiscal year to maintain a ten-year planning period.
- A summary of current year costs and funding sources.
- Updates to the financial plan tables presented in Chapter 5 of the TSP. These tables should be extended one more fiscal year to maintain a ten-year planning period.

The deadline for submitting this letter to DRPT is January 15th, 2021. This update letter has been included as an attachment along with this packet.

Staff Recommendation: The board should review the attached TSP Update Letter and if it deems appropriate, move to approve the submission of the letter for updating content by appending to the current TSP.

Contacts: Brian Booth
Attachments: GLTC TSP Update Letter Jan 2021
Action Required: Board Discussion/Consideration for Approval





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: Board Officer Elections
Action: Nominations & Election

As outlined in Article V of the bylaws for GLTC: "The Board of Directors, promptly after its appointment in each year, shall elect a President and Vice President (who shall be Directors) 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. All officers shall serve for a term of one year and until their respective successors are elected."

The GLTC Board of Directors has customarily elected a President, Vice President, and jointly elected the Secretary and Treasurer positions with the same person. Mary-Winston Deacon served as the Nominating Committee and solicited interest among the appointed directors for interest in officer positions. Ms. Deacon could not be present for the meeting due to another conflict, but the current President Antonio Davis will present the information Ms. Deacon gathered serving as the Nominating Committee.





GLTC Board Agenda Detail

Item #: 9

Item Title: Next Meeting & Adjournment

Action: Adjournment

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

The next GLTC Board Meeting is scheduled to occur on February 3rd, 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
H. Lester Reed, MD <i>Centra 2010 Atherholt Road, Lynchburg, VA 24501</i>	434-200-5124	les.reed@centrahealth.com

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2020/2021 REGULAR (and special) BOARD MEETING

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

	Benjamin Blanks	Antonio "Tony" Davis	Mary- Winston Deacon	Dan Deter	Cameron Howe	John Hughes IV	Brian Landerган	Brenda Nash	H. Lester Reed, MD*
Meeting Date	Term date 10/30/2022	Term date 10/30/2023	Term date 10/30/2021	Term date 10/30/2022	Term date 10/30/2021	Term date 10/30/2023	Term date 10/30/2023	Term date 10/30/2021	Term date 10/30/2022
12/2/2020	P	P	P	P	P	P	A ¹	P	N/A

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

*H. Lester Reed, MD Appointed 12/8/2020

1 - B. Landerган - Sick