

# GREATER LYNCHBURG TRANSIT COMPANY

*We're here to get you there.*



## **Board of Directors Meeting Agenda**

**Wednesday, May 5<sup>th</sup>, 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; Brenda Nash; John Hughes, IV;  
Brian Landergan; H. Lester Reed, MD

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<b>#1</b>	<b>Call to Order - Public Comment</b>	
	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

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<b>#2</b>	<b>Consideration of Meeting Minutes Approval</b>	All
	April 7 <sup>th</sup> , 2021	

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

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<b>#4</b>	<b>Staff Reports</b>	
	a) General Manager's Report	
	b) March 2021 Financials	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

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<b>#5</b>	<b>Old Business</b>	
	a) Vanpool Implementation	No Update

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<b>#6</b>	<b>New Business</b>	
	a) Board Oversight Policy	
	b) Draft Six Year Improvement Plan (SYIP)	Brian Booth
	c) Annual PTASP (Public Transportation Agency Safety Plan) Review/Update	

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<b>#7</b>	<b>President's Report</b>	GLTC Board President
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<b>#8</b>	<b>Next Meeting Date &amp; Adjournment</b>	All
	June 2 <sup>nd</sup> , 2021 @ 8:30 am – GLTC Board Meeting	

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## GLTC Board Agenda Detail

**Item #:** 2  
**Item Title:** April 7<sup>th</sup>, 2021 Minutes  
**Action:** Consideration of Approval

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

April 7, 2021  
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, April 7, 2021 at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Mary-Winston Deacon, Ben Blanks; Brenda Nash; John Hughes, IV, Brian Landergan, and Dr. Les Reed.

Staff members attending were: Brian Booth, Steve Overstreet, and Natalie Wilkins. Other guests included Gary DuPriest of the ADA Committee and William Carr, GLTC Customer.

Others attending via ZOOM video conference were: Cristin Tolen 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 March 3<sup>rd</sup>, 2021. Ms. Deacon made a motion to approve the minutes of March 3<sup>rd</sup>, 2021 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** – Mr. DuPriest stated that the committee met with a representative from Q'Straint who showed them how to properly use the wheelchair securement tie downs on the buses. He thanked those who set up the meeting. Mr. Blanks also attended that meeting.

**3c – RIDE Solutions** – No report

**3d – Central Virginia Planning District Commission** – No report

### **4 – Staff Reports**

#### **4a – General Manager's Report**

At the March Board meeting a concern was raised during the public comment section. The concern dealt with a half fare application being denied due to being signed by a case manager and not being signed by a doctor. After investigation, staff discovered that the application had been denied in error stating that those initially reviewing the application overlooked the case manager designation as an acceptable signature for an individual with an intellectual/developmental disability. As a result, staff discussed the current procedure for reviewing these applications and are working to make changes to streamline the process. Dr. Reed suggested changing the language from physician to provider.



After the ADA Committee raised an issue with the wheelchair securements not securing properly on the new buses, staff parked all the new buses and contacted the vendor to notify them of the problem. A representative of Q'strain was sent to inspect the equipment and provided information which would prevent the straps from slipping out after secured. The representative attended the ADA Committee meeting and explained the causes of the problem which consisted of the straps being allowed to retract too far back into the retractor after securement. Staff will implement what was learned and will be sent marketing materials.

DRPT reached out to discuss a decline in federal funds available for capital projects to small urban areas (localities with a population under 200,000). As a result of state legislation that took effect in 2018, the ability to flex federal highway funds to use for transit capital projects was eliminated. These flex funds were the primary source of federal funds for capital projects in small urban areas. The state indicated that they would guarantee a state match of up to 68 % for all capital projects approved, but could not commit to the amount of federal funds available to make up the remaining 28 % to avoid an impact on the amount of local funds required to match the capital projects. DRPT notified us of this change as they indicated the local match rate would most likely increase for FY 2022, but couldn't disclose any specific information until the draft Six Year Improvement Plan was released in mid-April.

#### **4b – January 2021 Financials**

Total Revenues are under budget 8 % year to date and under budget 3 % for the month of February 2021. Passenger Revenue reflects being under budget 14 % for the month of February from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in February due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is under budget 2 % year to date, but over budget 13 % for the month of February.

Liberty Revenue and County assistance reflect being on budget for February and year to date. City Assistance reflects being on budget for February and year to date with additional revenue being received from the City in the amount of \$ 75,434 for direct expenses related to operating Sunday service in October, November, and December. This was a one-time revenue source dedicated by the City with the allocation of CARES Act funds the City received. Non-Operating Revenue reflects being over budget approximately \$ 37,000 for the month of February due to insurance proceeds being received for the repair of vehicle related accidents.

State Operating Assistance reflects being over budget 14 % for the month of February and 3 % year to date due to the increase allocated by the CTB in November. The Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 % for the month of February. This decrease in the accrual of federal revenue is related to an adjustment Finance staff have calculated to account for actual Federal Assistance needed to cover expenditures for this fiscal year to balance the finances.

Mr. Landergan inquired about funds potentially received through the American Rescue Plan and if staff could show the board what projects those funds could be used for. Mr. Booth stated that all stimulus funds through CARES Act and the American Rescue Plan were directed towards operating, but could be used for capital in certain circumstances. He indicated that the guidance for the American Rescue Plan has yet to be released for the use of funds for capital. Mr. Landergan requested to look at how fund could be utilized efficiently to take the burden off of local government. Mr. Booth stated his plan was to discuss this topic with City staff to formulate a planned approach for the use of funds.

Total expenses are under budget 14 % year to date and under budget 18 % for the month of February 2021. Total Salaries are under budget approximately 9 %, total overtime is over budget approximately 23 %, and total benefits are under budget approximately 11 %. Maintenance expenses (less wages/benefits) year to date are under budget approximately 27 %. Fuel is coming in under budget approximately 40 % as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 64 % and Other Materials and Supplies are under budget approximately 4 %.



Administrative Expenses reflect being 11 % under budget year to date with Services being under budget 5 %, Utilities under budget 20 %, Casualty and Liability expenses under budget 22 %, and Information Technology under 4 % year to date. Utilities are over budget 11 % for the month of February due to higher costs for heating facilities. Other Materials and Supplies is over budget approximately 35 % year to date due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 71 % year to date due to no travel for training/conferences.

The year to date net income reflects a surplus of \$ 357,240 at the end of February 2021. This surplus will decline as we approach the end of the fiscal year as Finance staff have adjusted the amount of Federal CARES Act funds to be accrued monthly moving forward. This adjustment will maximize the amount of funds remaining in the grant to be utilized to cover operating expenses in FY 2022.

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

Total Ridership for the month of February was 32,998 passengers. The City portion of this figure comprised 29,624 passengers and Liberty accounted for the remaining 3,374 passengers.

The service impacts due to COVID exposure and staffing constraints was updated to reflect that 91 % of scheduled service was operated in February. Mr. Booth clarified that this figure accounts for service impacts directly related to staffing and excludes service that was affected by winter weather.

Ms. Howe asked for what the impact would be if accounted for service cancellation due to weather. Dr. Reed and Mr. Landergan would like to see a benchmark from 2019 for comparison.

Total mileage for fixed route and paratransit services February 2021 was 86,875 miles, on-time for preventative maintenance activities was 89 %, and fleet downtime was 4.85 %.

Mr. Landergan asked if there is any downtime for maintenance supplies due to delays in shipping. Mr. Booth stated that we currently do not have a major problem stating the only delays are for PPE supplies.

#### **4d – Capital Projects**

The capital projects report for February 2021 was provided which reflected additional drawdowns to the 8-bus purchase and spare parts as of the end of February.

#### **#5 – Old Business**

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

There has not been an update on the finalization of the Vanpool Study conducted by AECOM.

##### **5b Summary – Route 5/Madison Heights Service Changes –**

Staff are planning to focus on these changes with other minor adjustments under review this summer.

#### **#6 – New Business**

##### **6a Summary – Board Oversight Policy**

These procedures are required by FTA to ensure that the Board of Directors maintains adequate oversight of the Management Contractor (First Transit) in the provision of service and carrying out FTA requirements. The GLTC Board is the direct recipient of federal funds and has elected to hire a Management Contractor to oversee the day to day operations of the public transit system in Lynchburg, which requires carrying out federal requirements.



FTA requires that the GLTC Board (as the body charged with oversight of GLTC; the direct recipient of federal funds) maintain and document oversight that the Management Contractor in carrying out federal regulations appropriately.

Staff developed the policy based on the areas of oversight by FTA during the Triennial Review which FTA conducts every three years. The Triennial Review focuses on approximately 20 different areas, but only the areas of applicability to GLTC have been incorporated into this policy.

Mr. Landergan asked for a glossary of terms for the various transit acronyms. It was also suggested that a subcommittee of two board members be formed to conduct the review and that the Management Contractor be a part of the review. Ms. Deacon stated that Mr. Booth did a great job developing this document. After a lengthy discussion, Mr. Booth stated that he will revise the document based on feedback received and bring back to the board to review at a future meeting.

### **6b Summary - American Rescue Plan Act**

President Biden signed the American Rescue Plan Act of 2021 (ARP) on March 11th, 2021, which included a total of \$ 30.5 billion in federal funding to support the nation's public transportation systems in response to and recovery from the impacts of the COVID-19 pandemic. This Act apportioned funds to urbanized areas to equal 132 % of an urbanized areas operating expenses in 2018 when combined with appropriations previously made in the CARES Act and CRRSAA (Coronavirus Response and relief Supplemental Appropriations Act). GLTC has been apportioned approximately \$ 3.4 million from the American Rescue Plan (ARP). GLTC received approximately \$ 7.6 million from the CARES Act and did not receive any funds under the CRRSAA.

These funds under ARP are available at 100 % federal share, available for payroll and operations, unless the organization certifies that it has not furloughed any employees. These funds must be obligated by September 30th, 2024 and disbursed by September 30, 2029. Use of these funds for expenses other than payroll or operations (capital projects) is possible, but guidance from FTA has yet to be released.

There is no imminent action necessary by the Board on how to allocate these funds, as staff would like additional time to discuss with city staff the long term financial capacity of the city for supporting GLTC and to allow for guidance from FTA to be released on the use of funds for expenses other than operations and payroll.

Mr. Landergan asked that the board and staff put their heads together to spend the funds creatively.

### **#7 – President's Report**

Mr. Davis called for comments from the board.

Ms. Howe reminded the board members to ride GLTC at least once this year. She also provided feedback on her experience on a recent GLTC bus ride. She stated the morning she was going to ride there was no update regarding a service change to the 3A/3B, but later saw an update on Facebook that the changes. She suggested adding a link for service changes to the website which would link to Facebook. She indicates her commute to work typically takes about 12 to 15 minutes, but takes an hour and 45 minutes via the bus route. On the way home, she got to the Transfer Station and finds out the 3A/3B routes were going to be combine which would add another 45 minutes to an hour to the commute. She offered to get an Uber for everyone who was going to be left and said she received feedback from passengers that this happens regularly. She felt there should be more advertising on the inside of the buses and suggested soliciting advertising opportunities on Facebook. She also inquired if the drivers can receive mental health training to recognize and assist passengers. Mr. Booth responded stating a new learning management system was in the process for being rolled out.

Mr. Blanks stated that most of his experience as a passenger has been positive.



After a lengthy discussion, Mr. Davis formed a committee to focus on improving service for GLTC passengers. The name of the committee is "Opportunities To Improve Service (OTIS)" and appointed Mr. Blanks, Ms. Howe, Mr. Landergan, and Dr. Reed. Mr. Booth will work with these members to set meeting date and time.

Mr. Davis stated that Mr. Deter has resigned from the board due to scheduling conflicts. There is another member from Liberty University who is being considered to fill his role.

Mr. Blanks stated that his ride with Vice Mayor Wright is still pending.

### **#8 – Next Meeting and Adjournment**

The next GLTC Board Meeting is scheduled to occur on May 5th, 2021 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 Ms. Deacon seconding the motion and the vote was carried. The meeting was adjourned at 10:05 a.m.

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Secretary/Treasurer





## GLTC Board Agenda Detail

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

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### **Committee Reports**

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

### **Partner Reports**

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

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 4a

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

**Action:** For Your Information

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

- The newly formed OTIS (Opportunities To Improve Service) Committee met for the first time on Wednesday April 21<sup>st</sup>, 2021. This initial meeting was mainly to get the committee together and begin working toward goals for improving service. The committee agreed to have a standing meeting on the third Wednesday of each month at 10 am. Ben Blanks accepted the role as chair person for the committee. Some of the initial suggestions that were brought forward during the meeting were:
  - Hold public comment and dialogue
  - Work toward minor service improvements previously brought forward by Ben
  - Promote the OTIS committee and solicit feedback from the public
  - Promote membership and input from the Customer Advisory and ADA Advisory Committees
  - Having QR codes at bus stops for information
  - Transitioning of the Ride Systems platform to Transloc as a result of a company merger
- GLTC will be transitioning its bus tracking app from the Ride Systems app to the Transloc app in coordination with Liberty University in the near future. This transition is a result of Transloc and Ride Systems merging and the company working to transition all existing customers to a unified platform. Staff are currently testing the Transloc app and will develop a marketing campaign to promote to GLTC customers. This transition is being coordinated with Liberty University so the timing and messaging is consistent for all transit customers in Lynchburg. A date for transition has not been set, but will most likely be this summer.
- The City of Lynchburg has agreed to partner with GLTC to allow us the ability to utilize their text alert system as another form of communication to provide information to our customers. A date for when this will go live has not been set as the details internally are still being worked out for access and training on the system. Marketing will be preparing a campaign to notify GLTC customers of this new feature and how to sign up for text alerts.







## GLTC Board Agenda Detail

**Item #:** 4b  
**Item Title:** March 2021 Financials  
**Action:** For Your Information

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### **REVENUES:**

Total Revenues are under budget 9 % year to date, approximately \$ 552,000, and under budget 20 % for the month of March 2021. Passenger Revenue reflects being under budget 12 % for the month of March from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in March due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is over budget 2 % year to date and over budget 34 % for the month of March. These revenue budgets were based on best projections for how ridership and revenue collection would rebound after the pandemic as well as projecting when fare collection would resume.

State Operating Assistance reflects being over budget 14 % for the month of March and 4 % year to date due to the increase allocated by the CTB in November. The Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 %, approximately \$ 155,000, for the month of March. This decrease in the accrual of federal revenue is related to an adjustment Finance staff have calculated to account for actual Federal Assistance needed to cover expenditures for this fiscal year to balance the finances. This adjustment will allow for the maximum amount of funds to be available in the federal CARES Act grant to support operating expenses in FY 2022.

### **EXPENSES:**

Total expenses are under budget 13 %, approximately \$ 793,000, year to date, and under budget 5 % for the month of March 2021. Total Salaries are under budget approximately 14 % or \$ 352,000, total overtime is over budget approximately 28 % or \$ 55,000, and total benefits are under budget approximately 11 % or \$ 150,000. Salaries and Benefits are under budget due to vacant positions that have been carried through the year and overtime is over budget due to coverage for these vacancies.

Maintenance expenses (less wages/benefits) year to date are under budget approximately 24 % or \$ 215,000. Fuel is the driving factor, coming in under budget approximately 37 % or \$ 155,000 as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 57 % and Other Materials and Supplies are under budget approximately 3 %.

Administrative Expenses reflect being 10 % under budget year to date with Services being under budget 6 %, Utilities under budget 17 %, Casualty and Liability expenses under budget 20 %, and Information Technology under 4 % year to date. Utilities are over budget 9 % for the month of March due to higher costs for heating facilities. Other Materials and Supplies is over budget approximately 44 % year to date due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 71 % year to date due to no travel for training/conferences.

### **SUMMARY:**

The year to date net income reflects a surplus of \$ 264,555 at the end of March 2021. This surplus will decline as we approach the end of the fiscal year as Finance staff have adjusted the amount of Federal CARES Act funds to be accrued monthly moving forward. This adjustment will maximize the amount of funds remaining in the grant to be utilized to cover operating expenses in FY 2022.

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



**Greater Lynchburg Transit Company, Inc.**

**Balance Sheet**

**March FY 2021**

	FY 2021	FY 2020	Difference
<b><i>ASSETS</i></b>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	212,940	242,159	(29,219)
Accounts Receivable	93,691	57,369	36,322
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 306,631</b>	<b>\$ 299,528</b>	<b>\$ 7,103</b>
Tangible Property	\$ 64,986,663	\$ 60,884,309	\$ 4,102,354
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
<b>NET FIXED ASSETS</b>	<b>\$ 38,293,156</b>	<b>\$ 37,259,061</b>	<b>\$ 1,034,095</b>
<b>TOTAL ASSETS</b>	<b>\$ 38,599,787</b>	<b>\$ 37,558,588</b>	<b>\$ 1,041,198</b>
<b><i>LIABILITIES AND CAPITAL</i></b>			
Accounts Payable - Miscellaneous	\$ 90,690	\$ 49,514	\$ 41,176
<b>TOTAL LIABILITIES</b>	<b>90,690</b>	<b>49,514</b>	<b>41,176</b>
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	34,383,657	37,369,498	(2,985,841)
Accumulated Income/(Loss) Current Year	4,125,435	139,572	3,985,863
<b>TOTAL CAPITAL</b>	<b>\$ 38,509,097</b>	<b>\$ 37,509,074</b>	<b>\$ 1,000,022</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 38,599,787</b>	<b>\$ 37,558,588</b>	<b>\$ 1,041,199</b>



**Central VA Transit Management Company Inc.**

**Balance Sheet**

**Mar FY 2021**

	FY 2021	FY 2020	Difference
<b>ASSETS</b>			
Cash	\$ 244,675	\$ 752,064	\$ (507,389)
Cash - OPEB	287,715	263,450	24,265
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	248,804	231,756	17,048
Materials and Fuel	308,529	315,455	(6,927)
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 1,089,897</b>	<b>\$ 1,562,900</b>	<b>\$ (473,003)</b>
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
<b>NET FIXED ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Prepayments	140,668	206,427	(65,758)
<b>TOTAL ASSETS</b>	<b>\$ 1,230,565</b>	<b>\$ 1,769,327</b>	<b>\$ (538,761)</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable - Trade	\$ 512,296	\$ 182,774	\$ 329,522
Wages Payable	116,153	81,557	34,596
Other Payroll Liabilities	811,480	716,082	95,398
Advance Payments	(473,919)	479,911	(953,830)
<b>TOTAL LIABILITIES</b>	<b>966,010</b>	<b>1,460,324</b>	<b>(494,314)</b>
Accumulated Income/(Loss) Prior Years	-	309,003	(309,003)
Accumulated Income/(Loss) Current Year	264,555	-	264,555
<b>TOTAL CAPITAL</b>	<b>\$ 264,555</b>	<b>\$ 309,003</b>	<b>\$ (44,448)</b>
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>\$ 1,230,565</b>	<b>\$ 1,769,327</b>	<b>\$ (538,762)</b>



**GREATER LYNCHBURG TRANSIT COMPANY, INC.****INCOME STATEMENT  
AS OF MARCH 31, 2021**

	<b>FY2021 ACTUAL MAR</b>	<b>FY2021 ACTUAL YTD</b>
<b>REVENUE</b>		
Operating Assistance Revenue	\$ 475,000	\$ 4,293,283
Money Paid to CVTMC1	(475,000)	(4,293,283)
Sale of Equipment & Vehicles	-	60,089
Federal Grant Revenue	32,900	3,231,992
Local Grant Revenue	<u>8,276</u>	<u>836,474</u>
<b>TOTAL REVENUE</b>	<b>\$ 41,176</b>	<b>\$ 4,128,555</b>
<b>EXPENSES</b>		
Repairs - Capital	-	\$ 3,120
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 3,120</b>
<b>NET INCOME/(LOSS)</b>	<b><u>\$ 41,176</u></b>	<b><u>\$ 4,125,435</u></b>



**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**INCOME STATEMENT  
AS OF MARCH 31, 2021**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021	% VAR	FY2021	FY2021	% VAR
	MAR ACTUAL	MAR BUDGET		YTD ACTUAL	YTD BUDGET	
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 31,248	\$ 33,454	-7%	\$ 137,474	\$ 301,084	-54%
DRT Passenger Revenue	1,753	4,124	-57%	10,346	37,112	-72%
Contracts (LU Access)	16,800	15,120	11%	75,600	120,960	-38%
Contracts (CVCC Access)	2,346	3,910	-40%	10,557	35,190	-70%
Liberty University Revenue	33,437	33,390	0%	267,496	267,120	0%
Non-Operating Revenue	1,744	1,025	70%	46,318	9,228	402%
Advertising Revenue	6,403	4,794	34%	43,963	43,142	2%
City Operating Assistance	41,667	41,667	0%	375,000	375,000	0%
City - CARES ACT Funding	-	-	0%	75,434	-	100%
County Operating Assistance	6,483	6,483	0%	58,350	58,350	0%
State Operating Assistance	196,741	172,125	14%	1,608,398	1,549,124	4%
Federal Operating Assistance	199,648	354,813	-44%	2,727,820	3,193,313	-15%
<b>TOTAL REVENUE</b>	<b>\$ 538,269</b>	<b>\$ 670,904</b>	<b>-20%</b>	<b>\$ 5,436,755</b>	<b>\$ 5,989,622</b>	<b>-9%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 112,200	\$ 130,555	-14%	\$ 935,590	\$ 1,174,998	-20%
Operator-Overtime	25,316	16,911	50%	178,535	152,197	17%
Other Salaries & Wages	25,577	25,805	-1%	230,376	232,249	-1%
Supervisors-Overtime	1,940	1,258	54%	20,388	11,324	80%
Fringe Benefits	78,911	89,803	-12%	712,195	808,225	-12%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 243,943</b>	<b>\$ 264,333</b>	<b>-8%</b>	<b>\$ 2,077,083</b>	<b>\$ 2,378,993</b>	<b>-13%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 20,364	\$ 26,732	-24%	\$ 175,164	\$ 240,585	-27%
Operator-Overtime-PTS	1,314	794	66%	9,016	7,145	26%
Other Salaries & Wages	7,123	5,652	26%	55,735	50,866	10%
Fringe Benefits	13,761	17,510	-21%	125,187	157,591	-21%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 42,562</b>	<b>\$ 50,687</b>	<b>-16%</b>	<b>\$ 365,103</b>	<b>\$ 456,186</b>	<b>-20%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 56,389	\$ 55,864	1%	\$ 464,061	\$ 502,778	-8%
Inspection&Maint,Srcv-Overtime	8,172	2,403	240%	39,359	21,626	82%
Fringe Benefits	31,054	30,752	1%	262,683	276,766	-5%
Fuel & Lubricants	42,797	46,793	-9%	265,775	421,137	-37%
Tires & Tubes	9,616	9,696	-1%	37,484	87,267	-57%
Other Materials & Supplies	45,658	42,935	6%	375,947	386,412	-3%
<b>TOTAL MAINTENANCE</b>	<b>\$ 193,688</b>	<b>\$ 188,443</b>	<b>3%</b>	<b>\$ 1,445,308</b>	<b>\$ 1,695,986</b>	<b>-15%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 33,100	\$ 34,620	-4%	\$ 299,304	\$ 311,576	-4%
Fringe Benefits	15,673	18,271	-14%	156,176	164,441	-5%
Services	34,793	39,187	-11%	332,721	352,680	-6%
Utilities	17,752	16,293	9%	121,899	146,639	-17%
Casualty & Liability Expenses	25,440	26,023	-2%	187,597	234,211	-20%
Information Technology	12,566	13,142	-4%	113,242	118,276	-4%
Other Materials & Supplies	8,901	4,137	115%	53,709	37,229	44%
Miscellaneous	2,535	7,683	-67%	20,058	69,151	-71%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 150,761</b>	<b>\$ 159,356</b>	<b>-5%</b>	<b>\$ 1,284,706</b>	<b>\$ 1,434,203</b>	<b>-10%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 630,953</b>	<b>\$ 662,819</b>	<b>-5%</b>	<b>\$ 5,172,200</b>	<b>\$ 5,965,368</b>	<b>-13%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (92,684)</b>	<b>\$ 8,085</b>		<b>\$ 264,555</b>	<b>\$ 24,256</b>	

**CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.**

**COMPARATIVE INCOME STATEMENT**

**AS OF MARCH 31, 2021**

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020	% VAR	FY2021	FY2020	% VAR
	MAR ACTUAL	MAR ACTUAL		YTD ACTUAL	YTD ACTUAL	
<b>REVENUE</b>						
FRT Passenger Revenue	\$ 31,248	\$ 29,283	7%	\$ 137,474	\$ 366,483	-62%
DRT Passenger Revenue	1,753	\$ 3,065	-43%	10,346	45,531	-77%
Contracts (LU Access)	16,800	\$ 16,800	0%	75,600	134,400	-44%
Contracts (CVCC Access)	2,346	\$ 4,692	-50%	10,557	42,228	-75%
Liberty University Revenue	33,437	\$ 14,210	135%	267,496	249,690	7%
Non-Operating Revenue	1,744	\$ 202	764%	46,318	9,412	392%
Advertising Revenue	6,403	\$ 6,409	0%	43,963	61,237	-28%
City Operating Assistance	41,667	\$ 144,065	-71%	375,000	1,296,589	-71%
City - CARES ACT Funding	-	\$ -	0%	75,434	-	100%
County Operating Assistance	6,483	\$ 6,356	2%	58,350	57,206	2%
State Operating Assistance	196,741	\$ 169,696	16%	1,608,398	1,533,734	5%
State Assistance-Demo & Technic	-	\$ -	0%	-	9,754	-100%
Federal Operating Assistance	199,648	\$ 196,469	2%	2,727,820	1,768,219	54%
<b>TOTAL REVENUE</b>	<b>\$ 538,269</b>	<b>\$ 591,247</b>	<b>-9%</b>	<b>\$ 5,436,755</b>	<b>\$ 5,574,482</b>	<b>-2%</b>
<b>EXPENSES</b>						
<b>FIXED ROUTE</b>						
Operator Labor	\$ 112,200	\$ 108,826	3%	\$ 935,590	\$ 1,001,387	-7%
Operator-Overtime	25,316	11,127	128%	178,535	115,828	54%
Other Salaries & Wages	25,577	26,234	-3%	230,376	225,261	2%
Supervisors-Overtime	1,940	633	206%	20,388	7,591	169%
Fringe Benefits	78,911	36,145	118%	712,195	722,829	-1%
<b>TOTAL FIXED ROUTE</b>	<b>\$ 243,943</b>	<b>\$ 182,965</b>	<b>33%</b>	<b>\$ 2,077,083</b>	<b>\$ 2,072,895</b>	<b>0%</b>
<b>DEMAND RESPONSE</b>						
Operator Labor	\$ 20,364	\$ 15,827	29%	\$ 175,164	\$ 184,275	-5%
Operator-Overtime-PTS	1,314	575	129%	9,016	4,562	98%
Other Salaries & Wages	7,123	5,820	22%	55,735	49,130	13%
Fringe Benefits	13,761	4,284	221%	125,187	127,408	-2%
<b>TOTAL DEMAND RESPONSE</b>	<b>\$ 42,562</b>	<b>\$ 26,506</b>	<b>61%</b>	<b>\$ 365,103</b>	<b>\$ 365,375</b>	<b>0%</b>
<b>MAINTENANCE</b>						
Other Salaries & Wages	\$ 56,389	\$ 48,390	17%	\$ 464,061	\$ 414,948	12%
Inspection&Maint,Srvc-Overtime	8,172	1,921	325%	39,359	31,158	26%
Fringe Benefits	31,054	12,969	139%	262,683	238,846	10%
Fuel & Lubricants	42,797	37,370	15%	265,775	424,892	-37%
Tires & Tubes	9,616	6,872	40%	37,484	64,672	-42%
Other Materials & Supplies	45,658	22,353	104%	375,947	362,829	4%
<b>TOTAL MAINTENANCE</b>	<b>\$ 193,688</b>	<b>\$ 129,876</b>	<b>49%</b>	<b>\$ 1,445,308</b>	<b>\$ 1,537,346</b>	<b>-6%</b>
<b>ADMINISTRATION</b>						
Other Salaries & Wages	\$ 33,100	\$ 32,087	3%	\$ 299,304	\$ 267,919	12%
Fringe Benefits	15,673	8,857	77%	156,176	143,445	9%
Services	34,793	34,188	2%	332,721	341,167	-2%
Utilities	17,752	13,101	36%	121,899	131,793	-8%
Casualty & Liability Expenses	25,440	26,972	-6%	187,597	227,036	-17%
Information Technology	12,566	17,223	-27%	113,242	100,939	12%
Other Materials & Supplies	8,901	1,716	419%	53,709	23,636	127%
Miscellaneous	2,535	3,045	-17%	20,058	53,928	-63%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 150,761</b>	<b>\$ 137,187</b>	<b>10%</b>	<b>\$ 1,284,706</b>	<b>\$ 1,289,862</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 630,953</b>	<b>\$ 476,534</b>	<b>32%</b>	<b>\$ 5,172,200</b>	<b>\$ 5,265,479</b>	<b>-2%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ (92,684)</b>	<b>\$ 114,713</b>		<b>\$ 264,555</b>	<b>\$ 309,003</b>	



## GLTC Board Agenda Detail

**Item #:** 4c

**Item Title:** March 2021 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 February was 44,365 passengers. The City portion of this figure comprised 40,179 passengers and Liberty accounted for the remaining 4,186 passengers.

### **Service Impacts:**

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through March 2021. February has been updated to 93 % (previously reported as 91 %) related to staffing constraints as a typo was discovered. A second figure has been added for January and February which includes service cancellations due to winter weather related impacts.

- July 2020 – 92.2 %
- August 2020 – 82.9 %
- September 2020 – 78.1 %
- October 2020 – 92.8 %
- November 2020 – 90.5 %
- December 2020 – 86.3 %
- January 2021 – 90.8 %                      January 2021 (including weather impacts) – 89.1 %
- February 2021 – 93 %                      February 2021 (including weather impacts) – 91 %
- March 2021 – 89.9 %

Staff are still working to provide a benchmark for service impacts from a previous year prior to COVID.

### **Maintenance:**

Maintenance activities are reported as follows for March 2021:

- Total mileage for fixed route and paratransit services – 109,614 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 4.85 %

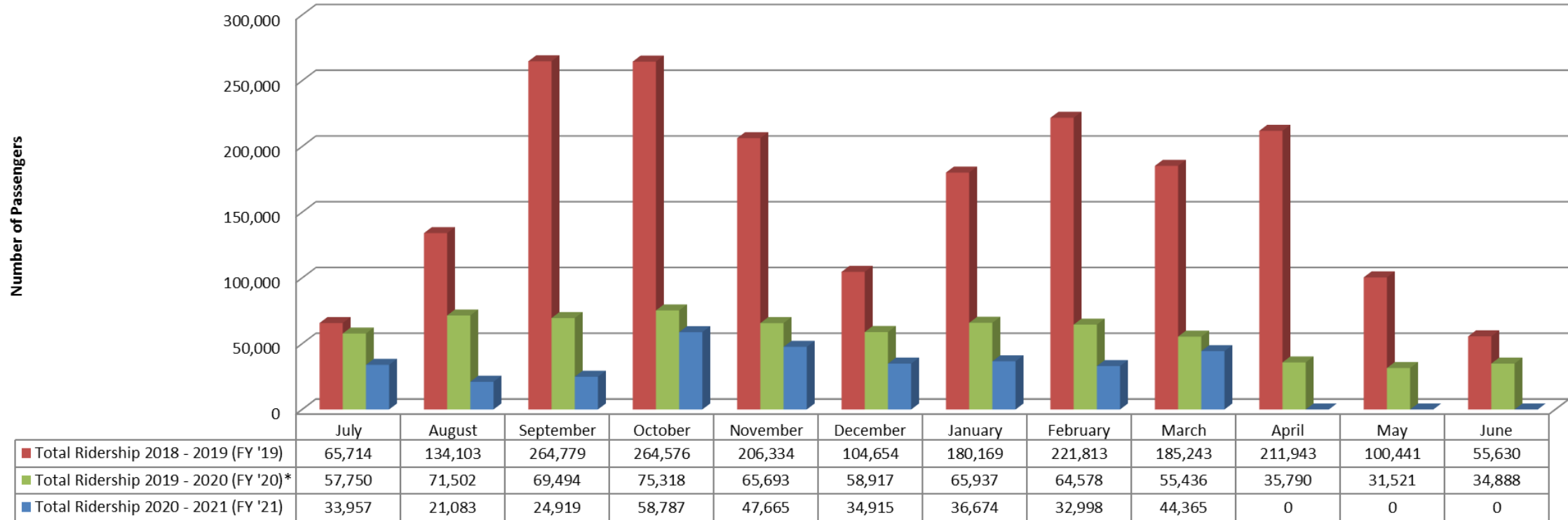
**Contacts:** Brian Booth

**Attachments:** Pages 16-20

**Action Required:** None



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

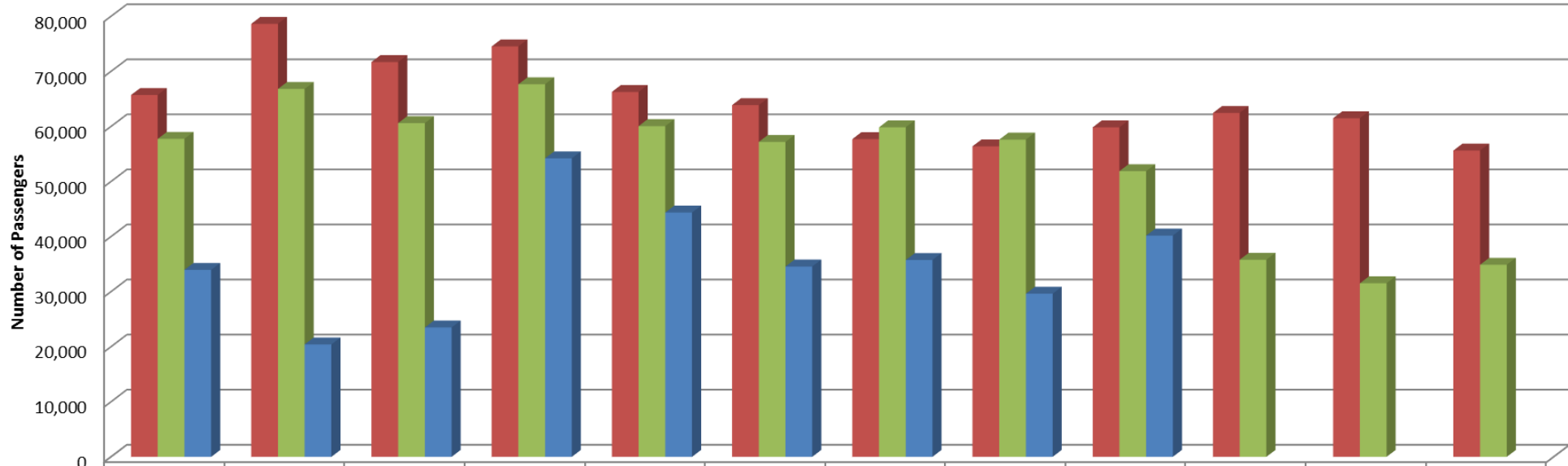


\*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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



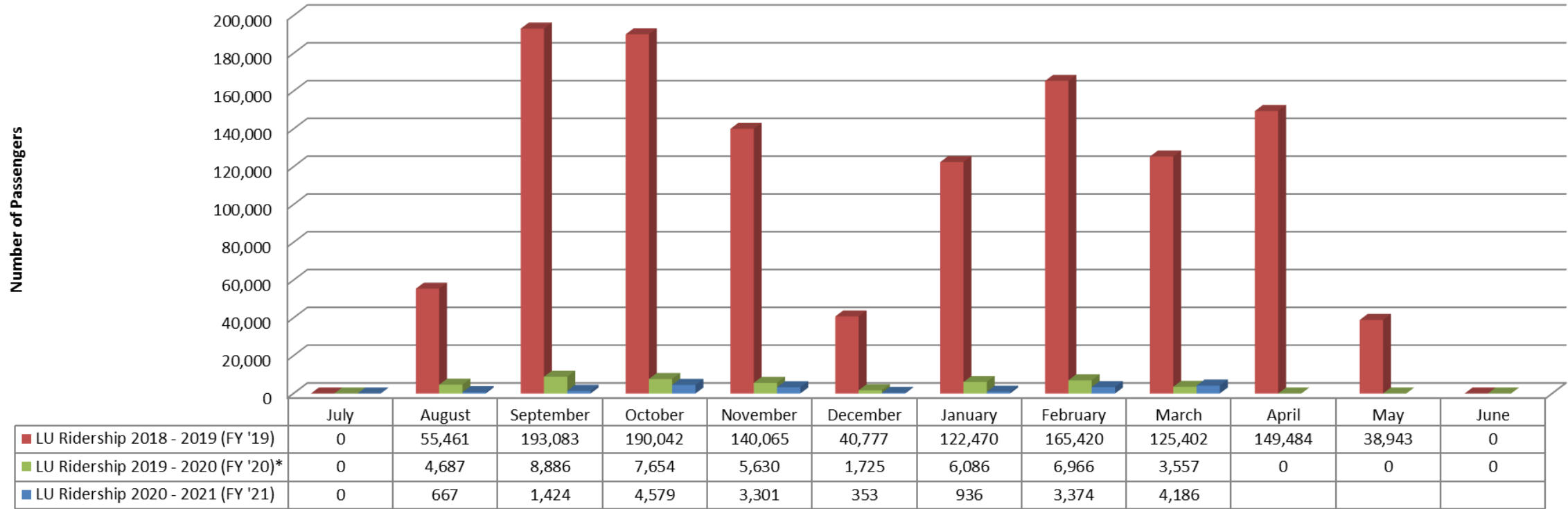
### City Ridership FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
■ City Ridership 2018 - 2019 (FY '19)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
■ City Ridership 2019 - 2020 (FY '20)	57,750	66,815	60,608	67,664	60,063	57,192	59,851	57,612	51,879	35,790	31,521	34,888
■ City Ridership 2020 - 2021 (FY '21)	33,957	20,416	23,495	54,208	44,364	34,562	35,738	29,624	40,179			

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

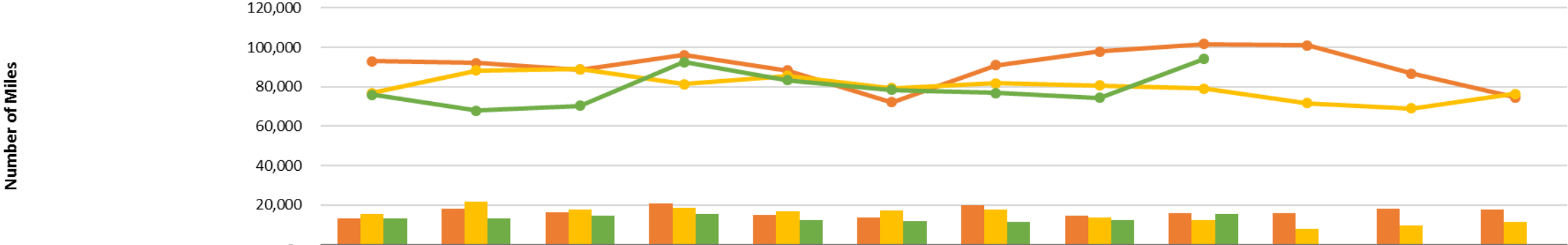
## Liberty University Ridership FY '19, FY '20, FY '21



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

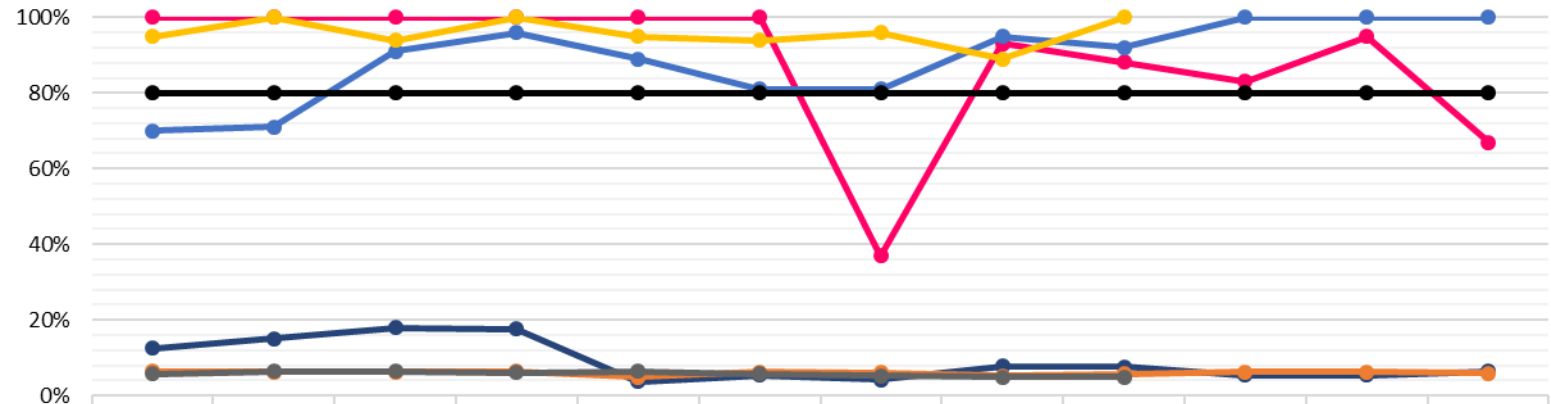
\*\*Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

### 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	12,314	11,930	11,246	12,489	15,609			
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	83,272	78,350	76,926	74,386	94,005			

## 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%	94%	96%	89%	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%	6.48%	5.79%	5.25%	4.85%	4.84%			



## GLTC Board Agenda Detail

**Item #:** 4d

**Item Title:** Capital Projects

**Action:** For Your Information

### Summary:

The capital projects report for March 2021 is provided below. Additional drawdowns have been made on the 8-bus purchase which should finalize the remaining expenditures for this grant. FY 2021 capital projects have been added to this report as the grant to FTA is currently in review and awaiting final concurrence and obligation of funds. These projects include 3 replacements buses, funds for spare parts (for major mechanical equipment for the fleet), and a vehicle locator system for improved dispatching and bus tracking software.

GLTC CAPITAL GRANTS							
FEDERAL GRANT#/PROJECT#	STATE PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	3/31/2021 Balance
<b>VA-95-X120</b>							
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
<b>VA-95-X145</b>							
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
<b>VA-2016-022-00</b>							
		<b>Executed 9/23/16</b>					
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
<b>VA-2018-005-00</b>							
		<b>Executed 3/14/18</b>					
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ -
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
<b>VA-2019-011-00</b>							
		<b>Executed 3/28/19</b>					
VA-2019-011-01	73019-29	Purchase (4) 40FT & (4) 35FT Replacement B	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 340,061
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	\$ 4,853
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 344,914
<b>VA-2020-006-00</b>							
		<b>Executed 1/2/2020</b>					
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ -
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 627,000.00
<b>VA-2021-014-00</b>							
		<b>In Final Concurrence/Reservation</b>					
VA-2021-014-01-00	73021-48	Purchase 30FT Replacement Bus	\$ 713,856.00	\$ 999,398.00	\$ 71,386.00	\$ 1,784,640	\$ 1,784,640.00
VA-2021-014-01-00	73021-50	Purchase Spare Parts, ACM Items	\$ 120,000.00	\$ 168,000.00	\$ 12,000.00	\$ 300,000	\$ 300,000.00
VA-2021-014-01-00	73021-49	Purchase Vehicle Locator System	\$ 201,600.00	\$ 282,240.00	\$ 20,160.00	\$ 504,000	\$ 504,000.00
			\$ 1,035,456.00	\$ 1,449,638.00	\$ 103,546.00	\$ 2,588,640.00	\$ 2,588,640.00





**GLTC Board Agenda Detail**

**Item #:** 5

**Item Title:** Old Business

**Action:** For Your Information

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**5a Summary – Vanpool Implementation**

There hasn't been an update on the finalization of the Vanpool Study conducted by AECOM.

**Contacts:** Brian Booth

**Attachments:** None

**Action Required:** None





## GLTC Board Agenda Detail

**Item #:** 6

**Item Title:** New Business

**Action:** Discussion & Approvals

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### **6a Summary – Board Oversight Policy**

These procedures were presented at the GLTC Board of Director's meeting on April 7<sup>th</sup>, 2021 for review. Feedback was received from the board on the proposed policy for recommended changes. Staff took the feedback provided and revised the policy to incorporate them into the policy. The recommended changes were as follows:

- Provide a reference to describe the acronyms
- Instead of the Board President conducting the annual review each year, there should be a sub-committee consisting of two board members with the preference that one member have prior experience serving on the review committee
- Ensure the Management Contractor/Team are a part of the review with the sub-committee.

These recommendations have been included into the policy as referenced by the "tracked changes" feature. An "Appendix B" was added at the end of the policy to provide a reference for the various acronyms throughout the document. Section 2.0 was updated to reflect the formation of a sub-committee which is titled the "Oversight Review Committee" and incorporates the language for the number of members on the committee and preference for one member to have prior experience on the review committee. This section also includes language that the Oversight Review Committee will meet with the Management Contractor/agency staff annually. In each section of the document the phrase "GLTC Board President or designee" was replaced with "Oversight Review Committee" conducting the annual onsite review.

*Staff Recommendation: This policy is presented for review with the previous recommendations by the GLTC Board incorporated. Should the Board find the policy with revisions appropriate then a motion could be considered for adoption of the policy.*

**Contacts:** Brian Booth

**Attachments:** "Management Contractor Oversight Policy (REV-1)"

**Action Required:** Review/Potential Adoption



## **6b Summary – Draft Six Year Improvement Program (SYIP)**

The Department of Rail and Public Transportation has released the Draft Six Year Improvement Program (SYIP) which outlines funding for operating and capital projects for all transit systems in the state of Virginia. The draft SYIP indicates that GLTC will receive an approximate 2 % increase in operating funds for FY 2022 as a result of an increase in state funds available for operating across the state of Virginia. This increase in state funds will be reflected in the final operating budget which will be brought before the Board for review and final approval at the June Board meeting.

Capital projects were also outlined and GTLC had the projects of Heavy Duty Transit Buses (15), Light Duty Paratransit Buses (4), and Medium Duty Paratransit buses (2) approved and funded. These projects received state funding at 68 % of the project cost, but there was little to no federal funds allocated for the remaining 32 % of the project cost. This is going to require a higher local match requirement than has been the previous experience for GLTC. This topic brought before the board at the last meeting in April for awareness with indication that follow up would be brought back to the board once the draft SYIP was released. The allocation breakdown for each project is as follows:

- Heavy Duty Transit Buses (15) – 68 % State, 10 % Federal, 22 % Local (\$ 1,815,000)
- Light Duty Paratransit Buses (4) – 68 % State, No Federal, 32 % Local (\$ 140,800)
- Medium Duty Paratransit Buses (2) – 68 % State, No Federal, 32 % Local (\$ 92,800)

*Total Local Match Requirement for FY 2022 Projects - \$ 2,048,600*

*Local Share Budgeted in FY 2022 City CIP - \$ 551,000*

*Local Share Deficit - \$ 1,497,600*

The City has previously budgeted local match at 10 % of the total project cost. The amount budgeted in the Capital Improvement Plan for FY 2022 is \$ 551,000 which leaves a deficit of \$ 1,497,600 in local share not allocated in the FY 2022 budget. Despite this local share deficit, staff met with city finance staff to discuss options and were able to develop the following options for moving forward.

1. After reconciling the capital projects GLTC still has current and underway, City Finance staff stated there is an approximate \$ 2.4 million dollar balance of funds obligated to GLTC for use toward capital projects. *(This option is viable for all three projects)*
2. The Board could have staff investigate utilizing the CARES/ARPA stimulus funds to account for the deficit. *(This option is only viable for the two projects for Paratransit Buses. The Heavy-Duty buses have federal funds allocated to them and federal funds from one award cannot be used to match another federal award)*
3. GLTC could forgo the project(s) and reapply in a future year to see if additional DRPT controlled federal funds could be allocated toward capital. *(Staff would only recommend this option for the two projects for Paratransit Buses. We would not recommend this for the Heavy-Duty bus project due to the age of the current fleet, needs for replacement, and mechanical failures experienced)*

The only critical decision that staff need from the Board at this time is whether Option 3 is of consideration. DRPT needs confirmation for whether the transit agency has the necessary local match and our intent on whether or not to move forward with these capital projects. This decision has to be provided by Friday May 7<sup>th</sup> so that DRPT can make any necessary adjustments from the SYIP before presenting to the Commonwealth Transportation Board for final approval. Additionally, in speaking with City Finance staff, they recommended directing new stimulus funds toward one-time expenditures, such as capital, to avoid an operating deficit in future years.

**Contacts:** Brian Booth  
**Attachments:** None  
**Action Required:** Review/Direction





## **6c Summary – Annual PTASP (Public Transportation Agency Safety Plan) Review/Update**

FTA requires that transit operators review, update and certify their Public Transportation Agency Safety Plan annually. This plan was originally adopted in June of 2020 and includes process and procedures for implementing Safety Management Systems (SMS) in the monitoring of safety programs within the transit organization. This plan also sets performance targets for transit agencies to monitor their performance against specific metrics for safety. GLTC falls in to the category of a Tier II agency with regard to the PTASP rule and is eligible and has elected to take part in the Department of Rail and Public Transportation’s statewide group PTASP plan.

DRPT has set forth the following schedule for this annual update and certification to ensure compliance. This timeline is described as follows:

- May 7<sup>th</sup>, 2021 – Agency revisions are returned to DRPT
- June 4<sup>th</sup>, 2021 – DRPT will review submissions and update the Group PTASP by this date
- July 20<sup>th</sup>, 2021 – Transit Agencies must complete their sign-off process which includes completing any board required action.

GLTC plans to comply with the deadlines in this timeline by having the GLTC Board concur with any recommended revisions necessary to GLTC’s section of the PTASP at this meeting and will bring the revised Group PTASP back before the Board for final approval by the July board meeting ahead of the July 20<sup>th</sup>, 2021 deadline.

GLTC’s section of the Group PTASP has been attached with the board materials for review. This document outlines the safety performance targets set by GLTC and processes and responsibilities for carrying out the procedures related to Safety Management Systems (SMS). Staff have compiled the data required to measure safety performance through March 31<sup>st</sup>, 2021 as presented in the chart following.

FY 2021 PTASP Performance Metrics (through March 2021)								
	Fatalities (total number of reportable fatalities per year)	Fatalities (rate per total vehicles revenue miles by mode)	Injuries (total number of reportable injuries per year)	Injuries (rate per total vehicle revenue miles per mode)	Safety Events (total number of safety events per year)	Safety Events (rate per total vehicle revenue miles by mode)	Distance between Major Failures	Distance between Minor Failures
Fixed Route Performance Target	0	0	5	Less than .5 injuires per 100,000 vehicle revenue miles	11	Less than 1 injuires per 100,000 vehicle revenue miles	15,000 miles	3,200 miles
Fixed Route Actual (July 2020 - March 2021)	1	1	1	0.15	2	0.29	4,990 miles	7,800 miles
Paratransit Performance Target	0	0	1	Less than .75 injuires per 100,000 vehicle revenue miles	2	Less than 1.5 injuires per 100,000 vehicle revenue miles	65,000 miles	10,000 miles
Paratransit Actual (July 2020 - March 2021)	0	0	0	0	0	0	No Failures	No Failures



Based on the data compiled, GLTC exceeds the safety performance targets set in three areas for Fixed route operations through March for FY 2021. These have been highlighted in yellow in the chart. The first two targets that are in excess of the performance targets are for Fatalities (total number per year) and Fatalities (rate per total vehicle revenue miles). This is a result of the accident that occurred on August 1<sup>st</sup>, 2020 when another vehicle failed to yield the right of way to the GLTC bus resulting in a collision. The driver of other vehicle passed away as a result of injuries sustained during the accident. The third area where GLTC exceeded the performance targets set was with Distance between Major Failures. GLTC set a target of 15,000 miles between major failures, but experience a rate of 4,990 miles between major failures. After review of the data, we found that the majority of the failures occurred between July and December of 2020 with a significant reduction in failures beginning in January once the new buses were placed into service. This pattern shows that the older age of the fleet is a factor in more frequent failures due to older equipment failing more frequently.

After review of GLTC's section of the PTASP document and analysis of the performance data; staff do not have any changes to recommend to the PTASP document at this time. The processes, procedures, and staff positions outlined in the current document are still in place and accurate. While there are three areas where performance targets were not met, staff recommends to have for the current performance targets remain unchanged. These targets have only been in place for one year and it would be ideal to obtain additional data before making changes. The goal moving forward would be that GLTC would have zero fatalities every year and staff feel it would be good to obtain more data before making an adjustment to the major failures for fixed route due to several factors affecting the current performance such as the age of the fleet being relatively high and experiencing a sharp decline in failures when the new buses were placed into service.

*Staff Recommendation: Should the Board find the recommendation to submit the GLTC PTASP with no revisions appropriate; staff would look for general consensus from the Board in order to respond to DRPT by May 7<sup>th</sup>.*

**Contacts:** Brian Booth  
**Attachments:** "Greater Lynchburg Transit Company PTASP Section"  
**Action Required:** Review/Concurrence





**GLTC Board Agenda Detail**

**Item #:** 7

**Item Title:** Presidents Report

**Action:** Discussion

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





## GLTC Board Agenda Detail

**Item #:** 8

**Item Title:** Next Meeting & Adjournment

**Action:** Adjournment

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

The next GLTC Board Meeting is scheduled to occur on June 2<sup>nd</sup>, 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

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### GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

<b>Benjamin Blanks</b> <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	<a href="mailto:bensmjazz@gmail.com">bensmjazz@gmail.com</a>
<b>Antonio "Tony" Davis, Sr.</b> <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-845-0433	<a href="mailto:adavis@jubileefamily.org">adavis@jubileefamily.org</a>
<b>Mary-Winston Deacon</b> <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	<a href="mailto:mwdeacon@humankind.org">mwdeacon@humankind.org</a>
<b>Cameron Howe</b> <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	<a href="mailto:CameronHoweGLTC@gmail.com">CameronHoweGLTC@gmail.com</a>
<b>John Hughes, IV</b> <i>City of Lynchburg 900 Church Street, Lynchburg, VA 24504</i>	434-455-3990	<a href="mailto:john.hughes@lynchburgva.gov">john.hughes@lynchburgva.gov</a>
<b>Brian Landergan</b> <i>1111 Road Island Avenue, Lynchburg, VA 24502</i>	434-401-9622	<a href="mailto:Bland2345@gmail.com">Bland2345@gmail.com</a>
<b>Brenda Nash</b> <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	<a href="mailto:brendamnash@hotmail.com">brendamnash@hotmail.com</a>
<b>H. Lester Reed, MD</b> <i>Centra 2010 Atherholt Road, Lynchburg, VA 24501</i>	434-200-5124	<a href="mailto:les.reed@centrahealth.com">les.reed@centrahealth.com</a>

-- 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)

	<b>Benjamin Blanks</b>	<b>Antonio "Tony" Davis</b>	<b>Mary-Winston Deacon</b>	<b>Dan Deter</b>	<b>Cameron Howe</b>	<b>John Hughes IV</b>	<b>Brian Landergan</b>	<b>Brenda Nash</b>	<b>H. Lester Reed, MD*</b>
<b>Meeting Date</b>	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 <sup>1</sup>	P	N/A
1/6/2021	P	P	A <sup>2</sup>	P	P	P	P	P	P
2/3/2021	P	P	P	A <sup>3</sup>	P	PR	P	P	PR
3/3/2021	P	P	P	PR	P	A <sup>4</sup>	A <sup>5</sup>	P	P
4/7/2021	P	P	P	N/A <sup>6</sup>	P	P	P	P	P

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. Landergan - Sick
- 2 - M. Deacon - Work Conflict
- 3 - D. Deter - Vacation
- 4 - J. Hughes IV - Personal Conflict
- 5 - B. Landergan - Absent
- 6 - D. Deter - Resigned 3/16/2021