

GREATER LYNCHBURG TRANSIT COMPANY

We're here to get you there.



Board of Directors Meeting Agenda

Wednesday, October 3rd, 2018

8:30 a.m. – 10:00 a.m.

Meeting Location: GLTC Transfer Station – 800 Kemper St., Lynchburg, VA 24501

Board President: Christian DePaul

Board Vice President: Glenn McGrath

Secretary-Treasurer: Joel Morgan

Members: Margaret "Peggy" Whitaker; John "Jack" Hellewell; Bonnie Svrcek; Christos Carroll; Mary-Winston Deacon; Antonio "Tony" Davis

#1 Call to Order - Public Comment

- a) Speakers should state their name for the official record
- b) Speakers will be allotted a maximum of 3 minutes
- c) Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record

GLTC Board
President

#2 Consideration of Meeting Minutes Approval

September 5th, 2018

All

#3 Committee & Partner Reports

- a) Customer Advisory Committee (CAC)
- b) ADA Advisory Committee
- c) Ride Solutions
- d) Region2000 Transportation Planner

Sherry Gentry
Gary DuPriest
Kelly Hitchcock
Philipp Gabathuler

#4 Staff Reports

- a) General Manager's Report
- b) *August 2018 Preliminary Financials*
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

#5 Old Business

- a) Discounted Fare Cards Policy
- b) Intercity Connector Service Concept Committee
- c) Downtown Circulator

Pending
No Update
Update

#6 New Business

- a) Proposed Route Changes
- b) Busking Policy
- c) November Board Meeting

Brian Booth

#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment

October 24th, 2018 @ 6:00 pm – Annual Meeting

December 5th, 2018 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: 2

Item Title: September 5th, 2018 Minutes

Action: Consideration of Approval

Greater Lynchburg Transit Company (GLTC)

BOARD OF DIRECTORS MEETING

DRAFT MINUTES

September 5, 2018

8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, September 5, 2018 at the Kemper Street Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Christian DePaul, Glenn McGrath, John "Jack" Hellewell, Joel Morgan (*call-in), Margaret "Peggy" Whitaker, Mary-Winston Deacon, and Antonio Davis. Staff members attending were: Brian Booth, Amanda Richardson, Millie Martin, Steve Overstreet, Scott Poindexter, Allen Robey, John Yauger, Keri Brown, and Natalie Wilkins. Visitors to the meeting included Patrice Strachan and Nick Britton of the Virginia Department of Rail and Public Transportation (DRPT), Kelly Hitchcock of Region 2000, Jacqueline Robinson of the Customer Advisory Committee (CAC), Gary DuPriest of the ADA Committee, William Carr, Ben Blanks, and Angelia Wright– GLTC Customers, and Carrie Dungan of the News and Advance.

* Mr. Morgan obtained approval to participate in the Board Meeting remotely from Charlottesville, Virginia due to a work conflict.

Absent: Christos Carroll, Bonnie Svrcek

#1 – Call to Order-Public Comment

Mr. DePaul called the meeting to order at 8:30 a.m. and asked for public comment. Ms. Wright a long-time passenger of GLTC, stated that the Route 1A bus is consistently late due to detours in the city and wondered if an extra bus could be put on the route. She stated this delay has made her late for doctor appointments and other meetings.

Mr. Blanks reiterated the comments from Ms. Wright. He also stated that other routes have the same issues, for example, the Route 4A. Mr. Blanks stated that even though he is happy with the upcoming route changes, the construction throughout the city will have an impact on buses being on time. He thanked everyone for extending the service for the Get Downtown Festival.

Mr. DuPriest suggested that due to the construction in the city, passengers should consider leaving early to avoid being late for their appointments.

#2 – Consideration of Meeting Minutes Approval

Mr. DePaul asked for consideration of approval for the minutes from the August 1st, 2018 Board meeting. Mr. McGrath made a motion to approve the minutes with the correction to add himself as attending the regular board meeting on August 1st, 2018. Mr. Hellewell seconded the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – Ms. Wilkins stated that members of the Customer Advisory Committee will assist with the Get Downtown festival again this year.



3b – ADA Advisory Committee – Mr. DuPriest stated that the ADA Committee will meet on September 12 to discuss the upcoming route changes. They will also discuss the purpose of the ADA Committee.

3c – RIDE Solutions – Ms. Hitchcock provided an update on the Van Pool Study. They are finalizing a contract with AECOM to conduct the study which is the same firm conducting a similar study with Charlottesville, Roanoke, and the New River Valley area. Ms. Hitchcock feels the selection of AECOM will be very beneficial for the data analysis they can provide. Ms. Hitchcock will provide updates throughout the survey period.

3d – Region 2000 – Mr. Gabathuler was absent due to the birth of their newborn baby.

#4 – Staff Reports

4a – General Manager’s Report

Mr. Booth recapped the General Manager’s Report as presented in the board packet. He stated that August was a busy month with the main focus being on the public meetings regarding the upcoming route changes. Six meetings were held in August with three scheduled for September. He has been pleased with the turnout at the meetings and the feedback has been positive. The routes are now being tested that Liberty University is back in session to determine if route times will work with real life traffic situations.

Mr. Hellewell asked if the buses that run late are on one-hour headways and asked if it is feasible to have two small buses on the routes that face the most construction. Mr. Booth would have to look at passenger loads to determine feasibility of the smaller buses, but stated the option of having a spare bus available on an as needed basis would be better as it could assist any route experiencing delays as opposed to being dedicated for one route. This additional service would have an impact on the budget as this was not originally planned for. Mr. Hellewell feels a request for additional funding from the City is justified.

Mr. McGrath asked if there is enough equipment (capital) to have those additional buses. Mr. Booth stated that the spare ratio is fine; however, due to the mechanical nature of our fleet, this could be a concern. Mr. DePaul suggested addressing the lateness of buses be brought to a City Council meeting since this is an issue caused by the City’s construction projects and not GLTC. Mr. Hellewell suggested looking at the American Public Transportation Association (APTA) to see how other transit agencies handles these types of issues.

Several staff attended the conference and EXPO hosted by the Community Transportation Association of Virginia (CTAV) in Fredericksburg, Virginia during the first part of August. This conference provided excellent training for the attendees as well as showcasing the products of approximately 30 transit vendors from across the nation. The staff attending the conference commented on how good the trainings were and that they plan to incorporate what they learned into their daily work.

The new low floor paratransit buses received in the early summer have been placed into service. These vehicles have been well received by the passengers as they appreciate the ability to board the vehicle via a ramp instead having to use a lift or stairs.

GLTC has resumed service for Liberty University with a smooth start this year. GLTC currently provides nine buses on Liberty’s campus. Liberty is pleased with the service provided and GLTC looks forward to another successful year in partnership with them.

The marketing department has been working diligently throughout the month to attend various orientations for the local colleges and universities to promote GLTC’s system to the incoming students. With the help of the new intern, they have worked to increase the presence on social media and are currently working on better photos to place in the new rider’s guide.



4b – June 2018 Financials

The June 2018 financial statements were presented in a preliminary status as the audit team was still working to complete final review and adjustments associated with the annual financial audit.

Preliminary revenues for the year were under budget less than one percent, approximately \$ 14,000, with major variances being passenger revenue underbudget approximately 15 %, Other Contract and Non-Operating Revenues under 64 %, Advertising overbudget 65 % and Federal Assistance over 4 %. In previous months the financials had reflected the Federal Assistance as being underbudget due to the 5 % withholding by FTA, but discussion with the auditors determined that this amount should be accrued for in the FY18 fiscal year since funds were allocated for this year. This accrual is the reason for the significant variance during the month of June.

Preliminary expenses for the year are under budget about 6 %, approximately \$ 515,000. The major variances are salaries being underbudget 15 %, overtime being overbudget 40 %, tires and tubes underbudget 34 %, other supplies and materials (Maintenance) over 21 %, utilities over 22 %, and miscellaneous expenses under 36 %. Miscellaneous expenses for the month of June show a negative balance of \$ 14,879 and is due to receiving reimbursement for expenses associated with the State Rodeo hosted in March and funds from the Demo grant for expenses related to the Hopper.

GLTC has preliminarily been able to close-out the fiscal year with an approximate \$ 500,000 surplus, however, the auditors have noted an adjustment that needs to be made to expenses.

4c – Ridership & Operations Statistics

Total ridership and city ridership for July was 65,714 (Liberty did not have service during July). This is an increase over July 2017 of approximately 9,300 passengers.

Total mileage for fixed route and paratransit services for the month of July was 108,738 miles. The fleet downtime for July was 12.45 % and on-time performance was 100 %.

Mr. McGrath inquired about looking at on-time performance of the routes and asked if a report could be given in the future. Mr. Booth will research this as he believes there are metrics stated in the Title VI program. He indicated that staff would look into the capability of Ride Systems for tracking on-time performance to prepare a report in the future.

4d – Capital Projects Update

Staff made significant progress in June drawing down funds for completed projects to include the purchase of buses from 3 separate grants, expending all funds and closing out 3 grants which include Miscellaneous Safety Equipment, support vehicles, and spare part/applied capital maintenance items, and drawing down a majority of funds for the purchase of IT hardware in 3 grants.

#5 – Old Business

5a– Discounted Fare Policy

This item is going to be incorporated in with the findings from the update of the Transit Development Plan which is underway with our consultants Kimley-Horn.

5b – Intercity Connector Service Concept Committee/Vanpool Study

Ms. Hitchcock provided an update earlier in the meeting under Ride Solutions.



5c – Transit Development Plan (TDP) Update/Route Analysis

Mr. Booth provided a summary of the Transit Development Plan and explained the focus of each of the 6 chapters.

DRPT has a new requirement to develop Strategic Plans for transit agencies with a bus fleet of 20 or more serving areas with a population greater than 50,000. Lynchburg is one of two agencies in Virginia that is going to pilot the development of this new plan. Nick Britton from DRPT discussed the process for developing the Strategic Plan. The Strategic Plan will assist in addressing new regulations which include capital funding going through a competitive process, a greater focus being placed on the state of good repair, and funding for operating now being 100% performance based. He stated that portions of the Transit Development Plan will be incorporated in the Strategic Plan. GLTC's Strategic Plan will be used as a template for other transit agencies in the state to include Richmond, Roanoke, Harrisonburg, and Charlottesville. Ms. Whitaker congratulated GLTC on being a pilot for the Strategic Plan.

Ms. Whitaker expressed concern regarding the target audience for TDP survey as well as the billing of Liberty University. Mr. Booth stated that the survey responses received represented all demographics of the population in Lynchburg. He also stated that GLTC bills Liberty University based on service hours provided.

After discussion, Ms. Deacon made a motion to accept the Transit Development Plan as presented with Mr. Davis seconding the motion and the vote was carried. Mr. McGrath abstained from the vote due to briefly stepping out of the meeting prior to the call for a vote.

5d – Overtime Analysis Request

At the August board meeting a question was raised as to whether there was a negative impact on overtime from the furlough of employees. Overtime was analyzed during the month of June and July when a number of operators were on furlough. After the analyzation, Mr. Booth stated that furlough of employees does not have a negative impact on overtime and the experience in overtime for each month was less than the average of one driver's salary.

5e – Downtown Circulator

The Hopper has continued to trend in regard to ridership as it has since the change to evenings in January 2018. In total, there were 127 passengers for the month of July 2018.

Upon the direction from the last Board Meeting, a meeting was held with downtown stakeholders and business leaders from downtown and along 5th Street to discuss the proposed direction for changes to service for the Hopper. Approximately 25 individuals attended the meeting and provided good feedback to consider for the future of the service. Many of the business leaders saw the potential of the Hopper serving 5th Street as gesture of goodwill and a bridge to connect the 5th Street and Downtown community.

Based on feedback received a proposal for changes has been publicized with opportunity for the public to provide feedback. Once the comment period has ended, GLTC will make necessary adjustments to the stops and routes with plans to adjust the service in mid to late September. There was discussion on how to promote the service change. Ms. Hitchcock will work with the marketing department to help promote the service change.

#6 – New Business

6a – Management Contract with First Transit

Larry Morris provided a proposal from First Transit for the extension of the current Management contract as discussed at the Board of Directors meeting on August 1, 2018. The proposal would exercise all of the remaining



one-year options (a total of four are remaining) available per the terms of Section VI of the original agreement. This would extend the management agreement through December 31st, 2022. The proposed annual management fees are as follows:

- 2019 – \$ 274,140 (no increase)
- 2020 – \$ 276,881 (1% increase)
- 2021 – \$ 282,419 (2% increase)
- 2022 – \$ 288,067 (2% increase)

All other terms and conditions of the current management agreement would remain the same.

Ms. Whitaker made a motion to accept the First Transit contract proposal with Mr. McGrath seconding the motion and the vote was carried.

6b – Board Election Procedures

The GLTC by-laws state in Article V that “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”. To ensure a smooth transition of officers the board discussed following the same procedures followed last year for nominations and elections.

Mr. Hellewell agreed to serve on the Nominations Committee.

#7 – Presidents Report

Mr. DePaul stated that he appreciated GLTC’s service to the community during the recent storm and Mr. Booth acknowledged and thanked the staff for all their efforts.

#8 – Next meeting and Adjournment

A Public Hearing for the proposed route changes is scheduled for October 1st, 2018 at 4:00 pm. The public hearing will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The next GLTC Board Meeting is scheduled to occur on October 3rd, 2018 at 8:30 am. This meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The Annual Stockholder Meeting for GLTC is scheduled on October 24th, 2018 at 6:00 pm. The annual meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, the meeting adjourned at 10:00 a.m. The next board meeting is October 5 at 8:30 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:

- GLTC continued to hold public education and input meetings on the proposed route changes. Three meetings were held in the month of September to bring the total meetings held to 9. These meetings were very beneficial to obtain feedback from the public to assist in developing the final changes for presentation at the public hearing scheduled for October 1st, 2018. Staff have worked diligently to prepare for the public hearing and have devoted a lot of time to review the comments received and make adjustments to accommodate requests to the best of our ability.
- GLTC staff completed and submitted the corrective action for the findings identified in the Triennial Review held in April 2018. These findings had a variety of different requirements such a policy updates, demonstration of corrected practices, analytical analyses, etc. These submissions are under review by FTA and GLTC is awaiting concurrence that the corrective action submitted is acceptable to close out the findings.
- GLTC staff completed and submitted the corrective action plan for the findings identified in the DRPT Compliance Review held in June 2018. GLTC took into consideration the recommendations from DRPT to correct the areas in deficiency and updated policies to prevent these problems in the future. DRPT has reviewed the corrective action plan and finds it satisfactory to complete the compliance review.
- GLTC took part in the Touch a Truck event held at Sims Farm in Forest, VA on September 8th, 2018. This event allowed children look at, get in, and ask questions about a wide spectrum of large vehicles. This event gave an opportunity to expose GLTC to the general public and provided an opportunity for education of public transit.





GLTC Board Agenda Detail

Item #: 4b

Item Title: August 2018 Preliminary Financials

Action: For Your Information

Attached are the preliminary financial statements for the month ending August 2018 in draft format.

The August 2018 financial statements are available in a preliminary status as the audit team is still working to complete the final review and adjustments associated with the annual financial audit for FY 2018.

REVENUES:

Total draft revenues were underbudget 2 %, approximately \$ 20,000, through August 2018. The major variances are passenger revenue being overbudget approximately 2 %, Liberty Revenue underbudget 4 %, Advertising under 27 % and Federal Assistance under 5 %. The variance for Liberty Revenue is due to the finalized service plan for Liberty coming in less than submitted in the final budget. The variance for Federal Assistance is due to the 5 % withholding by FTA until the Metrorail Safety Commission associated with WMATA has an approved State Safety Oversight Certification. It should be noted that Passenger Revenue is over what was budgeted for FY 2019, but the amount budgeted was dropped to reflect the past trend for revenues.

EXPENSES:

Total draft expenses were underbudget 10 %, approximately \$ 143,014, through August 2018. Significant savings occurred from the furlough of operators as well as vacant positions for the operators. Overtime for the Maintenance staff are overbudget due to positions being vacant and staff working more hours to complete the required maintenance work. Tires and Other Materials and Supplies are overbudget due to repairs to prepare for Liberty's service as well repairs from an aging fleet.

SUMMARY:

GLTC has started the year with a cautious approach to control expenses as actuals revenues are going to be lower than budgeted due to finalized numbers coming in after the budget was adopted. We will continue this approach throughout the year to ensure that we remain solvent going forward.

Contacts: Brian Booth

Attachments: Page 10

Action Required: None



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.						
INCOME STATEMENT						
PRELIMINARY AS OF AUGUST 31, 2018						
	MONTH TO DATE			YEAR TO DATE		
	FY2019 AUG ACTUAL	FY2019 AUG BUDGET	% VAR	FY2019 YTD ACTUAL	FY2019 YTD BUDGET	% VAR
REVENUE						
FRT Passenger Revenue	\$ 53,655	\$ 49,023	9%	\$ 99,112	\$ 98,047	1%
DRT Passenger Revenue	6,473	5,833	11%	13,306	11,667	14%
Contracts (LU Access)	6,006	6,006	0%	6,006	6,006	0%
Contracts (LC Access)	2,086	2,086	0%	4,172	4,172	0%
Contracts (CVCC Access)	4,600	4,600	0%	9,200	9,200	0%
Liberty University Revenue	150,401	156,745	0%	150,401	156,745	-4%
Other Contract Revenue	86	642	-87%	198	1,283	-85%
Non-Operating Revenue	743	690	8%	1,257	1,381	-9%
Advertising Revenue	4,483	7,000	-36%	10,239	14,000	-27%
City Operating Assistance	144,065	144,065	0%	288,131	288,131	0%
County Operating Assistance	6,354	6,232	2%	12,463	12,463	0%
State Operating Assistance	167,078	167,594	0%	339,290	335,187	1%
Federal Operating Assistance	154,654	162,116	-5%	309,308	324,232	-5%
TOTAL REVENUE	\$ 700,684	\$ 712,632	-2%	\$ 1,243,085	\$ 1,262,514	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 126,898	\$ 148,547	-15%	\$ 241,328	\$ 297,094	-19%
Operator-Overtime	26,571	17,754	50%	31,511	35,508	-11%
Other Salaries & Wages	26,896	24,756	9%	48,544	49,511	-2%
Supervisors-Overtime	1,626	1,207	35%	2,199	2,415	-9%
Fringe Benefits	77,261	98,935	-22%	139,123	197,869	-30%
TOTAL FIXED ROUTE	\$ 259,253	\$ 291,199	-11%	\$ 462,704	\$ 582,397	-21%
DEMAND RESPONSE						
Operator Labor	\$ 18,839	\$ 26,822	-30%	\$ 38,000	\$ 53,644	-29%
Operator-Overtime-PTS	2,548	667	282%	1,360	1,334	2%
Other Salaries & Wages	4,627	5,425	-15%	10,883	10,850	0%
Fringe Benefits	11,016	16,989	-35%	21,602	33,978	-36%
TOTAL DEMAND RESPONSE	\$ 37,031	\$ 49,903	-26%	\$ 71,845	\$ 99,805	-28%
MAINTENANCE						
Other Salaries & Wages	\$ 49,787	\$ 55,525	-10%	\$ 96,623	\$ 111,050	-13%
Inspection&Maint,Srvc-Overtime	10,498	2,424	333%	16,665	4,848	244%
Fringe Benefits	25,550	29,912	-15%	48,708	59,824	-19%
Fuel & Lubricants	61,466	58,427	5%	104,328	116,854	-11%
Tires & Tubes	6,901	7,688	-10%	26,176	15,375	70%
Other Materials & Supplies	49,085	40,875	20%	115,844	81,749	42%
TOTAL MAINTENANCE	\$ 203,286	\$ 194,850	4%	\$ 408,344	\$ 389,700	5%
ADMINISTRATION						
Other Salaries & Wages	\$ 35,716	\$ 31,020	15%	\$ 64,392	\$ 62,041	4%
Fringe Benefits	15,156	16,012	-5%	27,685	32,024	-14%
Services	38,258	37,404	2%	73,468	74,808	-2%
Utilities	10,071	15,055	-33%	20,839	30,110	-31%
Casualty & Liability Expenses	26,986	25,019	8%	53,971	50,037	8%
Information Technology	11,912	13,564	-12%	23,342	27,127	-14%
Other Materials & Supplies	5,376	2,775	94%	6,930	5,549	25%
Miscellaneous	7,208	8,707	-17%	13,869	17,415	-20%
TOTAL ADMINISTRATION	\$ 150,684	\$ 149,556	1%	\$ 284,496	\$ 299,112	-5%
TOTAL EXPENSES	\$ 650,254	\$ 685,507	-5%	\$ 1,227,390	\$ 1,371,014	-10%
NET INCOME/(LOSS)	\$ 50,430	\$ 27,125		\$ 15,695	\$ (108,501)	





GLTC Board Agenda Detail

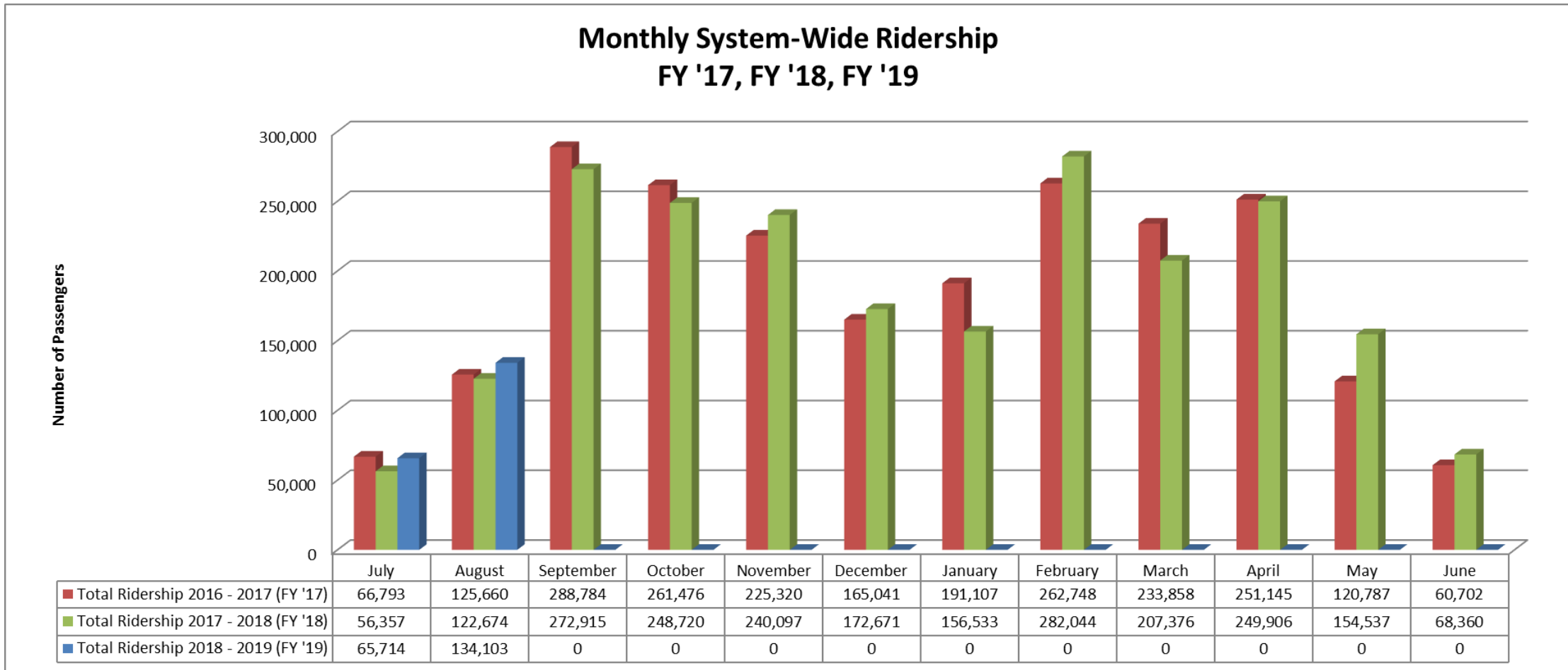
Item #: 4c

Item Title: August 2018 Ridership & Operational Statistics

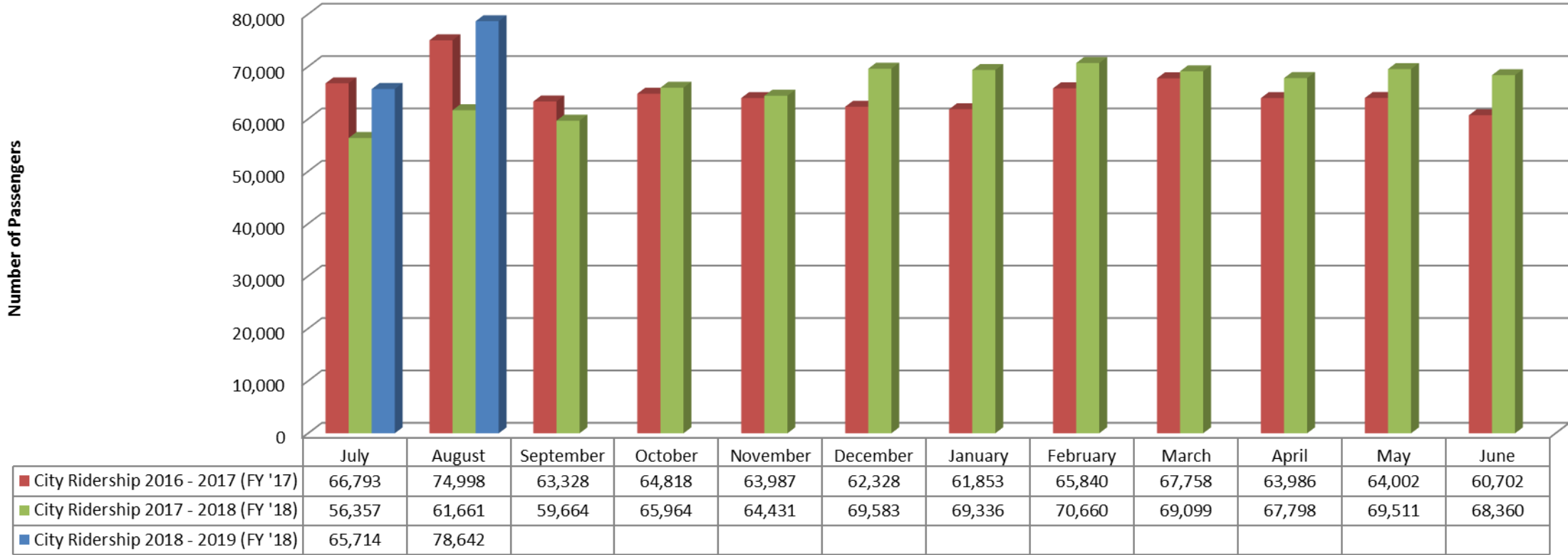
Action: For Your Information

Summary:

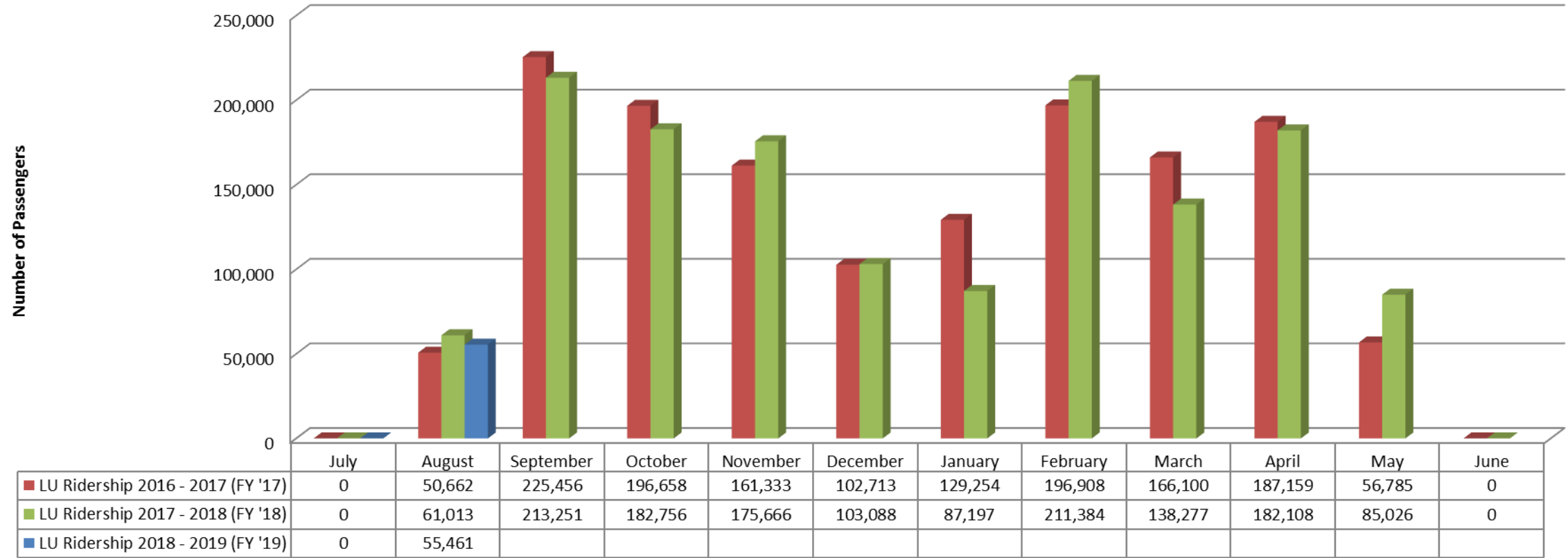
Total Ridership for August was 134,103 passengers with City Ridership being 78,642 and Liberty Ridership being 55,461. This is an increase over August 2017 of approximately 12,000 passengers.



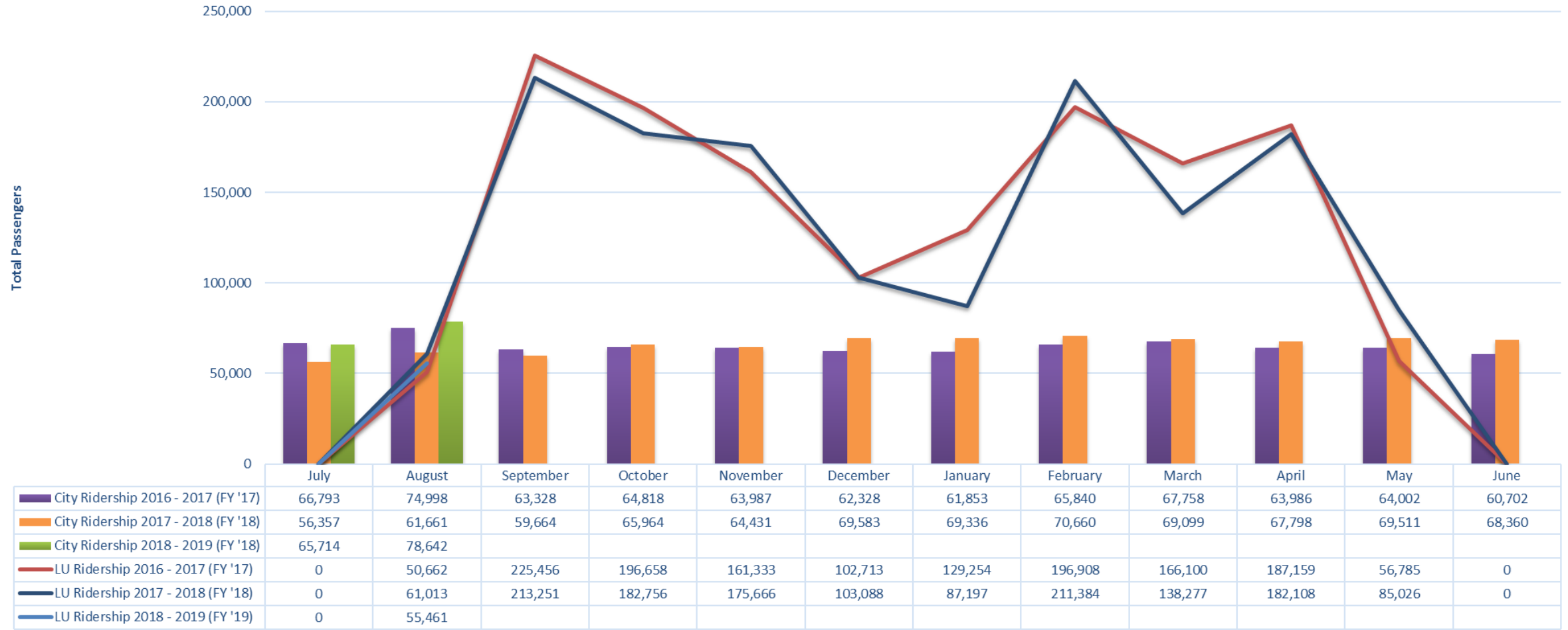
City Ridership FY '17, FY '18, FY '19



Liberty University Ridership FY '17, FY '18, FY '19



GLTC City vs. Liberty Ridership Comparison

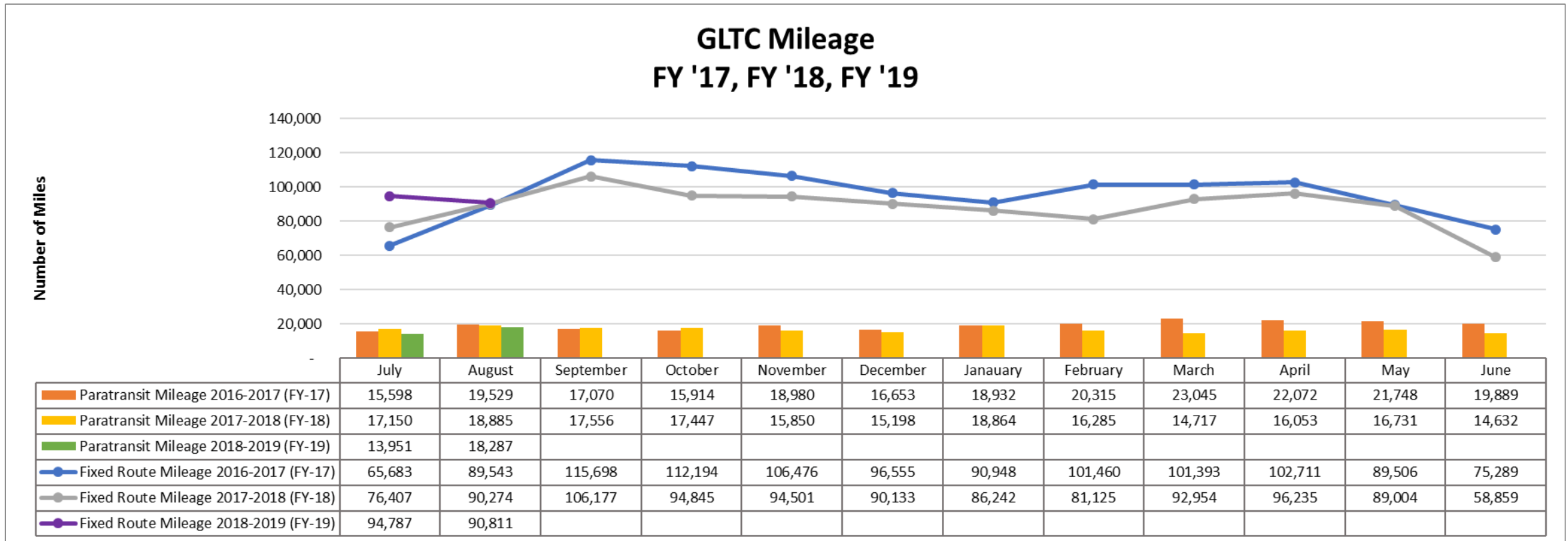


Maintenance:

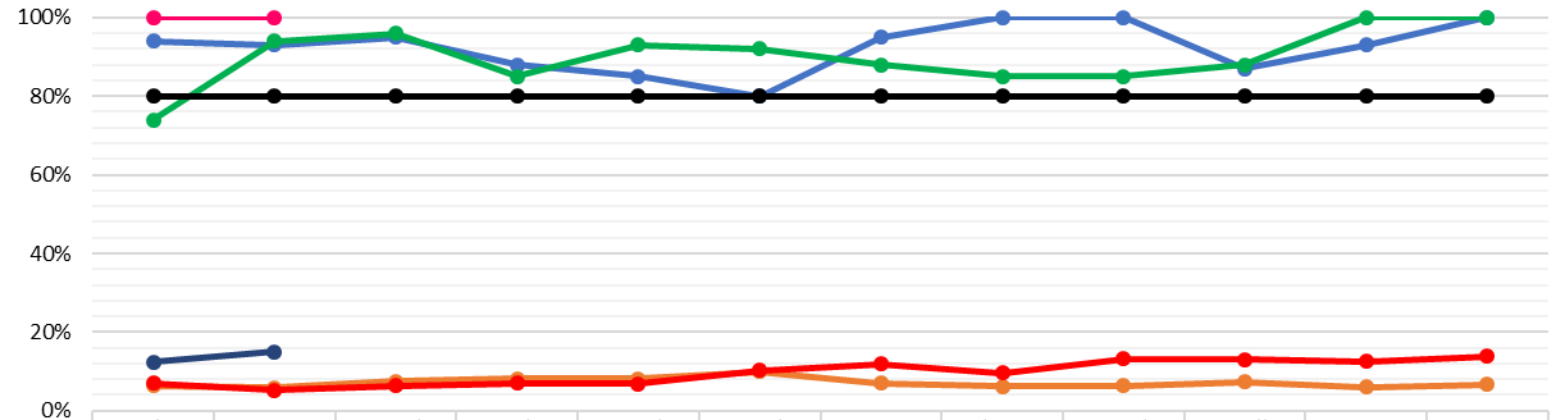
Maintenance activities are reported as follows for August 2018:

Total mileage for fixed route and paratransit services for the month of August was 109,098 miles.

The fleet downtime for August was 15.07 % and on-time performance was 100 % for August.



Maintenance Performance FY '17, FY '18, FY'19



	July	August	September	October	November	December	January	February	March	April	May	June
On Time Performance FY'17 (FTA Requires 80%)	94%	93%	95%	88%	85%	80%	95%	100%	100%	87%	93%	100%
On Time Performance FY'18 (FTA Requires 80%)	74%	94%	96%	85%	93%	92%	88%	85%	85%	88%	100%	100%
On Time Performance FY'19 (FTA Requires 80%)	100%	100%										
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
Fleet Downtime FY'17 (Industry Average 5%)	6.44%	5.80%	7.42%	8.17%	8.10%	9.89%	6.94%	6.16%	6.32%	7.40%	5.96%	6.75%
Fleet Downtime FY'18 (Industry Average 5%)	7.01%	5.20%	6.40%	7.00%	6.80%	10.30%	11.90%	9.63%	13.25%	13.00%	12.59%	13.79%
Fleet Downtime FY'19 (Industry Average 5%)	12.45%	15.07%										

Contacts: Brian Booth
Attachments: None
Action Required: None



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

GLTC has continued to work on various capital projects to date. A current capital project report is not available due to the annual financial audit not being finalized, but GLTC has worked on the installation of Collision Avoidance Technology, conducted purchases for Associated Capital Maintenance items, and placed the order for an additional support vehicle.





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Discounted Fare Card Policy

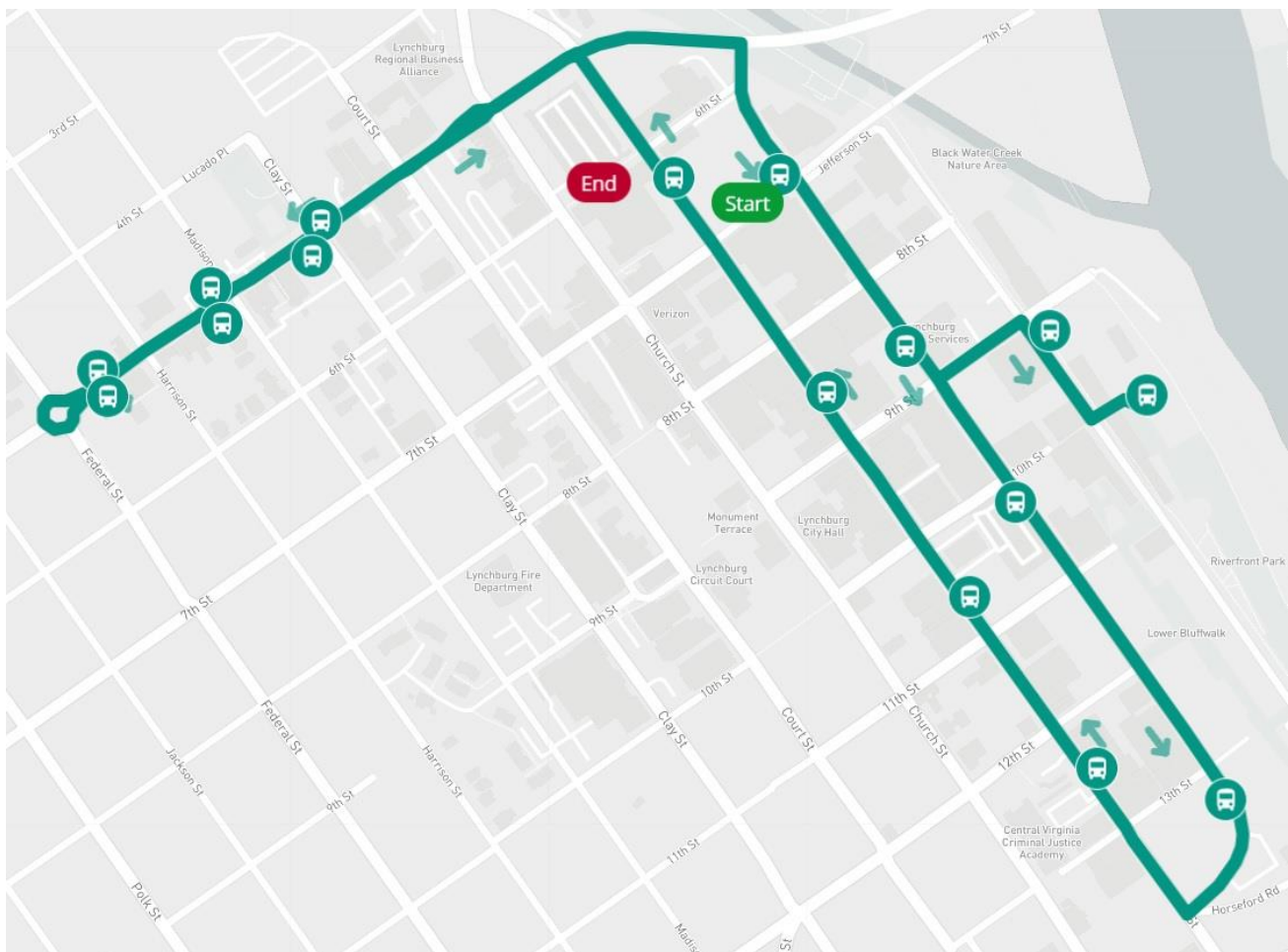
This item is going to be incorporated in with the findings from the update of the Transit Development Plan which is underway with our consultants Kimley-Horn.

5b Summary – Intercity Bus Connector/Vanpool

There is no current update for this item.

5c Summary – Downtown Circulator

The Hopper had a total of 197 passengers for the month of August. We continued to move forward with the public outreach and involvement for the changes to incorporate 5th Street into the route. This involved a public comment period, which ended on September 14th, to allow the general public an opportunity to review and comment on the proposed changes presented. The new changes which incorporate 5th Street into the route of The Hopper took effect on October 1st, 2018. The final route map can be viewed below.





GLTC Board Agenda Detail

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

6a Summary – Proposed GLTC Route Changes

GLTC held a public hearing on Monday October 1st, 2018 to hear public comment on the proposed route changes put forth from information gathered during the development of the TDP as well as input from the public during the public meetings held in September and October. Based on the information presented and the feedback received, the board should discuss and provide direction on the proposed route changes.

Staff Recommendation: The board should review the information presented and feedback received during the public meeting to provide direction. If the board finds the proposed changes acceptable, then consideration of approval should be taken.

Contacts: Brian Booth
Attachments: Public Hearing Notes
Action Required: Board Discussion/Consideration of Approval

6b Summary – Busking Policy

In the discussion and brainstorming for promotional activities to promote GLTC's services, the idea of having live entertainment aboard buses was brought forth as an idea. This idea would primarily be used to promote ridership for the Hopper, but could be extended to all GLTC services. To ensure a safe and pleasant experience for all, the attached policy been drafted for review.

Staff Recommendation: The board should review the attached policy and provide comment or direction. Should the board find the policy acceptable, consideration for approval should be taken.

Contacts: Brian Booth
Attachments: GLTC Live Music "Busking" Policy
Action Required: Board Discussion/Consideration of Approval

6c Summary – November Board Meeting

In previous years the Board of Directors has cancelled the regularly scheduled November Board Meeting due to the Annual Stockholder's Meeting occurring the week prior. The Annual Stockholder's Meeting is scheduled for Wednesday October 24th, 2018 and the regularly scheduled Board Meeting is Wednesday November 7th, 2018. The Board should discuss if they would wish to continue this for this year.

Contacts: Brian Booth
Attachments: None
Action Required: Board Discussion/Consensus





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8

Item Title: Next Meeting & Adjournment

Action: Adjournment

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

The Annual Stockholder Meeting for GLTC is scheduled on October 24th, 2018 at 6:00 pm. The annual meeting will take place at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

The next GLTC Board Meeting is scheduled to occur on December 5th, 2018 at 8:30 am (November 7th, 2018 if not cancelled). This meeting will take place 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

Christos Carroll <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-6463	cccarroll2@liberty.edu
Antonio "Tony" Davis <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-386-1336 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
Christian H. DePaul <i>DePaul Wealth Management, 3728 Old Forest Road, Lynchburg, VA 24501</i>	434-385-1340	christian@depaulwealthmanagement.com
John "Jack" Hellewell <i>4420 Williams Road, Lynchburg, VA 24503</i>	434-384-2746	hellewellj@aol.com
Glenn McGrath <i>2724 Greenhill Lane, Lynchburg, VA 24503</i>	434-851-2724	gemcgrath@comcast.net
Joel Morgan <i>Commonwealth Computer Research, Inc. 1440 Sagem Place, Charlottesville, VA 22901</i>	434-997-0600 434-258-1844	jam9ed@gmail.com
Bonnie Svrcek <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24502</i>	434-455-3990	bonnie.svrcek@lynchburgva.gov
Margaret "Peggy" Whitaker <i>M. Whitaker Architects, 1226 Greenway Ct, Lynchburg, VA 24503</i>	404-266-1265	maw24503@gmail.com

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2017/2018 REGULAR (and special) BOARD MEETING

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

	Christos Carroll	Antonio "Tony" Davis*	Mary- Winston Deacon	Christian DePaul	John "Jack" Hellewell	Glenn McGrath	Joel Morgan	Bonnie Svrcek	Margaret "Peggy" Whitaker
Meeting Date	Term date 10/30/2018	Term date 10/30/2020	Term date 10/30/2018	Term date 10/30/2019	Term date 10/30/2019	Term date 10/30/2019	Term date 10/30/2020	Term date 10/30/2020	Term date 10/30/2018
12/6/2017	A ¹	A ²	P	P	P	P	P	P	P
1/3/2018	P	P	P	P	P	P	P	P	P
2/7/2018	P	P	P	P	P	P	P	A ³	P
3/7/2018	A ⁴	P	P	P	P	A ⁵	A ⁶	P	A ⁷
4/4/2018	A ⁸	P	P	P	P	P	P	P	P
5/2/2018	P	A ⁹	A ¹⁰	P	P	P	P	A ¹¹	P
6/6/2018	A ¹³	P	P	P	P	A ¹²	P	P	P
7/4/2018	Board Meeting Cancelled Due to Holiday								
8/1/2018	A ¹⁵	A ¹⁶	P	P	A ¹⁴	P	P	P	PR
9/5/2018	A ¹⁷	P	P	P	P	P	PR	A ¹⁸	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@gltconline.com) know so she can indicate the reason on the record.

* - Not appointed until 12/12/17, Jennifer Martin remained on Board until Antonio Davis appointed.

1 - C. Carroll - Business Trip Out of Town	16 - A. Davis - Meeting Conflict
2 - J. Martin - Work Assignment	17 - C. Carroll - Business Trip Out of Town
3 - B. Svrcek - Family Emergency	18 - B. Svrcek - Out of Town
4 - C. Carroll - Business Trip Out of Town	
5 - G. McGrath - Emergency Appointment	
6 - J. Morgan - Out of Town	
7 - P. Whitaker - Sick	
8 - C. Carroll - Business Trip Out of Town	
9 - A. Davis - Emergency Appointment	
10 - M. Deacon - Business Trip Out of Town	
11 - B. Svrcek - Sick	
12 - G. McGrath - Out of Town	
13 - C. Carroll - Out of Town/Travel Delays	
14 - J. Hewell - Vacation	
15 - C. Carroll - Business Trip Out of Town	

