

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, July 7th, 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; Charles Spence

#1	Call to Order - Public Comment	
	a) Speakers should state their name for the official record	
	b) Speakers will be allotted a maximum of 3 minutes	GLTC Board President
	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	
#2	Recognition of GLTC Staff Members	GLTC Board President
#3	Consideration of Meeting Minutes Approval June 2 nd , 2021	All
#4	Committee & Partner Reports	
	a) Customer Advisory Committee (CAC)	Sherry Gentry
	b) ADA Advisory Committee	Gary DuPriest
	c) Ride Solutions	Kelly Hitchcock
	d) CVPDC Transportation Planner	Philipp Gabathuler
#5	Staff Reports	
	a) General Manager's Report	
	b) May 2021 Financials	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	
#6	Old Business	
	a) Vanpool Implementation	No Update
#7	New Business	
	a) Public Transportation Agency Safety Plan (PTASP)	Brian Booth
	b) Board Member Appreciation/Ride Along Day	
#8	President's Report	GLTC Board President
#9	Next Meeting Date & Adjournment August 4 th , 2021 @ 8:30 am – GLTC Board Meeting	All





GLTC Board Agenda Detail

Item #: 2

Item Title: Recognition of GLTC Staff Members

Action: Expression of Gratitude

The GLTC Board of Directors would like to recognize and present a certificate of appreciation to Greg Austin and Melissa Paige for their actions going above and beyond the call of duty to ensure the safety of a lost child and in providing assistance with the safe return to the parents.

On the morning of Saturday June 19th, 2021, Greg Austin was operating his route along Leesville Road, when he noticed a young child about the age of 2 walking along the edge of Leesville Road alone. He stopped and exited his bus to approach the child and was able to gain the trust of the child and brought them onto the bus for safety. He immediately notified the supervisor on duty, Melissa Paige, of the incident and asked that she contact the police. Melissa notified the police of the situation and then proceeded to meet Greg to assist him. Once Melissa was on scene, she moved the child into the supervisor vehicle to allow Greg to resume his route. Melissa played with the child while the police attempted to locate the parents. After a short time, the police were able to locate the parents and the child was safely returned.

Both Melissa and Greg exhibited their excellent abilities to recognize a potentially hazardous situation and reacted appropriately and promptly to ensure the safety of everyone. GLTC is grateful to have them on staff to not only provide safe transportation for the Lynchburg community, but to also be the eyes on the street for the overall safety of our community.





GLTC Board Agenda Detail

Item #: 3
Item Title: June 2nd, 2021 Minutes
Action: Consideration of Approval

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

June 2, 2021
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, June 2, 2021 at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, Virginia. Board members attending were: Cameron Howe; Mary-Winston Deacon, Ben Blanks; Dr. Les Reed; and Charles Spence.

Absent: Antonio Davis, Brenda Nash, John Hughes IV, and Brian Landergan

Staff members attending were: Brian Booth, Hope Custer, Steve Overstreet, Christopher Poindexter, and Natalie Wilkins. Other guests included William Carr, GLTC Customer.

Others attending via ZOOM video conference were: Patrice Strachan of DRPT and Philipp Gabathuler of the Central Virginia PDC. Staff members included John Auger, Scott Poindexter, and Millie Martin.

#1 – Call to Order-Public Comment

Ms. Howe called the meeting to order at 8:32 a.m. The board welcomed GLTC's newest member, Mr. Charles Spence, and introductions of board members and staff were made. There was no public comment.

#2 – Consideration of Meeting Minutes Approval

Ms. Howe asked for consideration of approval of the minutes of May 5, 2021. Ms. Deacon made a motion to approve the minutes of May 5, 2021 with Mr. Blanks seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – Ms. Wilkins stated that the Customer Advisory Committee communicated via email. Some of the members plan to participate in upcoming public meetings regarding GLTC's route changes.

3b – ADA Advisory Committee – Mr. Booth stated that the ADA Committee is on break from meeting for the summer.

3c – RIDE Solutions – Mr. Gabathuler relayed information from Ms. Hitchcock. DRPT has released marketing initiatives that had been on hold due to COVID-19.

3d – Central Virginia Planning District Commission – Mr. Gabathuler stated he and Ada Hunsberger held two meetings and met with GLTC supervisors and drivers to obtain feedback on route efficiencies. A summary was provided to GLTC management. He also stated that the bus stop inventory is complete with over 700 stops being reviewed.



4 – Staff Reports

4a – General Manager’s Report

Mr. Booth recapped the report provided by Mr. Gabathuler and stated that a plan to have a public hearing will be scheduled tentatively for the August board meeting. The information received during the Route Advisory Committee meetings will be compiled and discussed at the OTIS committee meeting for awareness and feedback. Other informal meetings will be held in the month of July.

GLTC staff took part in a stakeholder call with the Department of Rail and Public Transportation to provide feedback to assist with developing a COVID-19 Recovery Strategies Handbook. Feedback was provided for challenges faced at the onset and throughout the pandemic in continuing transit operations as well as suggestions for recovery strategies coming out of the pandemic. The consulting team drafting the handbook plans to hold additional stakeholder committee calls for additional feedback and direction.

Following discussions with Dr. Salmon and the Department of Rail and Public Transportation regarding the transportation solution he has developed and presented previously to the Board, DRPT has committed to work with GLTC in funding a planning study and needs assessment for an on-demand service in the Lynchburg area. This study would identify areas of unmet needs as well as recommendations for meeting the identified needs through an on-demand service. Based on the recommendations coming out of the planning study, a public solicitation for a procurement would be issued to acquire the infrastructure necessary for an on-demand service pilot. This procurement would solicit proposals from the open market and would be awarded based on bids received. It is uncertain at this point of exactly what infrastructure will be necessary before the planning study is complete, therefore DRPT cannot commit to the level of support they can provide until they are able to review the recommendations and assess available resources following the study.

4b – April 2021 Financials

Total Revenues are under budget 10 % year to date, approximately \$ 687,000, and under budget 20 % for the month of April 2021. Passenger Revenue reflects being over budget 9 % for the month of April from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in April due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is under budget 1 % year to date and under budget 25 % 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.

Liberty University revenue reflects being under budget 21 % for the month of April and is due to the end of year true up for services previously billed against actual service provided. This true up was conducted with the April financials due to Liberty cancelling the service planned to be provided by GLTC for commencement due to changes in the commencement’s schedule as a result of COVID restrictions. Service provided through the end of the semester in May was factored into this true up.

State Operating Assistance reflects being over budget 14 % for the month of April and 5 % year to date due to an increase in state funds allocated for FY 2021. Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 %, approximately \$ 155,000, for the month of April. 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 CARES Act grant to support expenses in FY 2022.

Total expenses are under budget 13 % year to date and under budget 8 % for the month of April 2021. Total Salaries are under budget approximately 14 %, total overtime is over budget approximately 31 %, and total benefits are under budget approximately 11 %. Maintenance expenses (less wages/benefits) year to date are under budget approximately 23 %. Fuel is the driving factor, coming in under budget approximately 34 %. Tires



and Tubes are under budget approximately 55 % and Other Materials and Supplies are under budget approximately 4 %.

Administrative Expenses reflect being 9 % under budget year to date with Services being under budget 3 %, Utilities under budget 16 %, Casualty and Liability expenses under budget 16 %, and Information Technology under 5 % year to date. Other Materials and Supplies is over budget approximately 43 % year to date due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 63 % year to date due to minimal travel for training/conferences.

The year-to-date net income reflects a surplus of \$ 191,925 at the end of April 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.

4c – Ridership and Operations Statistics

Total Ridership for the month of April was 42,049 passengers. The City portion of this figure comprised 39,080 passengers and Liberty accounted for the remaining 2,969 passengers.

The Service Impacts related to service cancellation resulting from COVID exposure and staff constraints was updated to include April 2021. 97.3 % of the scheduled service was operated during April 2021.

Additionally, staff reviewed information for providing a benchmark for service provided versus scheduled from previous years and found this percentage to be almost 100 %. The biggest issues were due to mechanical failures on route and the occasional bus getting off the lot late in the morning causing a delay.

Maintenance activities for April 2021 were reported with total mileage for fixed route and paratransit being 108,003 miles, on time performance for preventative maintenance activities at 100 %, and a fleet downtime of 4.83 %.

4d – Capital Projects

Final drawdowns have been made for the Spare Parts/ACM grant and this grant will be prepared for close out. Minimal activity is reflected for other projects as they are still in the procurement or grant approval phase.

#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.

#6 – New Business

6a Summary FY 2022 Operating Budget

Mr. Booth recapped the FY 2022 Operating Budget as presented in the board packet and provided for review. The proposed budget is \$ 8,326,537 which is a 4.7 % increase from the FY 2021 adopted budget. The major change driving the 4.7 % increase in this budget is the inclusion of funds to operate service on Sundays; as the decision to restore Sunday service was not made until after the FY 2021 budget was adopted. Below is a summary of the major points to note within this budget.

Revenues

- Passenger Revenue has been estimated based on actual revenue received since fares were reinstated in



November 2020 through April 2021.

- The Access Contract for CVCC is lower than was presented in the preliminary budget in December due to CVCC having plans for a limited reopening for the Fall semester. The budgeted amount for revenue is an increase of almost \$ 16,000 for revenue to be received over FY 2021.
- Liberty University Revenue is budgeted conservatively and projected to decrease about 50 % from revenue received and budgeted for FY 2021. This budget reflects preliminary discussions with Liberty for service as they are still finalizing their service plan for the upcoming school year.
- City Operating Assistance is budgeted at \$ 1,266,454, which is an increase of \$ 766,000 from what was budgeted for FY 2021, but a decrease of \$ 375,000 for what was presented in the preliminary budget in December. The decrease is due to the amount of funds the City appropriated for operating based on the request submitted.
- State Operating Assistance increased 2 % over what was projected in the preliminary budget in December and received for FY 2021.
- Federal Operating Assistance is projected at \$ 3.85 million and utilizes the majority of the estimated balance of the CARES Act grant.

Expenses

- Salaries, Overtime, and Fringe Benefits are budgeted to increase 7.5% which is approximately \$ 413,000 from what was budgeted in FY 2021. This increase is due to the additional positions necessary for operating Sunday service as those were not included in the FY 2021 budget.
- Fuel and other maintenance related expenses are budgeted to increase slightly about 2 % due to the additional Sunday service not budgeted in FY 2021. This increase is not as drastic as would be anticipated due to the addition of new buses into the fleet in January and subsequent decline in major repairs. Tires/Tubes are budgeted to decrease approximately \$ 40,000 from FY 2021 budget and is projected on current utilization.
- Administrative Expenses reflect projections based on previous experience with slight increases and decreases based on previous experience as well as updated renewals. Casualty and Liability Expenses are expected to decline about \$ 25,000 due primarily to lower vehicles insurance rates and Other Materials and Supplies are projected to increase about \$ 15,000 due to increased expenses for maintenance of the facilities as a result of many items surpassing warranty periods.

In summary this budget is presented as final for FY 2022 with the understanding that the amount of service to be provided for Liberty University is still yet to be finalized. Any changes resulting from this most likely will be able to be absorbed and reflected as a budget variance, but in the event that significant budget modifications are necessary, a revised budget will be presented at a later date for review and approval.

Ms. Howe asked if there is a way to reserve fuel as a result of the recent gas shortage. Mr. Booth stated that GLTC has worked out a reciprocal agreement with the City's fleet service to access each entities fuel supply in the event of shortages in the future.

Mr. Blanks inquired about the amount of the CARES Act funding carryover. Mr. Booth stated that it is approximately half or 3.8 million.

Ms. Howe asked if there is any information from the City due to the increased population (new people coming to the area). Mr. Booth has not received any information to date.

Dr. Reed asked about the changes in City Operating Assistance allocation. Mr. Booth stated that the \$500,000 is in the FY 2021 budget. The FY 2021 budget was decreased from 1.6 million to \$500,000 due to the COVID in March/April 2020. GLTC used the CARES ACT funding instead to cover revenues lost from the city, fare collection, etc. This year's goal was to return to 1.6 million as previously allocated; however, the City's allocation is 1.2 million.



After discussion, Mr. Blanks made a motion to accept the FY 2022 as presented with Dr. Reed seconding the motion and the vote was carried.

#7 – President’s Report

Mr. Blanks stated that he would like to have a Board Appreciation Day at the next meeting and have the board members ride GLTC at the conclusion. This coincides with the board expectation where each board member should ride GLTC at least once per year. After discussion, Mr. Blanks made a motion to have a Board Appreciation Day next month and ride the GLTC routes with Dr. Reed seconding the motion and the vote was carried.

Mr. Booth indicated he would send a message out to the members absent to inform them of the plans at the next meeting.

#8 – Next Meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on July 7th, 2021 at 8:30 am at the Transfer Station, 800 Kemper Street, Lynchburg, VA.

As there was no further business, Mr. Blanks made a motion to adjourn the meeting with Ms. Deacon seconding the motion and the vote was carried. The meeting was adjourned at 9:13 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

Item #: 4
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 #: 5a
Item Title: General Manager's Report
Action: For Your Information

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

- Staff have worked with DRPT to draft the scope of work for the procurement of a consulting firm to conduct a planning study and needs assessment for an on-demand pilot service in the Lynchburg area. This firm would assess the unmet needs for transportation within Lynchburg and provide recommendations for how to meet those needs through an on-demand model. The goal is to begin the study during the month of July with a final report completed for review in November.
- Marketing staff are working to promote the proposed route changes that will be brought before the board for approval in August. Posters will be placed in the lobby of the Transfer Station for review and awareness as well as notices being placed on the buses and social media to alert the public of the proposed changes. Four public education sessions have been scheduled for individuals to attend to learn and ask questions ahead of the public hearing scheduled. The schedule for these meetings are as follows:
 - Public Information Session – Wednesday July 21st, 2021, 11 am to 1 pm, GLTC Transfer Station
 - Public Information Session – Monday July 26th, 2021, 10 am to 12 pm, GLTC Transfer Station
 - Public Information Session – Monday July 26th, 2021, 5 pm to 7 pm, GLTC Transfer Station
 - Public Information Session – Wednesday July 28th, 2021, 2 pm to 4 pm, GLTC Transfer Station
 - Public Hearing – Wednesday August 4th, 2021, 8:30 am, GLTC Transfer Station





GLTC Board Agenda Detail

Item #: 5b
Item Title: May 2021 Financials
Action: For Your Information

REVENUES:

Total Revenues are under budget 12 % year to date, approximately \$ 851,000, and under budget 24 % for the month of May 2021. Passenger Revenue reflects being under budget 13 % for the month of May from what was projected for revenue recovery. The CVCC Access contract is under budget 40 % in May due to an adjustment in the contractual rate due to CVCC administering the majority of classes virtually. Advertising revenue is under budget 1 % year to date and under budget 8 % for the month of May. 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.

Liberty University revenue reflects being under budget 12 % year to date due to less service provided than planned at the beginning of the year, with no revenue recorded for May due to the end of year true up being conducted and reflected in the April financials for services previously billed versus actual service provided.

State Operating Assistance reflects being over budget 14 % for the month of May and over budget 6 % year to date due to an increase in state funds allocated for FY 2021. Federal Operating Assistance is provided through the CARES Act and reflects being under budget 44 %, approximately \$ 155,000, for the month of May. 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.

EXPENSES:

Total expenses are under budget 13 %, approximately \$ 946,000, year to date, and under budget 15 % for the month of May 2021. Total Salaries are under budget approximately 14 % or \$ 416,000, total overtime is over budget approximately 31 % or \$ 73,000, and total benefits are under budget approximately 12 % or \$ 170,000. 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 23 % or \$ 250,000. Fuel is the driving factor, coming in under budget approximately 31 % or \$ 159,000 as fuel prices have been lower than projected. Tires and Tubes are under budget approximately 49 % and Other Materials and Supplies are under budget approximately 8 %.

Administrative Expenses reflect being 10 % under budget year to date with Services being under budget 4 %, Utilities under budget 16 %, Casualty and Liability expenses under budget 17 %, and Information Technology under 6 % year to date. Other Materials and Supplies is over budget approximately 43 % year to date due to the sewage back up experienced at the Transfer Station in November. Miscellaneous expenses are under budget approximately 63 % year to date due to minimal travel for training/conferences.

SUMMARY:

The year to date net income reflects a surplus of \$ 135,485 at the end of May 2021. This surplus will continue to 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 in order balance the finances at the end of the year.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

May FY 2021

	FY 2021	FY 2020	Difference
<i>ASSETS</i>			
Cash - GLTC	\$ -	\$ -	\$ -
Cash - Capital	216,866	242,159	(25,292)
Accounts Receivable	52,515	57,369	(4,854)
TOTAL CURRENT ASSETS	\$ 269,381	\$ 299,528	\$ (30,147)
Tangible Property	\$ 64,986,663	\$ 60,884,309	\$ 4,102,354
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
NET FIXED ASSETS	\$ 38,293,156	\$ 37,259,061	\$ 1,034,095
TOTAL ASSETS	\$ 38,562,537	\$ 37,558,588	\$ 1,003,949
<i>LIABILITIES AND CAPITAL</i>			
Accounts Payable - Miscellaneous	\$ 53,440	\$ 49,514	\$ 3,926
TOTAL LIABILITIES	53,440	49,514	3,926
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
TOTAL CAPITAL	\$ 38,509,097	\$ 37,509,074	\$ 1,000,023
TOTAL LIABILITIES AND CAPITAL	\$ 38,562,537	\$ 37,558,588	\$ 1,003,949



Central VA Transit Management Company Inc.

Balance Sheet

May FY 2021

	FY 2021	FY 2020	Difference
ASSETS			
Cash	\$ 395,569	\$ 494,348	\$ (98,779)
Cash - OPEB	287,720	263,456	24,264
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	158,893	129,353	29,541
Materials and Fuel	<u>297,919</u>	<u>310,240</u>	<u>(12,320)</u>
TOTAL CURRENT ASSETS	\$ 1,140,276	\$ 1,197,572	\$ (57,295)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	<u>(12,382)</u>	<u>(12,382)</u>	<u>-</u>
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	<u>153,828</u>	<u>152,052</u>	<u>1,776</u>
TOTAL ASSETS	<u>\$ 1,294,105</u>	<u>\$ 1,349,624</u>	<u>\$ (55,520)</u>
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 486,713	\$ 185,137	\$ 301,575
Wages Payable	160,842	122,804	38,038
Other Payroll Liabilities	808,839	715,678	93,161
Advance Payments	<u>(297,774)</u>	<u>(204,866)</u>	<u>(92,908)</u>
TOTAL LIABILITIES	1,158,620	818,754	339,866
Accumulated Income/(Loss) Prior Years	-	530,870	(530,870)
Accumulated Income/(Loss) Current Year	<u>135,485</u>	<u>-</u>	<u>135,485</u>
TOTAL CAPITAL	\$ 135,485	\$ 530,870	\$ (395,385)
TOTAL LIABILITIES AND CAPITAL	<u>\$ 1,294,105</u>	<u>\$ 1,349,624</u>	<u>\$ (55,519)</u>



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

		FY2021 ACTUAL MAY	FY2021 ACTUAL YTD
REVENUE			
Operating Assistance Revenue	\$	-	\$ 5,358,505
Money Paid to CVTMC		(125,000)	(5,358,505)
Sale of Equipment & Vehicles		-	60,089
Federal Grant Revenue		-	3,235,133
Money to be Paid to CVTMC		-	-
Local Grant Revenue		<u>0</u>	<u>837,259</u>
TOTAL REVENUE	\$	(125,000)	\$ 4,132,481
EXPENSES			
Depreciation	\$	-	\$ -
Repairs - Capital		-	\$ 7,046
Gain/Loss on Disposal		-	\$ -
Pass Thru Grants		-	\$ -
Other Miscellaneous Expense		<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$	-	\$ 7,046
NET INCOME/(LOSS)	\$	<u>(125,000)</u>	<u>\$ 4,125,435</u>



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

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

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2021	%	FY2021	FY2021	%
	MAY	MAY		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 29,569	\$ 33,454	-12%	\$ 202,362	\$ 367,991	-45%
DRT Passenger Revenue	2,942	4,124	-29%	18,958	45,359	-58%
Contracts (LU Access)	16,800	15,120	11%	109,200	151,200	-28%
Contracts (CVCC Access)	2,346	3,910	-40%	15,249	43,010	-65%
Liberty University Revenue	-	33,390	-100%	293,964	333,900	-12%
Non-Operating Revenue	7,112	1,025	594%	54,558	11,279	384%
Advertising Revenue	4,393	4,794	-8%	51,965	52,729	-1%
City Operating Assistance	41,667	41,667	0%	458,333	458,333	0%
City - CARES ACT Funding	-	-	0%	75,434	-	100%
County Operating Assistance	6,483	6,483	0%	71,317	71,317	0%
State Operating Assistance	196,741	172,125	14%	2,001,879	1,893,373	6%
Federal Operating Assistance	199,648	354,813	-44%	3,127,116	3,902,938	-20%
TOTAL REVENUE	\$ 507,700	\$ 670,904	-24%	\$ 6,480,335	\$ 7,331,429	-12%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 114,919	\$ 130,555	-12%	\$ 1,159,951	\$ 1,436,109	-19%
Operator-Overtime	19,517	16,911	15%	221,423	186,018	19%
Other Salaries & Wages	23,078	25,805	-11%	279,539	283,860	-2%
Supervisors-Overtime	1,938	1,258	54%	23,776	13,841	72%
Fringe Benefits	68,456	89,803	-24%	854,478	987,830	-13%
TOTAL FIXED ROUTE	\$ 227,908	\$ 264,333	-14%	\$ 2,539,166	\$ 2,907,658	-13%
DEMAND RESPONSE						
Operator Labor	\$ 18,816	\$ 26,732	-30%	\$ 212,943	\$ 294,048	-28%
Operator-Overtime-PTS	1,501	794	89%	11,654	8,732	33%
Other Salaries & Wages	7,010	5,652	24%	69,298	62,169	11%
Fringe Benefits	11,690	17,510	-33%	149,064	192,611	-23%
TOTAL DEMAND RESPONSE	\$ 39,017	\$ 50,687	-23%	\$ 442,959	\$ 557,561	-21%
MAINTENANCE						
Other Salaries & Wages	\$ 54,891	\$ 55,864	-2%	\$ 573,586	\$ 614,507	-7%
Inspection&Maint,Srcv-Overtime	4,521	2,403	88%	51,462	26,431	95%
Fringe Benefits	25,528	30,752	-17%	317,026	338,269	-6%
Fuel & Lubricants	44,905	46,793	-4%	354,929	514,723	-31%
Tires & Tubes	10,415	9,696	7%	54,382	106,660	-49%
Other Materials & Supplies	22,860	42,935	-47%	434,618	472,281	-8%
TOTAL MAINTENANCE	\$ 163,120	\$ 188,443	-13%	\$ 1,786,002	\$ 2,072,871	-14%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,824	\$ 34,620	-11%	\$ 360,151	\$ 380,815	-5%
Fringe Benefits	12,953	18,271	-29%	182,669	200,984	-9%
Services	31,971	39,187	-18%	413,439	431,053	-4%
Utilities	13,129	16,293	-19%	150,123	179,226	-16%
Casualty & Liability Expenses	25,449	26,023	-2%	238,487	286,258	-17%
Information Technology	11,169	13,142	-15%	135,629	144,559	-6%
Other Materials & Supplies	6,175	4,137	49%	65,128	45,502	43%
Miscellaneous	2,425	7,683	-68%	31,098	84,518	-63%
TOTAL ADMINISTRATION	\$ 134,095	\$ 159,356	-16%	\$ 1,576,722	\$ 1,752,914	-10%
TOTAL EXPENSES	\$ 564,140	\$ 662,819	-15%	\$ 6,344,850	\$ 7,291,005	-13%
NET INCOME/(LOSS)	\$ (56,440)	\$ 8,085		\$ 135,485	\$ 40,426	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF MAY 31, 2021

	MONTH TO DATE			YEAR TO DATE		
	FY2021	FY2020	% VAR	FY2021	FY2020	% VAR
	MAY ACTUAL	MAY ACTUAL		YTD ACTUAL	YTD ACTUAL	
REVENUE						
FRT Passenger Revenue	\$ 29,569	\$ 700	4124%	\$ 202,362	\$ 367,708	-45%
DRT Passenger Revenue	2,942	-	100%	18,958	46,623	-59%
Contracts (LU Access)	16,800	-	100%	109,200	134,400	-19%
Contracts (CVCC Access)	2,346	-	100%	15,249	42,228	-64%
Liberty University Revenue	-	-	0%	293,964	249,690	18%
Non-Operating Revenue	7,112	\$ 78	8970%	54,558	9,578	470%
Advertising Revenue	4,393	\$ 2,968	48%	51,965	67,502	-23%
City Operating Assistance	41,667	\$ 144,065	-71%	458,333	1,584,720	-71%
City - CARES ACT Funding	-	-	0%	75,434	-	100%
County Operating Assistance	6,483	\$ 6,356	2%	71,317	69,919	2%
State Operating Assistance	196,741	\$ 250,042	-21%	2,001,879	2,033,818	-2%
State Assistance-Demo & Technic	-	-	0%	-	14,224	-100%
Federal Operating Assistance	199,648	\$ 196,469	2%	3,127,116	2,161,156	45%
TOTAL REVENUE	\$ 507,700	\$ 600,678	-15%	\$ 6,480,335	\$ 6,781,564	-4%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 114,919	\$ 98,068	17%	\$ 1,159,951	\$ 1,199,330	-3%
Operator-Overtime	19,517	3,369	479%	221,423	122,663	81%
Other Salaries & Wages	23,078	23,923	-4%	279,539	274,463	2%
Supervisors-Overtime	1,938	816	138%	23,776	8,947	166%
Fringe Benefits	68,456	72,101	-5%	854,478	875,146	-2%
TOTAL FIXED ROUTE	\$ 227,908	\$ 198,277	15%	\$ 2,539,166	\$ 2,480,549	2%
DEMAND RESPONSE						
Operator Labor	\$ 18,816	\$ 13,024	44%	\$ 212,943	\$ 209,821	1%
Operator-Overtime-PTS	1,501	-	100%	11,654	4,562	155%
Other Salaries & Wages	7,010	4,651	51%	69,298	59,454	17%
Fringe Benefits	11,690	10,210	14%	149,064	149,275	0%
TOTAL DEMAND RESPONSE	\$ 39,017	\$ 27,885	40%	\$ 442,959	\$ 423,112	5%
MAINTENANCE						
Other Salaries & Wages	\$ 54,891	\$ 39,013	41%	\$ 573,586	\$ 497,937	15%
Inspection&Maint,Srvc-Overtime	4,521	1,595	183%	51,462	34,627	49%
Fringe Benefits	25,528	23,241	10%	317,026	290,314	9%
Fuel & Lubricants	44,905	16,670	169%	354,929	461,042	-23%
Tires & Tubes	10,415	3,366	209%	54,382	73,847	-26%
Other Materials & Supplies	22,860	30,839	-26%	434,618	424,124	2%
TOTAL MAINTENANCE	\$ 163,120	\$ 114,724	42%	\$ 1,786,002	\$ 1,781,890	0%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,824	\$ 30,003	3%	\$ 360,151	\$ 328,021	10%
Fringe Benefits	12,953	17,024	-24%	182,669	178,812	2%
Services	31,971	32,882	-3%	413,439	411,109	1%
Utilities	13,129	11,546	14%	150,123	155,442	-3%
Casualty & Liability Expenses	25,449	26,787	-5%	238,487	280,608	-15%
Information Technology	11,169	12,661	-12%	135,629	124,463	9%
Other Materials & Supplies	6,175	993	522%	65,128	28,052	132%
Miscellaneous	2,425	1,421	71%	31,098	58,634	-47%
TOTAL ADMINISTRATION	\$ 134,095	\$ 133,316	1%	\$ 1,576,722	\$ 1,565,141	1%
TOTAL EXPENSES	\$ 564,140	\$ 474,203	19%	\$ 6,344,850	\$ 6,250,694	2%
NET INCOME/(LOSS)	\$ (56,440)	\$ 126,476		\$ 135,485	\$ 530,870	



GLTC Board Agenda Detail

Item #: 5c
Item Title: May 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 May was 36,123 passengers. The City portion of this figure comprised 35,173 passengers and Liberty accounted for the remaining 950 passengers.

Service Impacts:

Follows is the percent of scheduled service operated stemming from service cancellations resulting from COVID exposure and staffing constraints through May 2021.

- 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 %
- April 2021 – 97.3 %
- May 2021 – 98.2 %

Maintenance:

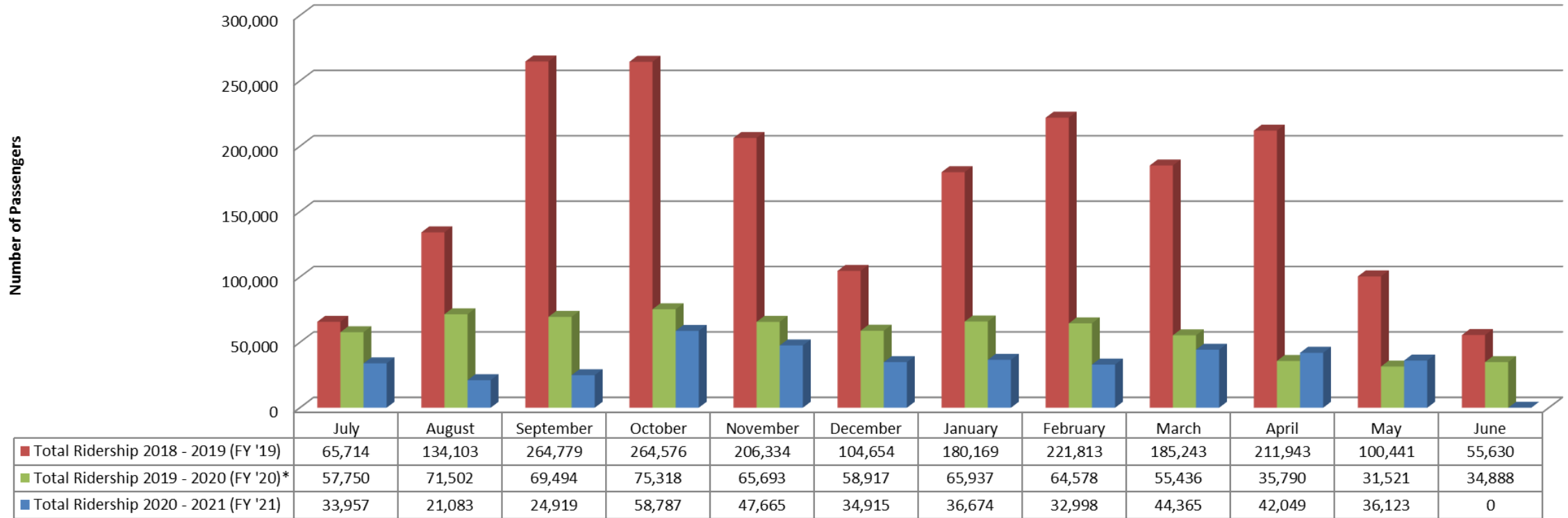
Maintenance activities are reported as follows for May 2021:

- Total mileage for fixed route and paratransit services – 97,974 miles
- On-time performance for preventative maintenance activities – 100 %
- Fleet downtime – 4.79 %

Contacts: Brian Booth
Attachments: Pages 17-21
Action Required: None



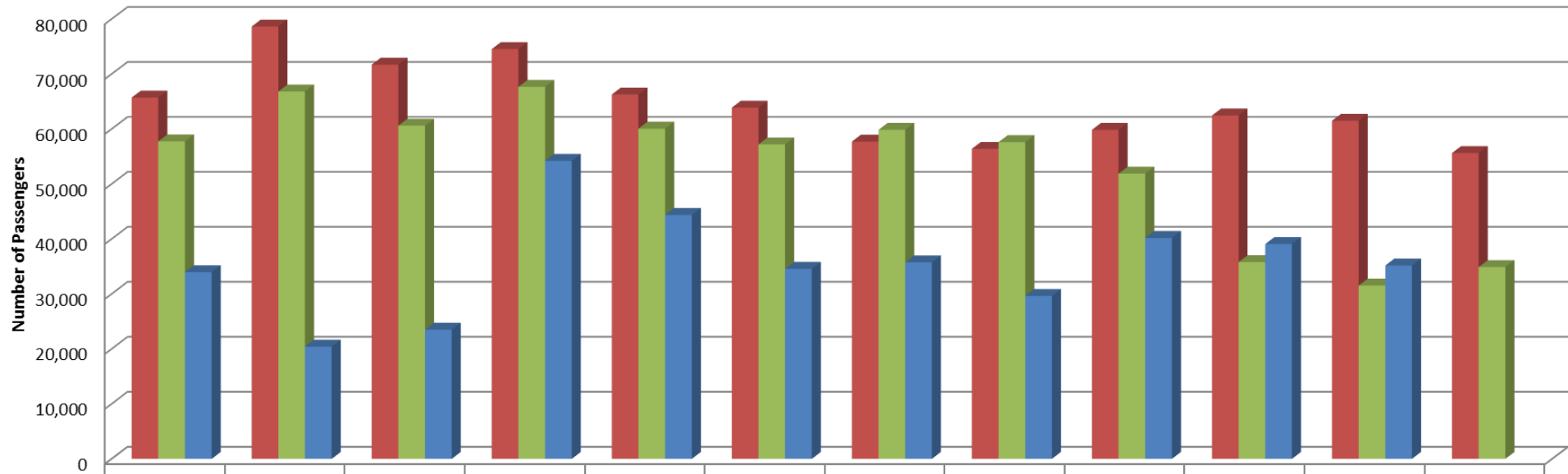
Monthly System-Wide Ridership FY '19, FY '20, FY '21



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

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

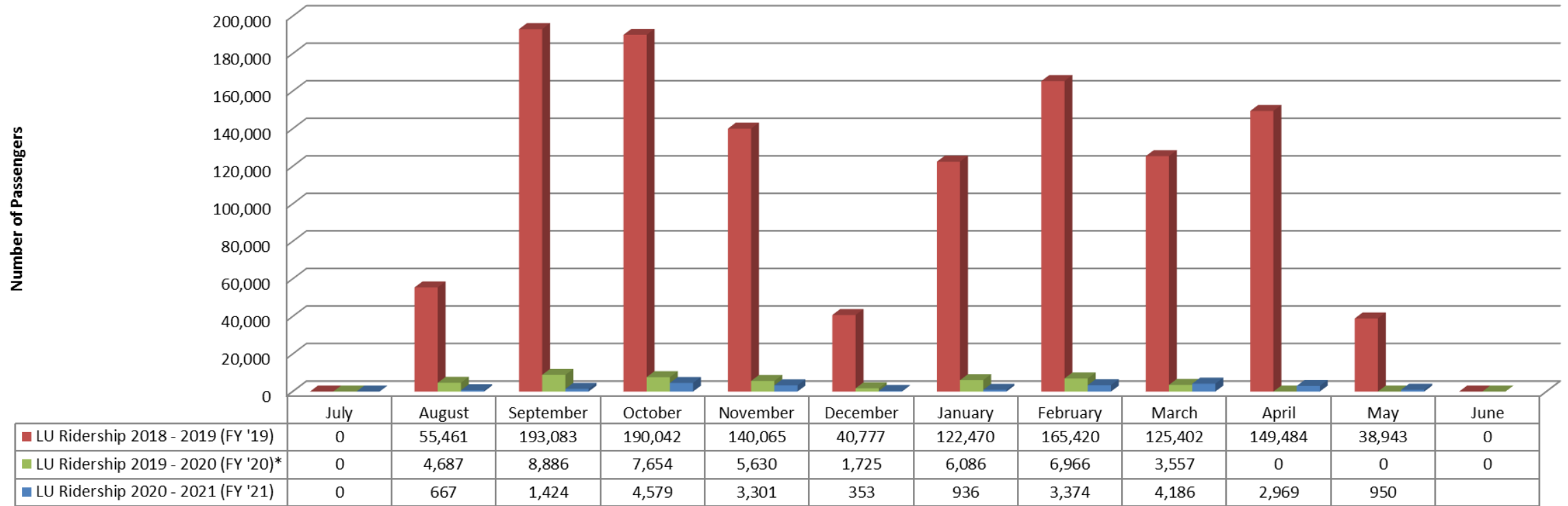
City Ridership FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
City Ridership 2018 - 2019 (FY '19)	65,714	78,642	71,696	74,534	66,269	63,877	57,699	56,393	59,841	62,459	61,498	55,630
City Ridership 2019 - 2020 (FY '20)	57,750	66,815	60,608	67,664	60,063	57,192	59,851	57,612	51,879	35,790	31,521	34,888
City Ridership 2020 - 2021 (FY '21)	33,957	20,416	23,495	54,208	44,364	34,562	35,738	29,624	40,179	39,080	35,173	

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

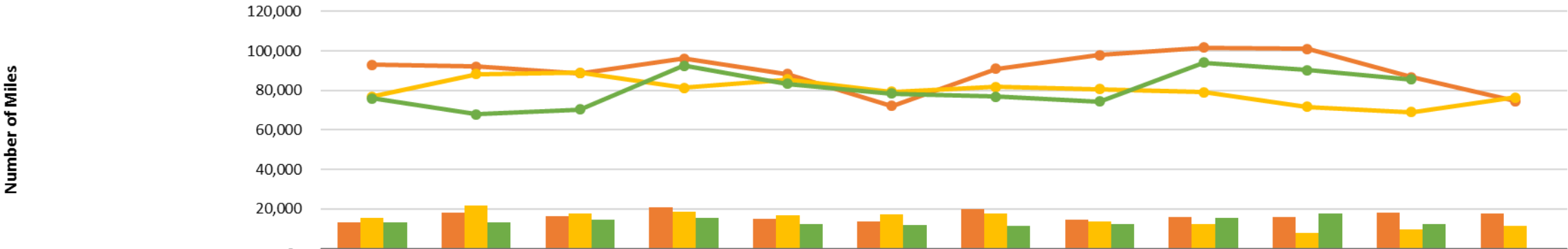
Liberty University Ridership FY '19, FY '20, FY '21



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

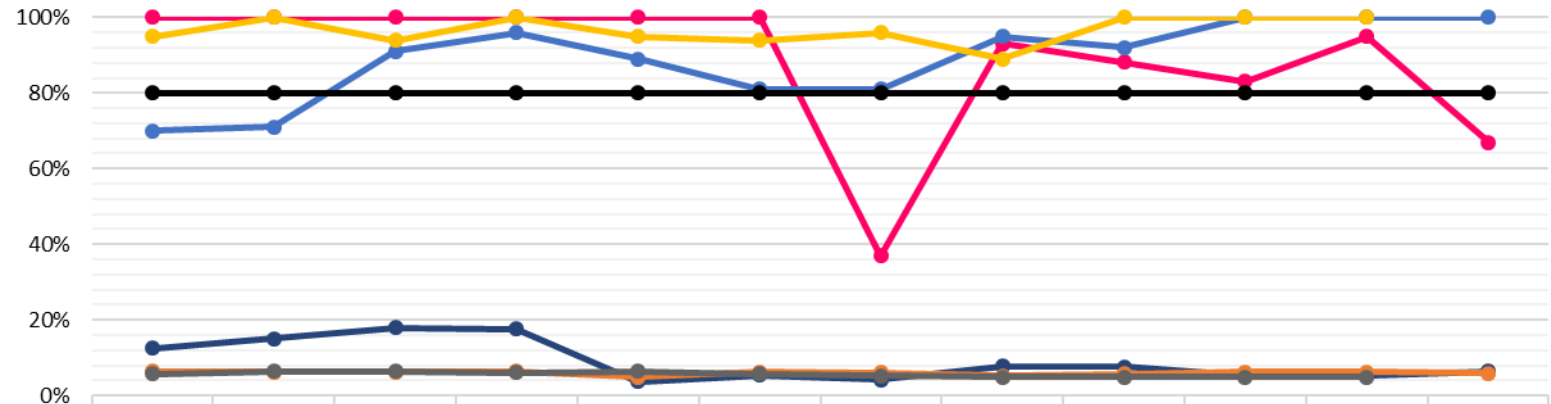
**Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

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	17,699	12,283	
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	90,304	85,691	

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%	100%	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%	4.83%	4.79%	



GLTC Board Agenda Detail

Item #: 5d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for May 2021 is provided below. Final drawdowns have been made for 8 Bus Grant (73019-29) and this grant is being prepared for close out. FY 2021 capital grant applications have been approved and work will begin on procuring the capital items.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						5/31/2021
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
VA-95-X120							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 86,594	\$ 17,319	\$ 4,329	\$ 108,242	\$ 108,242
			\$ 142,074	\$ 28,415	\$ 7,103	\$ 177,592	\$ 177,592
VA-95-X145							
Revision approved 1/3/17	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
			\$ 44,455	\$ 8,891	\$ 2,223	\$ 55,569	\$ 55,569
VA-2016-022-00							
		Executed 9/23/16					
VA-2016-022-01-00	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 1,021,071	\$ 204,214	\$ 51,054	\$ 1,276,339	\$ 1,276,339
VA-2016-022-09-00	73017-39	PURCHASE TRANSIT ENHANCEMENTS FOR	\$ 307,280	\$ 61,456	\$ 15,364	\$ 384,100	\$ 384,100
			\$ 1,328,351	\$ 265,670	\$ 66,418	\$ 1,660,439	\$ 1,660,439
VA-2018-005-00							
		Executed 3/14/18					
VA-2018-005-01-00	73018-38	Purchase Shop Equipment	\$ 88,000	\$ 17,600	\$ 4,400	\$ 110,000	\$ -
VA-2018-005-01-00	73018-39	Purchase Spare Parts, ACM Items	\$ 300,000	\$ 60,000	\$ 15,000	\$ 375,000	\$ -
VA-2018-005-01-00	73018-40	Purchase Support Vehicles	\$ 38,087	\$ 7,617	\$ 1,905	\$ 47,609	\$ 47,609
			\$ 426,087	\$ 85,217	\$ 21,305	\$ 532,609	\$ 47,609
VA-2019-011-00							
		Executed 3/28/19					
VA-2019-011-01	73019-29	Purchase (4) 40FT & (4) 35FT Replacement Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ -
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	\$ -
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ -
VA-2020-006-00							
		Executed 1/2/2020					
VA-2020-006-01-00	73020-22	Purchase 35FT Replacement Bus	\$ 457,600.00	\$ 91,520.00	\$ 22,880.00	\$ 572,000	\$ 572,000.00
VA-2020-006-01-00	73020-21	Purchase Surveil/Security Equipment	\$ 44,000.00	\$ 8,800.00	\$ 2,200.00	\$ 55,000	\$ 55,000.00
VA-2020-006-01-00	73020-20	Purchase Bus Route Signing	\$ 4,000.00	\$ 800.00	\$ 200.00	\$ 5,000	\$ -
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 627,000.00
VA-2021-014-00							
		Executed 4/29/2021					
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 #: 6

Item Title: Old Business

Action: For Your Information

6a 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 #: 7

Item Title: New Business

Action: Discussion & Approvals

7a Summary – Public Transportation Agency Safety Plan (PTASP)

At the May 5th, 2021 GLTC Board meeting, staff presented an analysis of the review of GLTC's portion of the Group Public Transportation Agency Safety Plan (PTASP) sponsored by DRPT as a part of the annual review and update required by federal regulations. Upon conducting the review, it was recommended to the GLTC Board that the plan remain as is with no updates due to everything still being relevant for process and procedures and wanting additional data before considering adjustments to the performance metrics. The Board agreed and accepted a motion to move forward with no changes to the PTASP plan.

At the May meeting it was estimated that the final draft of the group plan would be brought back for approval and final signature ahead of the July 20th, 2021 deadline. After notifying DRPT that GLTC did not have any changes, they informed staff that this final approval and signatures was not necessary and to keep on file documentation that we had conducted the annual review. This information is brought forward to update the Board that no further action will be necessary as it was previously anticipated action would be necessary at the July meeting.

Contacts: Brian Booth

Attachments: None

Action Required: None



7b Summary – Board Member Appreciation/Ride Along Day

Immediately following the GLTC Board Meeting it is planned for Board Members to show their appreciation and engage with passengers by riding the bus.

Below is a quick reference of the bus routes that depart the Transfer Station at 9:15 am and locations they travel to aid with choosing a route to ride.

- Route 1A and 1B – The full loop is one hour, but provides service to the Transfer Station every 30 minutes. Each route proceeds in the opposite direction when departing the Transfer Station. If you ride the full hour loop, you will return to the Transfer Station at 10:15 am.
 - 9:15 am departure – The route will serve the Dearington neighborhood, the Hospital, clinics and long-term care facilities on Atherholt and Tate Springs Road, and the Plaza.
 - 9:45 am departure – The route will serve 5th Street, Downtown, and the White Rock and Diamond Hill communities.
- Route 2 – This route is a 30-minute loop departing at 9:15 am and serves Campbell Avenue, Florida Avenue, and James Crossing Apartments. This route will return to the Transfer Station by 9:45 am.
- Route 3A – This route is an hour loop departing at 9:15 am and serves 12th Street, Downtown, Rivermont Avenue, and VES Road. This route will return to the Transfer Station by 10:15 am.
- Route 4 – This route is an hour and half loop departing at 9:15 am and serves Fort Avenue, River Ridge Mall, Wards Road, and Liberty University. This is the loop takes the longest to complete of all the routes and will return to the Transfer Station by 10:45 am.
- Route 8 – This route is an hour loop departing at 9:15 am and serves Langhorne Road, Birchwood Apartments, and Old Forest Road. This route will return to the Transfer Station by 10:15 am.
- Route 9 – This route is an hour loop departing at 9:15 am and serves Downtown, Carroll Avenue, Odd Fellows Road, and Mayflower Drive near the DMV, and the employment commission. This route will return to the Transfer Station by 10:15 am.
- Route 10 – This route is an hour loop departing at 9:15 am and serves Memorial Avenue, Sandusky, Fort Hill Village, and River Ridge Mall. This route will return to the Transfer Station by 10:15 am.
- Route 11 – This route is an hour loop departing at 9:15 am and serves Fort Avenue, Fort Hill Village, and Timberlake Road. This route will return to the Transfer Station by 10:15 am.
- Route 12 – This route is an hour loop departing at 9:15 am and serves Memorial Avenue, Oakley Avenue, Lakeside Drive, Enterprise Drive, and a portion of Graves Mill Road. This route will return to the Transfer Station by 10:15 am.

Contacts: Brian Booth
Attachments: None
Action Required: None





GLTC Board Agenda Detail

Item #: 8

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 9
Item Title: Next Meeting & Adjournment
Action: Adjournment

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

The next GLTC Board Meeting is scheduled to occur on August 4th, 2021 at 8:30 am.

This meeting will begin with a Public Hearing for the proposed route changes with the regular board meeting agenda to follow the close of the public hearing.

Both meetings will be held at the GLTC Transfer Station, 800 Kemper Street, Lynchburg, VA.

Consider Adjournment





GLTC Board Agenda Detail

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

GLTC BOARD OF DIRECTORS MEMBERSHIP ROSTER

Benjamin Blanks <i>2075 Langhorne Road Apt. 129, Lynchburg, VA 24501</i>	434-485-3228	bensmjazz@gmail.com
Antonio "Tony" Davis, Sr. <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-845-0433	adavis@jubileefamily.org
Mary-Winston Deacon <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	mwdeacon@humankind.org
Cameron Howe <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	CameronHoweGLTC@gmail.com
John Hughes, IV <i>City of Lynchburg 900 Church Street, Lynchburg, VA 24504</i>	434-455-3990	john.hughes@lynchburgva.gov
Brian Landergan <i>1111 Road Island Avenue, Lynchburg, VA 24502</i>	434-401-9622	Bland2345@gmail.com
Brenda Nash <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	brendamnash@hotmail.com
H. Lester Reed, MD <i>Centra 2010 Atherholt Road, Lynchburg, VA 24501</i>	434-200-5124	les.reed@centrahealth.com
Charles Spence <i>Liberty University 1971 University Blvd., Lynchburg, VA 24515</i>		

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2020/2021 REGULAR (and special) BOARD MEETING

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

	Benjamin Blanks	Antonio "Tony" Davis	Mary-Winston Deacon	Cameron Howe	John Hughes IV	Brian Landergan	Brenda Nash	H. Lester Reed, MD*	Charles Spence**
Meeting Date	Term date 10/30/2022	Term date 10/30/2023	Term date 10/30/2021	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	Term date 10/30/2022
12/2/2020	P	P	P	P	P	A ¹	P	N/A	N/A
1/6/2021	P	P	A ²	P	P	P	P	P	N/A
2/3/2021	P	P	P	P	PR	P	P	PR	N/A
3/3/2021	P	P	P	P	A ⁴	A ⁵	P	P	N/A
4/7/2021	P	P	P	P	P	P	P	P	N/A
5/5/2021	P	P	P	P	P	P	P	P	N/A ⁷
6/2/2021	P	A ⁸	P	P	A ⁹	A ¹⁰	A ¹¹	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@gltcnline.com) know so she can indicate the reason on the record.

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

**C. Spence Appointed 4/27/2021 after D. Deter Resignation

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

7 - C. Spence - Wasn't notified of appointment until 5/3/2021

8 - A. Davis - Personal Conflict

9 - J. Hughes IV - Personal Conflict

10 - B. Landergan - Work Conflict

11 - B. Nash - Out of Town

