

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, July 1st, 2020

8:30 a.m. – 10:00 a.m.

Meeting Location: GLTC Operations and Maintenance Facility – 419 Bradley Dr., Lynchburg, VA 24501

Board President: Antonia "Tony" Davis
Board Vice President: Cameron Howe
Secretary-Treasurer: Mary-Winston Deacon
Members: Benjamin Blanks; Dan Deter; Brenda Nash; Bonnie Svrcek; 2 Seats Vacant

#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

June 3rd, 2020

All

#3 Committee & Partner Reports

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

Sherry Gentry
Gary DuPriest
Kelly Hitchcock
Philipp Gabathuler

#4 Staff Reports

- a) General Manager's Report
- b) May 2020 Financials
- c) Ridership & Operations Statistics
- d) Capital Projects Report

Brian Booth

#5 Old Business

- a) Intercity Connector Service/Vanpool Concept
- b) Board Oversight Procedures
- c) Board Appointments
- d) 5d Summary – Route 5/Madison Heights Service Changes

No Update
No Update
No Update
Update

#6 New Business

- a) Impediments to Fair Housing Choice
- b) Resuming of Fare Collection
- c) City of Lynchburg Training Request
- d) Board Member Request

Brian Booth

#7 President's Report

GLTC Board
President

#8 Next Meeting Date & Adjournment

August 5th, 2020 @ 8:30 am – GLTC Board Meeting

All





GLTC Board Agenda Detail

Item #: 2
Item Title: June 3rd, 2020 Minutes
Action: Consideration of Approval

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

June 3, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, June 3rd, 2020 at the Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, Virginia. Board members attending were: Antonio Davis; Mary-Winston Deacon; Ben Blanks; Dan Deter; Brenda Nash; and Cameron Howe.

Absent: Bonnie Svrcek

Staff members attending were: Brian Booth, Steve Overstreet, and Keri Brown. Visitors to the meeting were GLTC customers, William Carr and Madeline Wilson; and John Hughes IV, City of Lynchburg.

Via conference call attending were: Philipp Gabathuler of the Central Virginia Planning District Commission (CVPDC); Natalie Wilkins, Allen Robey, Scott Poindexter, John Yauger, Hope Custer and Millie Martin of GLTC.

Public Hearing

Mr. Davis called the Public Hearing to order at 8:30 a.m.

GLTC passenger, Ms. Madeline Wilson stated that she was in favor of the fare proposal because it gives passengers the ability to save money by purchasing the Half-Fare 14-Day pass when they cannot afford the Half-Fare 31-Day pass.

As there was no board discussion, Ms. Howe made a motion to approve the 14-Day Half-Fare pass with Ms. Deacon seconding the motion and the vote was carried.

The Board Meeting commenced following the Public Hearing.

#1 – Call to Order-Public Comment

There was no public comment.

#2 – Consideration of Meeting Minutes Approval

Mr. Davis asked for consideration of approval of the minutes of May 13, 2020. Ms. Deacon made a motion to approve the minutes of May 13, 2020 with Mr. Blanks seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – No report

3b – ADA Advisory Committee

Mr. DuPriest stated that due to the pandemic, the ADA committee meetings have been suspended for several months; however, they are looking forward to getting back to work.



3c – RIDE Solutions

Mr. Booth presented Ms. Hitchcock's report in her absence. He stated that Ride Solutions has reduced their marketing efforts during the pandemic but are continuing their promotion of telework. They encouraged individuals to record their telework trips and once 400 trips were recorded, \$ 500 would be donated to the Federation of Virginia Food Banks. Mr. Booth added that Ride Solutions is looking forward to working with GLTC in the next fiscal year.

3d – Central Virginia Planning District Commission

Mr. Gabathuler stated that CVPDC has a virtual Public Hearing scheduled for June 30th, 2020 at 5:30 PM to present the Long-Range Transportation Plan. Mr. Gabathuler stated that he has been working with GLTC regarding the Madison Heights alignment.

4 – Staff Reports

4a – General Manager's Report

GLTC received notification from the Central Virginia Training Center (CVTC) in Madison Heights that all residents have moved off of the campus and they are working to close off public access to the campus. With this notice they asked that GLTC stop bus service to the campus and remove bus stops and shelters. Staff have worked to notify the community and service ended to CVTC on Friday May 29th. Staff are working with Philipp Gabathuler to discuss options for changing the route to utilize the additional time gained. Marketing staff are working on public outreach efforts to obtain feedback from the Madison Heights community for input on changes.

On Friday May 29th, Executive Order 63 issued by Governor Northam took effect which requires individuals to wear face covering in certain public settings and includes while riding public transit. GLTC is requiring that all individuals wear a face covering while on GLTC property to include buses, bus stops, the Transfer Station, Operations and Maintenance Facility, etc. Individuals who meet one of the exclusions will be exempt from this requirement. To aid passengers who utilized GLTC in complying with this order, GLTC has procured masks and is offering a mask to anyone who enters GLTC property without one.

4b – April 2020 Financials

Total revenues are under budget 2 % year to date and under budget 4 % for the month of April 2020. Passenger Revenue, Access Contracts, and Liberty University Revenue all reflect either minimal or no revenue for April due to suspending the collection of fares and service cancellation. Advertising Revenue is under budget 14 % year to date. State Operating Assistance is over budget 4 % year to date and over budget 45 % for the month of April due to the COVID relief assistance DRPT provided to all transit agencies at the end of March.

Total expenses are under budget 8 % year to date and under budget 18 % for the month of April 2020. Total salaries are under budget approximately 8 %, total overtime is under budget approximately 19 %, and total benefits are under budget approximately 4 %. Maintenance expenses (less wages/benefits) year to date are under budget approximately 13 %. Fuel is under budget approximately 13 % year to date and due to a decrease in fuel prices as a result of COVID-19. Tires and Tubes are under budget 31 % and Other Materials and Supplies are under budget approximately 8 % due to minimal number of high cost repairs occurring within the last few months.

Services are over budget 1 %, Utilities are under budget 12 %, and Casualty and Liability expenses are under budget 3 %. Information Technology expenses are under budget 24 % year to date. Other Materials and Supplies is over budget approximately 27 % year to date due to some unanticipated facility maintenance expenses not planned earlier in the fiscal year. Miscellaneous expenses are approximately 5 % over budget year to date due to the expenses for the intern position being recorded here which were originally budgeted in Other Salaries and Wages.



Mr. Deter asked if GLTC could use the CARES Act Funding to create ADA accessible shelters and bus stops. Mr. Booth responded by stating that the funds could potentially be used for this, but stated to main focus was to keep transit service operating throughout and after the pandemic.

4c –Ridership & Operations Statistics

Total Ridership for the month of April was 35,790 passengers. This is all City Ridership as all service for Liberty University was suspended due to COVID-19 and transitioning to online learning.

Total mileage for fixed route and paratransit services for April was 79,605, on-time performance for preventative maintenance activities was at 100%, and the fleet downtime was 6.24%

4d – Capital Projects Update

Minimal activity has been reflected on the capital project report; however, proposals have been received for the Fare Collection Equipment and the eight (8) replacement buses are expected to be delivered in late August.

Mr. Blanks asked whether the fare box vendor had the capability to count individual days for passengers using a 31-Day pass. Mr. Booth stated that is something that would be looked at with the new proposals.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool

These two initiatives have been placed on hold due to COVID-19 and focusing efforts on recovering from the pandemic.

5b Summary – Board Oversight Procedures – No update.

5c Summary – Board Appointments

Curt Baker resigned from the Board on May 12th, 2020 due to changes in his employment situation and no longer being able to meet the duties required for serving on the Board. With this resignation there are now 2 vacant seats on the board that City Council will need to take action on. Robin Craig, Clerk of Council, has been notified of this resignation.

#6 – New Business

6a Summary – FY 2021 Operating Budget

The proposed budget for FY 2021 was provided for review. The proposed budget for FY 2021 is \$ 7,953,823 which is a 1.3 % decrease, or \$ 108,000, from the preliminary budget proposed in December. While the budget was presented as final, there are several assumptions made which will require monitoring and potential revisiting and updating as revenues begin to solidify. These assumptions are noted below along with an overview of the major points within the budget.

Revenues

- Passenger Revenue has been estimated at approximately 75 % of what would typically be projected during a year under normal operation.
- Access Contracts for Liberty and CVCC are projected conservatively to exclude revenue for July and August due to the uncertainty of when fare collection will resume.
- Liberty Revenue has been proposed to maintain the current revenue that was budgeted for in FY 2020 due to Liberty not presenting a new service plan for FY 2021 due to responding to COVID-19.



- Other Contract Revenue and Non-Operating Revenue have been projected based on current experience in FY 2020.
- Advertising Revenue has been projected at 70 % of what was proposed for FY 2021 in December.
- City Operating Assistance is projected at \$ 500,000, but may be returned to the City during the 1st quarter adjustments should the CARES act be eligible to meet match requirements for state operating funds and City Council deem it necessary.
- State Operating Assistance is projected at the same amount that was proposed for FY 2021 in December. A recommendation was made to the CTB that operating funds be allocated for the 1st quarter of FY 2021 based on the FY 2020 allocations and then access current revenues during the 1st quarter in order to allocate operating funds and other projects for the remainder of FY 2021.
- Federal Operating Assistance is projected at approximately \$ 4,257,000 and would be utilized from the allocation received from the CARES Act. This number is approximate and has been projected to make up the deficit from anticipated reductions in other revenue sources.

Expenses

- Salaries, Overtime, and Fringe Benefits have been adjusted to maintain transit service in place prior to COVID-19 and to reflect anticipated increases in wages as a part of the union contract and increases in benefits, specifically related to healthcare coverage.
- Maintenance expenses are projected based service levels provided prior to COVID-19. Fuel is projected to decrease approximately \$ 48,000 from FY 2020 budget due to lower fuel prices coming out of the COVID-19 pandemic. Tires/Tubes and Other Materials and Supplies remain similar to FY 2020 budget due the uncertainty of being able to predict actual needs.
- Administrative Expenses reflect projections based on previous experience, anticipate increases in services, increases in supplies to continue to respond to COVID-19, etc.

Ms. Deacon made a motion to adopt the FY 2021 Operating Budget. Mr. Blanks seconded the motion and the vote was carried.

6b Summary – Public Transportation Agency Safety Plan (PTASP)

The Federal Transit Administration has a deadline of July 20, 2020 for all transit entities that receive federal funds to develop and adopt a Public Transportation Agency Safety Plan (PTASP) which include processes and procedures to implement Safety Management Systems (SMS) and safety performance targets. The Department of Rail and Public Transportation is required to develop a PTASP for small public transportation providers who operate 100 or fewer vehicles in revenue service and allow entities that fall into this category to take part in the statewide PTASP. GLTC has opted to be a part of the statewide plan.

GLTC worked with the consultants to set the performance targets based on the current year's data for a reasonable target. There is no industry standard for these performance targets as this is the first time all systems are formally developing them and can be updated during the annual review; an update which is required each year.

It was explained and discussed the thresholds required to report something as a safety incident, injury, or mechanical failure. It was also indicated that a failure had to be reported as a failure if a vehicle was removed from service for inspection and later determined there were no safety concerns.

Ms. Howe asked if there was any way to filter out how many times vehicles were removed from service then determine later there was no safety concerns. Mr. Booth stated that he would have to see if Ms. Custer could provide that information.

Ms. Nash made a motion to adopt the Public Transportation Agency Safety Plan. Ms. Howe seconded the motion and the vote was carried.



6c Summary – Unused Multi-Day Pass Reissuance

In March, GLTC suspended the collection of fares to minimize contact with the farebox which is a high touch surface and to assist distancing the operator from the many passengers boarding the bus. At that time many passengers had multi-day passes that had not yet expired and they began to inquire if they would be reimbursed the balance for what they weren't able to use due to going Fare Free. GLTC instructed passengers to hold onto the current pass while we worked on a plan.

Staff would like to recommend that any passenger that had a valid multi-day pass (14-Day or 31-Day Full & Half-Fare) be able to turn those passes in and receive the balance of unused days in the form of Day Passes. The stipulation would be that a passenger must surrender the pass which shows the expiration date at the Transfer Station and the Customer Service Rep would verify the expiration date and issue the balance of days remaining that the pass was valid after fare collection was suspended on March 23, 2020. The board members felt this was reasonable and agreed with this process.

#7- President's Report

Mr. Davis stated that the Assistant Manager of the Wards Rd. Walmart released a statement recognizing Mr. Blanks for his outstanding work in the community and on the GLTC board.

Mr. Davis added that Mr. Hughes has been proposed to finish out Ms. Svrcek's term on the Board upon her retirement. Mr. Hughes stated that he is soaking up all of the information and looking forward to working with GLTC and the Board.

Mr. Blanks asked if Phase 2 would be beginning at GLTC on Friday. Mr. Booth stated that GLTC plans to increase the bus capacity from 9 people per bus to approximately 50% of seated capacity and restore previously cut service beginning on Monday June 15th.

Ms. Howe asked if GLTC could refrain from leaving passengers behind when they reach bus capacity. Mr. Booth stated that GLTC will be using a larger bus for routes that have higher ridership to mitigate this and plan to have extra buses to assist routes that tend to have more passengers.

#8 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on July 1st, 2020 at 8:30 am at the GLTC Operations and Maintenance Facility, 419 Bradley Dr, Lynchburg, VA.

As there was no further business, Ms. Nash made a motion to adjourn the meeting with Ms. Deacon seconding the motion and the vote was carried. The meeting was adjourned at 10:18 am.

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 months is provided below:

- Lynchburg City Schools reached out to GLTC to discuss partnership options for meeting the transportation needs of K-12 students when schools reopen for the Fall. With the limitation for capacity on school buses the transportation department doesn't have the vehicles or the drivers to be able to transport all city resident students. One option discussed was that high school students would use the existing fixed routes to get to and from school. This is an ongoing conversation and many details are yet to be worked out; but having students utilize existing GLTC fixed routes to and from school is a feasible option without violating federal regulations governing GLTC.
- Guidance for the Free Transit Fare for Working Families Grant Program administered by the Virginia Transit Association was published in recent weeks with an application deadline of July 10th; for the FY 2021 year. This grant program has \$ 1 million available for recipients to apply for and use to pay the fare or provide public transportation for individuals who are TANF (Temporary Assistance for Needy Families) eligible or individuals with a dependent child whose income is at or below 200 % of the federal poverty level. After reviewing the program guidance, GLTC does not have any current services which would be eligible and is not readily able to create a program to comply with the eligibility requirements in time to submit an application for this grant program. Staff, however, are working with the City of Lynchburg and the Department of Social Services to provide support in the development of an application to be submitted by the City/Social Services.
- Brown Edwards CPA firm began working with the finance department to conduct preliminary field work in preparation of the annual financial audit on Monday June 29th. Most of this work is being conducted remotely with the exception of certain tasks which require the physical presence of the auditor. Finance staff will work over the next month to provide information and requested documentation to review ahead of their final review; which is typically scheduled in August. A final report will be prepared and presented at the October Stockholder's Meeting.
- The Commonwealth Transportation Board (CTB) at the recommendation of the Department of Rail and Public Transportation (DRPT) has authorized operating funds in the amount of \$ 509,088 to GLTC for the 1st quarter of FY 2021. This amount is equivalent to one quarter of the operating assistance received in FY 2020. The CTB/DRPT plans to review state revenues during July and August and release in September the allocation for operating for the remainder of FY 2021 and for all capital and special projects in FY 2021.
- At the June Board meeting, following the PTASP discussion, an inquiry was made by Ms. Howe for how many times vehicles had been pulled from service out of caution to inspect a safety concern (therefore recorded as a vehicle failure) that later was determined to not have actually been a concern and could have remained in service. Staff investigated this request and found that we are unable to provide an accurate number as this wasn't an item that was documented consistently previously. Since the requirement to report a failure is if the vehicle is removed from service, staff didn't always document when a "failure" occurred that wasn't found to be safety related. We have discussed and will begin tracking when vehicles are removed for service for inspection but are later determined that the vehicle did not actually exhibit a safety concern.





GLTC Board Agenda Detail

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

REVENUES:

Total revenues are under budget 2 %, approximately \$ 136,000, year to date and under budget 5 % for the month of May 2020. Passenger Revenue, Access Contracts, and Liberty University Revenue all reflect either minimal or no revenue for May due to suspending the collection of fares and service cancellation. Advertising Revenue is under budget 18 % year to date, approximately 15,000, due to a reduction in advertising contracts after the pandemic hit.

State Operating Assistance is over budget 8 % year to date, approximately \$ 142,000, and over budget 45 % for the month of May. This increase in operating assistance is due to the COVID relief assistance DRPT provided to all transit agencies at the end of March. GLTC received approximately \$ 241,000 in relief assistance and is being reflected evening over the three months in the final quarter of the fiscal year.

EXPENSES:

Total expenses are under budget 9 %, approximately \$ 625,000, year to date and under budget 24 % for the month of May 2020. Total salaries are under budget approximately 9 % or \$ 241,000, total overtime is under budget approximately 24 % or \$ 52,000, and total benefits are under budget approximately 5 % or \$ 76,000. Maintenance expenses (less wages/benefits) year to date are under budget approximately 16 % or \$ 271,000. Fuel is under budget approximately 18 % or \$ 98,000 year to date and due to a decrease in fuel prices as a result of COVID-19. Tires and Tubes are under budget 34 % or \$ 38,000 due to less tires being utilized. Other Materials and Supplies are under budget approximately 10 % or \$ 48,000 and due to minimal number of high cost repairs occurring within the last few months.

Services are over budget 1 %, Utilities are under budget 13 %, and Casualty and Liability expenses are under budget 3 %. Information Technology expenses are under budget 23 % year to date. Other Materials and Supplies is over budget approximately 20 % or \$ 4,600 year to date due to some unanticipated facility maintenance expenses not planned earlier in the fiscal year. Miscellaneous expenses are approximately 2 % under budget or \$ 2,600 year to date.

SUMMARY:

The year to date net income reflects a surplus of \$ 530,870 at the end of May 2020. We will see this surplus decrease as accruals are made in June for Other Post-Employment Benefits and back pay of wage increases associated with the renegotiated Union contract.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

May FY 2020

	FY 2020	FY 2019	Difference
ASSETS			
Cash - Capital	242,159	246,906	(4,747)
Accounts Receivable	57,369	63,844	(6,475)
TOTAL CURRENT ASSETS	\$ 299,528	\$ 310,750	\$ (11,222)
Tangible Property	\$ 60,884,309	\$ 60,789,161	\$ 95,148
Accumulated Depreciation	(23,625,249)	(20,304,318)	(3,320,931)
NET FIXED ASSETS	\$ 37,259,061	\$ 40,484,843	\$ (3,225,783)
TOTAL ASSETS	\$ 37,558,588	\$ 40,795,593	\$ (3,237,005)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 49,514	\$ 49,514	\$ -
TOTAL LIABILITIES	49,514	49,514	-
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	139,572	478,347	(338,775)
TOTAL CAPITAL	\$ 37,509,074	\$ 40,746,079	\$ (3,237,005)
TOTAL LIABILITIES AND CAPITAL	\$ 37,558,588	\$ 40,795,593	\$ (3,237,005)



Central VA Transit Management Company Inc.

Balance Sheet

May FY 2020

	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 494,348	\$ 944,929	\$ (450,581)
Cash - OPEB	263,456	236,253	27,203
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	129,353	311,767	(182,414)
Materials and Fuel	310,240	345,465	(35,225)
TOTAL CURRENT ASSETS	\$ 1,197,572	\$ 1,838,589	\$ (641,018)
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	152,052	74,476	77,576
TOTAL ASSETS	\$ 1,349,624	\$ 1,913,065	\$ (563,441)
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 185,137	\$ 400,912	\$ (215,775)
Wages Payable	122,804	129,840	(7,036)
Other Payroll Liabilities	715,678	591,106	124,572
Advance Payments	(204,866)	485,343	(690,209)
TOTAL LIABILITIES	818,754	1,607,201	(788,447)
Accumulated Income/(Loss) Current Year	530,870	305,864	225,006
TOTAL CAPITAL	\$ 530,870	\$ 305,864	\$ 225,006
TOTAL LIABILITIES AND CAPITAL	\$ 1,349,624	\$ 1,913,065	\$ (563,441)



GREATER LYNCHBURG TRANSIT COMPANY, INC.

INCOME STATEMENT

AS OF MAY 31, 2020

	FY2020 ACTUAL MAY	FY2020 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 509,088	\$ 5,562,002
Money Paid to CVTMC/	(509,088)	(5,562,002)
Federal Grant Revenue	-	124,496
Local Grant Revenue	-	31,122
TOTAL REVENUE	\$ -	\$ 155,618
EXPENSES		
Repairs - Capital	-	\$ 16,046
Other Miscellaneous Expense	-	-
TOTAL EXPENSES	\$ -	\$ 16,046
NET INCOME/(LOSS)	\$ -	\$ 139,572



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

**INCOME STATEMENT
AS OF MAY 31, 2020**

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020		FY2020	FY2020	
	MAY	MAY	%	YTD	YTD	%
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 700	\$ 45,410	-98%	\$ 367,708	\$ 499,510	-26%
DRT Passenger Revenue	-	5,221	-100%	46,623	57,431	-19%
Contracts (LU Access)	-	16,800	-100%	134,400	168,000	-20%
Contracts (CVCC Access)	-	4,692	-100%	42,228	51,612	-18%
Liberty University Revenue	-	33,390	-100%	249,690	333,900	-25%
Other Contract Revenue	-	501	-100%	-	5,512	-100%
Non-Operating Revenue	78	1,083	-93%	9,578	11,912	-20%
Advertising Revenue	2,968	7,500	-60%	67,502	82,500	-18%
City Operating Assistance	144,065	144,065	0%	1,584,720	1,584,720	0%
County Operating Assistance	6,356	6,356	0%	69,919	69,919	0%
State Operating Assistance	250,042	171,958	45%	2,033,818	1,891,540	8%
State Assistance-Demo & Technical	-	-	0%	14,224	-	100%
Federal Operating Assistance	196,469	196,469	0%	2,161,156	2,161,164	0%
TOTAL REVENUE	\$ 600,678	\$ 633,446	-5%	\$ 6,781,564	\$ 6,917,719	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 98,068	\$ 119,714	-18%	\$ 1,199,330	\$ 1,316,850	-9%
Operator-Overtime	3,369	16,085	-79%	122,663	176,932	-31%
Other Salaries & Wages	23,923	25,188	-5%	274,463	277,063	-1%
Supervisors-Overtime	816	1,229	-34%	8,947	13,522	-34%
Fringe Benefits	72,101	83,827	-14%	875,146	922,097	-5%
TOTAL FIXED ROUTE	\$ 198,277	\$ 246,042	-19%	\$ 2,480,549	\$ 2,706,465	-8%
DEMAND RESPONSE						
Operator Labor	\$ 13,024	\$ 23,409	-44%	\$ 209,821	\$ 257,494	-19%
Operator-Overtime-PTS	-	815	-100%	4,562	8,960	-49%
Other Salaries & Wages	4,651	5,544	-16%	59,454	60,985	-3%
Fringe Benefits	10,210	15,437	-34%	149,275	169,802	-12%
TOTAL DEMAND RESPONSE	\$ 27,885	\$ 45,204	-38%	\$ 423,112	\$ 497,241	-15%
MAINTENANCE						
Other Salaries & Wages	\$ 39,013	\$ 49,944	-22%	\$ 497,937	\$ 549,382	-9%
Inspection&Maint,Srvc-Overtime	1,595	2,203	-28%	34,627	24,230	43%
Fringe Benefits	23,241	27,042	-14%	290,314	297,463	-2%
Fuel & Lubricants	16,670	50,837	-67%	461,042	559,205	-18%
Tires & Tubes	3,366	10,219	-67%	73,847	112,409	-34%
Other Materials & Supplies	30,839	42,940	-28%	424,125	472,343	-10%
TOTAL MAINTENANCE	\$ 114,724	\$ 183,185	-37%	\$ 1,781,891	\$ 2,015,032	-12%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,003	\$ 31,660	-5%	\$ 328,021	\$ 348,256	-6%
Fringe Benefits	17,024	16,418	4%	178,812	180,598	-1%
Services	32,882	37,634	-13%	411,109	413,972	-1%
Utilities	11,546	16,291	-29%	155,442	179,203	-13%
Casualty & Liability Expenses	26,786	26,294	2%	280,608	289,234	-3%
Information Technology	12,661	14,776	-14%	124,463	162,539	-23%
Other Materials & Supplies	993	2,125	-53%	28,052	23,375	20%
Miscellaneous	1,420	5,453	-74%	58,634	59,978	-2%
TOTAL ADMINISTRATION	\$ 133,316	\$ 150,650	-12%	\$ 1,565,141	\$ 1,657,155	-6%
TOTAL EXPENSES	\$ 474,203	\$ 625,081	-24%	\$ 6,250,694	\$ 6,875,894	-9%
NET INCOME/(LOSS)	\$ 126,476	\$ 8,365		\$ 530,870	\$ 41,825	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT

AS OF MAY 31, 2020

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019		FY2020	FY2019	
	MAY	MAY	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 700	\$ 51,785	-99%	\$ 367,708	\$ 501,410	-27%
DRT Passenger Revenue	-	\$ 8,367	-100%	46,623	60,589	-23%
Contracts (LU Access)	-	\$ 6,006	-100%	134,400	60,060	124%
Contracts (LC Access)	-	\$ 2,086	-100%	-	22,946	-100%
Contracts (CVCC Access)	-	\$ 4,600	-100%	42,228	50,600	-17%
Liberty University Revenue	-	\$ 126,464	-100%	249,690	1,435,415	-83%
Other Contract Revenue	-	\$ 36	-100%	-	13,119	-100%
Non-Operating Revenue	78	\$ 1,691	-95%	9,578	28,943	-67%
Advertising Revenue	2,968	\$ 4,263	-30%	67,502	77,508	-13%
City Operating Assistance	144,065	\$ 144,065	0%	1,584,720	1,584,720	0%
County Operating Assistance	6,356	\$ 6,232	2%	69,919	68,548	2%
State Operating Assistance	250,042	\$ 167,078	50%	2,033,818	1,849,399	10%
State Assistance-Demo & Technic	-	\$ -	0%	14,224	-	100%
Federal Operating Assistance	196,469	\$ 162,794	21%	2,161,156	1,790,732	21%
TOTAL REVENUE	\$ 600,678	\$ 685,467	-12%	\$ 6,781,564	\$ 7,543,990	-10%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 98,068	\$ 119,843	-18%	\$ 1,199,330	\$ 1,399,691	-14%
Operator-Overtime	3,369	27,127	-88%	122,663	394,524	-69%
Other Salaries & Wages	23,923	25,823	-7%	274,463	272,011	1%
Supervisors-Overtime	816	3,212	-75%	8,947	23,824	-62%
Fringe Benefits	72,101	90,461	-20%	875,146	995,266	-12%
TOTAL FIXED ROUTE	\$ 198,277	\$ 266,466	-26%	\$ 2,480,549	\$ 3,085,316	-20%
DEMAND RESPONSE						
Operator Labor	\$ 13,024	\$ 22,471	-42%	\$ 209,821	\$ 228,801	-8%
Operator-Overtime-PTS	-	393	-100%	4,562	9,760	-53%
Other Salaries & Wages	4,651	5,936	-22%	59,454	53,887	10%
Fringe Benefits	10,210	14,630	-30%	149,275	139,262	7%
TOTAL DEMAND RESPONSE	\$ 27,885	\$ 43,429	-36%	\$ 423,112	\$ 431,710	-2%
MAINTENANCE						
Other Salaries & Wages	\$ 39,013	\$ 50,683	-23%	\$ 497,937	\$ 539,654	-8%
Inspection&Maint,Srcv-Overtime	1,595	5,015	-68%	34,627	86,496	-60%
Fringe Benefits	23,241	28,505	-18%	290,314	298,168	-3%
Fuel & Lubricants	16,670	49,330	-66%	461,042	599,565	-23%
Tires & Tubes	3,366	4,229	-20%	73,847	132,100	-44%
Other Materials & Supplies	30,839	43,828	-30%	424,125	450,963	-6%
TOTAL MAINTENANCE	\$ 114,724	\$ 181,590	-37%	\$ 1,781,891	\$ 2,106,946	-15%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,003	\$ 31,684	-5%	\$ 328,021	\$ 350,007	-6%
Fringe Benefits	17,024	16,193	5%	178,812	166,670	7%
Services	32,882	33,640	-2%	411,109	430,643	-5%
Utilities	11,546	12,455	-7%	155,442	160,427	-3%
Casualty & Liability Expenses	26,786	23,441	14%	280,608	337,171	-17%
Information Technology	12,661	8,974	41%	124,463	122,056	2%
Other Materials & Supplies	993	738	35%	28,052	31,335	-10%
Miscellaneous	1,420	9,090	-84%	58,634	15,844	270%
TOTAL ADMINISTRATION	\$ 133,316	\$ 136,213	-2%	\$ 1,565,141	\$ 1,614,153	-3%
TOTAL EXPENSES	\$ 474,203	\$ 627,698	-24%	\$ 6,250,694	\$ 7,238,126	-14%
NET INCOME/(LOSS)	\$ 126,476	\$ 57,769		\$ 530,870	\$ 305,864	



GLTC Board Agenda Detail

Item #: 4c
Item Title: May 2020 Ridership & Operational Statistics
Action: For Your Information

Summary:

Ridership and Maintenance Activities are summarized below with associated graphs depicting year over year statistics following.

Ridership:

Total Ridership for the month of May was 31,521 passengers. This is all City Ridership as all service for Liberty University was suspended due to COVID-19 and transitioning to online learning.

Maintenance:

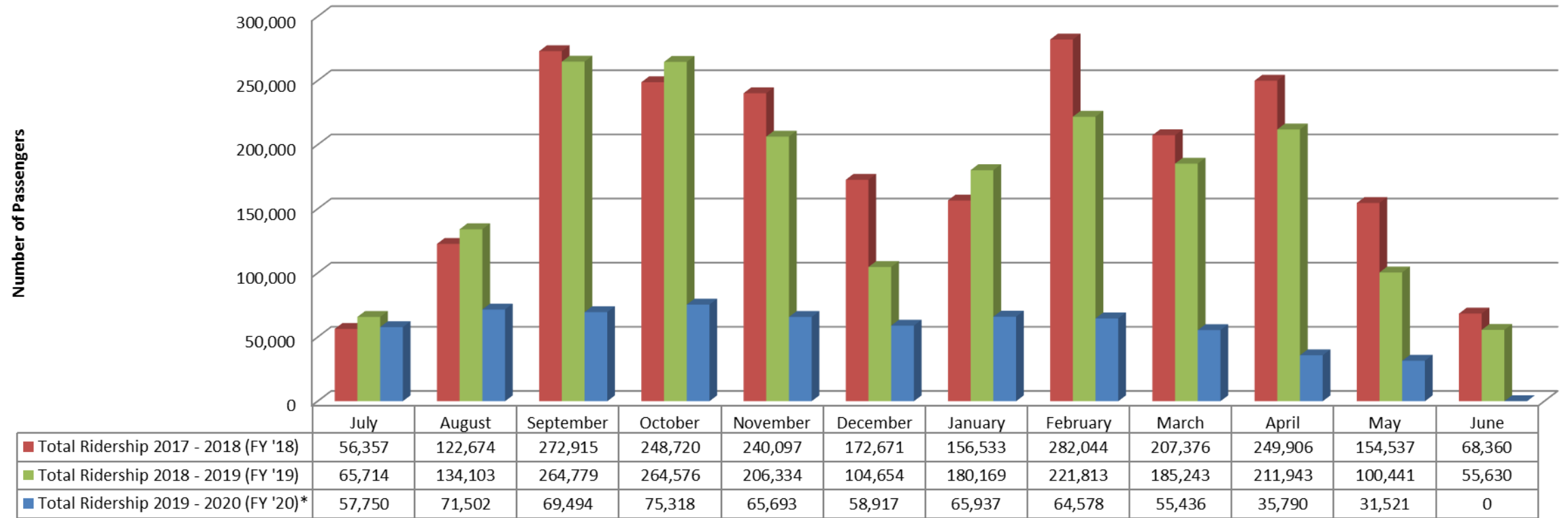
Maintenance activities are reported as follows for May 2020:

- Total mileage for fixed route and paratransit services – 78,640 miles.
- On-time performance for preventative maintenance activities – 100 %.
- Fleet downtime – 6.29 %.

Contacts: Brian Booth
Attachments: Pages 16-21
Action Required: None

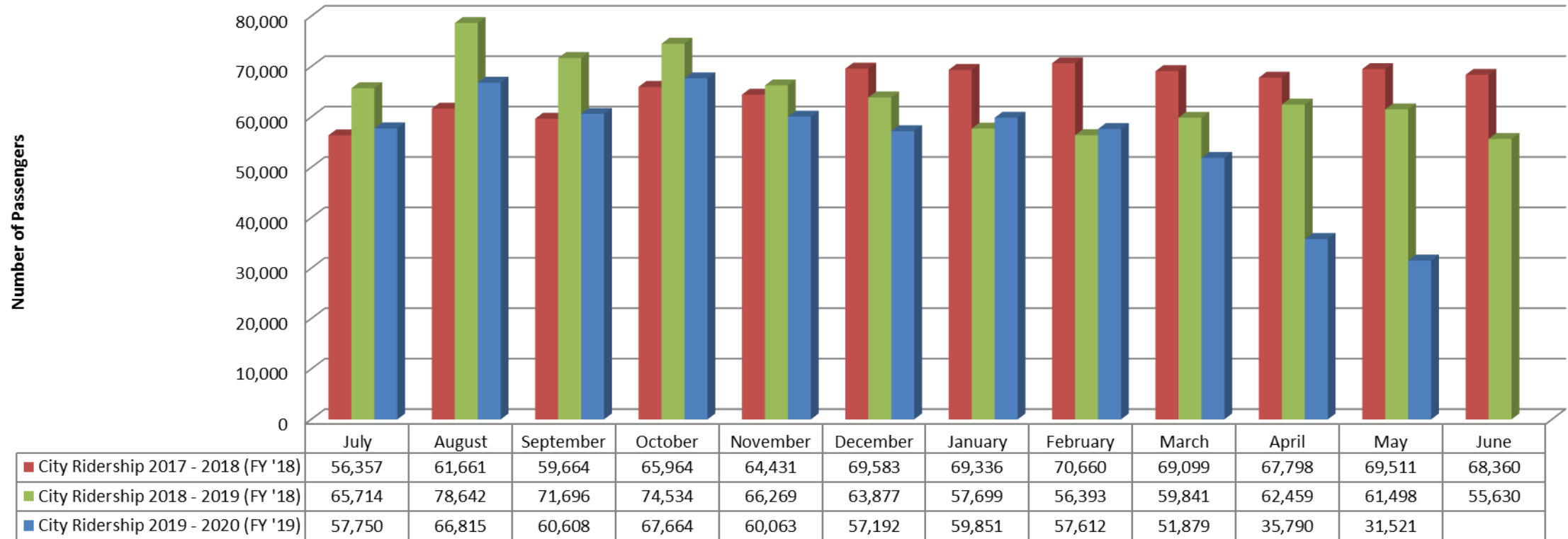


Monthly System-Wide Ridership FY '18, FY '19, FY '20

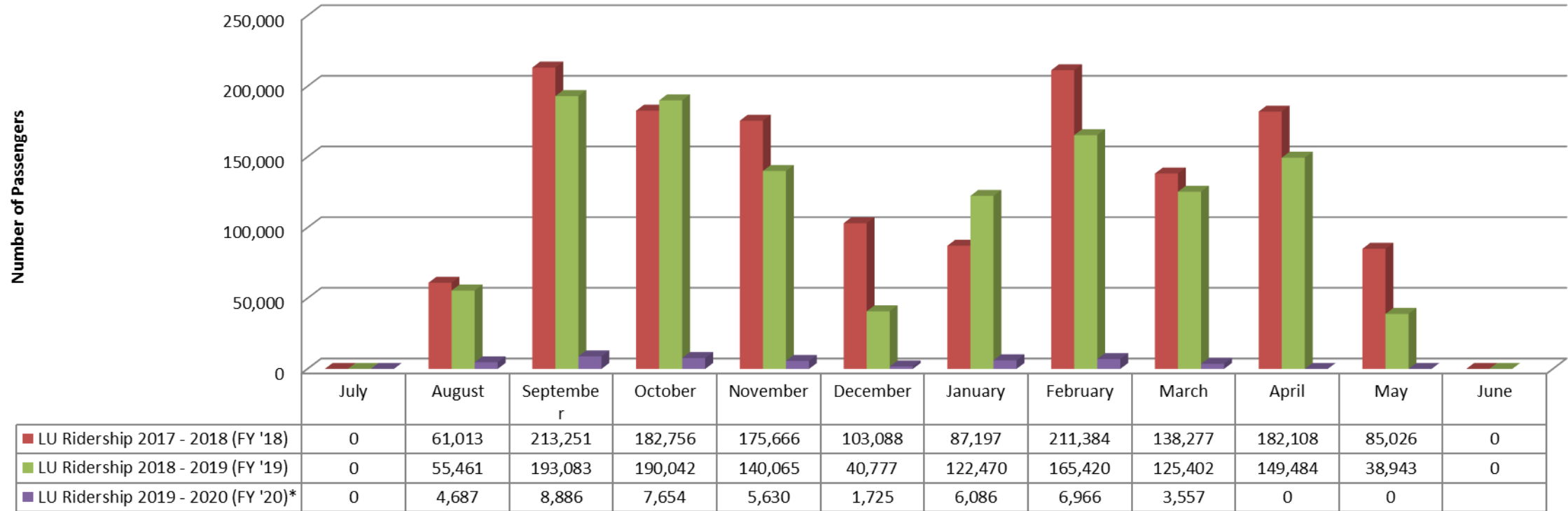


*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

City Ridership FY '18, FY '19 FY '20

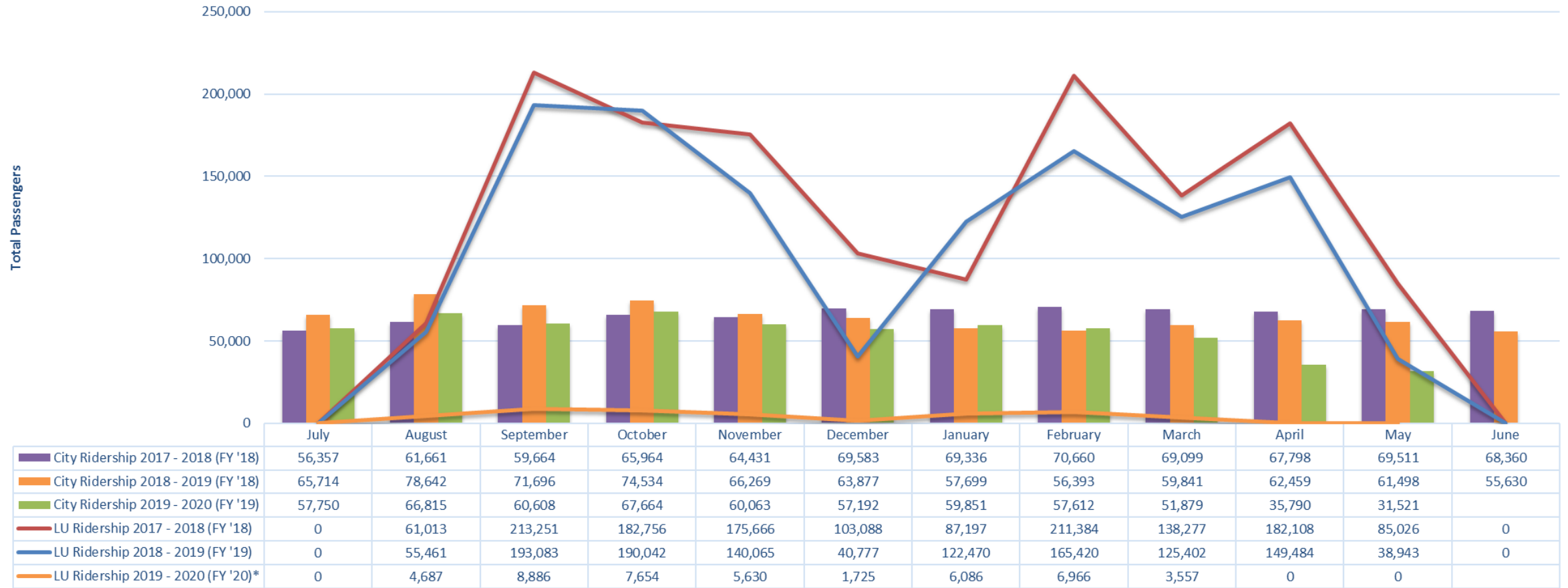


Liberty University Ridership FY '18, FY '19, FY '20



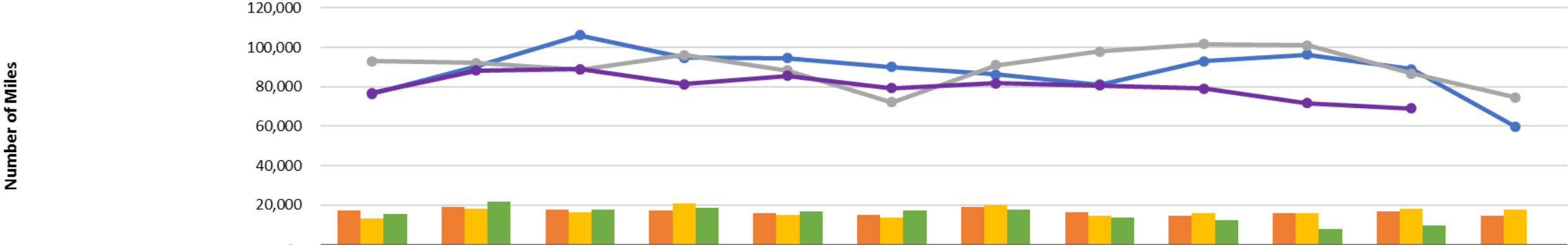
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

GLTC City vs. Liberty Ridership Comparison



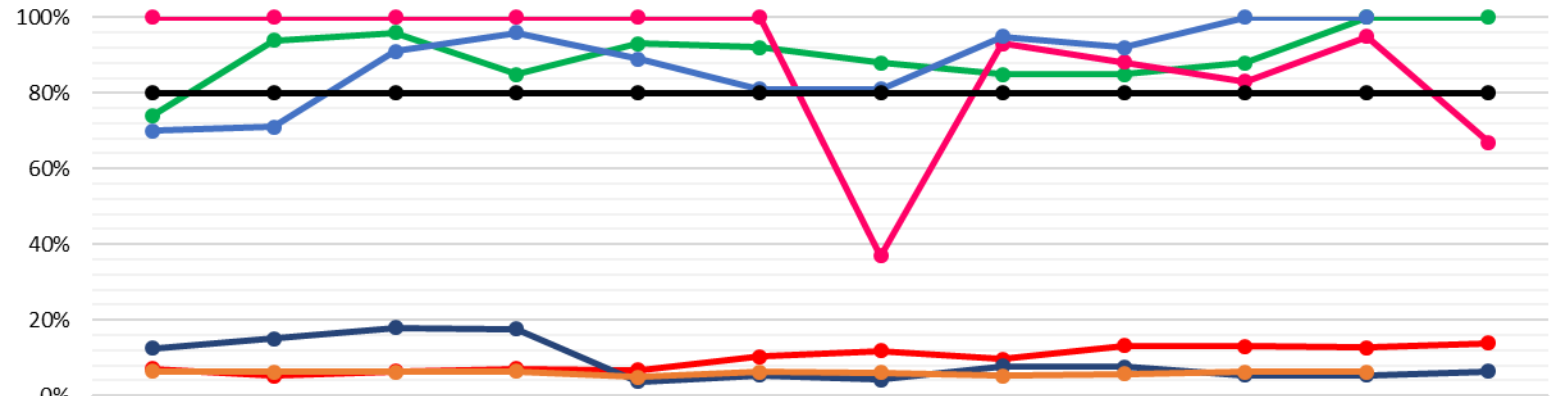
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

GLTC Mileage FY '18, FY '19, FY '20



	July	August	September	October	November	December	January	February	March	April	May	June
Paratransit Mileage 2017-2018 (FY-18)	17,150	18,885	17,556	17,447	15,850	15,198	18,864	16,285	14,717	16,053	16,731	14,632
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	
Fixed Route Mileage 2017-2018 (FY-18)	76,407	90,274	106,177	94,845	94,501	90,133	86,242	81,125	92,954	96,235	89,004	59,776
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	

Maintenance Performance FY '18, FY '19, FY '20



	July	August	September	October	November	December	January	February	March	April	May	June
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%	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%	
FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
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%	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%	



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report is provided below through May 2020. Minimal activity continues to be reflected on this report due to projects being in procurement and buildout phases. Proposals have been received for the Fare Collection Equipment grants and are currently being reviewed. The eight (8) replacement buses delivery timeline has been updated to anticipate receipt of these vehicles in late August 2020.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						5/31/2020
GRANT#/PROJECT#	PROJECT#	DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	Balance
VA-95-X120							
Revision approved 1/3/1	73017-33	PURCHASE FARE COLLECTION EQUIPMENT	\$ 55,480	\$ 11,096	\$ 2,774	\$ 69,350	\$ 69,350
Revision approved 1/3/1	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 1/3/1	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 D	\$ 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 (8) 40FT Replacement Buses	\$ 3,425,838	\$ 692,409	\$ 170,001	\$ 4,288,248	\$ 4,288,248
VA-2019-011-01	73019-28	Purchase Spare Parts, ACM Items	\$ 51,909	\$ 10,382	\$ 2,595	\$ 64,886	\$ 24,993
VA-2019-011-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ 235,114
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 4,548,355
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	\$ 5,000.00
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 632,000.00





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Intercity Bus Connector/Vanpool

There is no update for these items.

Contacts: Brian Booth

Attachments: None

Action Required: None

5b Summary – Board Oversight Procedures

There is no update for this item.

Contacts: Brian Booth

Attachments: None

Action Required: None

5c Summary – Board Appointments

There are 2 vacant seats on the Board of Directors. Robin Craig, Clerk of Council, is aware and has not received any new applications for individuals willing to serve.

Contacts: Brian Booth

Attachments: None

Action Required: None

5d Summary – Route 5/Madison Heights Service Changes

At the request of the Central Virginia Training Center (CVTC), GLTC ended service on May 29th to the CVTC campus due to all residents having moved off campus and staff working to close and barricade the campus off from the public. Over the last month a survey was issued to obtain feedback from riders on changes they felt might benefit them in order to better serve the Madison Heights community by reallocating time previously utilized to serve CVTC to another part of Madison Heights. To date we have received about a dozen responses to the survey and will be working over the next month to obtain additional feedback as well as recommendation for route changes to publish.





GLTC Board Agenda Detail

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

6a Summary – Impediments to Fair Housing Choice

The 2020 Analysis of Impediments to Fair Housing Choice was provided to GLTC and the Board for review in early June at the request of City Council. This document includes an analysis of public and private sector policies, programs, and statutes which impact the development, financing, regulation, and siting of housing in the City. The City has identified impediments to fair housing choice and recommended strategies that would work to eliminate the impediments to housing choice.

Impediment # 3 within the document states that “the City should collaborate with GLTC to improve access to GLTC routes in higher opportunity areas and employment centers in the City and for individuals working unconventional hours”. Through discussion with Melva Walker, Grant Manager for the City of Lynchburg, we have developed action steps to work toward this collaboration. These steps are as follows:

- A meeting will be scheduled during late summer after the document is adopted by City Council to look at the current inventory of eligible housing within the city in relation to GLTC fixed route services. Outcomes of this analysis will determine next steps.
- Melva Walker will conduct a quarterly check in with GLTC staff for any updates on progress made toward mitigating or removing impediments.

City Council held a public hearing on June 23rd to gather feedback from the public before adopting the document. Work to remove these impediments will be an ongoing effort.

Contacts: Brian Booth
Attachments: 2020 Analysis of Impediments to Fair Housing Choice
Action Required: For Your Information



6b Summary – Resuming of Fare Collection

At the May Board Meeting staff presented a transition plan for GLTC to resume services provide prior to the pandemic and to lift restrictions placed on services due to the pandemic. To date all service has been restored to levels prior to services cut at the start of the pandemic and passenger capacity has been increased to approximately 50 % of seated capacity. It was proposed at the time that GLTC would look to resume the collection of fares, begin boarding passengers through the front door, and lift any other restrictions still in place around the time Virginia entered Phase 3 for reopening Virginia as outlined by Governor Northam.

Virginia is set to enter Phase 3 on July 1st, 2020 which lifts or reduces constraints previously placed on retail establishment, entertainment venues, restaurants, etc. The progression for moving into Phase 3 has occurred much faster than staff anticipated and is about a month ahead of the initial timeline provided by the Governor in early May when the phased approach was presented to the public. This information is what staff referenced in order to prepare the transition plan presented for resuming service and lifting restrictions on GLTC services.

Due to this timeline shortening, we have not received the barriers we plan to install on the buses to add additional measures of protection for the drivers when passengers are required to interact with the farebox for fare collection. Due to the demand for these barriers and long lead times we don't anticipate receiving these barriers until mid-August with installation occurring upon receipt. Out of concern for the safety of our staff we would ask the board to consider continuing the suspension of collection fares and reassess at the September Board meeting.

We reached out to our neighboring transit systems to see what plans they had for resuming fare collection and following is the information they provided.

- Radford – Discussion is planned at their July meeting; potential recommendation is to resume fare collection when the Radford University fall semester begins
- Roanoke – Fare collection is to resume on July 1st, 2020
- Charlottesville – Fare collection is currently still suspended and the City has decided to not enter Phase 3 on July 1 with the rest of Virginia. Discussions of when to resume fare collection have not occurred.
- Blacksburg – The Town Manager has been granted the authorization to continue the suspension of collection fares through the end of September, but they can begin collecting fares at any time. They are working with Virginia Tech on a proposal to transition the system to be completely fare free. This is due to the amount of fares received being relatively low in comparison to expenses related to implementing contactless fare collection equipment in place.
- Richmond – GRTC planned their budget for FY 2021 on zero fare collection and the Board adopted a resolution for the ability for fares to be suspended for the entire fiscal year 2021, however they reserve the right to reverse this action in the future by the Board. Their main concern is safety of their operators and working toward installing protective barriers on all of their buses. They do not anticipate this to be completed until September.
- Alexandria – Fare collection has been suspended through Labor Day with plans to reassess at that time.

Staff Recommendation: If the Board finds this recommendation appropriate, staff requests a motion be made to continue the suspension of collecting fares and reassess at the September Board meeting.

Contacts: Brian Booth
Attachments: None
Action Required: Review/Comment, Consideration of Extension



6c Summary – City of Lynchburg Training Request

The Training Coordinator with the Public Works Department from the City of Lynchburg contacted GLTC with a request to utilize the bus yard to conduct Commercial Driver's License (CDL) training and testing for city employees. The GLTC Operations and Maintenance Facility at 419 Bradley Drive has a large section of the bus yard that is designated for training and is only used when training new operators or providing behind the wheel refresher training for current staff. The coordinator with the city has viewed the location and feels this location would be ideal to be able to conduct training for city staff and to set up as a third-party CDL testing site with the approval from the Department of Motor Vehicle (DMV). The City would use their vehicles for training/testing and would only need access to the surface lot as a location for training/testing.

The city reached out with this request as they currently do not have city property large enough to accommodate this training purpose and have continually struggled to find a long-term cost-effective solution through a privately owned location. Staff have discussed this request and feel this would not conflict with transit operations and would be a good partnership and use of resources since this area of the facility is relatively under-utilized. Staff would work with the Training Coordinator to ensure city training doesn't conflict with transit operations. If the Board is in agreement with working with the City to facilitate this request, next steps would be as follows:

- Obtaining approval from the Federal Transit Administration (FTA) for incidental use of the bus yard for this purpose.
- Once approval is received, executing a memorandum of understanding outlining expectations for both parties.
- Working with DMV to mark the lot and obtain approval as a third-party CDL test location. (this approval would be limited to City/GLTC staff and would not be a test location for the general public)

Staff Recommendation: Concurrence from the Board of agreement to work with the City for utilizing the bus yard at the GLTC O&M Facility for CDL training and testing.

Contacts: Brian Booth
Attachments: None
Action Required: Concurrence/Approval



6d Summary – Board Member Request

Ms. Howe and Mr. Blanks requested it be added to the agenda time for the Board members to discuss the utilization of GLTC bus service by GLTC Board of Director members.

Contacts: Cameron Howe & Ben Blanks
Attachments: None
Action Required: Discussion





GLTC Board Agenda Detail

Item #: 7

Item Title: Presidents Report

Action: Discussion

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





GLTC Board Agenda Detail

Item #: 8
Item Title: Next Meeting & Adjournment
Action: Adjournment

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

The next GLTC Board Meeting is scheduled to occur on August 5th, 2020 at 8:30 am

It is recommended to continue to practice adequate social distancing that this meeting will be held at the GLTC Operations and Maintenance Facility (O&M), 419 Bradley Drive, 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 <i>Jubilee Family Development Center 1512 Florida Ave, Lynchburg, VA 24501</i>	434-845-0433	adavis@jubileefamily.org
Mary-Winston Deacon <i>HumanKind, 150 Linden Ave, Lynchburg, VA 24503</i>	434-845-2986 x231 434-258-4117	mwdeacon@humankind.org
Dan Deter <i>Liberty University, 1971 University Blvd, Lynchburg, VA 24515</i>	434-592-4172	ddeter@liberty.edu
Cameron Howe <i>1400 B Lakeside Drive, Lynchburg, VA 24501</i>	434-238-3598	CameronHoweGLTC@gmail.com
Brenda Nash <i>Concentrix 2840 Linkhorne Drive, Lynchburg, VA 24503</i>	434-258-1740	brendamnash@hotmail.com
Bonnie Svrcek <i>City of Lynchburg, 900 Church St, Lynchburg, VA 24504</i>	434-455-3990	bonnie.svrcek@lynchburgva.gov

2 Seats Vacant

-- Attendance Log on Next Page --



Greater Lynchburg Transit Company Board of Directors

ATTENDANCE LOG

2019/2020 REGULAR (and special) BOARD MEETING

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

	Benjamin Blanks	Antonio "Tony" Davis	Mary- Winston Deacon	Dan Deter	Cameron Howe	Brenda Nash*	Bonnie Svrcek	Vacant	Vacant
Meeting Date	Term date 10/30/2022	Term date 10/30/2020	Term date 10/30/2021	Term date 10/30/2022	Term date 10/30/2021	Term date 10/30/2021	Term date 10/30/2020	Term date 10/30/2021	Term date 10/30/2022
12/4/2019	P	P	P	P	P	N/A	P	N/A	A ¹
1/8/2020	P	P	P	P	P	N/A	P	N/A	A ²
2/5/2020	P	P	P	P	P	N/A	P	N/A	A ³
3/4/2020	P	P	P	P	P	N/A ⁴	P	N/A	P
4/1/2020	Cancelled Due to Concerns with COVID-19								
5/13/2020	P	P	P	P	P	P	P	N/A	N/A ⁵
6/3/2020	P	P	P	P	P	P	A ⁶	N/A	N/A

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

*Appointed 2/25/2020

- 1 - C. Baker - Work Conflict
- 2 - C. Baker - Absent
- 3 - C. Baker - Absent
- 4 - B. Nash - Wasn't notified of appointment until after 3/4/20 meeting
- 5 - C. Baker - Resigend 5/12/2020
- 6 - B. Svrcek - Conflict with Emergency City Council Meeting

