

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, August 5th, 2020

8:30 a.m. – 10:00 a.m.

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

Board President: Antonio "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

July 1st, 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) June 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) Route 5/Madison Heights Service Changes

No Update
No Update
No Update
Update

#6 New Business

- a) Board Member Expectations
- b) Sunday Service Analysis

Brian Booth

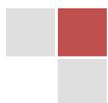
#7 President's Report

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: July 1st, 2020 Minutes
Action: Consideration of Approval

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

July 1, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, July 1st, 2020 at the Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Mary-Winston Deacon; Ben Blanks; and Dan Deter.

Absent: Bonnie Svrcek and Brenda Nash

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

Visitors to the meeting were John Hughes, IV with the City of Lynchburg; and GLTC customer William Carr.

Via conference call attending were: Kelly Hitchcock and Philipp Gabathuler of the Central Virginia Planning District Commission (CVPDC), Patrice Strachan of the Virginia Department of Rail and Public Transportation (DRPT), and Larry Morris of First Transit. Staff members included Scott Poindexter, John Yauger, Hope Custer and Millie Martin of GLTC.

#1 – Call to Order-Public Comment

Mr. Davis called the meeting to order at 8:30 a.m. There was no public comment.

#2 – Consideration of Meeting Minutes Approval

Mr. Davis asked for consideration of approval of the minutes of June 3rd, 2020. Ms. Howe made a motion to approve the minutes of June 3rd, 2020 with Ms. Deacon seconding the motion and the vote was carried.

#3 – Committee & Partner Reports

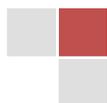
3a – Customer Advisory Committee – No report

3b – ADA Advisory Committee – No report

3c – RIDE Solutions – Due to technical difficulties, Ms. Hitchcock was unable to present her report.

3d – Central Virginia Planning District Commission

Mr. Gabathuler stated that the public town hall meeting for the 2040 Long Range Transportation Plan has been conducted and should have data available at the end of July. He also stated that the new fiscal year has started and that he will continue working with GLTC on bus stops, routes, as well as some other new projects.



4 – Staff Reports

4a – General Manager’s Report

Lynchburg City Schools reached out to GLTC to discuss partnership options to meet the transportation needs of K-12 students when schools reopen for the fall. With the limitation for capacity on school buses, the transportation department does not have the vehicles or the drivers to be able to transport all city resident students. Mr. Booth stated that one option discussed was to have high school students use existing routes.

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. GLTC does not have any current services that are eligible, but is 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 from 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 asking 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 was not an item that had not been documented on a consistent basis. Staff will begin tracking vehicles when they are removed for service for inspection but are later determined that the vehicle did not actually exhibit a safety concern.

4b – May 2020 Financials

Total revenues are under budget 2 % 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 due to a reduction in advertising contracts after the pandemic hit. State Operating Assistance is over budget 8 % year to date 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.

Total expenses are under budget 9 % year to date and under budget 24 % for the month of May 2020. Total salaries are under budget approximately 9 %, total overtime is under budget approximately 24 %, and total benefits are under budget approximately 5 %. Maintenance expenses (less wages/benefits) year to date are under budget approximately 16 %. Fuel is under budget approximately 18 % year to date and due to a decrease in fuel prices as a result of COVID-19. Tires and Tubes are under budget 34 % and Other Materials and Supplies are under budget approximately 10 %. 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 %, Other Materials and Supplies is over budget approximately 20 %, and Miscellaneous expenses are approximately 2 % under budget.

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

4c –Ridership & Operations Statistics

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.

Total mileage for fixed route and paratransit services for May was 78,640 miles, on-time performance for preventative maintenance activities was 100 %, and the fleet downtime was 6.29 %.

4d – Capital Projects Update

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.

#5 – Old Business

5a Summary – Intercity Bus Connector/Vanpool – No update

5b Summary – Board Oversight Procedures – No update on this item.

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.

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. Staff are working to close and barricade the campus off from the public. A survey was implemented to obtain feedback as to what changes the public feels would better suit their needs. To date we have received about a dozen responses to the survey and will be working over the next month to obtain additional feedback for recommendations.

#6 – New Business

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.



The City will collaborate with GLTC to improve access to GLTC routes in higher opportunity areas and employment centers in the City for individuals working unconventional hours. One area of improved access to GLTC is on the Old Forest Road area near King's Island where a new complex is opened within the last year and a bus stop was adjusted to accommodate. Melva Walker, Grant Manager for the City, has developed actions steps towards the collaboration and will conduct quarterly check-ins with GLTC staff for providing updates on the progress.

6b Summary – Resuming Fare Collection

Mr. Booth recapped the information regarding the resuming of fare collection as presented in the May Board Meeting. 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.

Due to this timeline shortening, the protective barriers for the operators that were to be installed have not arrived. Out of concern for the safety of our staff, Mr. Booth asked the board to consider continuing the suspension of collection fares and reassess at the September Board meeting. Discussion also included the increase in COVID-19 cases and the longer we wait to collect fares may make it more difficult to begin collecting fares again.

After discussion, Ms. Howe made a motion to continue to suspend fares and reassess at the September 2nd board meeting with Mr. Deter seconding the motion and the vote was carried.

GLTC staff will draft a plan for the expired bus passes.

Mr. Deter inquired about reinstating Sunday service. Mr. Booth will research data and present findings at the next board meeting.

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.

Ms. Howe stated that this is a great partnership but wondered if there would be some type of compensation. Mr. Booth will review this before drafting the Memorandum of Understanding.

6d Summary – Board Member Request

Ms. Howe and Mr. Blanks asked the board members to ride GLTC to build good public relations with the customers and that it would provide good insight as to what customers deal with on a day to day basis. After



discussion, the board agreed that each member (excluding new members) would ride one trip a year starting in November. Mr. Booth will check the by-laws to see if the change needs to be added. Mr. Hughes shared his experience riding GLTC and encouraged the board to utilize the system.

#7- President's Report

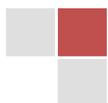
Mr. Davis asked for any further comment. Mr. Blanks stated the he was pleased with the routes changes and things seem to be running smoothly.

#8 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on August 5th, 2020 at 8:30 am at the GLTC Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, VA.

As there was no further business, Ms. Howe made a motion to adjourn the meeting with Mr. Deter seconding the motion and the vote was carried. The meeting was adjourned at 9:40 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

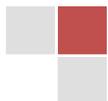
Partner Reports

- 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

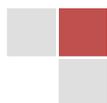
Item #: 4a

Item Title: General Manager's Report

Action: For Your Information

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

- GLTC staff have met with the project team designing and overseeing the 501/221 interchange improvements to discuss the planned improvements and changes to traffic patterns. The plans have been reviewed to account for the new traffic patterns and feedback has been provided to the project team for the best location for bus stop(s) in this area. During the discussion the idea was brought up about incorporating a larger bus pull off area on Whitehall Road (being Fresh Market) since this is a transfer point for multiple routes. The project team was going to take that feedback and investigate the idea to determine feasibility.
- GLTC staff have met with the project team designing and overseeing the bridge replacement over Blackwater Creek/College Lake. This design is going to install a bridge over the creek in order to remove the dam for College Lake and will reconfigure the intersection of Lakeside Drive and Old Forest Road near the main entrance of the University of Lynchburg. We are currently working with the team to determine the best location for the two bus stops currently on Lakeside Drive serving the University of Lynchburg.
- Staff are working on implementing the Emergency Temporary Standards for Infection Disease Protection which were set to take place during the week of July 27th. These standards require the implementation of an Infectious Disease Preparedness and Response Plan and training on this plan provided to all employees. These standards are designed to assess the level of risk for exposure to an infectious disease such as COVID-19 based on an employee's position and job responsibilities and mitigation measures required to be in place based on the level of risk. These standards are set to be in effect for 6-months from the effective date, upon expiration of the Governor's State of Emergency, or when superseded by a permanent standard, whichever occurs first, or repealed by the Virginia Safety and Health Codes Board.
- GLTC experienced its first two employees receiving a positive test for COVID-19 on Tuesday July 21st. As a result, the company experienced a staff shortage due to concern from other employees of exposure and the need to quarantine/get tested. The operations staff worked diligently to maintain as much service as feasibly possible with the operators and supervisors available, but service levels dropped to about 60 % of full service due to the staff shortage. We anticipate that enough staff will return the week of August 3rd to be able to resume full service again.





GLTC Board Agenda Detail

Item #: 4b

Item Title: June 2020 Financials

Action: For Your Information

The finance staff have been working with the financial auditors to close out the fiscal year. Due to this work and working to obtain the final liability for the Other-Post Employment Benefits, the financial statements are not available for review at this time, but should be available to review at the September Board meeting.

The financial staff worked with the financial audit firm Brown Edwards during the week of 7/28/2020 to provide necessary information and complete onsite inspections and inventory count. The firm will continue to work on the audit and will present the report at the Annual Stockholder's Meeting to be held in October.

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 4c

Item Title: June 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 June is estimated at 34,888 passengers. This ridership is estimated per the National Transit Database's recommendation after the equipment which transfers the data from the fareboxes on the buses to the server malfunctioned. This malfunction caused the memory on the fareboxes to fill up and not accept new data once the memory was full. It took about 3 weeks of trial and error to pinpoint the problem and obtain new equipment to repair the issue.

Maintenance:

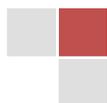
Maintenance activities are reported as follows for June 2020:

- Total mileage for fixed route and paratransit services – 88,061 miles.
- On-time performance for preventative maintenance activities – 100 %.
- Fleet downtime – 5.93 %.

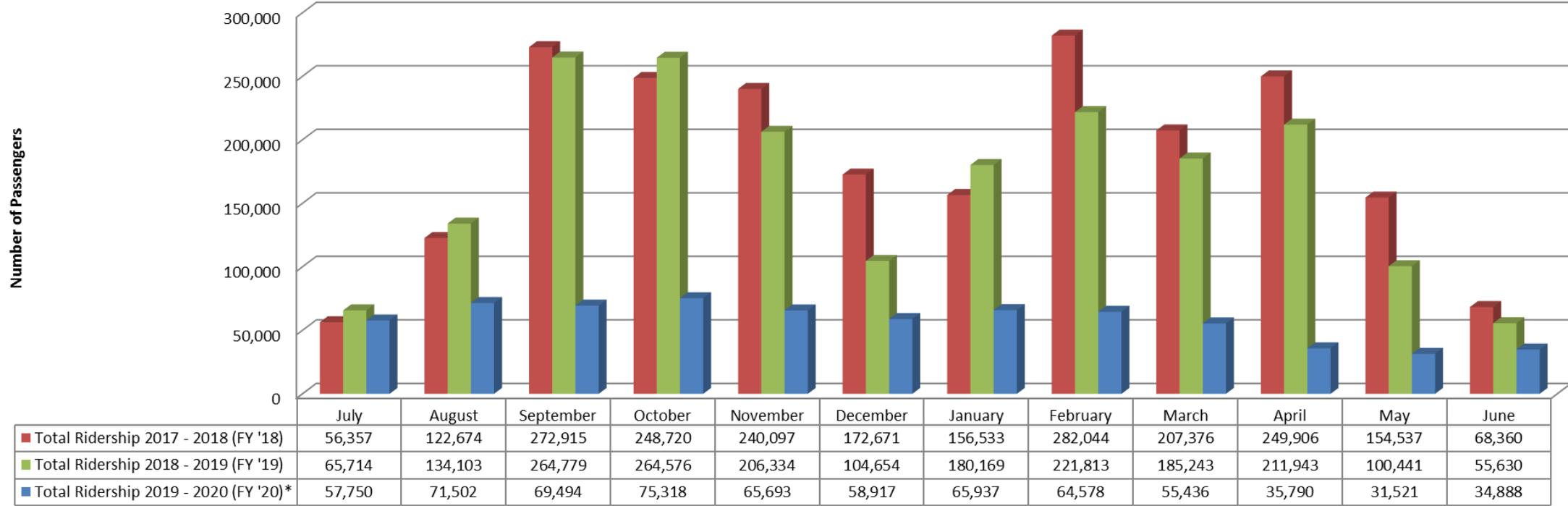
Contacts: Brian Booth

Attachments: Pages 11-16

Action Required: None

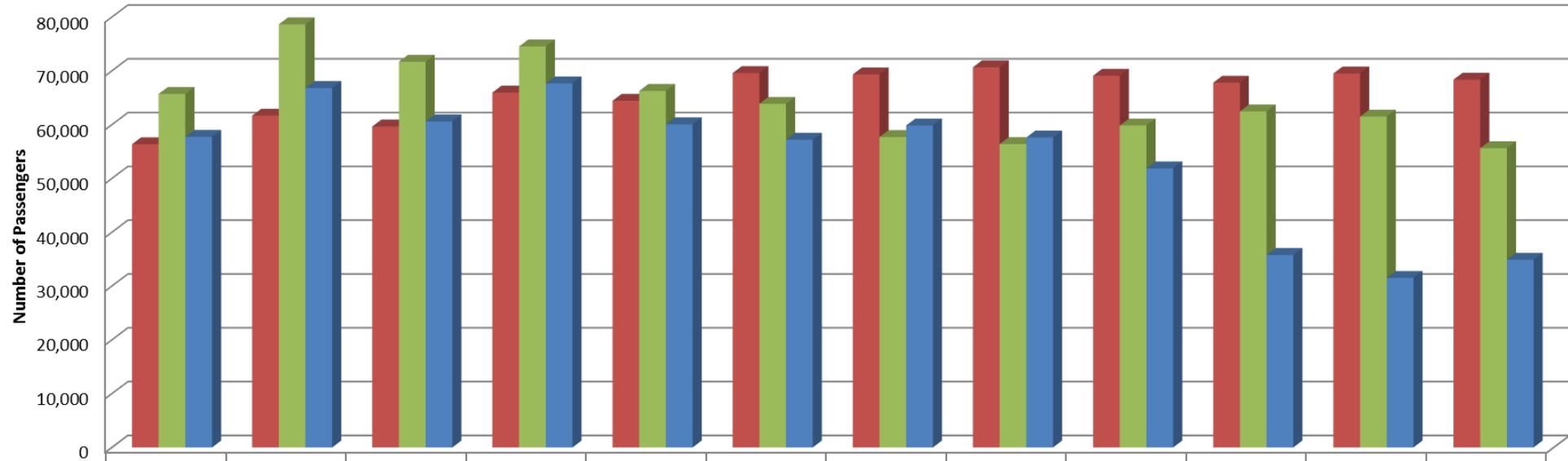


Monthly System-Wide Ridership FY '18, FY '19, FY '20



*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated
 **June 2020 ridership estimated based on May 2020 per National Transit Database recommendation due to data transfer malfunction

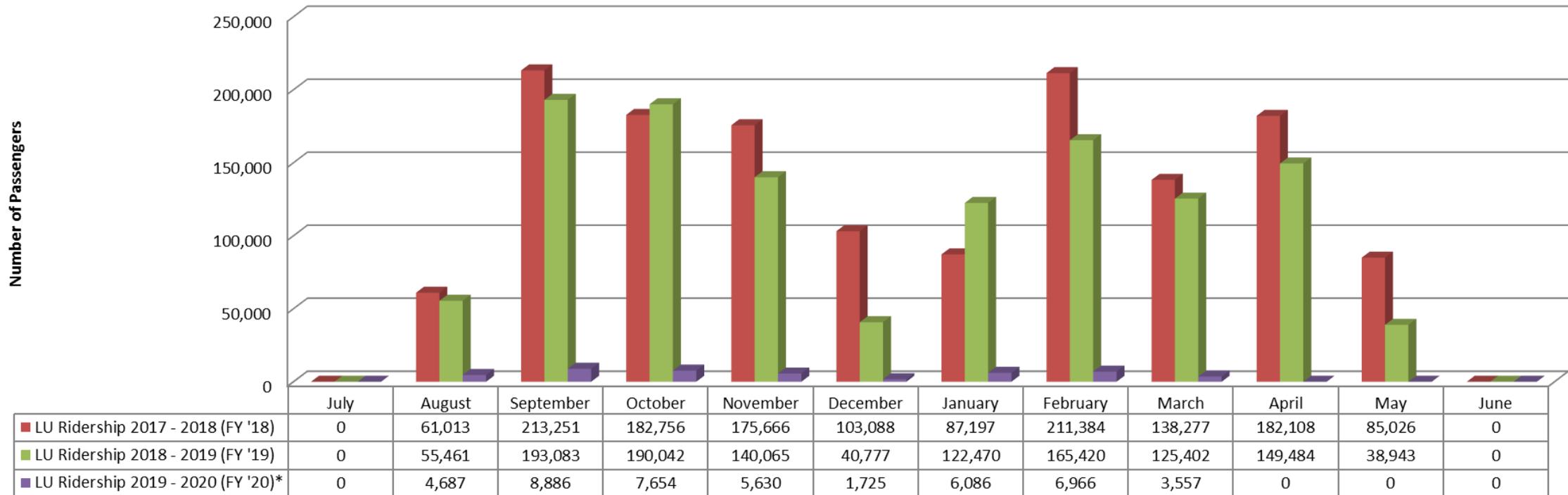
City Ridership FY '18, FY '19 FY '20



	July	August	September	October	November	December	January	February	March	April	May	June
City Ridership 2017 - 2018 (FY '18)	56,357	61,661	59,664	65,964	64,431	69,583	69,336	70,660	69,099	67,798	69,511	68,360
City Ridership 2018 - 2019 (FY '18)	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 '19)	57,750	66,815	60,608	67,664	60,063	57,192	59,851	57,612	51,879	35,790	31,521	34,888

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

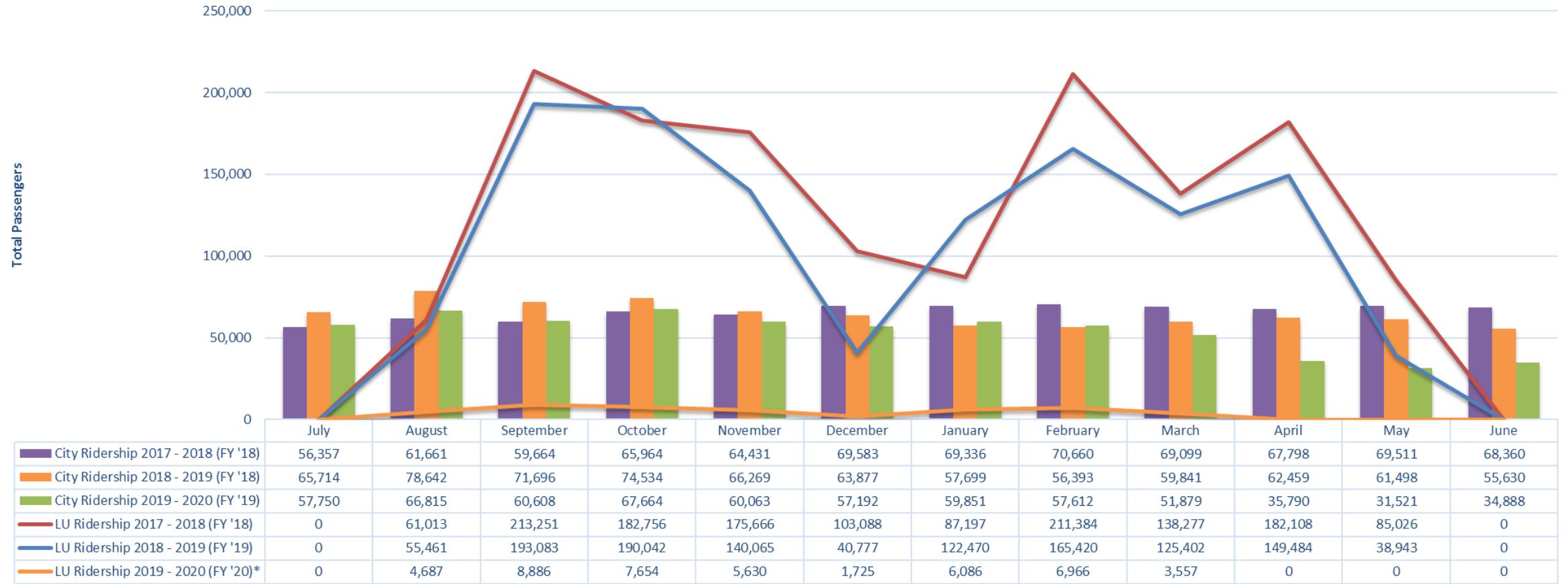
Liberty University Ridership FY '18, FY '19, FY '20



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

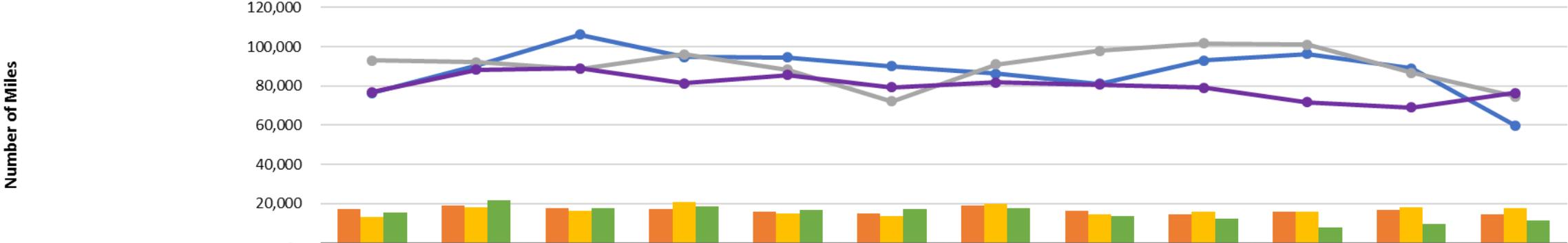
**Liberty cancelled service mid-March due to COVID-19 pandemic for the remainder of the school year.

GLTC City vs. Liberty Ridership Comparison



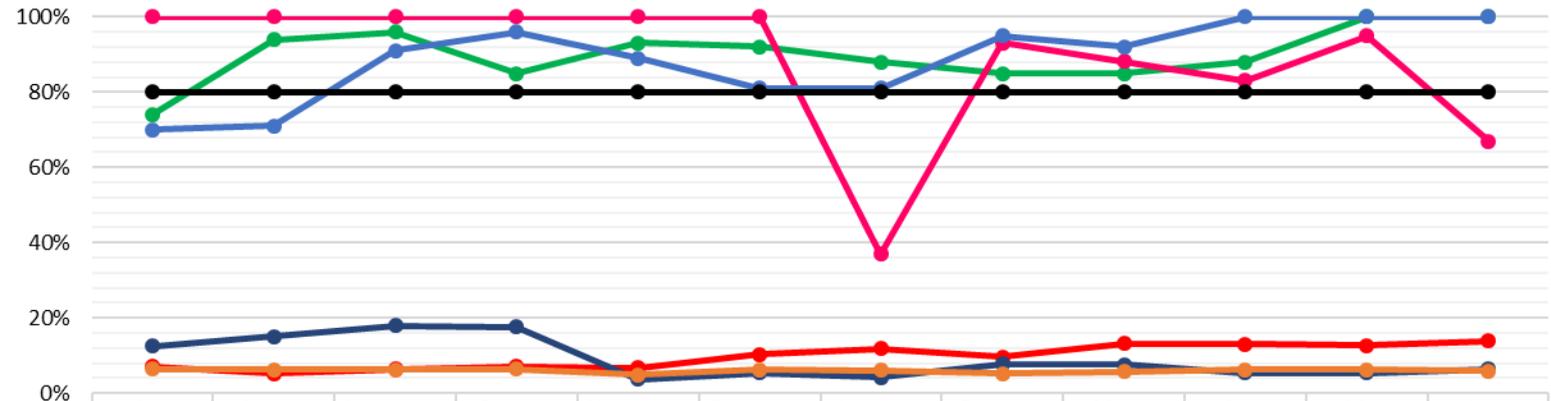
*The decrease in ridership in FY 2020 was due to Liberty reducing service provided on campus and adjusting routes operated

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

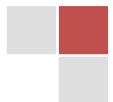


	July	August	September	October	November	December	January	February	March	April	May	June
Paratransit Mileage 2017-2018 (FY-18)	17,150	18,885	17,556	17,447	15,850	15,198	18,864	16,285	14,717	16,053	16,731	14,632
Paratransit Mileage 2018-2019 (FY-19)	13,463	18,287	16,572	20,669	15,111	13,819	19,819	14,780	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	11,535
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	76,526

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%	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%	5.93%





GLTC Board Agenda Detail

Item #: 4d

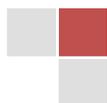
Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for June 2020 has not be finalized due to working with the Financial Auditors conducting the annual financial audit. The May 2020 report is provided for reference. Work continues on the Fare Collection Equipment Grant in evaluating proposals. The eight (8) replacement buses enter production in late July and delivery is anticipated by mid-August with all vehicles received by the end of August. The purchase of bus route signage has been completed which will provide an adequate supply of spare bus stops signs to replace any that become damage, lost, or stolen in the future as well as any service enhancements which would require new bus stops being added to the system.

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

DRPT announced that the Virginia Breeze will begin service on the new route traveling through Lynchburg on August 7th. The route is branded as the Piedmont Express and will travel from Danville, VA along the Route 29 corridor to Union Station in Washington DC. This route will have one stop in Lynchburg going northbound mid-morning and one stop going southbound mid-afternoon.

Ride Solutions/Kelly Hitchcock and GLTC staff met remotely with AECOM staff, who have completed the Vanpool Implementation Plan, for our kick off meeting. The consultants have worked to put together an implementation plan to provide guidance for what parties would be responsible for overseeing the start up and implementation of a vanpool in the Central Virginia region. This implementation plan is anticipated to take approximately 3 to 4 months to complete and we will be having bi-weekly conference calls throughout the process to continue moving this project forward.

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 remain 2 vacant seats on the Board of Directors. The last conversation with the Clerk of Council, there had not been any new applicants for serving on the Board.

Contacts: Brian Booth
Attachments: None
Action Required: None

5d Summary – Route 5/Madison Heights Service Changes

Staff have worked to develop some options to provide to the public to react to and provide feedback. We anticipate receiving feedback through the end of August and will take consideration of that feedback before moving forward with a final recommendation for this route realignment.

Contacts: Brian Booth
Attachments: None
Action Required: None





GLTC Board Agenda Detail

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

6a Summary – Board Member Expectations

At the May 2020 GLTC Board meeting, it was brought up that there was a desire to make it an expectation that all board members utilize the GLTC bus routes for their transportation needs at least one day per year. The general consensus from members was that this was a reasonable request. There was discussion about potentially changing the GLTC by-laws, but it was left that Mr. Booth would research the best way to incorporate this expectation in writing.

Mr. Booth sought advice from Walter Erwin, City Attorney, and Walter did not feel that the GLTC by-laws was the appropriate place for an expectation such as this to be incorporated. In the discussion, he reiterated that City Council is the entity with the responsibility to appoint/reappoint Board members. He stated that GLTC Board could adopt a policy with the expectation all Board members utilize the GLTC buses once per year to accomplish what was being requested. Upon further review, the GLTC Board Member Job Description document was brought forward as a potential document to revise.

Upon review of this document, Walter Erwin agreed that this document was an appropriate document to incorporate the desired changes and recommended to retitle the document from "Board Member Job Description" to "Board Member Expectations". The document has been provided with tracked changes to designate what revisions are being proposed.

Staff Recommendation: Should the Board find the revisions to the Board Member Job Description/Expectations document appropriate; a motion should be made to adopt the revisions to the document.

Contacts: Brian Booth
Attachments: Board Member Expectations – REVISED 2020-07-31
Action Required: Review/Consideration of Adoption



6b Summary – Sunday Service Analysis

After receiving and reviewing the feedback from the proposed fare increase, it was requested to conduct an analysis for restarting Sunday service based upon feedback received from passengers completing the survey. Follows is a chart with estimated costs for different service options.

Sunday Service Estimated Annual Cost				Other Service Improvements Proposed in TSP	
	Identical To Current Saturday Service	Reduced Routes, Match Saturday Service Span	Reduced Routes & Reduced Service Span	Additional Weekday Frequency on Route 4 (Reduce to 30 Minutes)	Additional Weekday Frequency on Route 8 During Peak Only (Reduce to 30 Minutes)
Overhead	\$ 234,548	\$ 234,548	\$ 159,540	\$ -	\$ -
Direct Service	\$ 271,605	\$ 152,586	\$ 93,529	\$ 119,922	\$ 59,961
Maintenance	\$ 100,894	\$ 61,574	\$ 46,858	\$ 42,798	\$ 23,662
Estimated Total	\$ 607,047	\$ 448,707	\$ 299,927	\$ 162,721	\$ 83,623

The estimated costs are broken down into the following:

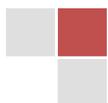
- Overhead – Includes expenses related to staffing needs for adding service on Sundays not related to the actual service operation. Included in this is expenses for supervisory staff, paratransit administration staff, customer service representatives, and maintenance staff.
- Direct Service – Includes expenses related to the driver positions necessary for operating the additional service.
- Maintenance – Includes expenses related to the additional maintenance requirements for operating additional service, such as fuel, motor fluids, tires, etc.

Provided are three different options for service on Sundays for comparison. These options are as follows:

- Identical to Current Saturday Service – The service would match the same routes, frequency, and span of service (5:15 am to 10:15 pm).
- Reduced Routes/Match Saturday Service Span – This service would maintain the same span of service as Saturday (5:15 am to 10:15 pm), but would have reduced routes and reduced frequency on select routes. The service to be offered under this option is approximately 56 % of the current service on Saturday.
- Reduced Routes/Reduced Service Span – The service proposed in this option would be the same number of routes and frequency the second bullet above, but would only operate from about 8 am to 7 pm.

Two additional service improvements that have been recommended in the Transit Strategic Plan have been provided with estimated costs for implementation for comparison. These service improvements are to improve the frequency on Route 4 (service to Wards Road/River Ridge Mall, Liberty University) to 30 minutes on weekdays and the second is to improve the frequency on the Route 8 (service to Old Forest Road) to 30 minutes during peak service (approximately 12:45 pm to 6:45 pm) on weekdays.

Through this discussion we need to be conscious of the sustainability of any service improvements. On the following page a chart is provided with the estimated Federal 5307 allocation that GLTC is anticipated to receive through FY 2024. It is projected that in FY 2023, the amount of the Federal 5307 allocation will decrease by almost \$ 1 million. This decrease is due to the loss of ridership/performance attributed to the service previously provided to Liberty University in FY 2019 and prior. This lost performance is going to affect the amount of Small Transit Intensive Cities (STIC) funding that GLTC receives. This funding is allocated based on performing above the national average in any one of six possible performance criterias. GLTC has generally performed above average in three or four of these performance criterias over the past few years. Once the FY 2020 performance data is incorporated into the funding metrics it is estimated that we will receive performance scores below the national average in all 6 areas and therefore, will not receive any STIC funding starting in FY 2023.

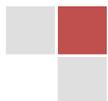


Federal Funding Year Over Year					
Fiscal Year	Section 5307	STIC*	Growing States	High Density	Total
FY 2017	\$ 1,367,815	\$ 568,296	\$ 104,952	\$ -	\$ 2,041,063
FY 2018	\$ 1,397,455	\$ 764,152	\$ 101,529	\$ -	\$ 2,263,136
FY 2019	\$ 1,426,989	\$ 404,005	\$ 114,397	\$ -	\$ 1,945,391
FY 2020	\$ 1,452,236	\$ 785,734	\$ 111,980	\$ -	\$ 2,349,950
FY 2021	\$ 1,484,064	\$ 1,097,832	\$ 114,792	\$ -	\$ 2,696,688
<i>FY 2022 Projected</i>	<i>\$ 1,510,317</i>	<i>\$ 823,374</i>	<i>\$ 110,000</i>	<i>\$ -</i>	<i>\$ 2,443,691</i>
<i>FY 2023 Projected</i>	<i>\$ 1,537,035</i>	<i>\$ -</i>	<i>\$ 110,000</i>	<i>\$ -</i>	<i>\$ 1,647,035</i>
<i>FY 2024 Projected</i>	<i>\$ 1,564,225</i>	<i>\$ -</i>	<i>\$ 110,000</i>	<i>\$ -</i>	<i>\$ 1,674,225</i>

*STIC - Small Transit Intensive Cities (Performance Funding)

**This table does not factor in CARES Act funds, only GLTC's annual 5307 apportionment

Contacts: Brian Booth
Attachments: None
Action Required: Review/Discussion





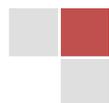
GLTC Board Agenda Detail

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

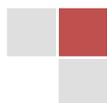
Action: Adjournment

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

The next GLTC Board Meeting is scheduled to occur on September 2nd, 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

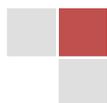
Item #: N/A
Item Title: Board Roster and Attendance Log
Action: None

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
7/1/2020	P	P	P	P	P	A ⁷	A ⁸	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@gltcconline.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
- 7 - B. Nash - Out of Town
- 8 - B. Svrcek - Conflict with City Council Organizational Meeting

