

GREATER LYNCHBURG TRANSIT COMPANY

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Board of Directors Meeting Agenda

Wednesday, September 2nd, 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; 3 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	GLTC Board
	c) Speakers representing a group will be allotted a maximum of 5 minutes and should state the name of the group they are representing for the official record	President

#2	Consideration of Meeting Minutes Approval	All
	August 5 th , 2020	

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

#4	Staff Reports	
	a) General Manager's Report	
	b) June 2020 Financials (<i>Preliminary</i>)	Brian Booth
	c) Ridership & Operations Statistics	
	d) Capital Projects Report	

#5	Old Business	
	a) Vanpool Implementation	Update
	b) Board Oversight Procedures	No Update
	c) Board Appointments	Update
	d) Route 5/Madison Heights Service Changes	Update

#6	New Business	
	a) Fare Collection	Brian Booth
	b) Sunday Service Update	

#7	President's Report	GLTC Board President
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#8	Closed Session	GLTC Board
	Legal Matter	

#9	Next Meeting Date & Adjournment	All
	October 7 th , 2020 @ 8:30 am – GLTC Board Meeting	





GLTC Board Agenda Detail

Item #: 2
Item Title: August 5th, 2020 Minutes
Action: Consideration of Approval

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

August 5, 2020
8:30 a.m.

A meeting of the Board of Directors of the Greater Lynchburg Transit Company was held on Wednesday, August 5th, 2020 at the GLTC Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, Virginia. Board members attending were: Antonio Davis; Cameron Howe; Ben Blanks; Bonnie Svrcek; Brenda Nash; and Dan Deter.

Mary Winston-Deacon attended remotely via video conference due to conflict with traveling to a medical appointment out of town.

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: 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 July 1st, 2020. Ms. Howe made a motion to approve the minutes of July 1st, 2020 with Mr. Blanks seconding the motion and the vote was carried with Ms. Svrcek abstaining.

#3 – Committee & Partner Reports

3a – Customer Advisory Committee – No report

3b – ADA Advisory Committee – No report

3c – RIDE Solutions – No report

3d – Central Virginia Planning District Commission –

Mr. Booth provided a report sent via email for Mr. Gabathuler

- Continue to update transit route schedules to Google Transit.
- Provide recommendations on modified or expanded transit services as needed.
- Assist in additional implementation measures from the TDP
- Using US Census OnTheMap platforms to continue identifying underserved areas and identifying recommendations to address these areas.



- Continuing work on providing a 2nd and 3rd round of recommendations to the GLTC Maintenance Department of stops where implementation measures could make them ADA compliant. These implementation measures could be funded by future Capital Improvement Grants and/or City of Lynchburg Funding.

4 – Staff Reports

4a – General Manager’s Report

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.

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 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 who tested positive 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.

4b – June 2020 Financials

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.

4c –Ridership & Operations Statistics

Ridership and Maintenance Activities are summarized below:

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 fare boxes on the buses to the server malfunctioned. It took about 3 weeks of trial and error to pinpoint the problem and obtain new equipment to repair the issue.



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 %.

4d – Capital Projects Update

The capital projects report for June 2020 has not be finalized due to working with the Financial Auditors conducting the annual financial audit. 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 damaged, lost, or stolen in the future as well as any service enhancements which would require new bus stops being added to the system.

#5 – Old Business

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 a 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 will involve bi-weekly conference calls throughout the process to continue moving this project forward.

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

5c Summary – Board Appointments

There are 2 vacant seats on the Board of Directors. The last conversation with the Clerk of Council, there had not been any new applicants. Ms. Svrcek suggested getting the word out to anyone interested and refer them to the City's website for application. She stated that City Council was going to review applicants for the Board at their September 8th meeting. Upon the retirement of Ms. Svrcek at the end of August, there will be 3 vacant seats.

5d Summary – Route 5/Madison Heights Service Changes

Staff have worked to develop some options for the public to provide feedback for route adjustments in Madison Heights. Staff anticipates receiving feedback through the end of August and review before moving forward with a final recommendation for this route realignment.

#6 – New Business

6a Summary – Board Member Expectations

At the May 2020 GLTC Board meeting, Ms. Howe and Mr. Blanks asked 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 it was recommended to update the GLTC Board Member Job Description document to reflect the desired changes. The specific changes recommended were to retitle the document to be "Board Member Expectations" and include a statement of the expectation that all board members utilize the bus routes one day per year. After discussion, Ms. Svrcek made a motion to adopt the Board Member Expectations policy with Ms. Howe seconding the motion and the vote was carried.

Ms. Svrcek suggested GLTC provide the Clerk of Council with a copy of the final document to include on the City website for reference.

6b Summary – Sunday Service Analysis

Mr. Booth provided projections of the costs for various options of providing service on Sundays. These cost projections are a yearly total for options presented. Three options were presented 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 frequencies from the second bullet above, but would only operate from about 8 am to 7 pm.

The estimated cost ranged from about \$ 607,000 for the first option to just under \$ 300,000 for the third option. Two additional service improvements that have been recommended in the Transit Strategic Plan were provided with estimated costs for comparison. These service improvements would improve the frequency on Route 4 to 30 minutes on weekdays and the second is to improve the frequency on the Route 8 to 30 minutes during peak service (approximately 12:45 pm to 6:45 pm) on weekdays. The estimated yearly cost for these service enhancements were about \$ 162,000 and \$ 83,000 respectively.

Mr. Booth stated that with any service improvements the board needed to be conscious of the long-term financial sustainability of them. Mr. Booth presented a projection for GLTC's Federal 5307 allocation anticipated through FY 2024. It is projected that starting in FY 2023 that 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 criteria. GLTC has generally performed above average in three or four of these performance criteria 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.

Ms. Svrcek asked if there was any kind of waiver that would take into consideration the change in the college ridership environment. Mr. Booth said that it was doubtful since the funding is strictly performance based and allocation is based on performance against the national average. Ms. Svrcek wondered if our local legislators could be a champion for GLTC.

Mr. Deter noted hesitancy about restoring Sunday service. Mr. Booth stated his hesitancy was from concern for the long-term financial sustainability of any service improvement not just specifically Sunday service. Mr.



Deter stated that just because we start it today, does not mean it has to last for five years. The goal is to increase ridership and there is a clear signal that this is something that the community has asked for and that GLTC can provide, especially with the CARES Act funding available. Mr. Booth suggested to explore adding Sunday service in January 2021 to allow time to properly plan for the addition and seek public input.

Mr. Deter asked that if an increase in ridership from Sunday service would improve performance for obtaining STIC funding. Mr. Booth stated that it is not just ridership, but hours and the miles operated are factored in the funding. Mr. Booth stated the performance for Liberty University in 2019 and prior was approximately 50 passengers per hour whereas the City service generally experiences about 11 passengers per hour. In order to improve metrics to potentially be competitive for STIC funding, GLTC would need to see a system wide average between 40-50 passengers per hour.

Ms. Nash asked if staff would reach out to call centers and for input on hours of operation for Sunday service. She stated a lot of people use taxis and Uber to get to work. Based on feedback from employees she works with, Sunday service is very much needed. Many call centers work seven days a week and many do not have the option of working at home due to security reasons. She is aware that Star Tek is planning to expand their operation in the near future.

Ms. Howe stated that while Sunday service may not be sustainable, she would rather see the service for a few years; stating that is better than not having it at all. She stated that not having Sunday service is a disservice especially since the community has asked for it; even though it may not be forever, but we have the funds now so we should not wait. Mr. Deter concurred. Mr. Deter and Ms. Howe liked option 3 the best for times, but inquired what the estimated cost would be to operate routes and frequencies similar to Saturday.

Mr. Booth did not initially provide that calculation, but from a quick rough calculation based on the information presented he estimated the cost to be about \$532,000 per year. He recommended staff reach out to the call centers and have something more defined with a target date of the first of the year. Ms. Howe stated that she did not think it was necessary to wait, stating we needed to act now.

Ms. Svrcek stated the sooner the better. The City received an additional \$ 7.2 million in CARES ACT funds in addition to the \$ 7.2 million already received. She felt that the city might be able to allocate some to GLTC for Sunday Service but that this funding had to be spent or encumbered by December 31st, 2020. Ms. Svrcek stated she would have her staff look into this possibility.

Mr. Davis asked how the board wants to move forward. Mr. Booth asked Ms. Wilkins what is a reasonable time frame for marketing the addition of Sunday service. She responded asking if a public hearing was necessary before any route changes are made. The Board reviewed the Major Service change policy adopted by GLTC. Ms. Svrcek stated that since the City is still under an emergency situation, option C should cover the policy requirements. Option C from the Major Service Change policy is stated as follow:

In an emergency situation, a service change may be implemented immediately without a public hearing being held. A public hearing on the changes will be held within 60 days of the implementation unless the change is to be in effect for 90 days or less.

Mr. Booth inquired if time could be allowed to hire additional drivers. The board felt that was a reasonable request and agreed to target the middle September with final update and approval from the board at the September 2nd meeting. Mr. Deter stated that whatever is needed to get the ball rolling in a reasonable time frame.

Mr. Blanks asked would Sunday be the same as Saturday. Mr. Booth stated that that he would provide an update as the September meeting, but for the most part would resemble Saturday service. Mr. Blanks stated he is in favor of an additional bus on Route 4. He also wants to look at the Route 8 service path (Birchwood, Walmart, Fresh Market) as this overlaps different voting precincts.



Mr. Booth will bring information to the September 2 meeting in hopes to take action then and hold a public hearing later. Ms. Svrcek suggested reaching out school bus drivers for assistance since City Schools will be online until October.

Ms. Howe made a motion to accept bringing back information on September 2 with the anticipation of adding Sunday service mid-September based on feedback provided with Mr. Blanks seconding the motion and the vote was carried.

#7- President's Report

Mr. Davis thanked Ms. Svrcek for her many years of service on GLTC's board as this is her last board meeting and wished her well. Ms. Svrcek thanked the board for their service as well.

#8 – Next meeting and Adjournment

The next GLTC Board Meeting is scheduled to occur on September 2nd, 2020 at 8:30 am at the GLTC Operations and Maintenance Facility, 419 Bradley Drive, Lynchburg, VA.

As there was no further business, Ms. Svrcek made a motion to adjourn the meeting with Ms. Howe seconding the motion and the vote was carried. The meeting was adjourned at 9:26 a.m.

Secretary/Treasurer





GLTC Board Agenda Detail

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

Committee Reports

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

Partner Reports

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

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 4a

Item Title: General Manager's Report

Action: For Your Information

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

- Staff conducted facility assessments for both the Operations and Maintenance Facility at 419 Bradley Drive and the Transfer Station at 800 Kemper Street in coordination with the Department of Rail and Public Transportation (DRPT) to provide to the consultants of DRPT for review. These assessments are a requirement of the Transit Asset Management plan, sponsored by DRPT, to document the condition of all assets owned by a transit property, monitor the condition of the asset, and aid the state in the planning and allocation of future funding for replacement of the asset.
- GLTC staff met virtually with the project team that is going to construct the bridge over Blackwater Creek and also reconstruct the Old Forest Road and Lakeside Drive intersection near the University of Lynchburg. The reconstruction of this intersection requires the relocation of the bus stops on Lakeside Drive at the entrance of the University of Lynchburg. Staff have reviewed the planned changes and provided feedback for where the bus stops should be relocated to ensure safety of our passengers and buses when navigating the new roadway once construction is complete.
- The Assistant General Manager and HR Manager worked throughout the month of August to develop training material for training staff on Virginia's new Emergency Temporary Workplace Safety Standards. This training informed employees of the new standards and provided training on the prevention of COVID 19 and other infection diseases. This training was completed by all existing staff by the deadline of August 26th and will be provided to all new employees upon hire.





GLTC Board Agenda Detail

Item #: 4b
Item Title: June 2020 Financials (Preliminary)
Action: For Your Information

The financial statements for June 2020 are presented at preliminary and subject to change pending the finalization of the annual financial audit.

REVENUES:

Total Revenues are under budget 2 % year to date, approximately \$ 113,000, and over budget 4 % for the month of June 2020. Passenger Revenue, Access Contracts, and Liberty University Revenue all reflect either minimal or no revenue for June due to the suspension of fare collection and service cancellation. Advertising revenue is under budget 20 % year to date, approximately \$ 18,000, due to a reduction in ad contracts after the pandemic hit.

State Operating Assistance is over budget 11 % year to date, approximately \$ 220,000, and over budget 45 % for the month of June. 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 reflecting this evenly over three months in the final quarter of the fiscal year.

EXPENSES:

Total expenses are under budget 7 %, approximately \$ 534,000, year to date, and over budget 15 % for the month of June 2020. Total Salaries are under budget approximately 8 % or \$ 232,000, total overtime is under budget approximately 19 % or \$ 46,000, and total benefits are within the budgeted amount year to date. Maintenance expenses (less wages/benefits) year to date are under budget approximately 15 % or \$ 185,000. Fuel is under budget approximately 21 % or \$ 127,000, Tires and Tubes are under budget approximately 26 % or \$ 32,000, and Other Materials and Supplies are under budget approximately 5 % or \$ 26,000.

Services are under budget 1 %, Utilities are under budget 15 %, and Casualty and Liability expenses are under budget 2 %, and Information Technology is under 19 % year to date. Other Materials and Supplies is over budget approximately 16 % or \$ 4,000 due to some unanticipated facility maintenance expenses not planned earlier in the fiscal year. Miscellaneous expenses are approximately over budget 4 % or \$ 2,300 year to date.

SUMMARY:

The year to date net income reflects a surplus of \$ 420,922 at the end of June 2020. This figure is preliminary as the annual financial audit has not been finalized.

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



Greater Lynchburg Transit Company, Inc.

Balance Sheet

June FY 2020

Preliminary - Pending Finalization of Annual Financial Audit

	FY 2020	FY 2019	Difference
ASSETS			
Cash - Capital	242,159	246,906	(4,747)
Accounts Receivable	103,157	53,371	49,786
TOTAL CURRENT ASSETS	\$ 345,316	\$ 300,277	\$ 45,039
Tangible Property	\$ 60,827,155	\$ 60,744,749	\$ 82,406
Accumulated Depreciation	(26,693,507)	(23,625,249)	(3,068,258)
NET FIXED ASSETS	\$ 34,133,648	\$ 37,119,500	\$ (2,985,852)
TOTAL ASSETS	\$ 34,478,964	\$ 37,419,777	\$ (2,940,813)
LIABILITIES AND CAPITAL			
Accounts Payable - Miscellaneous	\$ 95,302	\$ 50,274	\$ 45,028
TOTAL LIABILITIES	95,302	50,274	45,028
Capital Stock	5	5	-
Accumulated Income/(Loss) Prior Years	37,369,498	40,267,727	(2,898,229)
Accumulated Income/(Loss) Current Year	(2,985,841)	(2,898,229)	(87,612)
TOTAL CAPITAL	\$ 34,383,662	\$ 37,369,503	\$ (2,985,841)
TOTAL LIABILITIES AND CAPITAL	\$ 34,478,964	\$ 37,419,777	\$ (2,940,813)



Central VA Transit Management Company Inc.

Balance Sheet

Jun FY 2020

Preliminary - Pending Finalization of Annual Financial Audit

	FY 2020	FY 2019	Difference
ASSETS			
Cash	\$ 54,337	\$ 411,122	\$ (356,785)
Cash - OPEB	287,719	263,373	24,346
Working Funds	75	75	-
Working Funds - Transfer Center	50	50	-
Working Funds - Greyhound	50	50	-
Accounts Receivable	688,451	108,940	579,511
Materials and Fuel	293,416	314,732	(21,316)
TOTAL CURRENT ASSETS	\$ 1,324,097	\$ 1,098,342	\$ 225,755
Tangible Property	\$ 12,382	\$ 12,382	\$ -
Accumulated Depreciation	(12,382)	(12,382)	-
NET FIXED ASSETS	\$ -	\$ -	\$ -
Prepayments	198,155	33,765	164,390
TOTAL ASSETS	\$ 1,522,253	\$ 1,132,107	\$ 390,146
LIABILITIES AND CAPITAL			
Accounts Payable - Trade	\$ 82,303	\$ 102,052	\$ (19,749)
Wages Payable	166,822	166,660	162
Other Payroll Liabilities	852,206	723,647	128,559
Advance Payments	-	2,059	(2,059)
TOTAL LIABILITIES	1,101,331	994,418	106,913
Accumulated Income/(Loss) Current Year	420,922	137,689	283,233
TOTAL CAPITAL	\$ 420,922	\$ 137,689	\$ 283,233
TOTAL LIABILITIES AND CAPITAL	\$ 1,522,253	\$ 1,132,107	\$ 390,146



GREATER LYNCHBURG TRANSIT COMPANY, INC.**INCOME STATEMENT****AS OF JUNE 30, 2020*****Preliminary - Pending Finalization of Annual Financial Audit***

	FY2020 ACTUAL JUN	FY2020 ACTUAL YTD
REVENUE		
Operating Assistance Revenue	\$ 801,798	\$ 6,363,800
Money Paid to CVTMCi	(211,481)	(5,773,483)
Federal Grant Revenue	34,640	159,136
Money to be Paid to CVTMCi	(590,317)	(590,317)
Local Grant Revenue	<u>11,148</u>	<u>42,270</u>
TOTAL REVENUE	\$ 45,788	\$ 201,406
EXPENSES		
Depreciation	\$ 3,166,125	\$ 3,166,125
Repairs - Capital	5,075	\$ 21,121
Other Miscellaneous Expense	<u>-</u>	<u>-</u>
TOTAL EXPENSES	\$ 3,171,200	\$ 3,187,246
NET INCOME/(LOSS)	\$ (3,125,412)	\$ (2,985,841)



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

INCOME STATEMENT BEFORE CLOSEOUT OF CITY

AS OF JUNE 30, 2020

Preliminary - Pending Finalization of Annual Financial Audit

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2020	%	FY2020	FY2020	%
	JUN	JUN		YTD	YTD	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
REVENUE						
FRT Passenger Revenue	\$ 2,300	\$ 45,410	-95%	\$ 370,008	\$ 544,920	-32%
DRT Passenger Revenue	-	5,221	-100%	46,623	62,652	-26%
Contracts (LU Access)	-	-	#DIV/0!	134,400	168,000	-20%
Contracts (CVCC Access)	-	4,692	-100%	42,228	56,304	-25%
Liberty University Revenue	-	-	#DIV/0!	249,690	333,900	-25%
Other Contract Revenue	-	501	-100%	-	6,013	-100%
Non-Operating Revenue	51	1,083	-95%	9,629	12,995	-26%
Advertising Revenue	4,658	7,500	-38%	72,160	90,000	-20%
City Operating Assistance	144,065	144,065	0%	1,728,785	1,728,785	0%
County Operating Assistance	6,356	6,356	0%	76,275	76,275	0%
State Operating Assistance	250,042	171,958	45%	2,283,860	2,063,498	11%
State Assistance-Demo & Technical	2,416	-	0%	16,640	-	100%
Federal Operating Assistance	196,469	196,469	0%	2,357,625	2,357,633	0%
TOTAL REVENUE	\$ 606,357	\$ 583,256	4%	\$ 7,387,921	\$ 7,500,975	-2%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 127,511	\$ 119,714	7%	\$ 1,326,841	\$ 1,436,564	-8%
Operator-Overtime	19,442	16,085	21%	142,105	193,017	-26%
Other Salaries & Wages	25,840	25,188	3%	300,304	302,251	-1%
Supervisors-Overtime	1,002	1,229	-18%	9,949	14,751	-33%
Fringe Benefits	130,221	83,827	55%	1,005,367	1,005,924	0%
TOTAL FIXED ROUTE	\$ 304,017	\$ 246,042	24%	\$ 2,784,566	\$ 2,952,507	-6%
DEMAND RESPONSE						
Operator Labor	\$ 21,926	\$ 23,409	-6%	\$ 231,747	\$ 280,902	-17%
Operator-Overtime-PTS	288	815	-65%	4,850	9,775	-50%
Other Salaries & Wages	5,602	5,544	1%	65,056	66,529	-2%
Fringe Benefits	21,178	15,437	37%	170,454	185,239	-8%
TOTAL DEMAND RESPONSE	\$ 48,994	\$ 45,204	8%	\$ 472,106	\$ 542,445	-13%
MAINTENANCE						
Other Salaries & Wages	\$ 52,935	\$ 49,944	6%	\$ 550,872	\$ 599,326	-8%
Inspection&Maint,Srcv-Overtime	5,796	2,203	163%	40,422	26,433	53%
Fringe Benefits	43,808	27,042	62%	334,121	324,505	3%
Fuel & Lubricants	22,058	50,837	-57%	483,100	610,042	-21%
Tires & Tubes	16,534	10,219	62%	90,381	122,628	-26%
Other Materials & Supplies	65,296	42,940	52%	489,421	515,283	-5%
TOTAL MAINTENANCE	\$ 206,426	\$ 183,185	13%	\$ 1,988,318	\$ 2,198,217	-10%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,229	\$ 31,660	-5%	\$ 358,250	\$ 379,916	-6%
Fringe Benefits	23,623	16,418	44%	202,435	197,016	3%
Services	35,738	37,634	-5%	446,848	451,606	-1%
Utilities	11,054	16,291	-32%	166,496	195,494	-15%
Casualty & Liability Expenses	27,204	26,294	3%	307,812	315,528	-2%
Information Technology	18,425	14,776	25%	142,888	177,315	-19%
Other Materials & Supplies	1,437	2,125	-32%	29,489	25,500	16%
Miscellaneous	9,159	5,453	68%	67,793	65,430	4%
TOTAL ADMINISTRATION	\$ 156,868	\$ 150,650	4%	\$ 1,722,010	\$ 1,807,805	-5%
TOTAL EXPENSES	\$ 716,305	\$ 625,081	15%	\$ 6,966,999	\$ 7,500,975	-7%
NET INCOME/(LOSS)	\$ (109,948)	\$ (41,825)		\$ 420,922	\$ -	

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

COMPARATIVE INCOME STATEMENT BEFORE CLOSEOUT OF CITY

AS OF JUNE 30, 2020

Preliminary - Pending Finalization of Annual Financial Audit

	MONTH TO DATE			YEAR TO DATE		
	FY2020	FY2019		FY2020	FY2019	
	Jun	Jun	%	YTD	YTD	%
	ACTUAL	ACTUAL	VAR	ACTUAL	ACTUAL	VAR
REVENUE						
FRT Passenger Revenue	\$ 2,300	\$ 43,575	-95%	\$ 370,008	\$ 544,984	-32%
DRT Passenger Revenue	-	\$ 4,565	-100%	46,623	65,155	-28%
Contracts (LU Access)	-	\$ -	#DIV/0!	134,400	60,060	124%
Contracts (LC Access)	-	\$ 2,086	-100%	-	25,032	-100%
Contracts (CVCC Access)	-	\$ 4,600	-100%	42,228	55,200	-24%
Liberty University Revenue	-	\$ -	#DIV/0!	249,690	1,435,415	-83%
Other Contract Revenue	-	\$ -	#DIV/0!	-	13,119	-100%
Non-Operating Revenue	51	\$ 415	-88%	9,629	29,358	-67%
Advertising Revenue	4,658	\$ 5,238	-11%	72,160	82,746	-13%
City Operating Assistance	144,065	\$ 144,065	0%	1,728,785	1,728,785	0%
County Operating Assistance	6,356	\$ 6,232	2%	76,275	74,780	2%
State Operating Assistance	250,042	\$ 172,604	45%	2,283,860	2,022,003	13%
State Assistance-Demo & Technic	2,416	\$ -	0%	16,640	-	100%
Federal Operating Assistance	196,469	\$ 162,794	21%	2,357,625	1,953,526	21%
TOTAL REVENUE	\$ 606,357	\$ 546,174	11%	\$ 7,387,921	\$ 8,090,164	-9%
EXPENSES						
FIXED ROUTE						
Operator Labor	\$ 127,511	\$ 100,979	26%	\$ 1,326,841	\$ 1,500,670	-12%
Operator-Overtime	19,442	11,803	65%	142,105	406,327	-65%
Other Salaries & Wages	25,840	33,553	-23%	300,304	305,564	-2%
Supervisors-Overtime	1,002	988	1%	9,949	24,812	-60%
Fringe Benefits	130,221	117,958	10%	1,005,367	1,113,224	-10%
TOTAL FIXED ROUTE	\$ 304,017	\$ 265,281	15%	\$ 2,784,566	\$ 3,350,597	-17%
DEMAND RESPONSE						
Operator Labor	\$ 21,926	\$ 21,673	1%	\$ 231,747	\$ 250,474	-7%
Operator-Overtime-PTS	288	173	66%	4,850	9,933	-51%
Other Salaries & Wages	5,602	7,936	-29%	65,056	61,823	5%
Fringe Benefits	21,178	21,066	1%	170,454	160,328	6%
TOTAL DEMAND RESPONSE	\$ 48,994	\$ 50,848	-4%	\$ 472,106	\$ 482,558	-2%
MAINTENANCE						
Other Salaries & Wages	\$ 52,935	\$ 52,106	2%	\$ 550,872	\$ 591,760	-7%
Inspection&Maint,Srvc-Overtime	5,796	4,325	34%	40,422	90,821	-55%
Fringe Benefits	43,808	41,456	6%	334,121	339,624	-2%
Fuel & Lubricants	22,058	60,978	-64%	483,100	660,543	-27%
Tires & Tubes	16,534	5,548	198%	90,381	137,648	-34%
Other Materials & Supplies	65,296	68,356	-4%	489,421	519,319	-6%
TOTAL MAINTENANCE	\$ 206,426	\$ 232,769	-11%	\$ 1,988,318	\$ 2,339,715	-15%
ADMINISTRATION						
Other Salaries & Wages	\$ 30,229	\$ 43,415	-30%	\$ 358,250	\$ 393,422	-9%
Fringe Benefits	23,623	29,080	-19%	202,435	195,750	3%
Services	35,738	44,359	-19%	446,848	475,002	-6%
Utilities	11,054	11,317	-2%	166,496	171,744	-3%
Casualty & Liability Expenses	27,204	26,290	3%	307,812	363,460	-15%
Information Technology	18,425	11,791	56%	142,888	133,847	7%
Other Materials & Supplies	1,437	4,133	-65%	29,489	35,468	-17%
Miscellaneous	9,159	(4,930)	-286%	67,793	10,913	521%
TOTAL ADMINISTRATION	\$ 156,868	\$ 165,453	-5%	\$ 1,722,010	\$ 1,779,606	-3%
TOTAL EXPENSES	\$ 716,305	\$ 714,351	0%	\$ 6,966,999	\$ 7,952,477	-12%
NET INCOME/(LOSS)	\$ (109,948)	\$ (168,177)		\$ 420,922	\$ 137,687	



GLTC Board Agenda Detail

Item #: 4c

Item Title: July 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 July was 33,957 passengers and all City Ridership; as GLTC did not operate service for Liberty University in July.

Maintenance:

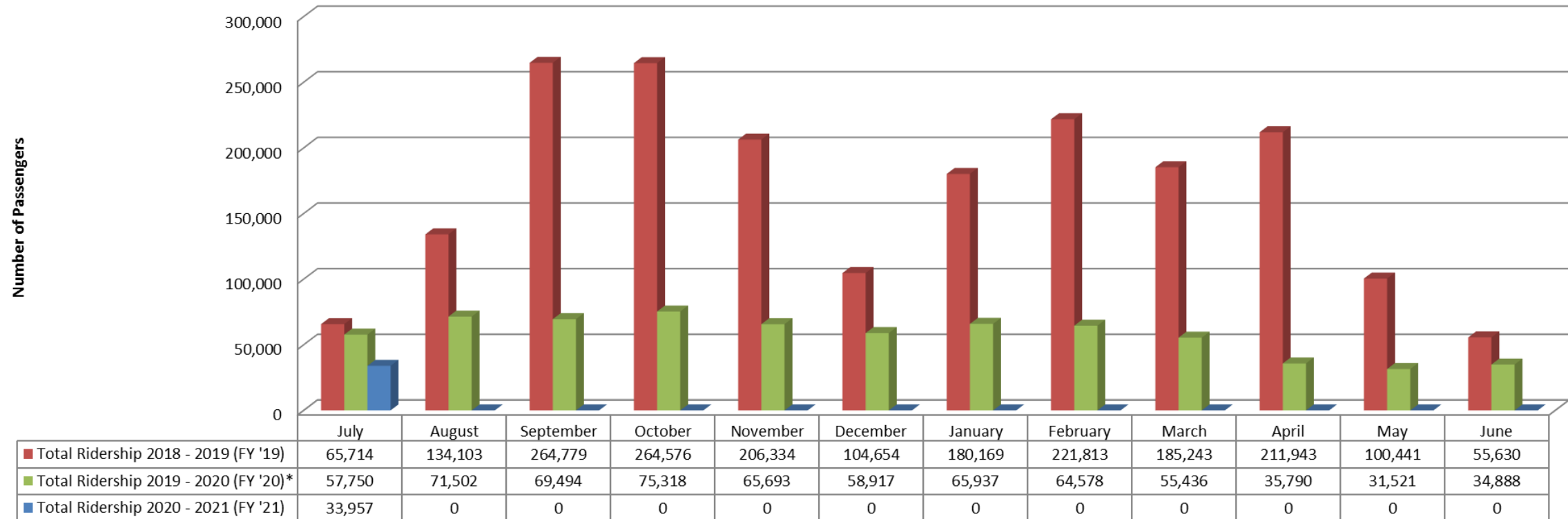
Maintenance activities are reported as follows for July 2020:

- Total mileage for fixed route and paratransit services – 89,196 miles.
- On-time performance for preventative maintenance activities – 95 %.
- Fleet downtime – 5.74 %.

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



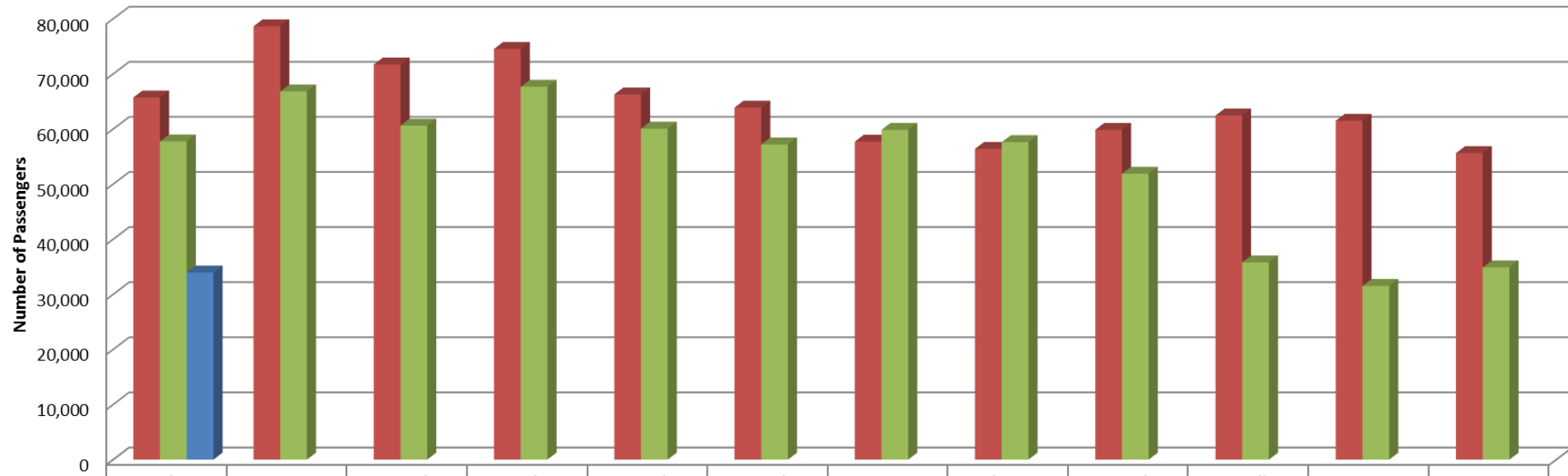
Monthly System-Wide Ridership FY '19, FY '20, FY '21



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

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

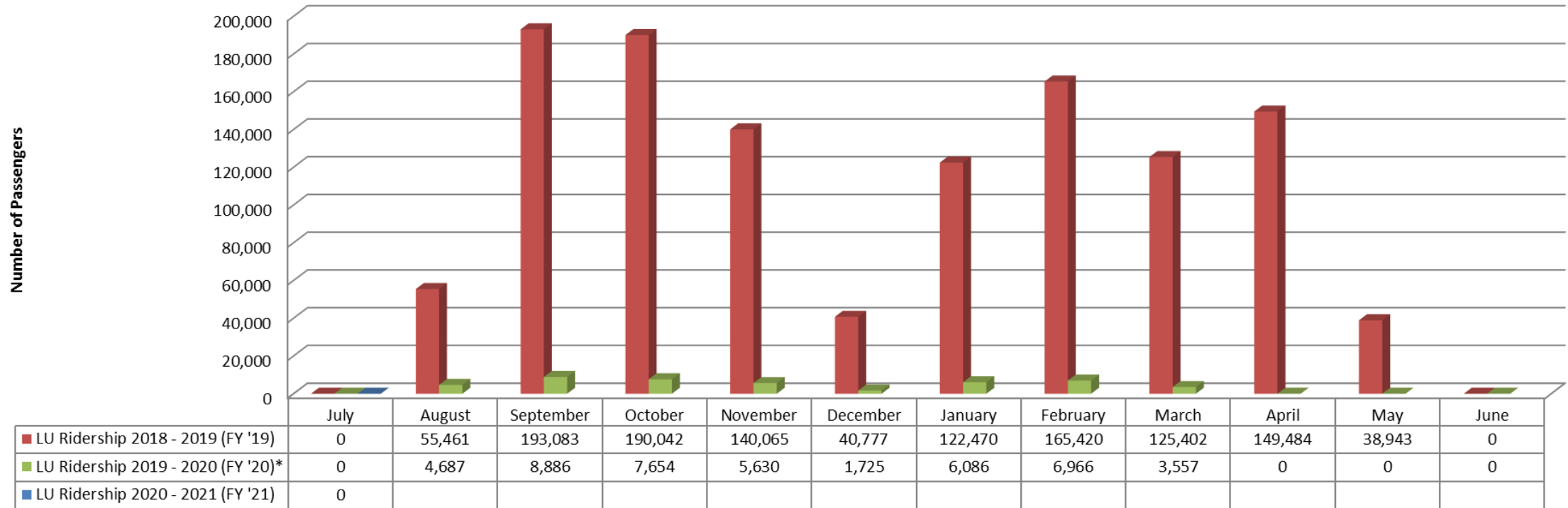
City Ridership FY '19, FY '20, FY '21



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

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

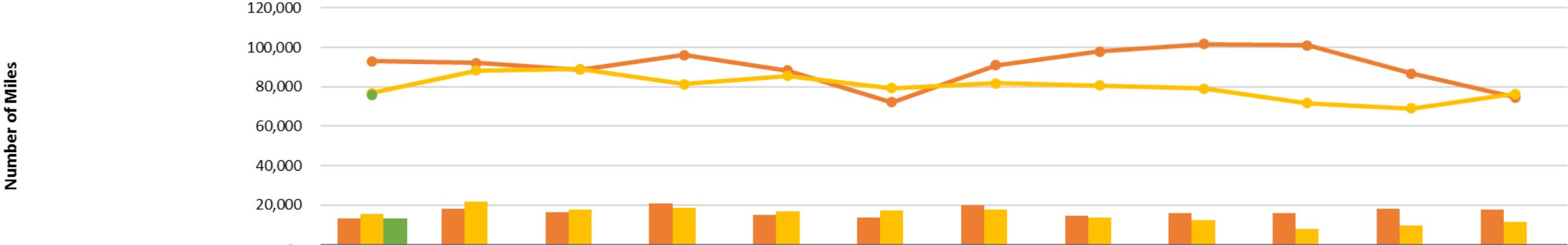
Liberty University Ridership FY '19, FY '20, FY '21



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

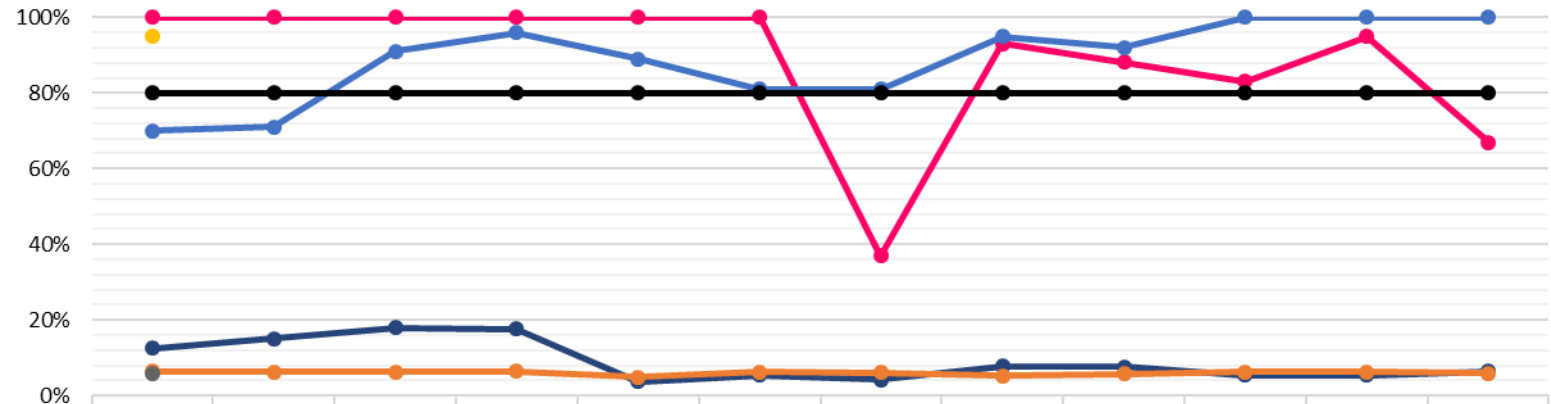
**Liberty cancelled service mid-March FY 2020 due to COVID-19 pandemic for the remainder of the school year.

GLTC Mileage FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
Paratransit Mileage 2018-2019 (FY-19)	13,463	18,287	16,572	20,669	15,111	13,819	19,819	14,780	15,718	15,905	18,183	17,570
Paratransit Mileage 2019-2020 (FY-20)	15,700	21,613	17,596	18,840	16,711	17,054	17,554	13,819	12,257	7,893	9,584	11,535
Paratransit Mileage 2020-2021 (FY-21)	13,170											
Fixed Route Mileage 2018-2019 (FY-19)	92,988	92,027	88,816	96,089	88,215	72,132	90,908	97,790	101,611	100,935	86,681	74,742
Fixed Route Mileage 2019-2020 (FY-20)	76,985	88,291	88,936	81,290	85,615	79,320	81,898	80,757	79,188	71,712	69,056	76,526
Fixed Route Mileage 2020-2021 (FY-21)	76,026											

Maintenance Performance FY '19, FY '20, FY '21



	July	August	September	October	November	December	January	February	March	April	May	June
● On Time Performance FY'19 (FTA Requires 80%)	100%	100%	100%	100%	100%	100%	37%	93%	88%	83%	95%	67%
● On Time Performance FY'20 (FTA Requires 80%)	70%	71%	91%	96%	89%	81%	81%	95%	92%	100%	100%	100%
● On Time Performance FY'21 (FTA Requires 80%)	95%											
● FTA Required On Time Performance	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
● Fleet Downtime FY'19 (Industry Average 5%)	12.45%	15.07%	17.85%	17.61%	3.62%	5.40%	4.15%	7.75%	7.59%	5.34%	5.34%	6.32%
● Fleet Downtime FY'20 (Industry Average 5%)	6.35%	6.16%	6.28%	6.35%	4.86%	6.22%	6.04%	5.13%	5.78%	6.24%	6.29%	5.93%
● Fleet Downtime FY'21 (Industry Average 5%)	5.74%											



GLTC Board Agenda Detail

Item #: 4d

Item Title: Capital Projects

Action: For Your Information

Summary:

The capital projects report for June 2020 is provided below. The Shop Equipment and Spare Parts grants for 2018 have been completed and closed out. One of the Spare Parts grants for 2019 has been completed and awaiting close out and drawdowns have occurred on the second Spare Parts grant in 2019. The 8 replacement buses have been received and are currently going through delivery inspections with drawdowns to the grant in future months. A portion of the Bus Route Signage grant in 2020 has been drawn down with the remainder to be reflected being drawn down in July or August 2020. All other projects are in various stages of the procurement process.

GLTC CAPITAL GRANTS							
FEDERAL	STATE						6/30/2020
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 (4) 40FT & (4) 35FT Replacement B	\$ 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	\$ -
VA-2019-011-02	73019-28	Purchase Spare Parts, ACM Items	\$ 188,091	\$ 37,618	\$ 9,405	\$ 235,114	\$ 216,807
			\$ 3,665,838	\$ 740,409	\$ 182,001	\$ 4,588,248	\$ 4,505,055
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	\$ 2,512.00
			\$ 505,600.00	\$ 101,120.00	\$ 25,280.00	\$ 632,000.00	\$ 629,512.00





GLTC Board Agenda Detail

Item #: 5

Item Title: Old Business

Action: For Your Information

5a Summary – Vanpool Implementation

Ride Solutions/Kelly Hitchcock and GLTC staff continue to meet remotely biweekly with AECOM staff to work through the Vanpool Implementation Plan. These biweekly meetings are planned to continue through October in order to work toward starting a Vanpool program in the Central Virginia region.

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

3 vacant seats remain on the Board of Directors after Bonnie Svrcek retired on 8/31/2020. City Council is planning to review applications received at their September 8th meeting.

Contacts: Brian Booth

Attachments: None

Action Required: None

5d Summary – Route 5/Madison Heights Service Changes

Staff will be working to continue to gather input on the proposed changes into September.

Contacts: Brian Booth

Attachments: None

Action Required: None





GLTC Board Agenda Detail

Item #: 6

Item Title: New Business

Action: Discussion & Approvals

6a Summary – Fare Collection

In July, the Board moved to continue not collecting fares and with plans to reassess in September as staff were working to procure plexiglass barriers to aid with protecting operators. These barriers have been ordered, but due to the high demand from all transit entities procuring these types of barriers, a long lead time of 3 to 5 months was initially anticipated by the vendor for anticipated delivery. Staff have obtained an update from the vendor and GLTC anticipates receiving the barriers in early October with installation requiring approximately 2 to 3 weeks. From this timeline, we feel the barriers could be in place around late October/early November. Staff would ask the board to consider not collecting fares until these barriers are installed on the vehicles.

Staff Recommendation: The Board should consider a motion for adoption for when fare collection will resume. Staff would recommend that fare collection resume once the installation of the barriers for the operators are complete.

Contacts: Brian Booth

Attachments: None

Action Required: Review/Consideration of Adoption



6b Summary – Sunday Service Update

Staff have worked diligently over the last month to plan and prepare for providing service on Sundays. Service is planned to start at 7:45 am and end at 7:15 pm on Sunday with routes and frequencies matching those operated on Saturday. These levels of service will be publicized in the coming weeks with plans to hold a public hearing to satisfy GLTC's major service change policy within the first 60 days of service.

The City of Lynchburg allocated funds to GLTC in mid-August to provide service on Sunday. Finance staff are working with the City staff to determine what documentation will be necessary by the City to support allocation of funds from the City. These funds are from the City's allocation of CARES Act funds and must be utilized by December 31st, 2020. This allocation is the same allocation that Ms. Svrcek mentioned possible at the August meeting.

Staff have also been diligently working to increase staffing levels to fulfill the needs for adding service on Sunday, however the initial timeline presented in August for beginning service in mid-September was on the short end. An operator coming into the organization with the proper Commercial Driver's License (CDL) generally requires a minimum of 4 to 6 weeks to complete training. With this training timeline we would ask the board to consider having Sunday service begin with the first Sunday in October.

Staff Recommendation: The Board consider a motion for approval to begin Sunday service on October 3rd, 2020, to run from 7:45 am to 7:15 pm, with routes and frequencies to match service levels currently operated on Saturdays, and that a public hearing be scheduled within 60 days from the start of service to obtain feedback from the public.

Contacts: Brian Booth
Attachments: None
Action Required: Review/Consideration of Adoption





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: Closed Session – Legal Matter
Action: Closed Session

Consideration of Closed Session to discuss actual or probable litigations in accordance with Virginia Code § 2.2-3712(A).

ENTERING CLOSED SESSION: A motion is required as follows:

In accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), I _____ (Stated Name) move that the GLTC Board of Directors go into closed session to discuss actual or probable litigation involving GLTC, as exempt from open meeting requirements, code section § 2.2-3711(A)(7).

(2nd to Motion and Board Vote Required)

EXITING CLOSED SESSION: Upon exiting closed session, reconvene in an open meeting forum, and certify by roll call vote the following statement:

In accordance with the Virginia Freedom of Information Act, code section § 2.2-3712(A), I certify that only the subject matter identified at the entrance to closed session was discussed.

Board Members must vote by roll call and indicate by saying "Yea" or "Nay", if a member disagrees, they must state how the closed meeting did not satisfy the requirements above. Records will be kept of roll call vote.

(Roll Call Vote)





GLTC Board Agenda Detail

Item #: 9

Item Title: Next Meeting & Adjournment

Action: Adjournment

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

The next GLTC Board Meeting is scheduled to occur on September 2nd, 2020 at 8:30 am

This meeting will be held at the GLTC Operations and Maintenance Facility (O&M), 419 Bradley Drive, Lynchburg, VA in an effort to continue practicing adequate social distancing.

The GLTC Annual Stockholder's Meeting will be held on Wednesday October 28th, 2020. Location and time are yet to be determined, but the meeting will be scheduled in the early evening.

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
3 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
8/5/2020	P	P	PR	P	P	P	P	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

