



**LOWCOUNTRY REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTOR'S MEETING**

**Wednesday, July 27, 2022
2:00 P.M.**

**Lowcountry Regional Transportation Authority Boardroom
25 Benton Field Road
Bluffton, S.C. 29910**

MINUTES

1. CALL TO ORDER

Board Chair Mitchell called the meeting to order at 2:14 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Board Vice Chair Childs gave the invocation and Director of Finance Henry Criss led the pledge of allegiance.

3. FOIA

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. ROLL CALL OF BOARD MEMBERS AND RECOGNITION OF STAFF PRESENT

Board Members Present: Representing Jasper County: Board Chair Charles Mitchell; representing Beaufort County: Vice Chair Barbara Childs, Susan Zellman, and Richard Hamilton; representing Colleton County: Chris Bickley; and representing Allendale County: William Robinson.

Board Members Absent: Darrel Russell from Hampton County, Stephanie Rossi from Lowcountry Council of Governments

Staff Members Present: Mary Lou Franzoni, Executive Director; Henry Criss, Director of Finance & Administration; Brian Sullivan, Director of Marketing & Communication; Yazmine Winston Black, Director of Safety and Training; Laura Atkinson, Mobility Manager; Chris Dreisbach, Director of Maintenance; Justin Shilling, Director of Operations; Cavada Russell, Office Administrator.

Guest Present: Mr. Stewart “Stu” Rodman, Beaufort County Councilman

5. WELCOME

Board Chair Mitchell welcomed all Board members and staff.

6. PUBLIC FORUM

No members of the public were present.

7. RECOGNITION OF DRIVER OF THE MONTH

Executive Director Mary Lou Franzoni recognized Mr. Clarence Major as the Driver of the month for May and Mr. Oliver Arnold as Driver of the Month for June.

8. APPROVAL OF MINUTES

May 25, 2022 Board Meeting

Motion: Board Member Hamilton moved that the minutes from the May 25, 2022 Board meeting be approved. The motion was seconded by Board Member Bickley.

Vote: The motion was carried unanimously, with Board Member Zellman abstaining.

9. ACTION ITEMS

None

10. INFORMATIONAL ITEMS

- a. **Executive Director’s Report** – Executive Director Franzoni presented her report, she stated that the Trolley ridership numbers were down due to inclement weather and a drop in the number of visitors to Hilton Head Island. Franzoni stated that the Drivers received NARCAN training and it was very useful. As a safety precautionary measure LRTA will implement an annunciator on each trolley. Franzoni recognized

Mobility Manager Atkinson who coordinated with USCB for a Trolley event that involved international student recruits.

- b. Finance Director's Report** – Director of Finance & Administration Criss presented a summary of financial reports for the most recent period.
- c. Board Chair's Report** – Chair Mitchell, reported that he had the opportunity to meet with the Second Helpings volunteers during one of their Thursday afternoon food distribution events at the LRTA facility and he was impressed with their operation.
- d. Committee/ Project Reports**
 - i. Operations Committee** – Board member Bickley reported that there were five preventable accidents for March & April and no reported accidents for May & June. No issues with drug and alcohol screenings. Complaints were few and resolved in a timely manner.
 - ii. Maintenance Committee** – Board member Zellman reported that the Maintenance Department will do more in-house repairs to save in time and reduce costs. Pre-trip inspections are done twice weekly. Moving forward cameras will be inspected during pre-trips to insure they are working properly.
 - iii. Finance Committee – Board** member Hamilton reported on the financial review of accounts and recommended that the Board at-large take up the issue of awarding the contract for the audit.

Motion: Board member Zellman moved that the board form a Sub Committee to develop a process for choosing Auditors. The motion was seconded by Board member Bickley.

Vote: The motion was carried unanimously.

11. OLD BUSINESS

- a. LATS Update** – Franzoni filled in for Stephanie Rossi from the Lowcountry Council of Governments and provided an update on the next scheduled LATS meeting which is scheduled for August 5, 2022 at 10:00 A.M.
- b. Hilton Head Airport Service Update** – Study to be completed by the end of August.

- c. **Recruiting Efforts** – LRTA utilized the newspaper for recruitment purposes, resulting in positive feedback.
- d. **Local Match Update** – Mr. Criss stated that he has received confirmation regarding the amount of local match appropriated from all our local government partners with the exception of Jasper and Allendale Counties. Allendale County has not passed a budget for this fiscal year as of the last council meeting.
- e. **Bluffton Breeze Update** – Signage will be installed. The Bluffton route now includes Old Town Bluffton
- f. **Transportation Sales Tax Update** – Beaufort County Council is no longer pursuing a transportation sales tax for this year. Mr. Rodman stated that the Council may take the issue up in a future year.

12. NEW BUSINESS

- a. Ms. Franzoni introduced the new Payroll & Benefits Administrator, Nycol Brown, and Maintenance Director, Chris Dreisbach.

13. NEXT STEPS

- a. Sub Committee members will engage in the development of a process for future Auditor selection.
- b. Maintenance Department, Operations staff, and drivers will ensure all cameras are working properly.
- c. The Finance Department will continue to work on a breakdown of Rural and Urban expenses.

14. ANNOUNCEMENTS

The next Board Meeting will be held on September 28, 2022 at 2:00 P.M.

15. ADJOURNMENT

Board member Hamilton made a motion to adjourn which was seconded by Board Member Zellman and approved unanimously. The meeting was adjourned at 4:05 P.M.