**LOWCOUNTRY REGIONAL TRANSPORTATION AUTHORITY**

**BOARD OF DIRECTOR’S MEETING**

**Wednesday, March 23, 2022**

**2:00 P.M.**

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| **MINUTES** |

1. **CALL TO ORDER**

Board Chair Mitchell called the meeting to order at 2:06 PM.

1. **PLEDGE OF ALLEGIANCE AND INVOCATION**

Board Vice Chair Childs gave the invocation and Director of Maintenance Mark Stanley led the pledge of allegiance.

1. **FOIA**

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

1. **ROLL CALL OF BOARD MEMBERS AND RECOGNITION OF STAFF PRESENT**

**Board Members Present:** Representing Beaufort County: Susan Zellman, Vice Chair Barbara Childs, Richard Hamilton; representing Colleton County: Chris Bickley; representing Jasper County: Board Chair Charles Mitchell; and representing Low Country Council of Governments: Stephanie Rossi.

**Board Members Absent:** Darrel Russell from Hampton County.

**Staff Members Present:** Mary Lou Franzoni, Executive Director; Henry Criss, Director of Finance & Administration; Mark Stanley, Director of Maintenance; Cavada Russell, Office Administrator; Yazmin Winston Black, Director of Safety & Training; Brian Sullivan, Director of Marketing & Communication; and Laura J. Atkinson, Mobility Manager.

**Guest Present:** There were no guests present.

1. **WELCOME**

Chair Mitchell welcomed all board members and staff.

1. **RECOGNITION OF DRIVER OF THE MONTH**

Executive Director Mary Lou Franzoni recognized Joann Green as the Driver of the Month for January and Rosemary Holmes as Driver of the Month for February.

1. **APPROVAL OF MINUTES**

**January 26, 2022 Board Meeting**

**Motion:** Board Member Bickley moved that the minutes from the January 26, 2022 Board meeting be approved. The motion was seconded by Board Member Ms. Childs.

**Vote:** The motion was carried unanimously.

1. **ACTION ITEMS**

There were no action items up for discussion.

1. **INFORMATIONAL ITEMS**
   1. **Executive Director’s Report –** Executive Director Franzoni presented her report, in which she explained the reasons for having low ridership in January 2022, as compared to January of 2021. Franzoni stated for the month February there was an increase in ridership. Director of Finance & Administration Criss implemented a new financial software. Mobility Manager Atkinson is currently serving as Interim for Director of Operations. Franzoni stated that interviews are still being conducted to fill the position. The annual passenger survey is currently being administered. There has been a few changes in the Trolley route. Citizens responded positively in regards to having a cutaway van as opposed to the typical use of the Trolley due to noise reduction. Franzoni will look for opportunities to apply for grants to purchase low emission or electric Trolleys. The Trolley utilization was well received by the public during the St. Patrick’s Day Parade.
   2. **Finance Director’s Report –** Director of Finance & Administration Criss presented the Authority’s Financial Statement for January and February. Criss made mention that the budget process will be presented in May and will look similar to budget process last year. PEBA increased the cost of health care by 18% on the employer’s side. Depreciation expense will be presented as a budget item.
   3. **Board Chair’s Report –** Chair Mitchell, presented his report with plans to attend the County Council meeting on April 21, 2022 in Allendale to ask for an appointed representative to join the Authority’s Board of Directors. Chair Mitchell congratulated Franzoni and Sullivan on how well they represented the Authority at the Hilton Head Council Meeting.
   4. **Committee /Project Reports** **–**
      1. **Operations Committee:** Board member Bickley reviewed items on the report for a four month period of November - February. There were no grievances or complaints from the public. There were several preventable accidents with no injuries. The Authority is in compliance with drug testing. New driver recruitment is in progress.
      2. **Maintenance Committee –** Board member Zellman reported that there were no preventative maintenance inspections missed within the four month period. Covid precautions were increased. Maintenance safety training was conducted in December.
      3. **Finance Committee –** Board member Hamilton reported that there were no issues with the Balance Sheet and Income Statement.
2. **OLD BUSINESS**
   1. **LATS Update –** Stephanie Rossi from the Low Country Council of Governments provided an update on the next scheduled LATS meeting which is scheduled for April 1, 2022.
   2. **Audit Options Years**

**Motion:** Board member Bickley moved that the Board will allow Auditors Mullen & Jenkins to continue for one more year. The motion was seconded by Board member Zellman.

**Vote:** The motion was carried unanimously.

**Motion:** Board member Hamilton moved that once the year is complete the Board shall make a committee for the RFP process for the 22-23 Fiscal Year. The motion was seconded by Board member Zellman.

**Vote:** The motion was carried unanimously.

* 1. **Hilton Head Airport Service Update-** Executive Director Franzoni gave and update on the much anticipated HHI Airport service. RS&H Consulting Firm has conducted surveys and they are now in the process of planning a route. This will be a seasonal route. The tentative service start date is May 30, 2022.
  2. **Bluffton Breeze Route Change -** The Bluffton Breeze route changes will be implemented March 28, 2022; to include the areas of HHI RV Resort and Old Town Bluffton.
  3. **Future Meetings –** LRTA Board meetings will alternate in person and virtual moving forward.

1. **NEW BUSINESS**
   1. **Committee Assignments -** Franzoni will email Board Members concerning future election of positions on Board Committee.
2. **NEXT STEPS**
   1. The Board will revisit Board hand book.
   2. Chair Mitchell will follow up with Allendale Committee Meeting
   3. Finance and Administration Director Criss will follow up with Rural verses Urban Grants and also research financial history records.
   4. Franzoni will follow up with CTAA regarding the Board Retreat.

1. **ANNOUNCEMENTS**

There were no announcements made.

1. **ADJOURNMENT**

Chair Bickley made a motion to adjourn which was seconded by Board Member Hamilton and approved unanimously. The meeting was adjourned at 4:03 PM.