



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

**Wednesday, November 30, 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 2:02 p.m.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Board Vice Chair Childs gave the invocation and Director of Operations Charles Cattell 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, and Art Handman; representing Allendale County: William Robinson; and representing Lowcountry Council of Governments: Stephanie Rossi.

**Staff Members Present:** Mary Lou Franzoni, Executive Director; Kristine Hepburn, Director of Finance & Administration; Brian Sullivan, Director of Marketing & Communication; Chris Dreisbach, Director of Maintenance; Charles Cattell, Director of Operations; and Cavada Russell, Office Administrator.

**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. Leander Myers as the Driver of the month for September and Mr. Larry Hanson as Driver of the Month for October.

**8. APPROVAL OF MINUTES**

September 28, 2022 Board Meeting

**Motion:** Board Member Ms. Childs moved that the minutes from the September 28, 2022 Board meeting be approved. The motion was seconded by Board Member Handman.

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

**9. ACTION ITEMS**

None

**10. INFORMATIONAL ITEMS**

- a. **Executive Director's Report** – Executive Director Franzoni presented her report, she made mention of staff changes that have taken place with adding two new Directors - Finance and Administration and Operations to replace those that recently moved on. Second Helpings food rescue and distribution services celebrated their fifth year serving at the LRTA location. Marketing and Communications Director Mr. Sullivan is in the process of partnering with the local farmers markets to provide transportation from a remote parking lot to the

markets. There was a debriefing held at the end of trolley season for the drivers and management to communicate regarding what went well, what didn't, and their suggestions for any changes. Ms. Franzoni informed the board that she attended a County Council meeting with Allendale County concerning the local match funding required from our partners.

- b. Finance Director's Report** – Director of Finance & Administration, Ms. Hepburn 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 attend November's safety meeting at LRTA. Chair Mitchell also attended the fifth anniversary celebration of Second Helpings. Chair Mitchell stated that he is in pursuit of new board members to fill current vacancies.
- d. Committee/ Project Reports**
  - i. Operations Committee** – Board member Robinson presented his report, for the July-October period there were a total of eight accidents and five were preventable. Three accidents were non preventable and one involved another vehicle. There were two operational complaints. When a driver is involved in an accident he or she is required to be retrained.
  - ii. Maintenance Committee** – Maintenance Director Dreisbach presented the Maintenance Committee report for the preceding 4 months. Some highlights included: The Trolley season ended on September 5, 2022; One of the older MCI's was sold and another is being prepped for sale; there are three cutaway buses with air conditioning issues and one trolley is down.
  - iii. Finance Committee** – Board member Handman reported on the financial review of accounts. There were no errors found in the balance statement. Mr. Handman will work with Ms. Hepburn in December to get more of the open 5307 grants closed out.

## **11. OLD BUSINESS**

- a. LATS Update** – Stephanie Rossi from the Lowcountry Council of Governments provided an update on the status of several projects. The next LATS meeting is scheduled for December 2, 2022 at 9:30 a.m. and held at the TCL campus.
- b. Hilton Head Airport Service Update** – The Study is nearing completion and should be available by February 1, 2023.

- c. **Bluffton Breeze Update** – Ms. Franzoni is looking at some alternatives to the Bluffton Breeze route to possibly include the Sun City community and the Hardeeville Walmart in an effort to boost ridership.

## **12. NEW BUSINESS**

- a. The Northern Beaufort Transit Study is funded and should kick off in the 4<sup>th</sup> quarter of 2023.
- b. We are anticipating the annual audit presentation will be at the January meeting.
- c. Palmetto Bus Sales will sponsor this year's Board holiday event on December 9, 2022.

## **13. ANNOUNCEMENTS**

- a. The Executive committee will hold an emergency meeting on December 2, 2022.
- b. Hilton Head Short Term Rentals sponsored a charity drive by purchasing \$17,000 worth of bus tickets for passengers who commute back and forth to work on the Island.
- c. The next Board Meeting will be held on January 25, 2022 at 2:00 p.m. via Zoom.

## **14. ADJOURNMENT**

Board member Childs made a motion to adjourn which was seconded by Board Member Handman and approved unanimously. The meeting was adjourned at 3:11 P.M.