

Lowcountry RTA Board Meeting Minutes

Meeting Date: January 22, 2020

Location: Lowcountry RTA, 25 Benton Field Dr Bluffton, SC 29910

Call to Order

Chair Rick Hamilton called the meeting to order at 2:06 pm.

The invocation was said by Mr. Bickley and Chair Hamilton led the Pledge of Allegiance.

Roll Call

Present:

Mr. Rick Hamilton, Chair, Beaufort County

Ms. Susan Zellman, Vice Chair, Beaufort County

Ms. Barbara Childs, Beaufort County

Mr. Chris Bickley, Colleton County

Ms. Ginnie Kozak, Lowcountry Council of Governments and LATS (ex-officio)

Absent:

Ms. Louise Pinkney, Allendale County

Mr. Darrell Russell, Hampton County

Others in attendance:

Mr. Scott Donahue, Program Manager SCDOT

Ms. Mary Lou Franzoni, LRTA Executive Director

Mr. Mack McElhose, LRTA Director of Operations

Ms. LaToya Wiley, LRTA Director of Finance and Administration

Mr. Henry Criss, LRTA Grants and Compliance Administrator

Ms. Yazmin Winston Black, Safety Training Manager

Mr. Mark Stanley, Director of Maintenance

Guests and Public Forum

Chair Hamilton welcomed everyone to the meeting.

Approval of Minutes

A motion to approve the minutes was made by Ms. Childs and seconded by Mr. Bickley. The motion carried.

Action Items

1. Approval of the revised Personnel Policy.
Ms. Franzoni proposed a revision of the personal policy with the following highlights:
 - Add Good Friday as the 11th Holiday
 - Remove Board approval for long term disability (6 months or more)
 - Obituary required for Bereavement pay / Bereavement Pay only for immediate Family
 - Remove Employee Assistance Program (EAP) and replace language with Substance Abuse Professional (SAP)
 - Revise the language requiring a telephone “in the place of abode” to require a telephone
 - Change the language of the Designated Smoke Area

A motion to approve was made by Barbara Childs and seconded by Susan Zellman. The motion carried.

2. Approval of the revised Title VI Program. Mr. Henry Criss reviewed the Title IV revised policy.

A motion to approve was made by Barbara Childs and seconded by Chris Bickley. The motion carried.

Informational Items

1. Ms. Franzoni provided the Executive Director’s report. Highlights included:
 - Staff appreciation for new Senior Staff
 - Passenger count is down on the commuter buses in December
 - Instead of a company picnic in 2019, we tried a family fun day at Station 300.
 - We reached 60 days with no preventable accidents
2. Ms. Wiley reported on the financial statements.
 - Ms. Wiley stated that some vendors weren’t invoiced for a couple of months and she is still getting caught up. She provided statements for October and November. December will be reviewed in May by Ms. Childs.
3. Mr. Hamilton recommended the board members to take a walk/tour of the site. He applauded the maintenance department for 100% preventive maintenance, the new layout of the parts room and for the amazing clean up of the exterior of the buildings.

Old Business

1. Urban Study, Phase 2
We are in the process of the second stage of the planning project for the urban services area. This includes service in Bluffton as well as expanded Trolley service on Hilton Head. Ms. Franzoni informed that April first kickoff is set for the Trolley service
2. Trolley Service Update

Fourth trolley was received in anticipation of adding a route to the Hilton Head service.

3. LATS Update

Ginnie updated the Board on the various projects that are in the works.

4. Dedicated Funding Committee

The committee has met and discussed different scenarios for finding a dedicated funding source. After lengthy discussion, the committee concluded that there is not an easy way to ask all of the localities to move forward with the same scenario. The number of cars registered in each locality is not consistent with the amount of additional road use funds that are billed on the car registrations that we need from each county. Ms. Franzoni stated that \$5 per registration in Beaufort County if added to the car registration would total approximately 1.2M a year.

New Business

1. New Board Election

Chris Bickley motioned to elect Barbara Childs as the Vice Chair and Susan Zellman seconded the motion. Chris Bickley motioned to elect Susan Zellman as Chair and Richard Hamilton seconded the motion. The motion passed for both seats becoming effective immediately.

2. This is the first year we have been asked to provide transportation for the Heritage Golf tournament. If approved, we would transport on Friday, Saturday, and Sunday of the event. The “free” shuttles would take people from Shelter Cove to the Heritage and back from 9:00 am - 7:00 pm.

3. Jasper Board member is still needed.

Announcements

The Transportation Association of South Carolina Conference and Rodeo will be held at the Westin March 5 – March 7. The Board members are invited to attend.

Adjournment

Chair Hamilton declared the meeting adjourned at 4:10pm.