



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

**Wednesday, January 26, 2022**

**2:00 P.M.**

**MINUTES**

**1. CALL TO ORDER**

Board Chair Zellman called the meeting to order at 2:03 PM.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

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

**3. FOIA**

Chair Zellman noted that the Public Notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act. This meeting was conducted virtually with the option for members of the public to attend in person at the Palmetto Breeze Benton Field Road campus. Additionally, the meeting was livestreamed publicly via Facebook.

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

**Board Members Present:** Representing Beaufort County: Chair Susan Zellman, Vice Chair Barbara Childs, Richard Hamilton; representing Colleton County: Chris Bickley; representing Hampton County: Darrel Russell; and representing Jasper County: Charles Mitchell.

**Board Members Absent:** Stephanie Rossi from the Lowcountry Council of Governments.

**Staff Members Present:** Mary Lou Franzoni, Executive Director; Henry Criss, Director of Finance & Administration; Mark Stanley, Director of Maintenance; Theodis Jackson, Director of Operations; Yazmin Winston Black, Director of Safety & Training; Brian Sullivan, Director of

Marketing & Communication; Laura J. Atkinson, Mobility Manager; Jairus Bonner, Human Resources Manager; Lily Crosman, Staff Accountant.

**Guest Present:** Councilman Stu Rodman, Beaufort County Council; Scott Donahue, SCDOT Office of Public Transit.

## 5. WELCOME

Chair Zellman welcomed all board members, staff, and guests present.

## 6. RECOGNITION OF DRIVER OF THE MONTH

Executive Director Mary Lou Franzoni recognized Loraine Pinkney as the Driver of the Month for November and Michael McEachern as Driver of the Month for December.

## 7. APPROVAL OF MINUTES

### **November 30, 2021 Board Meeting**

**Motion:** Board Member Bickley moved that the minutes from the November 30, 2021 board meeting be approved with one correction, to include that the board accepted the audit report as presented. The motion was seconded by Board Member Hamilton.

**Vote:** The motion was approved unanimously by roll call vote.

### **October 28, 2021 Board Retreat Facilitator's Report**

**Motion:** Chair Zellman noted that this item should be accepted as information and not approved as minutes. Board Member Hamilton moved that the report be accepted and the motion was seconded by Board Member Childs.

**Vote:** Voting Yea: Chair Zellman, Vice Chair Childs, Board Member Hamilton, Board Member Bickley, Board Member Mitchell. Abstentions: Board Member Russell. The motion passed with 5 voting yea, 0 voting nay, and 1 abstention.

## 8. ACTION ITEMS

### **1. Report of Nominating Committee/Nomination and Election of Officers**

Chair Zellman reported for the Nominating Committee that they were nominating Board Member Mitchell to the office of Chair and Vice Chair Childs to another term as Vice Chair to begin in March 2022 and for a term of two years.

There were no nominations from the floor and no further discussion.

**Motion:** Chair Zellman moved to adopt the report of the nominating committee and elect Board member Mitchell to the Chair and Vice Chair Childs to another term as Vice Chair. The motion was seconded by Vice Chair Childs.

**Vote:** The motion was approved unanimously by roll call vote.

## **2. Approval of Revised Procurement Policy**

**Motion:** Vice Chair Childs moved that the revised procurement policy be approved as presented and the motion was seconded by Board Member Hamilton.

**Vote:** The motion was approved unanimously by roll call vote.

## **3. Approval of Revised Personnel Policy**

**Motion:** Board Member Hamilton moved that the revised personnel policy be approved as presented and the motion was seconded by Board Member Mitchell.

**Vote:** The motion was approved unanimously by roll call vote.

## **9. INFORMATIONAL ITEMS**

**1. Executive Director's Report** – Executive Director Franzoni presented her report, including recent operating statistics, activities, and updates on ongoing projects. Executive Director Franzoni informed the board that the Authority had engaged with a consultant (RS&H) to move forward on the development of the new Hilton Head Island Airport service. The consultant is in the process of producing a survey to be distributed among key stakeholder groups and will also handle public engagement.

**2. Finance Director's Report** – Director of Finance & Administration Criss presented the Authority's Financial Statement for November and December. Board Member Bickley asked if both the Urban and Rural Service were operating in the black and Mr. Criss confirmed it was.

**3. Chair's Report** – Chair Zellman presented her report which covered the past two years of her term of service as board chair. Chair Zellman shared the highlights of her tenure as board chair including developments in service and growth of the organization.

## **10. OLD BUSINESS**

**1. LATS Update** – Executive Director Franzoni provided an update on the next scheduled LATS meeting, which is scheduled for February 4, 2022.

**2. Hilton Head Island Airport Service Update** - Executive Director Franzoni provided an update on the new Hilton Head Island Airport Service including the progress made with the consultant, RS&H, and with the three new vehicles to be used on the service.

## **11. NEW BUSINESS**

1. **TASC Conference** - Executive Director Franzoni announced the TASC Conference schedule for March 3, 2022 to March 5, 2022, to include a board training track.

## **12. NEXT STEPS**

Chair Zellman went over next steps from last meetings, which have already been addressed

1. Chair Zellman and Vice Chair Childs will work with Board Member Mitchell to help him come onboard as the new Board Chair.
2. Follow up with the CTAA on items number 4 and 5 from the retreat.

## **13. ANNOUNCEMENTS**

There were no announcements made.

## **14. ADJOURNMENT**

Vice Chair Childs made a motion to adjourn which was seconded by Board Member Hamilton and approved unanimously. The meeting was adjourned at 3:03 PM.