



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

**Wednesday, January 25, 2023
2:00 P.M.**

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

Remote: Via Zoom Meeting

MINUTES

I. CALL TO ORDER

Board Vice Chair Childs called the meeting to order at 2:04 p.m.

II. PLEDGE OF ALLEGIANCE AND INVOCATION

Board Member Robinson gave the invocation and the pledge of allegiance was recited.

III. FOIA

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

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

Board Members Present:

Beaufort County: Barbara Childs, Art Handman

Allendale County: William Robinson

Board Members Absent:

Jasper County: Charles Mitchell

Vacant Board Seats:

Hampton County (in process to appoint new member)

Beaufort County

Colleton County (2)

Staff Members Present: Mary Lou Franzoni, Executive Director; Kristine Hepburn, Director of Finance & Administration; Brian Sullivan, Director of Marketing & Communication; Charles Cattell, Director of Operations; and Nycol Brown, Human Resources.

Invited Guests Present: Rachel Hatcher, Lead Consultant, RS&H (Airport Service Study Presentation)

V. WELCOME and PUBLIC FORUM

Board Vice Chair Childs welcomed Board members and staff.

1. Public Forum - No members of the public were present.
2. RS&H – Hilton Head Airport Study Presentation (presented by Rachel Hatcher, RS&H)

VI. RECOGNITION OF DRIVER OF THE MONTH

Executive Director Mary Lou Franzoni recognized Ms. Evelyn Singleton as the Driver of the month for November and Ms. Norma Sanders as Driver of the Month for December.

VII. APPROVAL OF MINUTES

Motion: Board Member Art Handman moved that the minutes from the November 30, 2022 Board meeting be approved. The motion was seconded by Board Member Robinson.

Vote: The motion was carried unanimously.

VIII. ACTION ITEMS

Annual Personnel Policy review and approval:

- Ms. Franzoni presented two proposed changes to the LRTA/Palmetto Breeze Personnel Policy for 2023:
 - Vacation Bid process: Adjusted to add that requests for annual leave occur at least a week prior and no more than two months in advance of the requested leave.
 - Staff did benefits comparison with several local government employees and determined that LRTA's paid holidays are not in alignment with the others. Proposal is to include Juneteenth as a paid holiday effective in 2023.
- Board member Robinson moved to approve the revised Personnel Policy. Board member Handman seconded. Motion was approved unanimously.

IX. INFORMATIONAL ITEMS

Executive Director's Report – Executive Director Franzoni presented her report, she made mention of staff changes since the most recent Board meeting including the Office Administrator. The Audit is scheduled to be presented at the March board meeting

The Bluffton Breeze service continues to work to gain ridership and convince residents to make the modal shift to transit. 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 (including promoting the market shuttling service fare free for the remainder of 2023). LRTA staff are continuing to reach out to possibly extend the service to Sun City.

Ms. Franzoni reported that many of the activities in November and December revolved around employee recognition and celebration, including the annual holiday luncheon, awards ceremony, and a staff “Family Fun Day.”

Finance Director's Report – Director of Finance & Administration, Ms. Hepburn presented a summary of financial reports for the most recent period.

Board Chair's Report – Vice Chair Childs reported that there were no activities to update due to Chairman Mitchell's absence. The Board and Staff continue to pursue new Board Members to fill current vacancies.

X. OLD BUSINESS

LATS Update – The next LATS meeting is scheduled for February 3, 2023 at 9:00 a.m. and held at the TCL campus.

Update on Argent Road Property Sale – Ms. Franzoni reported that there were some issues with Argent Road easement process. Once achieved, property sale can close and we expect closing by the end of March of 2023. No additional action needed by the Board.

XI. NEW BUSINESS

- a. The annual Transit Association of South Carolina (TASC) conference is scheduled for March 1-5 in Columbia, SC. All Board members are invited to attend alongside staff and Roadeo participants. Ms. Franzoni will follow-up with details to Board members. Board member Handman expressed interest in volunteering to serve as a judge for Roadeo.
- b. We are anticipating the annual audit presentation to be presented during the March Board meeting.

XII. ANNOUNCEMENTS

There were no announcements.

XIII. ADJOURNMENT

Board member Handman made a motion to adjourn which was seconded by Board Member Robinson and approved unanimously. The meeting was adjourned at 3:01 P.M.