



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

**Wednesday, May 24, 2023
2:00 P.M.**

**Lowcountry Regional Transportation Authority
25 Benton Field Road
Bluffton, S.C. 29910**

Remote: Via Zoom Meeting

MINUTES

1. CALL TO ORDER

Board Vice Chair Childs called the meeting to order at 2:00 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Board Member Robinson gave the invocation and Director of Maintenance Chris Dreisbach 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 Beaufort County: Vice Chair Barbara Childs, and Art Handman; representing Hampton County: Laura Atkinson; representing Allendale County: William Robinson; and representing Lowcountry Council of Governments: Stephanie Rossi

Board Members Absent: Board Chair Charles Mitchell

Staff Members Present: Mary Lou Franzoni, Executive Director; Kristine Hepburn, Director of Finance & Administration; Brian Sullivan, Director of Marketing & Communication; Torither Mitchell, Assistant Director of Operations; Karen Morales, Mobility Manager; Chris Dreisbach, Director of Maintenance; Charles Cattell, Director of Operations; Cavada Russell, Office Administrator.

5. WELCOME

Board Vice Chair Childs welcomed all Board members and staff as well as Scott Donahue from SCDOT and Trey Scott from Mauldin & Jenkins. Mr. Scott presented the Annual Audit to the Board. The result was a “clean” audit of the 2021-22 fiscal year.

Motion: Board Member Handman moved to accept the Audit for the Fiscal Year 2021-2022. The motion was seconded by Board Member Williams.

Vote: The motion was carried unanimously.

6. PUBLIC FORUM

No members of the public were present.

7. RECOGNITION OF DRIVER OF THE MONTH

Executive Director Mary Lou Franzoni recognized Mr. Terrence Jackson as Driver of the Month for March, and Ms. Shantell Wilson as the Driver of the Month for April.

8. APPROVAL OF MINUTES

March 22, 2023, Board Meeting

Motion: Board Member Atkinson moved that the minutes from the March 22, 2023, Board meeting be approved. The motion was seconded by Board Member Handman.

Vote: The motion was carried unanimously.

9. ACTION ITEMS

a. Approval of Title VI Update –

Ms. Franzoni provided an update on the Title VI Program which reflects LRTA dba Palmetto Breeze Transit's commitment to ensuring that no person shall, on the ground of race, color, national origin, religion, age, marital status, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity provided by LRTA. Ms. Franzoni update also includes an updated census track of data from 2020.

Motion: Board Member Handman moved that the updates for the Title VI Program be approved. The motion was seconded by Board Member Robinson.

Vote: The motion was carried unanimously.

Approval of FY24 Budget –

Director of Finance & Administration, Ms. Hepburn presented a Balanced Budget for the Fiscal Year 2024.

Motion: Board Member Handman made a motion to accept and approve the Budget for the fiscal year of 2024. The motion was seconded by Board Member Atkinson.

Vote: The motion was carried unanimously.

10. INFORMATIONAL ITEMS

a. Executive Director's Report – Highlights for March and April included: Ms. Franzoni reported that we are not fully staffed with drivers and are still short two trolley drivers. In addition, we are looking for two mechanics. Ms. Franzoni recognized Mobility Manager Karen Morales who also serves as translator for Spanish speaking callers. Several "Touch a Trolley" events were conducted to promote the service. Director of Marketing and Communications, Brian Sullivan continues to promote Breeze services by managing lobby displays of brochures in hotels, as well as running a very responsive social media program. Mr. Sullivan spearheads the partnership with the local Farmers Market to provide free transportation to passengers who utilize parking at Sam's Club and Walmart in Bluffton. The RV Resort in Bluffton has included the Bluffton Breeze service on their map that they provide to the guests. The Regional Airport Transit Study was presented to the Public Planning Committee in March. Ms. Franzoni attended a March meeting at the Lowcountry Council of Governments for discussion of the new urbanized area of City of Beaufort / Town of Port Royal. The two new urban entities have to decide if they want to form a separate MPO or merge with the existing LATS.

b. Finance Director's Report – Ms. Hepburn presented a summary of financial reports for the most recent period. She mentioned that the format of the financial reports

is going to look a bit different. Depreciation will still be shown in the income summary but will be separate from actual cash on hand. Also, she mentioned that starting in the next fiscal year Capital revenue and expenses will be separate on the income summary as well. Budget for FY24 was presented and accepted as well.

- c. **Board Chair's Report** – Nothing to report.

11. OLD BUSINESS

- a. **LATS Update** – Stephanie Rossi from the Lowcountry Council of Governments provided an update for the next LATS meeting scheduled for June 2, 2023, at 9:30 a.m. held at the TCL campus.
- b. **Update on Argent Road** – Palmetto Breeze is looking to close in September 2023 on the contract to sell property.
- c. **Hilton Head Airport Route** – Palmetto Breeze Transit is hoping to start seasonal service for the summer of 2024.
- d. **May Fest** – Palmetto Breeze Transit provided service for May Fest event.
- e. **Sun City Discussion** – Ms. Franzoni, Mr. Sullivan, and Board Chair Mitchell met with Sun City Board of Directors in April to discuss providing services to its residents. No decisions were made, and Ms. Franzoni is looking forward to meeting again to revisit the topic in the near future.

12. NEW BUSINESS

- a. Four Board Members will attend Board Training-scheduled for June 29th in Columbia, SC

13. Announcements

There were no announcements.

14. Adjournment

Board member Robinson made a motion to adjourn which was seconded by Board Member Handman and approved unanimously. The meeting was adjourned at 3:08 P.M.