



Lowcountry Regional Transportation Authority
Bi-Monthly Board of Directors Meeting
Wednesday, January 29, 2025 - 2:00 PM
Palmetto Breeze Facility: 25 Benton Field Road, Bluffton, SC 29910

Agenda

- I. Call to Order – Charles Mitchell, Chairman
- II. Invocation – Barbara Childs
- III. Pledge of Allegiance
- IV. Roll Call of Members and Staff Present
- V. Welcome – Charles Mitchell
 1. Public Forum (limited to 3 minutes per speaker)
- VI. Approval of Minutes
November 25, 2024 Meeting
- VII. Recognition – Brian Sullivan, Executive Director
 1. Drivers of the Month: **November – Oliver Arnold (21 eligible)**
December – Sally Boyce (24 eligible)
 2. Safety Certification: **Charles Cattell**
- VIII. Action Items
 1. Approval of Revised Personnel Policy
 2. Approval of Revised Substance Abuse Policy
 3. Approval of LRTA Subrecipient Monitoring Program
- IX. Informational Items
 1. Director’s Report – Brian Sullivan
 - a. Summary of written report for most recent period
 2. Finance Director’s Report – Kris Hepburn
 - a. Summary of financial reports for most recent period
 3. Chairperson’s Report – Charles Mitchell



4. Committee/Project Reports
 - a. Operations Committee
William Robinson, Laura Atkinson
 - b. Maintenance Committee
Charles Mitchell, Henry Criss
 - c. Finance Committee
Barbara Childs

- X. Old Business
 1. LATS Update – Stephanie Rossi
 2. Northern Beaufort County Transit Master Plan – Stephanie Rossi
 3. Castle Rock Road Site Update – Brian Sullivan
- XI. New Business
- XII. Announcements
- XIII. Executive Session – 90-Day Review of Executive Director
- XIV. Adjournment

Next Meeting:

Wednesday, March 26, 2025 at 2:00 p.m.

Location: Palmetto Breeze, 25 Benton Field Road, Bluffton, SC 29910 (attendees may also attend via Zoom)

Deadline for Agenda Items: March 14, 2025