

## **Lowcountry Regional Transportation Authority Board Meeting**

July 27, 2011 – LRTA Board Minutes

Chris Hutton offered the Invocation, followed by the Pledge of Allegiance.

Vice Chairman Chris Hutton called the meeting to order at 2:00 pm.

Roll: Chris Hutton, David Blauch, Fred Harvey. Louise Pinkney arrived at 2:20 PM.

Absent: Chairperson Jenny Carter, Mark McCain, Dick Stewart, Pastor William Borum, Ginnie Kozak

Also in Attendance: Rochelle Ferguson and Paula Porter, Palmetto Breeze, SCDOT Commissioner Craig Forrest, David Burgess, Regional Planning Manager, Ken Silvers, and Scott Donahue, Regional Program Manager; SCDOT.

Ms. Ferguson states the reason for the following absences:

Chair Carter-Feeling very ill. Dick Stewart-Out of town due to his first grandchild being born. Louise Pinkney-Have not received notice of why she is absent. Mark McCain-On vacation in Scotland. Pastor Borum-At the hospital with a church member.

Ms. Ferguson states we will have to postpone all voting items as we do not have a quorum. Vice-Chairman Chris Hutton asks if anything is time sensitive. Ms. Ferguson states that the contracts are time sensitive and she will contact Chair Carter to ask her how she wants to handle this.

Ms. Ferguson states that the Audit Request for Proposal committee was supposed to meet today and decide on a new auditor. Since Mr. Stewart and Chair Carter could not make it this was postponed. The Strategic plan has not been received yet but Ms. Ferguson has been in contact with them and they had an illness in the family so it has been delayed. We will reschedule with Chair Carter the other action items.

### **Informational Items:**

Director's Report:

Ms. Ferguson reviews the Directors Report. She states that we had a safety and clean up day in the garage. See report on all the items that were corrected and worked on. Also, Mary Alice Springs has started up the initial service for the Mobility Services in Jasper County utilizing RouteMatch software. We are working on the Spirit Telecom Voice over Internet service. Our new server and computers have been received by Beaufort County's IT department and they will install them for us. Spanish translation has been started on our website, please visit it and see how it works. PMI's and road calls are low in May and June.

Chris Hutton asks if anyone has any questions. Vice-Chairman Hutton asks if Louise Pinkney has been deemed still a member of the Board. Ms. Ferguson states that yes, she was reappointed.

#### Finance Directors Report:

Paula Porter presents financial statements. She hands out revised statements for June 2011 and states they have been changed due to the recording of the expense of the new Blackbaud financial software because we are now using it full time. It was previously in Prepaid Expenses. Also the total year of depreciation was recorded. She states that the prorated insurance invoice was recorded for the four new vehicles, and April, May and June's fuel invoices were all received in June, which increased our expenses for June. Chris Hutton asks if this deficit is recoverable. Ms. Ferguson states it is. Ms. Porter states that we do have a decent cash balance in our checking account. David Blauch asks the reason for the deficit in June's income statement. Ms. Porter states it was for depreciation. Vice-Chairman Hutton asks if the transition to Blackbaud went well. Ms. Porter states yes, it went well and we are up and running.

#### **Committee Reports:**

##### Organizational Development Committee:

Fred Harvey states the Organizing Committee is going well. We have had a few accidents but are hoping that we can give the drivers a safety cook-out to celebrate 90 days of being accident free. Ms. Ferguson states it was the Review team that put it out there as a carrot for the drivers. Mr. Harvey states anything to keep the safety up.

##### Policy & Planning Committee:

Mr. Blauch states that the Policy Committee did their review but Pastor Borum has still not handed in the report. However, everything looked as it should. Mr. Blauch stated that he was pleased to see so many maintenance related issues addressed through the shop clean-up day.

Ms. Ferguson talks about the clean up that has been taking place. We have focused on one area of the facility at a time and cleaned it up and removed old items. First we focused on the administration offices, then the shed outside and discarded items according to the record retention policy, and then we moved to the garage. First Transit was present a month ago and conducted a walk through, and they offered minor suggestions for improvement but didn't find anything out of place. Chris Hutton congratulates her for having an outside pair of eyes not find anything out of place.

##### Finance Committee:

Ms. Ferguson states the Finance Review was going to take place today, but Chair Carter was unable to attend due to illness.

##### Daufuskie Island Ferry Committee:

Vice-Chairman Hutton states that he and Dick Stewart met on Daufuskie Island for their Daufuskie Island committee meeting. They met with the managing Director of Haig Point and the Project Manager of the bankrupt Melrose Club and Resort. Mr. Stewart came over fact finding as he hadn't been over in decades. He wanted to see the landings on the north and south end and County docks to see what we had previously been discussing. If anyone else wants to come over to see it, please let me know. It

doesn't have to be a formal meeting. Mr. Stewart wrote up the report but Chris has not received it yet from him.

Vice-Chairman Hutton would like to report that the Daufuskie Island Council met at the Savannah Maritime Trade Center with people from CAT, the Georgia side. There were 27 people in attendance. Three of them were from the Beaufort County Council, including Chairman Weston Newton, Stewart Rodman, and Laura Von Harten. Also in attendance were Ginnie Kozak from LCOG and Chris Hutton. It was good to have a face to face with all people concerned and to have public transportation providers from CAT and LRTA. It went very well. It was just a first preliminary meeting.

Louise Pinkney arrives and Chris Hutton states Fred Harvey provided an Organizational Development Committee report and asked if she has anything to add. She states no, she is just getting into the swing of things.

**Old Business** –Fred Harvey states that a Council Member from Colleton County passed away so there wasn't a Council meeting and no decisions have been made concerning our receiving funding from them. There were two interviews in the newspaper though. The Press and Standard interviewed Mr. Harvey and the Colletonian interviewed an activist who stated the service must be kept up or it will cost the County 50 jobs. It also talked about the County courting a new company to relocate to the County which will only bring 30 jobs. You imagine they are giving the company more than \$5,000, which is all we are asking for and we help the County residents keep 50 jobs. August 11<sup>th</sup> is the Colleton County Council meeting at 6:00 pm if anyone wants to attend. Vice-Chairman Hutton asks if it would be beneficial. Mr. Harvey states we may have an answer regarding our funding before the meeting.

**New Business**- Ms. Ferguson states that Mark McCain has sent in a resignation letter. Ms. Ferguson reads the letter which states "as part of the follow-up discussion with the SC/DOT concerning dual role appointments on boards and committees, it is with the greatest regret that I submit my resignation for the LRTA effective the board meeting of July 27, 2011." He added that if he could be of assistance in any way in the future he would be happy to assist as appropriate. Mr. Hutton asks what required him to resign. Ms. Ferguson stated that Mr. McCain was unknowingly serving in two roles that SCDOT determined to be dual appointments which is not allowed under South Carolina law. Mr. Hutton asks if anyone told the Beaufort County Council and Ms. Ferguson said yes, Mr. McCain notified Beaufort County Councilman Paul Sommerville they are aware of our need for another Board member.

Ms. Ferguson states we now have a quorum so we can vote on the minutes and action items.

### **Approval of Minutes – May 25, 2011**

Motion to Accept Minutes was made by: David Blauch; Second Louise Pinkney. Motion Carried.

### **Action Items:**

1. Ms. Ferguson states there are contracts from SCDOT that require signatures. One is an ARRA grant. Mr. Hutton asks if it's in order, Ms. Ferguson states that it is. It is a grant extension. Mr.

Blauch asks how much it is for. Ms. Porter states \$173,000.00. It is an extension because we haven't purchased everything prior to the grant deadline. Mr. Harvey asks if they are willing to wait and Ms. Porter states yes. Motion to approve the contract was made by: David Blauch; Second Fred Harvey. Motion Carried.

2. Ms. Ferguson states that there are two grants to sign. One is our regular annual 5311 public transportation grant that is used for our operating the LRTA. The second grant is Section 5311 Allendale County Scooter. Motion to accept was made by: Louise Pinkney; Second by Fred Harvey. Motion Carried.

### **Announcements**

Ms. Ferguson states that Chair Carter requested historical information on the LRTA. While she was researching information she came across a letter dated 1986 from Phillip Fairbanks, Counsel to LRTA. It lists how many representatives are on the Board based on the Census totals per County from 1984. It listed how many Board representatives should be allowed per County from there on. Ms. Ferguson typed up her own list and hands it out based on population counts per County from the most recent Census and as you can see, we are still in line with the amount of representatives per County. Even though Beaufort County grew so much, the number of representatives stays the same.

Mr. Hutton asks if there is anything else.

Ms. Ferguson announces that the LRTA has received an award and certificate from Government Finance Officers Association (GFOA) for Excellence in Financial Reporting for our financials from June 30, 2010. This is a very prestigious award. We will do a formal presentation and publicize it when we receive our plaque. Kevin Cain CPA helped us with submitting the financial audit for consideration. It was a lot of work and Chair Carter was very influential in having us submit the Authority for consideration. Needless to say, she is thrilled that LRTA has been selected to receive the award.

Vice-Chairman Hutton asks Scott Donahue from SCDOT what is new. Mr. Donahue said because of the reorganization at SCDOT, they are making their rounds and wanted to introduce, David Burgess, newly assigned to OPT.

Vice-Chairman Hutton asks Mary Alice Springs if she has anything to add. Ms. Springs states that we are going live with our coordination project August 8<sup>th</sup>, and a representative from RouteMatch software will be here all that week walking us through the software. We will have press releases coming out that will advertise that the public can have rides within city limits of Ridgeland.

Motion to Adjourn: David Blauch; Louise Pinkney seconds. Adjournment at 2:45 PM.