



Lowcountry Regional Transportation Authority
Bi-Monthly Board of Directors Meeting
Wednesday, September 24, 2025 - 2:00 PM
Palmetto Breeze Facility: 25 Benton Field Road, Bluffton, SC 29910

Agenda

- I. Call to Order – Charles Mitchell, Chairman
- II. Invocation – William Robinson
- 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. Adoption of the Agenda
- VII. Approval of Minutes
 - July 30, 2025 LRTA Board Meeting
 - August 26, 2025 LRTA Special Board Meeting
- VIII. Recognition – Brian Sullivan, Executive Director
 1. Drivers of the Month: **July – Pamela Young-Holmes (27 eligible)**
August – Glenda Johnson (24 eligible)
 2. Annual TASC Award Winners:
Vivian Gail McTeer, Distinguished Service Award
Deonte Ellis, Bus Driver of the Year
- IX. Informational Items
 1. Executive Director's Report – Brian Sullivan
 2. Finance Director's Report – Kristine Hepburn
 - a. Summary of financial reports for most recent period
 - b. FY26 YTD Budget-to-Actual Comparison
 3. Chairperson's Report – Charles Mitchell



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

X. Action Items

XI. Old Business

- 1. LATS Update – Stephanie Rossi
- 2. Northern Beaufort County Transit Master Plan – Stephanie Rossi
- 3. Castle Rock Road Site Update – Brian Sullivan
- 4. FY26 Budget Update – Brian Sullivan

XII. New Business

- 1. Date for November LRTA Board Meeting

XIII. Announcements

- 1. Fill The Need 8th Anniversary Celebration: Thursday, October 9th at 4:30 p.m. at Palmetto Breeze
- 2. “Stuff The Bus” event supporting Fill The Need and Second Helpings, Saturday, October 11th at 8-11:00 a.m., Buckwalter Kroger
- 3. Bluffton Safety Spooktacular, Friday, October 24, 5-7 p.m., Oscar Frazier Park

XIV. Adjournment

Next Meeting:

Monday, November 24, 2025 at 2:00 p.m.
Location: Palmetto Breeze, 25 Benton Field Road, Bluffton, SC 29910
Deadline for Agenda Items: November 14, 2025