



**Pee Dee Regional Transportation Authority  
Board of Directors Meeting**

**Draft Meeting Minutes  
November 17, 2022**

**Members Present:** Tyron Jones, Vivian Rogers, Rebecca Gamble, Hattie Burns, George Gebaily, Carolyn Gause, James Jackson

**Members Absent/Web Viewing:** Yolanda Dupree, Belva Britt, Judy Alexander, Drew Huggins, Adell McManus-McCoy

**Staff Present:** Samantha Mack

**Guests:** None

**A.** Tyron Jones called the meeting to order at 6:14 PM

**B.** Invocation - Tyron Jones

**C. Approval of the Agenda:**

Don requested Board Resolution (transfer of two cutaways from Waccamaw RTA) item be added to new business section in Agenda.

Adjusted Agenda – motioned, seconded and unanimously approved.

**D. Approval of the Minutes:**

September 15, 2022 meeting minutes – motioned, seconded and unanimously approved.

**E. Public Comments:**

None

**F. Operations Report:**

Don reported two significant increases in ridership – Month of September up 21.8% YOY; a few of concern and how to improve areas; Florence up nearly 32%; DART & HART routes increase across the board; downtown shuttle catching up; Dillon Express up 50%; Harbor Freight taking off, scheduling meetings to discuss extending service and connecting Marion-Florence-Marlboro.

October up 21.89% - and shares somewhat the same variances to September's data; some pain points to improve; growth in LakeTran, staff has visited Seniors providing info on route, having impact will continue; doing well hope to continue see increases and improve areas where needed.

Mr. Jones added McColl-Clio-Mohawk route down due to plant closing.

Don confirmed, had two routes, meeting with County Administrator and others to discuss what else can be done, looking at need for workforce moving from NC to SC and how to link.

Mr. Jones asked on QVC.

Don confirmed may be a portion of it, Scotland Hospital big component.

**G. HR Report/Newsletter:**

Don provided report updates – for September had 2 new hires and October 3 new hires; explained that terminations include drivers that are limiting hours, looking into breaking this out to not count against our turnover rate; 54 employees in September and October; hired two new dispatchers; positive impact with driver changes; job fair yesterday in Marion County for Dispatcher at Marion facility; overall great changes.

September EOM, Cindy Ward, Jonathan Bennett, Cynthia Robinson

October EOM, Jack Pickett, Jovon McClam

**H. Committee Reports:**

None

**I. Quarterly Financials:**

Samantha provided update, start with operating revenue (fares from services) 97% to budget – highlights LakeTran and Florence over 100% coincides with ridership increases, ADA 74% significant as services cost us more to operate, looking for other places to sell passes, many services here are fare free. Grant revenue, have not purchased many capital items in first quarter, believe that will change in upcoming; matching funds ups, needed to utilize federal, 5307 & 5311; good bit of training, RTAP as expected.

Don added received three transit smaller vans, cameras were wrong direction in Columbia to be corrected and expect back after Thanksgiving. Have 9 cutaways proposing March/April, a lot covered with 5339.

Sam continued showing overall 36%, after vehicles come in should be more aligned to budget. Continued with non-operating revenue – local matching funds normally depends on timing with contracts showing 83% but should increase in upcoming quarters. Showing total 42% revenue to budget, big piece is missing vehicles. Operating expense – overtime high and offset some by salaries lower than expected; want to minimize overtime with new hires.

Don added expect overtime to level out in January.

Sam continued, Uniform expense up due to buying instead of renting, will resolve. Fuel at 89% concerning with buffer added here over 25%; telephone expenses up, added in line to improve service; utilities up 11% increase good for progress; overall at 87%. Maintenance expense – not much to report, on point with salary and under on overtime. Administrative expense – 97% to budget; printing up to support new services, hearings etc, split up in marketing as well; fuel and oil up for travel and drivers needed, meeting contractors in Marion. Last piece is non-allowable expense – RTAP will be reimbursed; capital purchase pull funds to ensure not pulled twice. Showing a net loss of \$86K, big part is budget revisions.

1<sup>st</sup> Quarter Financials motioned, seconded and unanimously approved.

**J. Old/Current Business:**

**a. Marion County Update**

Don provided update, team working hard on facility, new roof; requested funding from State about a year ago, approved and moving forward with the services; updates all over complete reno, found great vendor helps meet goals. Closed for decade, goal for ribbon cutting in December as well as new fixed route services beginning.

**K. New Business:**

**a. Policy 325 Dress and Personal Appearance – VOTE**

Don provided update, some areas to address, no major changes making more formal expectations.

Question on safety steel toe, PPE, requirement.

Don added more about job function and may need to address. More for new hires, handbook no real issue but address as needed.

Discussion around exempt employees needing to makeup time. DOL requirement is accomplishing job responsibility.

Will revisit changes next board meeting.

**b. Timmonsville – Hope Health and Honda**

Don provided update, over the past couple months have had conversations with both groups. Honda interested in workforce transportation. Ruiz Foods, waiting on legal to start with workforce transportation. HH has a facility in Timmonsville need the bus to get there and for patients that can't get the treatment needed there to get to Florence. Discussions around efforts to bring in other partners, Pepsi wants to be at the table, Niagara. Will schedule with Ruiz once and others once they finalize. Looking at 2-3 areas with dedicated parking.

**c. MUSC – Black River/MUSC Hospital**

Don provided update, MUSC opening up hospital in Cades between LC and Kingtree, need transit. 6-7 meetings with MUSC, CEO of local hospital for it and will be stakeholder. Excited about Marion, stakeholder. Ide a transportation connecting LC to hospital. Black River patients

connect to Florence, thinking route 6 to tie in Effingham. Conversations going well, event in January soft opening before main opening and providing transportation.

**d. Marlboro County Update – Scotland Hospital**

Don shared Scotland Hospital handles a large percentage of cancer patients, Marlboro County and other areas, want to talk about transit for health and work. Seen increase in connect for Cheraw, between that with Scotland and Dillon can make a difference and improve – will cross state line.

**e. Board Resolution Waccamaw Bus Transfer**

Don provided the update of Board Resolution to receive 2 2016 Cutaways from Coast RTA; Will help with Marion County, no cost; FTA requires documentation, and the board resolution is the board approval, will provide and chairman will sign. Need vote, so that we can handle signing.

Waccamaw Cutaway transfer to PDRTA motioned, seconded and unanimously approved.

**L. Executive Session:**

**a. Executive Director Contract Discussion**

The PDRTA Board voted to approve the Executive Director's contract which extends for 3 years until November 2025. The Board changed the Executive Director's review period to November from March and approved a \$5,000 annual increase in salary. Mr. Strickland agreed to the suggested changes and thanked the Board for the opportunity to continue moving in a positive direction.

**M. Executive Director's Comments:**

Don thanked all the great employees at PDRTA for their work and dedication. He shared how important it is to have a Board that supports growth and willingness to change for the better. He thanked the board for the contract extension and looks forward to 2023.

**N. Chairman's Comments:**

Chairman Jones thanked Don and his hardworking staff at PDRTA. He also thanked the Board for allowing PDRTA to continue pushing in the right direction.

**O. Adjournment:**

Motion was made, seconded, and unanimously approved. Meeting adjourned at 7:26pm

Respectively submitted,



**Don Strickland**  
**Executive Director**