



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

**Draft Meeting Minutes  
March 16, 2023**

**Members Present:** Judy Alexander, Tyron Jones, Vivian Rogers, Rebecca Gamble, Hattie Burns, George Jebaily, James Jackson, Carolyn Gause, Yolanda Dupree, Belva Britt,

**Members Absent/Web Viewing:** Adell McManus-McCoy, Drew Huggins

**Staff Present:** Samantha Mack

**Guests:** None

**A.** Tyron Jones called the meeting to order at 6:00 PM

**B.** Invocation – James Jackson

**C. Approval of the Agenda:**

Agenda – motioned, seconded and unanimously approved.

**D. Approval of the Minutes:**

February 16, 2023 meeting minutes – motioned, seconded and unanimously approved.

**E. Public Comments:**

None

**F. Operations Report:**

Don provided report and shared that the trend continues, past 6 month continued growth. Up 19% from last February, approximately 22K trips for February; most services doing well, those that aren't we are aware of those reasons; Housing Authority of Florence 1459 trips in February; Florence, looking at route 1 44% from last year at 4k trips for February; with help from operations/finance looking at visuals, will have read at April Board meeting. Report provides data since 2019 and shows growth overall.

**G. HR Report/Newsletter:**

Don provided update. Per board suggestion, revised report having previous data to compare; 56 employees; 2 drivers in training and 3 in pipeline; looking at turnover rate, as we grow, number will decrease. Bus fairs and job fairs continuing; working with Darlington County School systems internship program, offer to Darlington High School student. Reviewed the Employee of the Month. March newsletter, TASC and Roadeo photos.

**H. Committee Reports:**

Audit Committee (Members: Audit Chair, Yolanda Dupree and George Jebaily)

Met with Grant Davis and will provide feedback. Grant Davis reviewed the draft report with the board; financial highlights, layout is the same, few sections, defer the Management analysis. Looking at the comparative charts, total assets FY 22 6.3M and 4.9M being largest portion the capital, declined from prior year at 7.1, reasoning due to current assets cash balances, AR. Cash declined ~300K from '21 to '22. Liabilities up in '22 to 7.9M from 6.6M, largest portion is long-term made up of primarily two things net pension liability and Other Post Employment Benefit Liability (retiree health insurance), reported to participating governments and subject to fluctuations. Equity at \$627k down \$1M from FY21, large piece is increase in the pension and Op-Ed liabilities; income statement, Operating revenue, up \$50k in '22 to \$1.2M. Operating expenses, up to \$5.7M from \$4.6M - depreciation expense increased significantly, purchased capital assets and assets depreciated; other significant increase is salaries and wages, again pension and benefits increasing. Non-operating revenue, federal, state and local funding intergovernmental grants, amount to \$3.5M in '22 down from \$5.5M in '21 Covid Stimulus money out; reconciled, increase in net position \$1M. Cash flow statement beginning cash balance \$930K end '22 \$562; \$2.5M government funds received, used a good portion on capital \$660K. Footnotes, no significant change in structure. Federal spending about \$3.2M FTA and SCDOT, compliance audit, 5307 program no issues. Overall good report.

Don asked if anticipated any major changes.

Grant confirmed no, process involves quality control review, and another person looks at the work before finalizing. Anticipates no changes from the draft. Completing the final the first part of next week.

Recommendation of Audit Committee Review – motioned, seconded and unanimously approved.

**I. Old/Current Business:**

**a. Board Training**

Don provided update. June 29th in Columbia, currently 5 are signed up.

Gamble interested in signing up. Judy Alexander is interested in signing up.

**b. TASC Conference Awards**

Don provided update. Confirmed the Press Release on awards received. Received the Transit Provider of the Year. Several awards for the team, including board members. HR Manager

Making the Difference; Jack Pickett received Rural Support Manager of the Year; Mitchell Brantley retiring next month, going part time, confirmed can still compete, received award for Operator of the Year. Don received Transit Advocate of the Year. The conference went well a lot more substance to the training. The TASC Board elected Don as president wanted to ensure that it is ok with the board. TASC is making a positive impact, changing the way transit is viewed across the state. PDRTA had great representation at the conference had 6 legislators from our counties to come support.

**c. Starry PDRTA Franchise National Spotlight**

Don shared about partnership with Pepsi/Les Ward general manager of local Pepsi; received national spotlight from Pepsi on the new Starry bus. Looking at innovative ways to get funding on the workforce side. Hoping to get others wrapped.

**d. PDRTA Quarterly Newsletter**

Don shared working toward spreading and sharing the work from PDRTA; shared with 300 contacts; increase support; taking recommendations on this; spotlighting drivers; ideas welcome.

**e. Service Update**

Don shared April 10th starting the pilot program out at Ruiz Foods; continuing the Cades to Florence conversations and Honda Timmonsville. Marion and Mullins are doing great. Presented the County Council in Marion, very engaged, looking for ways to continue and increase support especially with workforce. Chesterfield County Council meeting 3/1, going back next Tuesday Jefferson; then Pageland; then Chesterfield City – sharing the possibilities. Next week, Economic Development for Chesterfield County, bringing in industries and will be speaking, sharing – excited about this, next focus is moving into this area.

**J. New Business:**

**a. March 2023 – 01 – Authorization to Request 5307/5339 Funding**

**b. March 2023 –02 – Authorization to Request 5311/SMTF Funding**

**c. March 2023 – 03 – Authorization to Request Local Funding**

**d. March 2023 – 04 – Authorization to Request Foundation Support**

Don shared, funding season. Need prior authorization from the board. On the 5311 side, \$200k increase in rural federal funds – result of the Taskforce group, one-time increase.

**K. Executive Session: Entered at 6:50pm**

**a. Personnel Matter** (Exited at 7:00. Board provided Strickland with guidance to proceed with DOO offer within pay band)

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

Don thanked the board for their continued governance and thanked the entire PDRTA team for all their hard work and dedication that it takes to keep the wheels moving.

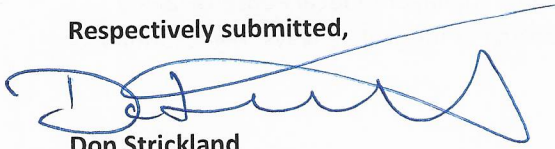
**M. Chairman's Comments:**

Chairman Jones thanked the board and all those they made the meeting tonight. He thanked Don and the team for their excellence.

**N. Adjournment:**

Motion was made, seconded, and unanimously approved. Meeting adjourned at 7:15pm.

Respectively submitted,

A handwritten signature in blue ink, appearing to read "Don Strickland", written over a horizontal line.

**Don Strickland  
Executive Director**