

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

**Draft Meeting Minutes
April 20, 2023**

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

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

Staff Present: Samantha Mack

Guests: None

A. James Jackson called the meeting to order at 6:01 PM

B. Invocation – Don Strickland

C. **Approval of the Agenda:**

Agenda, as amended – motioned, seconded and unanimously approved.

D. **Approval of the Minutes:**

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

E. **Public Comments:**

None

F. **Quarterly Financials – 3rd Quarter 2023:**

Sam provided update. Operating revenue; ridership increasing and so is bus passes; increase Marion to beach, LakeTran and Florence Transit Systems – overall, operating revenue at 117% to budget – close to pre-covid numbers. Grant Revenue; received good bit of capital items this quarter; audit; purchased vehicles and other items at 232%, lower prior to this quarter so where need to be at 78% YTD; SMTF Matching Funds, funds sitting prior to Cares fund; 5339 Capital renovations to Marion and purchased vehicles; a lot of training. Non-operating Revenue; a little below budget on local match funding 80% for quarter on schedule YTD at 77%; insurance reimbursement 173% never want accidents but have had a few, majority not PDRTA at fault; at 87% for the quarter and on schedule at 77% YTD. Operating Expenses; not staffed fully, still seeing overtime hoping to hire and keep that down, physical exams are up from hiring and screening; printing is elevated for schedules etc.

getting word out on new services, evening out at 42% YTD; Preventative maintenance, some extra services 124%; Telephone expense, little high due to a change in plan, will budget accordingly next year; Utilities some are up; overall at 98% for quarter. Maintenance; on schedule; some extra supplies this quarter; telephone and utilities across the board are up. Administrative expenses; some changes to salaries, additional positions going forward close to budget; insurance higher from change in rate and covering 100% for employees; physical exams are at 164% but that is only \$45; Using more postage, is up due to some issues with postage machine; Casualty and liability, new rates in January and will change budget next quarter; safety and training is up due to purchase of first aid kits, fire extinguishers etc., at 107% overall admin budget.

Question on printing and advertising 506% YTD – need to investigate reclassifying printing to operational.

Casualty and liability question, Don answered, capped 2 million per occurrence. Workers comp and everything included is quarter million expense. Private sector hard to get a quote typically more than the state.

Sam continued update with capital purchases, increase due to purchasing a lot of buses. Deficit of \$159k overall.

Report of 3rd quarter financials – motioned, seconded and unanimously approved.

Don added, bringing draft budget to May board meeting. Work with Finance committee to review.

G. Org Chart Review (VOTE)

Don shared great news about the position of DOO and he started on April 17th. Some changes to the chart due to the position. Purchasing manager moved to have a direct line to Executive Director with RFPs and contracts. Some vacancies, safety training technician – no plans to hire, but leaving on here. Ops setup now with Transportation Supervisor, Jarrod Bell Jack Picket, TM and DOO Chestly Morris, dynamic will work; Collins and Ward great team with safety and work well with Operations; Jordan now will fall under DOO as well. Vacancy on the demand response role. Don answered that the service is minimal and covered with 3 drivers ADA limited in Florence, covered with Ops now and dispatch team.

Organizational Chart – motioned, seconded and unanimously approved.

H. Operations Report:

Don provided report update. Trends continuing; few need to improve; overall ridership going; 25k trips for March and not slowing in April; Florence Transit up 24%; JPF route up 68%; Dar Flo Comm. up 67%; LakeTran up 29%; Hart at 22% and 1200 trips; DT shuttle over 2.6k trips at 32%; McColl Clio Bennettsville up 46% remove Mohawk; Dillon HF 201 trips up 80%; Cheraw Express up 74% at 915 trips; Connect up 153%; look into FDTC number; Housing authority 1543 trips, doing well.

Question on Housing Authority and communication since leadership change. Don answered situation with Creekside impacted consistent dedicated riders. Tweaks and they are in an extended stay to remedy. Partner with PDRTA.

I. Committee Reports:

None.

J. HR Report/Newsletter:

Don provided update. At 57 total employees; March highlights; quality candidates; some in training and some scheduled to start; 3-5 new drivers; EOM McRae. Big training early March 2-hr; mechanic retirement.

K. Old/Current Business:

a. PDRTA Media Coverage – Dillon Herald & WBTW Articles

Don shared the updates from media coverage.

b. Service Update

Meeting tomorrow with MUSC, Florence County Development, PDCOG and others; Timmonsville route and Cades Route. Hoping to get route running by June.

Ruiz foods scheduled to start 4/12 and some delays; now scheduled to 5/22.

Services going well; Chesterfield is next focus, will need a remote location there, 5 more drivers in addition to what we have in Cheraw.

Looking at a pilot trip to Myrtle Beach on Fridays; going to look into this.

Question about FDTC service. Don answered we could do more there by adding more trips.

L. New Business:

a. Passenger Survey & Passenger Appreciation Week – May 1st – May 5th

Don shared, the week is National Transit Passenger Week; goal is entirely fare free; to offset the cost with partners. May 1st will be passenger survey day, get good information from surveys, need help to make this happen.

M. Executive Director's Comments:

Don thanked the board for their dedication, and for allowing us to keep things moving.

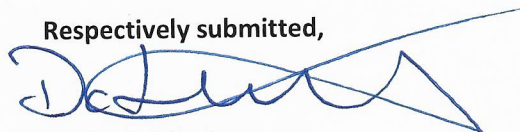
N. Chairman's Comments:

Mr. Jackson added that he appreciated everyone.

O. Adjournment:

Motion was made, seconded, and unanimously approved. Meeting adjourned at 6:50pm.

Respectively submitted,



Don Strickland
Executive Director