



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

**Draft Meeting Minutes
May 18, 2023**

Members Present:, Carolyn Gause, James Jackson, Judy Alexander, Hattie Burns
Vivian Rogers, Rebecca Gamble, George Jebaily Adell McManus-McCoy, Drew Huggins, Yolanda Dupree,
Belva Britt

Members Absent/Web Viewing: Tyron Jones

Staff Present: Samantha Mack

Guests: None

A. James Jackson called the meeting to order at 5:24 PM

B. Invocation – Judy Alexander

C. **Approval of the Agenda:**

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

D. **Approval of the Minutes:**

April 20, 2023 meeting minutes – motioned, seconded and unanimously approved.

E. **Public Comments:**

None

F. **Operations Report:**

Don shared the report update. Trend continues; up 19% overall from last year; operated 2 less days than last year; a lot of positive; Beach routes up; removed Mohawk to add some industries soon; looking at the passengers per hour measures, these are impressive; hope this benefits us in increasing services.

G. **HR Report/Newsletter**

Don shared update. Pee Dee Mental Health a partner, health screenings; safety department sharing pre and post trip inspections and other safety reminders; Passenger Appreciation, successful week,

sponsors offset costs; Administrative Professionals Day celebration and recognize Kay Osbourne; Employee Spotlight, Chestly Morris; HR report, now at 60 employees; good quality candidates; hiring intern; moving 1 person from dispatch to Marion.

H. Committee Reports:

None.

I. Old/Current Business:

a. Service Update

- A. June – Ruiz Foods/Demand Response start date - Don provided update on moving the date to May 22 and pushed back to June. Working with PFG 22% of employees rely on others to get to work; Niagra – QVC – possibly Otis. Met with economic development, MUSC, COG.
- B. Timmons ville – scheduled to begin June 12th; running an outreach test of service on June 9th; talking with Honda.
- C. Lake City/Black River to Florence – moving in right direction, MUSC is a partner; possibly additional 15K – 20K in support; issue is getting patients back from appointments; hoping to develop a fixed-route
- D. Chesterfield County – many conversations and council meetings; positive responses

b. PDRTA Media Coverage Update – Passenger Survey & Passenger Appreciation

Don shared articles, good stories, and coverage; County Councilman joined on the Dillon Express; ride-a-longs had great interaction with partners and passengers.

c. TASC Board Retreat – 5/22-5/24

Don shared, working with legislatures; in July the state invited PDRTA to host rural transit day.

d. PDRTA Former Executive Director, Otis Livingston

Don shared; here in 80s and 90s; shared information and tribute on social; TASC sharing as well, he was instrumental in starting TASC.

e. Board Training Reminder – 5/28 Deadline for Registration

Don shared the members that are attending.

J. New Business:

a. 2023 – 2024 PDRTA Draft Budget

Sam shared draft budget; reviewed the headings, included projected end of year; Beach service have not sold passes but paying as they board but looking for a spot to sell passes; expecting 2% increase on the Commuter and Florence; other local funds, City, County and other expect 27% increase due to new service; FDTC same budget improve awareness on FDTC services.

Don added, FDTC interested in local support to move away from semester passes and they could use this ID need to offset the fair box revenue looking at about \$25K, would be offering the same services as FMU.

Addressed question on variance percentage for FDTC.

Sam continued, House of Hope working toward 3.5K; Advertising revenue increase at 39.4% building a program to have advertising in-house; grant revenue going off allocation, second section is planned improvements, \$2M is the day-to-day expenses; overall hoping to bring in \$8M next FY.

Question on SAGE, budget – addressed will move to another line.

Operation expenses; hoping for a 26% in salaries and a 33% decrease in OT; the increase in benefits and physical exams due to the additional people; expenses in printing, moving the printing to the same place, increase here but decrease in another line item; safety and training is combined and was in more than one place, allows better tracking; overall 21% increase in operating expense.

Addressed Safety & Training, some in supplies other piece in Safety and Training in Admin. Line items include maintenance operation and office supplies, part in misc. expense and safety and training in admin. Big part is reimbursed by RTAP and is not showing that. Some is signage and painting curbs would be other places as well. Budget to track their own expenses and allow incentives etc.

Maintenance, salaries decreased due to the retired mechanic and hiring a new; may need to revisit this due to the growth; uniforms looking at adding safety shoes and developing new policy for PPE/Safety shoes. Look at the annual lease on uniforms, may be more than what we have down. Preventative maintenance, oil changes etc. with more vehicles increasing the maintenance here.

Administrative, moved safety to administrative and bringing on a couple new people, increase in salaries and benefits; 27% increase in professional and technical services; 22% increase in office supplies; Safety & training, doing training on admin side anytime we conduct or send employees for training; overall 29% increase in expenses.

Addressed question on administrative salaries increase; moved safety and training to the admin expenses they were 50% in operations, moved all to admin and the new DOO position included.

Overall, the operating expenses are up 18.9% - new drivers, new services.

Depreciation expenses going up adding new buses and assets, some line items are combined; hoping for \$30k in RTAP; matches revenue and these are actual expenses; \$9k SAGE; \$9.8 for Paychex; renovation on Transit Center have down \$500k; Admin Facility \$150k; \$300k for bus signs and shelters, expensive around \$30k for each shelter; rehab/reno facilities; upgrade to live cameras, \$50k; bus wash \$250k; maintenance equipment \$92k; \$360k 3 cutaways; \$104k to replace ADA vans; \$3.5k for ice machine; \$88.5k for ADP Hardware; \$91k ADP Software; \$120k Safety & Security. Total expenses ~\$8M

Question addressed on process for shelters, 50k limit, if over will need an RFP with 3 quotes, House of Hope soon on Darlington Street.

b. Policy 325 Dress and Personal Appearance

Don shared the revisions, revised per board suggestions. Looking at the recommendations and implementing steel toe shoes policy and providing for certain tasks where steel toe boots protection is needed.

Policy – motioned, seconded and unanimously approved.

c. Policy 301 Classification Plan

Some new positions; affected 7 pay bands; some revisions to titles.

Policy – motioned, seconded and unanimously approved.

d. Revised EEO Plan

Process of what PDRTA does with EEO; details complaint process; discussion around the language, wording. 1:16:52

Policy – motioned, seconded and unanimously approved.

e. Revised Organizational Chart

Reviewed the changes to the positions and organization chart.

Policy – motioned, seconded and unanimously approved.

K. Executive Director's Comments:

Don thanked the board for their dedication of employees and for board's direction, allowing us to keep things moving.

L. Chairman's Comments:

Mr. Jackson thanked everyone for coming, the physical attendance makes a difference.

M. Adjournment:

Motion was made, seconded, and unanimously approved. Meeting adjourned at 6:45pm.

Respectively submitted,



Don Strickland
Executive Director