



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

Draft Special Meeting Minutes

June 22, 2023*

*rescheduled for quorum

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

Members Absent/Web Viewing: Yolanda Dupree, Adell McManus-McCoy

Staff Present: Samantha Mack, Cicily Shaull, Chestly Morris

Guests: None

A. Tyron Jones called the meeting to order at 5:53 PM

B. Invocation – James Jackson

C. Approval of the Agenda:

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

D. Approval of the Minutes:

May 18, 2023, meeting minutes – motioned, seconded and unanimously approved.

E. Committee Reports:

- a. Finance Committee Chair, Drew Huggins, provided update. Finance Committee, no major updates from previous review, had no issues.

A motion to approve the PDRTA Draft Budget was made, seconded and unanimously approved.

b. SLATE OF '23-'24 COMMITTEE ASSIGNMENTS

Don shared that by-laws require that we cannot take action on the slate for 30 days after presented; Chairman Jones confirmed continuing second year in role as chairman; asked for review, take action at next board meeting.

F. Public Comments:

None

G. Operations Report:

Don shared the report update. Introduction from Chestly Morris, DOO, provided operations update; 17 of 23 areas experienced growth, year over year; 6 of 23 experienced decreases, 5 of those areas experienced recent improvements on ridership in May.

Mr. James Jackson, asked about Genesis Sponsored Service ridership down.

Don shared that over the past year over 1,100 trips on DART route, Genesis makes up about 20% ridership; some in Darlington, some in Lamar with connections to Darlington and their Lamar Clinic, some connect to Florence.

Mr. George Jebaily asked about the passenger per hour number being down with ridership up.

Chestly will check on the formula, maybe error in spreadsheet.

Mr. George Jebaily added that we refer to this number and show at/above state average, wanting to make sure this number is tracking for growth.

Don added that there is another sheet that this data pulls from and will make sure that Chestly has access to this, and the data there is also up to date.

Chestly continued update, covered revenue miles, blue bar is revenue miles and orange line is budgeted amount, averaging 85k revenue miles per month. Below budget, growing as beginning new services. Revenue miles/day shows what mileage we did by day compared to plan. Fuel costs, tracking below budget each month; costs per revenue mile YTD 12 cent under budget. Gallons, little over 1 million revenue miles/year at 12 cents favorable. Gallons purchased average about 15-16k/month. Fuel costs per gallon, comparing to the Atlantic average/regional costs – apply for a fuel rebate monthly.

H. HR Report/Newsletter

Don shared update; sitting at 61 employees, changing daily with drivers; added that administrative and mechanics, less turnover; operations more turnover; new class July 3rd with 7 potential drivers; voluntary terminations are trending in the right direction. Hosting a preventive screening from PEBA; Driver tips; Lisa Skinner EOM; Cindy Ward EOM; operations and safety meeting all drivers meeting in July.

I. Old/Current Business:

a. Service Update

- A. Marion Facility – Don shared, up and running; have a dispatcher, nearly full-time; sign and gate coming; waterline run over damaged/broke, PDRTA maintenance team repaired; some trainings will be held here.
- B. Timmonsville – Don provided update, scheduled to begin June 26th; ribbon cutting ceremony at 8am; partners and community leaders will attend; route will start at 8:25am, will connect into Florence route 1 at stop.
- C. Ruiz Start – Don provided update, July 31st moving forward; scheduling meetings; other partners PFG, internal survey showed 25% without reliable transportation; will

begin as pilot program, hope to turn into permanent service. Larger issue is attendance rather than job performance.

- D. Chesterfield County – great conversations; no official confirmation; met with McBee, mayor Odom; have appropriated funding to tie in; want to push McBee/Jefferson/Pageland service in addition to a commuter service to Hartsville; relation with Alligator water, see the benefit, excited about new service; town of Chesterfield on board; goal early 2024.

b. PDRTA Media Coverage Update – WPDE PDRTA offering free rides in Timmonsville.

Don shared articles, ride along with mayor and Tonya Brown covered the story. Senior, lady with grandchild walked to community center and rode the entire loop.

c. Board Training Reminder

Don shared, the information handout for each that is signed up; can provide a vehicle. Discussion about riding together.

J. New Business:

a. Rural Transit Day

Don shared agenda for the inaugural National Rural Transit Day for SC; working with other entities and transit providers; reviewed the agenda; kickoff at Florence Center; 6-8 buses will set off from here on tours in Darlington, Marlboro, and Dillon; joining back for an evening in Lake City; inviting city/county council, COG, and elected officials.

b. Review Revised Bylaws

Don reviewed the revisions to by-laws, introduced Cicily Shaul, updated outdated by-laws.

Cicily, shared that older by-laws all contracts and agreements did not align with policy of the amount, updated that. Did not give Don or procurement authority to sign, so made that update.

Don confirmed that the changes were updated to align with our current policies. These changes require a 30-day review period before voting.

c. Procurement Policy Changes

Don shared that to keep with Federal and State guidelines, anticipate annual changes if not more often.

Cicily shared the updates in the FTA C 4220.1F to be an appendix in our policy, appendix is federal policy; in older policy referenced, can no longer do that must be spelled out; no amounts changed but some procedures needed to be added.

Procurement Policy – motioned, seconded and unanimously approved.

d. FTA Drug & Alcohol Policy

Don shared, requires annual approval. Sticking to our requirements, report to FTA supersedes DOT on most things; verify the substance abuse professional, ensure in place; updated chain of custody form; post accidents and randoms, changed providers since last policy; must upload for state and federal approval.

Policy – motioned, seconded and unanimously approved.

e. Wage and Salary Plan

Don shared this is another annual update; piece of the classification plan; no big changes here, merit increase the same; approved the classification plan and org chart, this is somewhat of a summary of those two.

Wage and Salary Plan – motioned, seconded and unanimously approved.

K. Executive Session: N/A

L. Action Taken from Executive Session

M. Director's Comments

Don shared that we appreciate the hard work and dedication being here and a part of our growth; shout out to staff, strong team.

N. Chairman's Comments:

Mr. Jones, added that the stories are great, Timmonsville and the way that industry is gravitating toward public transportation, and ridership growth. Thank you for the time and effort from everyone.

O. Adjournment:

Meeting adjourned at 6:57pm.

Respectively submitted,



**Don Strickland
Executive Director**