



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

**Draft Special Meeting Minutes  
August 17, 2023**

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

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

**Staff Present:** Samantha Mack, Chestly Morris

**Guests:** None

**A.** Tyron Jones called the meeting to order at 5:55 PM

**B.** Invocation – James Jackson

**C. Approval of the Agenda:**

Agenda – motioned, seconded and unanimously approved.

**D. Approval of the Minutes:**

June 22, 2023, meeting minutes – motioned, seconded and unanimously approved.

**E. Public Comments:**

None

**F. Operations Report:**

Don shared the report update. End of FY 22-23, 308,575k up ~57k trips up 22% - error corrected with passenger per hour – showing more growth; doing independent study to ensure GFI on paid routes is equal, pulling videos and doing another round; DTS still doing well and a lot of medical trips; commuter in Darlington increased, before school.

Question on HF route negative – will look into.

July over 6k trips, improvement from July LY – look at Harbor Freight here also. Transit System up 16%; Darlington Commuter up ~160%, need to look at expansion, will go into detail later;

Bennettsville 60% growth; Marion Demand Response down 48%, seeing that people are using fixed route, not needing the demand response; Marion doing well, ideas on how to grow Mullins; 1,181 trips for Housing Authority; 693 veterans; Poyner adult-ed back in full force, expect more growth.

Dead head miles and cost operating at 100K trips deadhead around 5% dead head (how much time we get buses to/from service start). Need to be strategic on service start location. OT healthy number to pay and maintain service. Slight increase on fuel cost, has been stable.

Question on operations report, June and July headings.

Don confirmed YTD FY Jul-Jun.

#### **G. 4<sup>th</sup> Quarter Financials**

Sam provided update. Consistent financials, nothing out of norm. Operating revenue: this month nearly all paid services are over budget; special operations did a lot in June.

Don added, Access to Health, because of the funding, were able to provide them with service for Asthma Camp on 3 trips.

Question on operating revenue budget amount, actual represents funding, what was brought in.

Sam confirmed we brought in 61k and budgeted 45k.

Grant revenue; brought in a lot of grant funds this month got a good bit of capital; day to day expenses slightly higher from OT; pull more federal and state funds; still at 80% of budget, waiting on items to be purchased.

Don added part of 80% because of some service anticipated to start that have not.

Sam continued with non-operating revenue funds that received not from service; highlight program revenue, CareSouth, SavvyMag, NETC; Sale of Vehicles, auction made 18.6k; insurance reimbursement, 1 preventable in July; Other revenue, majority of this is Rural Transit Day, bringing in sponsors. Take out 2M for electric bus that we did not receive.

Operating expense, a large expense is overtime; physical exams are up 160% because of training and new hires; preventative maintenance up for quarter because of using older vehicles, close ytd; marketing up, most is Admark and some swag; utilities at 111% water leak at Marion caused over budget.

Sam reviewed maintenance expense; right below budget.

Continued with Admin expense; quite a bit of supplies, up for quarter and at budget for year; printing and advertising is up for banner purchase for HR events; dues and subscriptions includes the board retreat and member of Florence chamber, Leadership Florence; marketing includes, swag and admark; fuel and oil increasing because of cost and more people on the road and routes and services; safety and training providing more materials; preventative maintenance, some of this should be included in operating.

Don added that we are going to spend more time on each line item and categorizing correctly.

Sam concluded with ~95K overage this quarter with large deficit for year, some adjusted out once audit is finalized.

Don added need to consider appreciation.

#### **H. HR Report/Newsletter**

Don shared update, look at monthly turnover percentages, talk to Ania about annual , YTD not based on total number but based on current employees. Looking at our turnover is a low number compared to others around 25%. Month of June 63 and highlights at the bottom of job posts and pipeline. Still have new drivers coming through. July, gained one employee 64 and to-date, at 67. Pushing 70 at next board meeting. Save the date for December 2<sup>nd</sup> for end of year celebration, hope to have board members there.

#### **I. Committee Reports:**

##### **a. Slate of '23-'24 Committee Reports**

Don added presented this last board meeting and required 30-day notice, need to take action.

Committee Assignments – motioned, seconded and unanimously approved.

#### **J. Old/Current Business:**

##### **a. Service Update**

- A. Timmonsville Service – shared the article; met with Mayor and others and worked with us to begin the service, doing well.
- B. Ruiz Foods Start Date – delayed, proposal was for Demand Response for 3 zip codes and PFG is on board and potentially Niagra as well as Pepsi.
- C. Chesterfield County – funding for additional service, commitments from Pageland and Jefferson, McBee, Chesterfield. Sharing some ideas on a central admin/dispatch location. Last county with limited service. More meetings in 3-4 weeks on industry side and get their endorsement. 2 Public hearings next week in McBee then Jefferson/Pageland. McBee met with Mayor, wants to go from Jefferson to Pageland
- D. Darlington County Internship – received Byerly grant 75k and also 240k for demand response service, shelters, and vehicle. Internship program is shuttling Darlington HS, Mayo HS, Lamar HS and Parkland HS to work; Begins September 14 ending December 1, starts again in spring. Discussed to do something similar. Will interview interns again.

##### **b. Revised PDRTA Bylaws Discussion**

Don shared that this was presented to give 30 days; can review or discuss, need to vote. Mostly is updating to keep current.

Discussion on meeting frequency and time. Decided to meet bimonthly on the third Thursday for lunch meeting. Will call for special meeting and email/mail updates between meetings when needed.

PDRTA Board Bylaws – motioned, seconded and unanimously approved.

**c. Rural Transit Day**

Don shared update from RTD, great event. Sponsors and doors opened to make this event a success.

Mr. Jackson attended and agreed that the event was great; on bus engaged in conversation across the aisle.

**K. New Business:**

**a. Ruiz Foods H-2B Bus Service**

Don shared that Ruiz approved for work visa for 160 employees – looked to PDRTA to shuttle, began 2-3 weeks ago and through December 22. Break for 3-months before resuming.

**b. New Position for Approval**

Don shared new role for approval, Grant Coordinator and HR Support – beneficial in many ways, but this position would dedicate to go after grant funding. Not part of current classification plan, need approval.

Grant Coordinator & HR Support – motioned, seconded and unanimously approved.

**c. RFP Florence Transit Center**

Don shared the plans for Transit Center to include bathrooms with stalls, ADA accessible and driver's lounge. Extended lease for useful life of addition. Requires RFP for construction, hope to begin first of year. Will require someone to maintain the addition.

Plans for modifications/RFP Florence Transit Center – motioned, seconded and unanimously approved.

**d. RFP CAD AVL- Dispatching**

Don shared, completed preliminary steps – need approval as amount should exceed ED approval limit. New RFP for tracking fleet, scheduling, dispatching – number of different features. Expansive RFP, covers maintenance issues, with codes to flag.

RFP CAD AVIL - Dispatching – motioned, seconded and unanimously approved.

**e. RFP Heavy Duty Buses**

Don shared seeking approval if meeting with state does not move forward with request. Meeting with state and 3 other RTAs to propose that contracts be available for Heavy Duty Buses instead of doing RFP. Getting ahead with approval to be prepared if RFP necessary.

RFP Heavy Duty Buses – motioned, seconded and unanimously approved.

**L. Executive Session: N/A**

**M. Action Taken from Executive Session N/A**

**N. Director's Comments**

Don thanked team and the board. Don added that bringing the advertising in-house and brings in a lot more funds in-house, F1S and FDTC moving forward with ads now. A lot of new services, Ruiz Foods, pulling this off to make this happen.

**O. Chairman's Comments:**

Mr. Jones thanked all for coming and for patience.

**P. Adjournment:**

Meeting adjourned at 7:59pm.

**Respectively submitted,**



**Don Strickland  
Executive Director**

