



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

**Draft Meeting Minutes
May 16th, 2024**

Members Present: Tyron Jones, Carolyn Guase, James Jackson, Yolonda Dupree, Hattie Burns, Vivian Rogers, Rebecca Gamble,

Members Absent/Web Viewing: Judy Alexander, Drew Huggins, Adell McManus-McCoy, George Jebaily (virtual)

Staff Present: Samantha Mack, Ania Giannace Dixon, Will Johnson, Don Strickland (Virtual)

Guests: None

A. James Jackson called the meeting to order at 12:15 pm

B. Invocation – James Jackson

C. Approval of the Agenda:

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

D. Approval of the Minutes:

April 18th, 2024, meeting minutes – motioned, seconded and unanimously approved.

E. Public Comments:

None

**Meeting was paused due to delay in reports delivery caused by system issues at 12:21 pm.
Chairman Jones resumed the meeting at 12:51 pm

F. Operations Report:

Samantha Mack shared the report. The rural systems are increasing in passenger trips year over year. The DART commuter has increased by 74%, Harbor Freight service is up 63%, Lake Tran has increased 19%, as well as the Cheraw, Marlboro County, and Dillon County systems have seen increases in passenger trips from the 22-23 fiscal year. The Florence urban system has increased by 4% this fiscal year. The Chesterfield West route is being evaluated for revisions and outreach to

attract more riders. The demand responses in Marion County are dropping in ridership due to the fixed route service introduced in 2023. The bus passes have increased in distribution to partnering organizations due to the ridership increases, increased partner support and the growing of new ridership in the City of Florence.

G. HR Report/Newsletter

Ania Giannace Dixon Shared the report. PDRTA currently employs 73 employees. Currently one utility worker employee is out due to medical leave. PDRTA is currently seeking one utility worker for employment. There are three new drivers starting training next week. The HR department attended one job fair during the month in Marlboro County which was successful and well organized. The HR director went to Trinity Behavioral to discuss the employee assistance program and brought back information to disseminate to employees. Ania also discussed the 50th Anniversary Family Fun Day and how successful it was. The event was a success for all who attended. Will Johnson, Johnathan Bennett, and Jessica McCullom won employee of the month awards.

H. Executive Director Report

Don Strickland, Executive Director, gave his report virtually due to illness. He thanks the board for being patient regarding the technical issues that delayed the meeting. He attended a retreat in Clemson with TASC and mentioned that through his conversations with SCDOT rounds of facility and vehicle replacements are expected to be underway soon. The executive department has worked hard going to county and municipal council meetings to ensure funding for the next fiscal year. New services will halt for most of the remaining calendar year 2024 to shift focus on the sustainability and efficiency of existing services. The transit study in the FLATS study area will also be underway soon.

I. Financial Report-Quarter 3 Statement

Samantha Mack, Shared the Quarter 3 statement. For operating revenue, cash that in brought in, is at 118% increase. As ridership and services increase it is expected that operating revenue will continue to increase. The Myrtle Beach revenue has underperformed expected numbers. Several factors contribute to that decrease including growth in Lake City, and less job available at the beach due to visa programs. Expenses are expected to increase along with inflation and cost of service growth. The Finance department has submitted a budget for 5307 funding to begin processing. 5339 Capital funds were used to purchase additional buses shorter than 35ft. Preventative maintenance costs are up due to an ageing fleet of buses. The operating expenses are at 112% for the fiscal year. Salary cost, uniform cost, and benefits are higher due to the personnel increases. Administrative expenses are 118% of the budget.

J. PDRTA 24-25 Draft Budget

The Finance Committee met with Samantha to review the 24-25 Draft Budget, Board member Rogers on the finance committee spoke on that discussion. She stated that Samantha explained it very thoroughly to the committee and answered all their concerns and questions. She asked the board to review the draft budget and ask any questions. Samantha mentioned that PDRTA staff is hopeful to provide more workforce transportation and secure more local match funding. Samantha answered several questions from the board regarding changes in numbers on draft budget. The Florence Transit Center is planned to be remodeled with existing funds if the current plans of

building an entirely new transit center are unsuccessful. Chairman Jones instructed the board to review the draft budget to be voted on in July.

K. Old/Current Business:

a. 50th Reception Event

Samantha shared PDRTA is hosting a 50th anniversary reception at the SiMT building on the FDTC Campus in Florence, SC on June 13th. The event is to host all elected, municipal admin, business, and community partners to celebrate the success of PDRTA over the last 50 years and to educate them on the impact that PDRTA has had and continues to provide to the community.

L. New Business:

a. Policy 313 Anti-harassment and complaint form revised

Ania Giannace Dixon stated that she has worked to revise this policy from 2004 to address and consider the current social environment in 2024. The policy update states what defines harassment, how to file a complaint, and the investigation process. The Board was looking to vote on this policy change; however, the revised copy was not included in the physical board packet, therefore the board chose to vote at the next meeting pending receiving revised policy and complaint form.

b. Ride a mile in their shoes

Samantha stated that all administrative staff will be required to ride no less than four hours each month riding the bus as a passenger in the community. The purpose is to boost company morale, relationship building, as well as monitor bus conditions, bus stop conditions, and receive feedback from drivers. Many employees who work in the office have never met many drivers or even been to different areas in our service area. The initiative was created to help change that.

M. Executive Session

Chairman Jones called for a motion to enter executive session. The board motioned, seconded and unanimously approved.

N. Action Taken from Executive Session

A motion was made that based on the Pee Dee Regional Transportation Authority Bylaws, that any member who has missed more than four meetings in a calendar year be removed due to neglect; Members A and B be removed due to neglect. Motion was seconded and unanimously approved.

O. Executive Director's Comments:

Don mentioned that he hoped to see everyone at the June 13th reception.

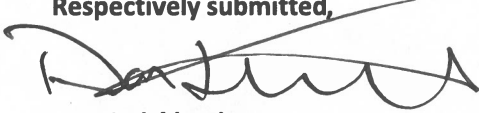
P. Chairman's Comments:

Mr. Tyron Jones thanked everyone for coming; and hoped for safe travels.

Q. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 2:08 pm.

Respectively submitted,

A handwritten signature in black ink, appearing to read "Don Strickland", written over a horizontal line that extends across the width of the signature.

Don Strickland
Executive Director