



## AGENDA

**Pee Dee Regional Transportation Authority  
Board of Directors Meeting  
February 20th, 2025  
12:00 pm**

- A. CALL TO ORDER HATTIE BURNS – CHAIRWOMAN
- B. INVOCATION
- C. APPROVAL OF AGENDA – **VOTE**
- D. APPROVAL OF JANUARY 16<sup>TH</sup> MEETING MINUTES – **VOTE**
- E. PUBLIC COMMENTS (3-MINUTE LIMIT)
- F. OPERATIONS REPORT— JANUARY (Will review during the March meeting)
- G. EXECUTIVE DIRECTOR REPORT— JANUARY (Will review during the March meeting)
- H. HR REPORT & NEWSLETTER (Will review during the March meeting)
- I. PIO UPDATE (Will review during the March meeting)
- J. COMMITTEE REPORTS
- K. OLD BUSINESS
- L. NEW BUSINESS
  - a. POLICY #200 ACCOUNTS PAYABLE – **VOTE**
  - b. POLICY #202 ACCOUNTS RECEIVABLE – **VOTE**
  - c. POLICY #216 PDRTA FARE BOX COLLECTION & PROCESSING – **VOTE**
  - d. POLICY #220 ISSUANCE OF FORM 1099 – **VOTE**
  - e. POLICY #226 LOG VALIDATION – **VOTE**
  - f. POLICY #228 PAYROLL PROCESSING – **VOTE**
  - g. POLICY #301 CLASSIFICATION – **VOTE**
  - h. ORGANIZATIONAL CHART – **VOTE**
  - i. POLICY #303 STATUS AND MOVEMENT – **VOTE**
  - j. POLICY #306 DRUG AND ALCOHOL – **VOTE**
  - k. POLICY #308 WORKWEEK FOR EXEMPT AND NON-EXEMPT NON-DRIVING PERSONNEL – **VOTE**
  - l. POLICY #315 LEAVE – **VOTE**
  - m. POLICY #315 LEAVE - ADDENDUM – **VOTE**
  - n. POLICY #317 EMPLOYMENT – **VOTE**
  - o. POLICY #400 PURCHASING AND PROCUREMENT – **VOTE**
  - p. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – **VOTE**
- M. EXECUTIVE SESSION

N. ACTION TAKEN FROM EXECUTIVE SESSION

O. DIRECTOR'S COMMENTS

P. CHAIRWOMAN'S COMMENTS

Q. ADJOURNMENT

Next Regular Meeting Date: MARCH 20<sup>TH</sup>, 2025