



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

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

Members Present: Hattie Burns, Carolyn Gause, James Jackson, Judy Alexander, Yolonda Dupree, Vivian Rogers, Rebecca Gamble

Members Web Viewing/Absent: George Jebaily (online), Tyron Jones (online), Belva Britt (online)

Staff Present: Don Strickland, Samantha Mack, Ania Dixon, Rachel McMillian, David Adorno, Kristin Pflieger

A. Hattie Burns called the meeting to order at 12:00 pm.

B. Invocation – Don Strickland

C. **Approval of the Agenda:**

Agenda – motioned, seconded, and unanimously approved.

D. **Approval of the Minutes:**

December 19th, 2024, meeting minutes – motioned, seconded, and unanimously approved.

E. **Public Comments:**

None.

F. **Operations Report:**

Don Strickland, Executive Director, provided the Operations Report for December. For the month of December, PDRTA had 35,219 trips, which is a 6.28% increase from this time last year. Overall, variance from last year to this year was positive except for the beach routes. Kristin, Transportation Manager, shared that rural area ridership is growing and that they are still hiring drivers and dispatchers. David Adorno, Director of Operations, shared that a class of drivers will be starting January 27th. He also shared that they are waiting on Ruiz food to make a decision about workforce transportation.

G. **Executive Director Report:**

Don Strickland, Executive Director, briefly reviewed the Executive Director's report. Don shared that he had meetings with the Chesterfield, Darlington, Dillon, and Florence County Administrators with plans to meet with Marlboro and Marion as well. He shared the Florence Funding Newsletter with the Board which includes PDRTA's funding mechanisms, data from the FLATS study and passenger appreciation week surveys, and what can be accomplished with more funding.

H. HR Report & Newsletter

Ania Giannace-Dixon, HR Director, shared the HR Report for November. We ended November with 65 employees and hired 1 dispatcher.

Ania then shared the highlights from the HR Newsletter. She introduced our new dispatcher, Antonio, and shared an End of Year Celebration recap. The newsletter will start highlighting policies of the month and First Sun EAP Newsletter summaries.

I. PIO Update

Lauren Leonard, Public Information Officer, gave an update on her projects from the past month. She informed the Board that the Harbor Freight "Why I Ride, Why I Drive, Why I Partner" will be completed and available to view soon.

J. Finance Report

Samantha Mack, Finance Director, shared the Finance report for October and November 2024. For those two months, PDRTA was slightly overbudget, however, we are still within budget year to date. Total Operating Revenue is at 102% of the budget. Florence Transit is at 80% of the budget. The operating expenses are at 102% of the budget. Maintenance expenses are at 77% of the budget. Administrative expenses are at 85% of the budget. Overall expenses are at 106% and overall revenue is at 102%. Year to date, we are at 90% of revenue. Samantha then shared a pie chart which broke down the top expenses.

K. Committee Reports

There are four committees: Executive, Audit, Finance, and Personnel. There was a discussion about adding new committees if anyone was interested. There was no change in the audit report.

L. Old Business

None.

M. New Business

a. Policy #315 Leave – VOTE

Ania shared the changes for the Leave policy. Due to issues with track changes, it was decided that voting for the policy would be tabled until the next meeting.

b. Policy #320 Holidays – VOTE

Ania shared the changes for the Holiday policy which clarified when employees qualify for holiday pay.

Policy #320 Classification Plan was motioned, seconded, and unanimously approved.

c. Organizational Chart – VOTE

Ania informed the Board that the Organizational Chart was updated to reflect organizational changes.

The Organizational Chart was motioned, seconded, and unanimously approved.

N. Executive Session:

An executive session was held.

O. Action Taken from Executive Session:

None.

P. Executive Director's Comments:

Don shared that he is still working to meet with each county. PDRTA has received numerous requests for workforce transportation. The TASC Legislative Reception was cancelled since the House and Senate are not in session.

Q. Chairwoman's Comments:

Chairwoman Hattie Burns thanked everyone for their time and hard work.

R. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 1:55 pm.

Respectively submitted,

A handwritten signature in black ink, appearing to read "Don Strickland", written over a horizontal line.

**Don Strickland
Executive Director**

