



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

**Meeting Minutes
February 20th, 2025**

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

Members Web Viewing/Absent: George Jebaily (online), Belva Britt (online) Vivian Rogers

Staff Present: Don Strickland, Samantha Mack, Rachel McMillian, David Adorno

A. Hattie Burns called the meeting to order at 12:20 pm.

B. Invocation – James Jackson

C. Approval of the Agenda:

Agenda – motioned, seconded, and unanimously approved.

D. Approval of the Minutes:

January 16th, 2025, meeting minutes – motioned, seconded, and unanimously approved.

E. Public Comments:

Mary-Kate Morookian, with Kimley Horn, shared an update about some of the work being done with the FLATS Transit Study with PDRTA. The study analyses the current system and its performance and identifies areas for improvement and opportunity.

F. Operations Report:

This report will be reviewed during the March meeting.

G. Executive Director Report:

This report will be reviewed during the March meeting.

H. HR Report & Newsletter

This report will be reviewed during the March meeting.

I. PIO Update

This report will be reviewed during the March meeting.

J. Committee Reports

None.

K. Old Business

None.

L. New Business

a. Policy #200 Accounts Payable – VOTE

Samantha Mack, Director of Finance, shared the policy updates. The updates reflected an updated organizational structure, a system change from MAS90 to Sage, and revised approval workflows for check processing, prepaid expenses, and bank reconciliations.

Policy #200 Accounts Payable was motioned, seconded, and unanimously approved.

b. Policy #202 Accounts Receivable – VOTE

Samantha shared the policy updates. The updates reflected an updated organizational structure, particularly in payment processing and invoicing, a system change from MAS90 to Sage, and a more thorough follow-up process for overdue invoices.

Policy #202 Accounts Receivable was motioned, seconded, and unanimously approved.

c. Policy #216 PDRTA Fare Box Collection & Processing – VOTE

Samantha shared the policy updates. The updates reflected an updated organizational structure, more detailed fare box handling and logging guidelines, and an introduction to cashier logs to verify cash balance and record information.

Policy #216 PDRTA Fare Box Collection & Processing was motioned, seconded, and unanimously approved.

d. Policy #220 Issuance of Form 1099 – VOTE

Samantha shared the policy updates. The updates reflected an updated issuance deadline, a system change from MAS90 to Sage, and additional authorizers.

Policy #220 Issuance of Form 1099 was motioned, seconded, and unanimously approved.

e. Policy #226 Log Validation – VOTE

Samantha shared the policy updates. The updates reflected an updated organizational structure, technological updates from a local database to a SharePoint spreadsheet, and the removal of reports indicated by county funding code.

Policy #226 Log Validation was motioned, seconded, and unanimously approved.

f. Policy #228 Payroll Processing – VOTE

Samantha shared the policy updates. The updates reflected an updated organizational structure, significant system updates from ABRA/MAS90 to a fully integrated Paychex system for payroll processing, an updated approval and reconciliation process within Paychex, and updated backup and compliance procedures.

Policy #228 Payroll Processing was motioned, seconded, and unanimously approved.

g. Policy #301 Classification – VOTE

Don Strickland, Executive Director, shared the policy updates. The updates included the addition of the Regional Operator Specialist role.

Policy #301 Classification was motioned, seconded, and unanimously approved.

h. Organizational Chart – VOTE

Don shared the updates. The updates included the AE, CSO, SMS I, and SMS II titles, as well as an operational structural change with the Director of Operations position now being filled.

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

i. Policy #303 Status and Movement – VOTE

Don shared the policy updates. The updates included more specific language for classifying employees in accordance with the Fair Labor Standards Act, the addition of evaluation periods for new full-time employees, part-time employees, and trainees, and the addition of an extended trial period for newly promoted employees.

Policy #303 Status and Movement was motioned, seconded, and unanimously approved.

j. Policy #306 Drug and Alcohol – VOTE

Don shared the policy updates. The updates included an updated list of positions covered under the policy.

Policy #306 Drug and Alcohol was motioned, seconded, and unanimously approved.

k. Policy #308 Workweek for Exempt and Non-Exempt Non-Driving Personnel – VOTE

Don shared the policy updates. The updates included the hours for full-time, hourly, non-driving employees changing to 37.5 instead of 40, more specific language for exempt and non-exempt employees in accordance with the Fair Labor Standards Act, non-exempt employees needing to clock-in and clock-out, and information concerning when an employee can exceed 40 hours in a workweek.

Policy #308 Workweek for Exempt and Non-Exempt Non-Driving Personnel was motioned, seconded, and unanimously approved.

l. Policy #315 Leave – VOTE

Don shared the policy updates. The updates included adding positions that classify as operational and safety-sensitive, leave requests being made two or more weeks in advance, scheduling leave approval updates, and an entirely updated section for verification of sick

leave. On page 18, the wording will need to be corrected from “compensation” to “compensated.”

Policy #Leave was motioned, seconded, and unanimously approved, with the condition that the discussed corrections will be made.

m. Policy #315 Leave - Addendum – VOTE

Don shared the policy updates. The updates included specified information clock-in times to qualify as a schedule adherence minor, specified language for what qualifies as schedule adherence and excused tardies, and the point tracking system for disciplinary action. On page 2, the wording will need to be corrected from “driver or dispatcher” to “non-exempt employees.”

Policy #315 Leave - Addendum was motioned, seconded, and unanimously approved, with the condition that the discussed corrections will be made.

n. Policy #317 Employment – VOTE

Don shared the policy updates. The updates included information about what it means to be an equal employment employer and the protected classes, priority for internal advertising and recruiting, places where employment opportunities are posted, the interview process and employment process, and recommendations for promotions.

Policy #317 Employment was motioned, seconded, and unanimously approved.

o. Policy #400 Purchasing and Procurement – VOTE

Rachel McMillian, Executive Assistant and Purchasing Manager, shared the policy updates. The updates included the removal of appendix B, more specific IRF procedures, additional clarifying language, and updates to the Matric of FTA Contract Clauses.

Policy #400 Purchasing and Procurement was motioned, seconded, and unanimously approved.

p. Public Transportation Agency Safety Plan – VOTE

Rachel shared the policy updates. The updates included the organizational chart, safety meetings every 3-6 months instead of quarterly, updated key staff, CSO, and SMS, and the safety performance targets

The Public Transportation Agency Safety Plan was motioned, seconded, and unanimously approved.

M. Executive Session:

None.

N. Action Taken from Executive Session:

None.

O. Executive Director’s Comments:

Don thanked everyone for their time and hard work. He shared that three members of the team will be attending a comprehensive review training by the FTA. He also shared that he has been having good conversations with all six counties about sustainable funding.

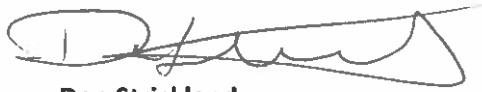
P. Chairwoman's Comments:

Chairwoman Hattie Burns thanked everyone and welcomed Mr. Tom Ewart to the Board.

Q. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 2:50 pm.

Respectively submitted,

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

**Don Strickland
Executive Director**

