



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

**Meeting Minutes
March 20th, 2025**

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

Members Web Viewing/Absent: George Jebaily, Belva Britt, Vivian Rogers, Tyron Jones

Staff Present: Don Strickland, Ania Dixon, David Adorno, Rachel McMillian

A. Hattie Burns called the meeting to order at 12:01 pm.

B. Invocation – Judy Alexander

C. Approval of the Agenda:

Agenda – motioned, seconded, and unanimously approved.

D. Approval of the Minutes:

February 20th, 2025, meeting minutes – motioned, seconded, and unanimously approved.

E. Public Comments:

None.

F. Operations Report:

David Adorno, Director of Operations, shared the January and February Operations Reports. Some of the workforce transportation has decreased due to a couple companies moving away from the recruitment initiative. Ridership has decreased in some areas such as the beach route and Lake City. April through September are the highest ridership months for the beach route. McLeod routes have seen an increase with the cancer center patients. Ridership numbers are somewhat unreliable due to issues with fare boxes. There were three snow days and one day that services suspended early in which contributed to lower ridership numbers.

G. Executive Director Report:

Don Strickland, Executive Director, shared the Executive Director Reports. There is a focus on meeting with the local and state governments to strengthen relationships and gather support for public transportation.

H. HR Report & Newsletter

Ania Dixon, HR Director, shared the HR Reports and Newsletters. PDRTA ended January with 72 employees, 8 new hires. February did not have any new hires, but there were a lot of interviews and knowledge tests for the driver positions. PDRTA ended February with 68 employees due to some terminations. The newsletters for February and March included birthdays, new team members, First Sun EAP information, a policy of the month, and more.

I. PIO Update

Don shared the PIO update. The PIO is updating social media, updating service calendars on the buses, a Harbor Freight video, created brochures for ADA services, updated logos on policies and promotional items, created an informational slide show presentation to run at the Transit Center, and more.

J. Committee Reports

Don shared that we may potentially have a couple new board members, one from Hartsville and one from Cheraw. With the new year approaching, new committee assignments will be made. Don advocated for the addition of different committees to what we currently have, such as a passenger ambassador committee.

K. Old Business

None.

L. New Business

a. Policy #234 Travel and Meetings – VOTE

Don shared the policy updates. The updates included increasing the per diem rate for both in state and out of state meals and allowing a spouse to travel with an employee in a company vehicle. However, at no point is a non-employee allowed to drive a company vehicle. The telephone call limitation was removed since it was an outdated rule.

Policy #234 Travel and Meetings was motioned, seconded, and unanimously approved.

b. Policy #315 Leave – VOTE

Ania shared the policy updates. The updates were grammatical errors that were addressed in the previous meeting. The errors were corrected and highlighted for the Board to review.

Policy #315 Leave was motioned, seconded, and unanimously approved.

c. Policy #315 Leave - Addendum – VOTE

Ania shared the policy update. The update was a change in language from “drivers, dispatchers, and mechanics” to “non-exempt employees.”

Policy #315 Leave – Addendum was motioned, seconded, and unanimously approved.

M. Executive Session:

An executive session was held.

N. Action Taken from Executive Session:

None.

O. Executive Director's Comments:

Don shared that PDRTA is in the middle of budget season and there have been many discussions with local governments and municipalities about the need for funding. PDRTA has great funding support from local partners, however, more sustainable funding is needed to maintain and expand services. To be in a secure position, local governments would need to double their funding. Discussions are being made about the potential need to reduce services should funding not increase. Rachel McMillian, Purchasing Manager, shared that we currently have two RFP's out for legal and audit services. Don also mentioned making a pitch to several foundations about a capital replacement plan. There are two grants out now for an intermodal center. The Florence Airport is willing to let PDRTA put the building on their land

P. Chairwoman's Comments:

Chairwoman Hattie Burns thanked everyone on the Board and staff for their hard work.

Q. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 1:15 pm.

Respectively submitted,

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

Don Strickland
Executive Director

