



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

**Meeting Minutes
August 14th, 2025**

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

Members Web Viewing/Absent: George Jebaily (online), Tyron Jones, Vivian Rogers

Staff Present: Don Strickland, Ania Dixon, Rachel McMillian, Douglas Broach

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

B. Invocation – Tom Ewart

C. Approval of the Agenda:

Agenda – motioned, seconded, and unanimously approved.

D. Approval of the Minutes:

June 24th, 2025, meeting minutes – motioned, seconded, and unanimously approved.

E. Public Comments:

None.

F. Operations Report:

Don Strickland, Executive Director, shared the June and July Operations Reports. There was an overall growth in ridership from this time last year with limited-service expansion, meaning that this increase is a true ridership increase along existing routes. Since going fare free, the Florence Transit System has been maxing out ridership on the buses. Management is working towards a solution to manage the new ridership numbers as it is anticipated that these increases will be sustained. To help drivers with tracking on-off counts for passengers, PDRTA is procuring an automated passenger counter system that will provide detailed ridership reports.

G. Executive Director Report:

Don Strickland, Executive Director, briefly reviewed the Executive Director Report but saved his comments for the Director's Comments portion of the meeting.

H. HR Report & Newsletter

Ania Dixon, HR Director, shared the HR Report and Newsletter for June and July. PDRTA ended June with 68 employees. There were 3 hires and 4 terminations. HR attended a job fair in Dillon and Bennettsville. PDRTA ended July with 67 employees. There were 2 hires and 4 terminations. HR attended a job fair in Darlington. PDRTA is currently hiring for drivers, dispatchers, ops management, maintenance management, and an outreach coordinator.

I. PIO Update

Don Strickland reviewed the PIO update. He encouraged the board members to follow PDRTA on all social media accounts. He explained the SPOT App and how passengers can use it to track the bus in real time. During this time, Lauren, PIO, developed an info guide on how to ride. PDRTA also did a lunch & learn at Harbor Freight to educate employees about our services.

J. Finance Report

Douglas Broach, Finance Manager, shared the finance report for the period ending June 30, 2025. He reviewed the number for total current assets and total assets, deferred outflows of resources, liabilities, deferred inflows of resources, and our net position. He also broke down our operating and non-operating revenues and expenses. In addition to the quarterly finance reports, Douglas will share an update on the cost per route quarterly as well.

K. Committee Reports

None.

L. Old Business

None.

M. New Business

a. Organizational Chart – VOTE

Don Strickland shared the updates to the organizational chart. The Board motioned to have the chart presented every June, when the Classification Plan is updated, and anytime there is a change in salary greater than 15%.

The presented organizational chart, and plan moving forward, was motioned, seconded, and unanimously approved.

b. Standards of Conduct

Don Strickland shared the standards of conduct with the Board. They are an annual policy that all PDRTA employees and Board members must sign.

c. End of Year Celebration

The End of Year Celebration date is still to be determined and will be brought before the Board once confirmed.

d. Procurement Updates

Rachel McMillian, Purchasing Manager, shared the procurement updates. She is working on a Demand Response ITS RFP that will satisfy the requirements from the FTA Triennial Review. She completed a procurement for a 4-month lease of a Automatic Passenger Counter System that will satisfy the requirements for NTD reporting. She ordered 2 vans to provide demand response services for McLeod patients. There is also a solicitation out for renovations at the Florence Transit Center. 7 bus shelters have been ordered to be installed in Hartsville, SC.

e. Grant Updates

Don Strickland shared the grant updates. The application for 5307 funding has been submitted for 1.685 million dollars. The CHC grant will provide funding for 2 additional vans for McLeod services and operational funding. Our grant team is looking for local grants, like Walmart grants, to help with funding. The RIA grant is still underway and will provide funding for the preliminary planning and design for an intermodal center. Other grants will open late September.

f. Service Updates

Florence County went fare free on August 11, 2025.

g. TASC Conference

Don Strickland shared that the TASC Conference did not include the Board training that they typically have included in the past, however, they're going to try and include it next year. The TASC Conference is next week and starts with a vendor meet and greet on Tuesday. The conference itself is Wednesday and Thursday with a lot of good training. 3 staff members will be attending: procurement, operations, and safety. There will also be an ADA training on Friday, which David and Cindy will be attending.

h. Marion County Healthcare Foundation

Don Strickland shared that Marion County Healthcare Foundation approved \$60,000 for local support and \$75,000 for 6 bus shelters in Marion County. Majority of the spots for the shelter locations have been identified based on ridership trends

N. Executive Session:

None.

O. Action Taken from Executive Session:

None.

P. Executive Director's Comments:

Don Strickland thanked the team for their hard work. He informed the Board that SCDOT OPT is conducting a review of PDRTA and is asking for 6 years' worth of data. Part of the review is board terms, so some of them will be hearing soon about reappointments.

Q. Chairwoman's Comments:

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

R. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 1:41 pm.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'Don Strickland', with a stylized, flowing script.

**Don Strickland
Executive Director**