Pee Dee Regional Transportation Authority
Board of Directors Meeting

Meeting Minutes
June 24th, 2025

Members Present: Hattie Burns, Carolyn Gause, Tom Ewart, Judy Alexander, Rebecca Gamble, Tyron Jones, Vivian Rogers, Neil Jackson

Members Web Viewing/Absent: George Jebaily (online), Yolonda Dupree, Belva Britt, James Jackson

Staff Present: Don Strickland, Ania Dixon, Rachel McMillian, Lauren Leonard, David Adorno, Douglas Broach

A. Hattie Burns called the meeting to order at 12:35 pm.

B. Invocation – Tyron Jones

C. <u>Approval of the Agenda:</u>

Agenda – motioned, seconded, and unanimously approved.

D. <u>Approval of the Minutes:</u>

May 15th, 2025, meeting minutes – motioned, seconded, and unanimously approved.

E. <u>Public Comments:</u>

None.

F. <u>Operations Report:</u>

David Adorno, Director of Operations, shared the June Operations Reports. There was an increase in ridership from this time last year, however, the Lake City to Myrtle Beach route was shut down due to a lack of ridership. PDRTA collaborated with Coast RTA to create a vanpool solution for riders that is expected to start at the end of the week or early next week.

G. <u>Executive Director Report:</u>

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

H. <u>HR Report & Newsletter</u>

Ania Dixon, HR Director, shared the HR Report and Newsletter. PDRTA ended May with 69 employees. There were a few terminations and 7 new hires. They are still looking for drivers, dispatchers, an outreach coordinator, transportation supervisors, and a deputy maintenance manager. They attended two job fairs, one in Dillon and one in Bennettsville. The newsletter contains employee birthdays, new hire spotlights, employee of the month, a Veronica Bostic highlight, and an EAP Policy.

I. PIO Update

Lauren Leonard, Public Information Officer, shared an overview of the work she completed in May. The sponsorship campaign for Veronic Bostic raised almost $2,000 from 12 donors. She created several service flyers and is working on the quarterly newsletter for July. For advertising, CareSouth is getting a rewrap, Harbor Freight is looking to wrap another bus, Darlington Raceway added a wrap, and Florence 1 Schools is looking to rewrap.

J. Committee Reports

None.

K. Old Business

a. FY 25-26 Election for Nominations of Officers and Committee Assignments – VOTE

The new committee assignments were motioned, seconded, and unanimously approved.

L. New Business

a. FY 25-26 Budget – VOTE

Douglas Broach, Finance Manager, shared the FY25-26 Budget. He introduced a new, condensed layout. He first reviewed the combined operating budget before breaking down specific operating revenue and expense items. He also created a sheet that broke down the cost per route which shows how much funding is needed to cover the routes. This will be helpful when doing outreach in the municipalities and advocating for additional funding. He then reviewed the capital budget and its line items. Board members are encouraged to reach out to Douglas if they have additional questions.

The FY 25-26 budget was motioned, seconded, and unanimously approved.

b. Policy # 301 Classification Plan – VOTE

Don Strickland shared the policy updates. A couple new positions were added and a couple positions moved to different pay bands. These changes are reflected in the Organizational Chart. Pay band 10 was adjusted.

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

c. Organizational Chart – VOTE

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

d. **Wage and Salary Plan – VOTE**

Don Strickland shared that this plan needs to be updated every year, however, besides date changes, there were no other modifications.

The Wage and Salary Plan was motioned, seconded, and unanimously approved.

e. **Policy #315 Leave – VOTE**

Don Strickland shared the policy updates. When scheduling leave, employees must request a minimum of 4 hours of annual leave at least two weeks or more in advance.

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

f. **Policy #315 Leave Addendum – VOTE**

Don Strickland shared the policy updates. Employees must notify management directly if they will be out at least two hours before business operations begin.

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

g. **Policy #101 Public Comments Process for Transit Fare Increases and Service Changes – VOTE**

Don Strickland shared the policy updates. Notification to the public of a service change was updated to remove newspapers and to include the PDRTA website, social media pages, and bus flyers.

h. **Florence Regional Airport**

Don Strickland shared that the airport is looking to have the intermodal center on their property if PDRTA provides airport shuttle service from the airport to hotels. American Airlines wants to make Florence a hub for emergency stops for fuel, maintenance, etc. and PDRTA would help transport passengers. This new service type would be brought to the Board for approval. There are two active grants that we are waiting on for the intermodal center.

i. **McLeod Vans – VOTE**

Don Strickland shared that McLeod has passed a $100,000 contract from the executive team to their legal team. The contract will dedicate $30,000 to procuring two vans and $70,000 to help with operations. The goal Is to decrease no show rates for appointments, which currently sit at 40-50% for some departments. McLeod is also looking to wrap the vans for advertisements.

The procurement of vans was motioned, seconded, and unanimously approved.

j. **Policy #105 ADA Complementary Paratransit Services – VOTE**

Don Strickland shared the policy updates. Points of contact and their contact information were updated. The deadline for appeals to be filed was updated from 30 to 60 calendar days.

Policy #105 ADA Complementary Paratransit Services was motioned, seconded, and unanimously approved.

M. Executive Session:

An executive session was held.

N. Action Taken from Executive Session:

The board unanimously approved the new Executive Director contract.

O. Executive Director's Comments:

Don shared that the Triennial Review was in progress, and he thanked the team for their hard work. He thanked the new team members and new board members. He shared that PDRTA will continue to fight for sustainable funding.

P. Chairwoman's Comments:

Chairwoman Hattie Burns thanked everyone on the Board and staff for their hard work. She thanked the team for the new board member tablets and asked for there be a short training session on how they work.

Q. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 2:05 pm.

Respectively submitted,

Don Strickland
Executive Director