



**Pee Dee Regional Transportation Authority  
Board of Directors Meeting  
Meeting Minutes  
October 16, 2025**

**Members Present:** Carolyn Gause, Tom Ewart, Rebecca Gamble, Neil Jackson, Tyron Jones, Vivian Rogers, Hattie Burns, Yolonda Dupree, George Jebaily

**Members Web Viewing/Absent:** Belva Britt (online), James Jackson

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

**A.** Tyron Jones called the meeting to order at 12:01 pm.

**B.** Invocation – Yolonda Dupree

**C. Approval of the Agenda:**

Agenda – motioned, seconded, and unanimously approved.

**D. Approval of the Minutes:**

September 18th, 2025, meeting minutes – motioned, seconded, and unanimously approved.

**E. Public Comments:**

None.

**F. Committee Reports:**

**a. Audit Draft**

The Audit Draft was presented by Jackson Neubauer, a representative from Mauldin & Jenkins. He shared with the Board that PDRTA was in good standing and that they were waiting for an update from the Federal government to move forward. They are predicting an increase of 5% in revenue and a decrease of 10% in expenses for the year. George Jebaily, board member and chair of the audit committee, shared that the audit was consistent with

expectations and made a motion to accept the draft as is with changes to be implemented as needed.

The Audit Draft was motioned, seconded, and unanimously approved.

**G. Operations Report:**

Don Strickland, Executive Director, shared the September Operations Report. In September of 2024, the Florence Transit System had 12,196 passenger trips. In September of 2025, after going fare free, the Florence Transit System had 23,317 passenger trips. Routes are at capacity for many hours of the day with only standing room remaining. The Lake Tran bus is showing a 26% increase from 2024 to 2025 as well. Hartsville Transit had an 11.7% decrease which is related to the recent route change. More education needs to be provided so passengers are aware of the new route. The net total trips for September 2025 was 45,124 which is the highest ridership PDRTA has ever had.

**H. Executive Director Report:**

Don Strickland allowed the Board to ask any questions about the events in this report and saved his comments for the Executive Director's Comments section.

**I. HR Report & Newsletter**

Ania Dixon, HR Director, shared the HR Report and Newsletter for September. In September, we had 1 hire, 2 terminations, and ended the month with 64 employees. We are hiring for several different positions including drivers, dispatchers, deputy maintenance manager, outreach coordinator, assistant operations manager, IT program manager, IT technician, and more. HR attended job fairs at the Florence Housing Authority and Florence-Darlington Technical College. The September Employee of the Month was Nick Gioia

**J. PIO Update**

Lauren Leonard, Public Information Officer, reviewed the PIO update. The Quarterly Newsletter will go out this month to internal contacts and over 300 external contracts. She shared information on the upcoming Boo Bus Event which is a community event that PDRTA participates in every year. Invites will be shared soon to RSVP for the upcoming End of Year Celebration on December 5, 2025. Lauren shared updates on social media posts, projects, and fleet advertising.

**K. Finance Report**

Douglas Broach, Finance Manager, reviewed the quarterly finance report. This included information on assets, liabilities, operating revenues and expenses, capital contributions, and more. PDRTA's overall net position was positive. He also shared a breakdown of the cost per route so that Board members can understand where we need funding and help assist with advocating to fill those gaps.

**L. Old Business**

None.

**M. New Business**

**a. Insurance Update**

Don Strickland shared that we were currently with the State Insurance Fund and that last year we did not go out for quotes or bids. This year, we are looking at McGriff and one more

company to get quotes. The team is working to get them the information they need but we will not likely receive the quotes until right before the start of the new year.

**b. Bylaws**

Don informed the Board that it may be time to review its structure. There is a concern about how the rural counties are being represented, especially considering that the rural areas have more service than the urban areas in regard to hours and miles. The Board will need to review the bylaws and structure and consider making a revision.

**c. Title VI Program – VOTE**

Ania Dixon shared the changes for the Title VI Program as requested by SCDOT. Executive Order 1289A was removed with the new administration. Contact information was updated on page 10. Outreach techniques were updated and how we monitor the Language Assistance Program. Pictures were attached that showed outreach activities. A Title VI Assurance Form was added in Appendix B. Chairwoman Hattie Burns shared some suggestions for edits that will be implemented.

The Title VI Program was motioned, seconded, and unanimously approved with the necessary changes.

**d. Policy 103 Charter Bus – VOTE**

Don shared that the only policy change was the mention of the SCDOT OPT State Management Plan.

Policy 103 Charter Bus was motioned, seconded, and unanimously approved.

**e. Policy 213 Fixed Assets/Physical Inventory – VOTE**

Rachel McMillian, Purchasing Manager, shared the policy updates. Positions were updated, information required for asset records were listed, incidental use and when it can be allowed was included, and reporting on real property was included.

Policy 213 Fixed Assets/Physical Inventory was motioned, seconded, and unanimously approved.

**f. Policy 214 Disposal of Property and Equipment– VOTE**

Rachel McMillian shared the policy updates. Positions were updated and guidelines for idle facilities were included.

Policy 214 Disposal of Property and Equipment was motioned, seconded, and unanimously approved.

**g. Policy 228 Payroll Procedures – VOTE**

Douglas Broach shared that the only update was a reference to the Personnel Files Policy.

Policy 228 Payroll Procedures was motioned, seconded, and unanimously approved.

**h. Policy 403 Credit Card – VOTE**

Douglas shared that this was a new policy. It includes information on credit card eligibility and issuance, the checkout process for shared credit cards, authorized use, transaction documentation and reporting, security and fraud prevention, compliance and auditing, and consequences of misuse.

Policy 403 Credit Card was motioned, seconded, and unanimously approved.

**i. Policy 405 Revenue Recognition – VOTE**

Douglas shared that this was a new policy. It includes information on key principles and procedures, roles and responsibilities, monitoring and controls, compliance and reporting, and exceptions and approvals. It was noted that the footer would need to be updated with the correct policy name.

Policy 405 Revenue Recognition was motioned, seconded, and unanimously approved with the necessary changes.

**j. Policy 406 Program Income– VOTE**

Douglas shared that this was a new policy. It includes information on procedures for identifying, reporting, and using program income, compliance and oversight, and responsibilities.

Policy 406 Program Income was motioned, seconded, and unanimously approved.

**k. Policy 407 Program Expense – VOTE**

Douglas shared that this was a new policy. It includes information on identifying program expenses, how to categorize them, responsibilities, documentation and reporting, determinations of allowable and unallowable costs, reimbursement procedures, and compliance and oversight.

Policy 406 Program Income was motioned, seconded, and unanimously approved.

**l. Policy 408 Processing Form 600 – VOTE**

Douglas shared that this was a new policy. It includes information on how to obtain access, submit, and update the form, reporting deliverables, and positions responsible for recording billing and recording receivable.

Policy 406 Program Income was motioned, seconded, and unanimously approved.

**m. Policy 409 Audit Procedures – VOTE**

Douglas shared that this was a new policy. It includes information on where to reference procurement procedures, preparing schedules and financial statements, drafting report presentations, Board approvals, submissions for OPT review, and a breakdown of position responsibilities for audit activities.

Policy 406 Program Income was motioned, seconded, and unanimously approved.

**n. Policy 410 Common Cost Allocation – VOTE**

Douglas shared that this was a new policy. It includes information on identifying transportation common costs, obtaining approvals, creating a proposal, making adjustments, documents needed for monthly calculations, procedures for avoiding duplication, position specific functions, and record keeping.

Policy 406 Program Income 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 Strickland thanked the team for their hard work during this busy time. We are still in the middle of an SCDOT Audit with our site visit on 10/20-10/23. He reminded the Board of the End of Year Celebration on December 5<sup>th</sup> and encouraged them to attend. Don also shared that we are going back to using the mileage reimbursement form for Board members requesting reimbursements.

**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 1:34 pm.

**Respectively submitted,**



**Don Strickland**

**Executive Director**