Pee Dee Regional Transportation Authority
Board of Directors Meeting
Meeting Minutes
June 18, 2026

Members Present/Web Viewing: Hattie Burns, Tom Ewart, Rebecca Gamble, Neil Jackson, George Jebaily, Paula Pugh, Vivian Rogers, Robert Williams

Members Absent: Belva Britt, Carolyn Gause, James Jackson, Tyron Jones, Kenneth Stroman

Staff Present: Don Strickland, Ania Dixon, Rachel McMillian, Lauren Leonard, Laura Rhoads, Dylan Roberts

A. Hattie Burns called the meeting to order at 12:09 pm.

B. Invocation – Neil Jackson

C. **Approval of the Agenda:**

Agenda – motioned, seconded, and unanimously approved.

D. **Approval of the Minutes:**

May 21, 2026, meeting minutes – motioned, seconded, and unanimously approved.

E. **Public Comments:**

None.

F. **HR Report & Newsletter**

Ania Dixon, HR Director, shared the HR Report and Newsletter. In May, there were 5 new hires and 5 terminations. We closed the month with 68 employees. HR has been recruiting, attending job fairs, and has partnered with Goodwill for a hiring event for PDRTA once a month. There is also an upcoming job fair in Lake City.

The June Newsletter highlighted birthdays, work anniversaries, new hires, the National Roadeo competition, community events, and a First Sun EAP newsletter.

G. **PIO Update**

Lauren Leonard, Public Information Officer, shared the PIO update for June. The June report included content updates, fleet advertising, and social media updates. Lauren issued notices on Dillon Public Hearings, including Press Release, flyers, website update, and social media posts. She is preparing materials for a Harbor Freight Lunch & Learn and the July Quarterly Newsletter is also in progress.

H. Committee Reports

None.

I. Executive Session:

Executive Session was held.

J. Action Taken from Executive Session:

A motion was made to approve a $10,000 salary increase for the Executive Director based on the results of his annual evaluation. The motion was seconded and unanimously approved by the Board.

Following the vote, the Executive Director requested that implementation of the salary increase be deferred until he has the opportunity to assess the organization's financial position. The Board indicated that the timing of the implementation of the approved salary increase is at the discretion of the Executive Director.

K. Old Business

None.

L. New Business

a. FY26-27 PDRTA Committee Assignments – VOTE

Don reiterated that the Slate of Assignments is updated annually. Don shared the Slate of Assignments for fiscal year July 2026 to June 2027, including the below. The Board can choose to have more than one Passenger Representative. Don discussed a passenger that could potentially fill one of those roles. A motion was made to approve the slate of assignments. The motion was seconded and unanimously approved by the Board.

EXECUTIVE COMMITTEE

Chair: Tom Ewart
Vice Chair: Neil Jackson
Second Vice Chair: James Jackson

PERSONNEL COMMITTEE

Chair: Hattie Burns
2. Rebecca Gamble
3.Tyron Jones
4. Paula Pugh

FINANCE COMMITTEE

Chair: Tom Ewart
2. Vivian Rogers
3. Neil Jackson
4. Belva Britt

AUDIT COMMITTEE

Chair: George Jebaily
2. Tyron Jones
3. Yolanda Dupree
4. Kenneth Stroman

SERVICE COMMITTEE

Chair: James Jackson
2. Carolyn Gause

3. Robert Williams
4. (Dillon County Rep)

Passenger Representative
1. TBD

b. Policy 106 Marketing Plan - VOTE

Don Strickland, Executive Director, shared information regarding updates to Policy 106 Marketing Plan. Don highlighted some of the changes and attachments, including the PDRTA interest form, PDRTA Media Release and Consent Form, Advertising Revenue Agreement, Advertising Rate Sheet, Social Media Reputation Management SOP, Passenger Survey, and Driver Survey. New routes and updated passenger counts were also updated – showing PDRTA operates a network of 44 bus routes and provides nearly 500,000 passenger trips annually.

Don also shared that Lauren Leonard, Public Information Officer, was researching software that will search the internet for mentions of PDRTA.

A motion was made to approve the updated Policy 106 Marketing Plan. The motion was seconded and unanimously approved.

c. EEO Program - VOTE

Ania Dixon, HR Director, shared information regarding the EEO program. One highlighted change includes no longer posting new job postings for 5 days internally, before posting them externally. Instead, all job postings will be posted internally and externally simultaneously.

Ania also reassured the Board that preferences will still be given to internal candidates and that the HR department has started interview counseling to help internal candidates prepare.

A motion was made to approve the updated EEO Program. The motion was seconded and unanimously approved.

d. Notice of EEO Officer - VOTE

Ania Dixon, HR Director, shared information regarding the Notice of EEO Officer. She stated that the content of this notice remains unchanged. Dates were updated and signatures received.

A motion was made to approve the Notice of EEO Officer. The motion was seconded and unanimously approved.

e. EEO Statement of Policy – VOTE

Ania Dixon, HR Director, shared information regarding the EEO Statement of Policy. She stated that the content of this policy remains unchanged. Dates were updated and signatures received.

A motion was made to approve the EEO Statement of Policy. The motion was seconded and unanimously approved.

f. Policy 301 Classification Plan – VOTE

Ania Dixon, HR Director, shared information regarding Policy 301 Classification Plan. Since the last update, new positions have been added, as well as an update to the minimum, midpoint, and maximum of each pay band.

A motion was made to approve Policy 301 Classification Plan. The motion was seconded and unanimously approved.

g. **Wage and Salary Plan – VOTE**

Ania Dixon, HR Director, shared information regarding the Wage and Salary Plan. This plan is updated every fiscal year. The plan includes a cost-of-living adjustment of 2%.

A motion was made to approve the Wage and Salary Plan. The motion was seconded and unanimously approved.

h. **Organization Chart – VOTE**

Ania Dixon, HR Director, shared information regarding the Organization Chart. The chart provides a visual representation reflecting current positions and authorities.

A motion was made to approve the Organization Chart. The motion was seconded and unanimously approved.

i. **Policy 303 Status and Movement – VOTE**

Ania Dixon, HR Director, shared information regarding Policy 303 Status and Movement. This policy was updated to reflect changes regarding how new positions are posted. New positions will be posted internally and externally, simultaneously.

A motion was made to approve Policy 303 Status and Movement. The motion was seconded and unanimously approved.

j. **Policy 317 Employment – VOTE**

Ania Dixon, HR Director, shared information regarding Policy 317 Employment. This policy also shows the update to how new positions are posted. New positions will be posted internally and externally, simultaneously. An addition to the policy also includes the organization is now working with staffing agencies.

A motion was made to approve Policy 317 Employment. The motion was seconded and unanimously approved.

k. **Policy 400 Purchasing and Procurement – VOTE**

Rachel McMillian, Director of Purchasing and Projects, shared information regarding Policy 400 Purchasing and Procurement. Due to the expansion of the department, a Purchasing Specialist has been included to assist with responsibilities. Updates to circulars and how documents are filed within the organization's drive have been added. Information regarding cost and price analysis has been included, as well as independent cost estimates. Information regarding full and open competition and non-competitive procurements has been added. Lastly, information regarding contracting with small businesses, minority businesses, women-owned businesses, and veteran-owned business have been added to reflect changes that were included in the FTA manual.

A motion was made to approve Policy 400 Purchasing and Procurement. The motion was seconded and unanimously approved.

l. Employee Handbook – VOTE

Ania Dixon, HR Director, shared information regarding the Employee Handbook. An authorizing signature was collected signifying the Boards' support of the policies, guidelines, and procedures contained within the handbook, which shall remain in effect until amended or rescinded by the Board of Directors.

A motion was made to approve the Employee Handbook. The motion was seconded and unanimously approved.

m. FY26-27 Budget – VOTE

Don Strickland, Executive Director, shared information regarding the FY26-27 Budget. The Budget was presented with a proposal to increase the operations' budget. Any variance in the proposed budget will be presented with the normal quarterly financials moving forward.

Laura Rhoads, Director of Finance, shared additional information regarding the FY26-27 Budget, stating that adjustments were made in the local matches and government revenues.

A motion was made to approve the FY26-27 Budget. The motion was seconded and unanimously approved.

n. Trespass Bill

Don Strickland, Executive Director, shared information regarding the Trespass Bill. He provided context as to the process of enforcing the bill, including meeting with the rider and law enforcement, issuing a suspension pending investigation, the appeal process for the rider, and the Boards' response. Per the Bill, the Board must be involved. Don recommended that action items pertaining to the Bill fall under the Executive Committee's roles and responsibilities. Discussions will be shared with the Board as a committee report as incidents occur. Don will take this recommendation to PDRTA's attorneys to confirm it maintains compliance.

M. Executive Director's Comments & Report:

Don Strickland shared that there's still much work to be done, with a lot of moving targets. He thanked the staff for the great job they have done. He expressed appreciation for the Board regarding his annual review. He also acknowledged Chairwoman Hattie Burns and the tone she has set as the Chair of the Board of Directors.

N. Chairwoman's Comments:

Chairwoman Hattie Burns shared the Boards' confidence in the Executive Director to make the best decision based on PDRTA as a whole. She expressed thanks for allowing her to serve as Chairwoman, stating that it is her last meeting in that role before the new Slate of Assignments takes effect. She also thanked the PDRTA staff and Board for their hard work.

O. Adjournment:

Motion was made, seconded, and unanimously approved. The meeting adjourned at 2:22 pm.

Respectively submitted,

Don Strickland

Executive Director