



**TENTATIVE AGENDA FOR
JANUARY 13, 2025, AT 6:00 P.M.**

**Invocation
Pledge to American Flag**

ATTENTION

- The Board may add additional items to this agenda.
- Affirmative action on any item includes authorization of the Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman. Speakers may only make one (1) trip to the podium regarding each item they wish to speak on. They shall complete one comment card for each item and submit the card(s) to the Chairman before the meeting is called to order.

APPROVAL OF MINUTES

1. November 4, 2024, Regular Meeting Pages 1-4 Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

2. Adoption of Resolution #2025-01 5310 Grant Application Page 5
3. Adoption of Resolution #2025-02 5311 Grant Application Page 6
4. Adoption of Resolution #2025-03 5311 Grant Application Page 7
5. Adoption of Resolution #2025-04 5311 Grant Application Page 8
6. Adoption of Resolution #2025-05 5339 Grant Application Page 9

TIME SPECIFIC ITEMS

STAFF ITEMS

7. Accumulated Comp-Hurricane Debby/Helene Pages 10-13 Cinda Foster &
8. Financial Update Pages 14-19 Monica Marquardt

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

SUWANNEE VALLEY TRANSIT AUTHORITY
MONTHLY MEETING OF THE BOARD OF DIRECTORS
SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET, SW
LIVE OAK, FL 32064



GENERAL BUSINESS

9. Additional Agenda Items. The Chairman calls for additional items.
10. Board Members' Inquiries, Requests, and Comments
11. Administrator's Comments

Upcoming meeting: February 10, 2025, at 6:00 P.M.

****TENTATIVE**2025 Meeting Schedule**

January 13th
February 10th
March 10th
April 14th
May 12th
June 9th
July 14th
August 11th
September 8th
October 6th
November 10th
December 8th



**MINUTES
of the
GOVERNING BOARD OF DIRECTORS**

6:00 p.m.

OPENING AND INVOCATION:

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for a regular meeting.

Chairperson Don Hale called the meeting to order at 6:00 p.m. and led the invocation and Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

The following Board members were present: Chairperson Don Hale and Commissioners Everett Phillips, Tim Murphy, and Robert Brown. Commissioners Robby Roberson and Travis Land were not present.

Also present were Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, and SVTA employees Cinda Foster, Monica Marquardt, and Nick Furst.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the September 9, 2024 Regular Meeting.

Commissioner Brown moved to approve the minutes of the September 9, 2024 Regular Meeting as written. Commissioner Phillips seconded, and the motion carried unanimously (4-0).

PUBLIC CONCERNS AND COMMENTS:

There were none.

CONSENT:

There were none.

TIME SPECIFIC ITEMS:

There were none.

STAFF ITEMS:

The second item on the agenda was to discuss accumulated comp time from Hurricanes Helene and Milton.

Mrs. Foster noted that there were several employees who were working to drop the hours down to zero that they had received during the recent hurricanes.

Discussion ensued on hurricane-related reimbursements, that FEMA would only reimburse overtime, not comp time, and there were minimum expenses that SVTA did not meet during Debby, Helene, and Milton.

Commissioner Murphy asked for a breakdown of how much the storms had cost SVTA in extra expenses, even if some or all of it was reimbursable.

The third item on the agenda was Check Writes.

Mrs. Foster noted that the check writes for September and October were in the agenda packet, plus there was an additional payroll for a worker who had been injured. She noted the purchase of computer equipment, a new bus, bus repairs, insurance expenses, and a new shop door (which would be reimbursed by FEMA).

The fourth item on the agenda was Profit & Loss.

Mrs. Marquardt noted documentation in the agenda package from the previous and current fiscal years. She added that there would be some grant reimbursement for some of the equipment, once everything had been installed and all paperwork submitted.

Discussion ensued on selling some of the older vehicles or dropping their insurance.

BOARD MEMBER ITEMS:

There were none.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

The fifth item on the agenda was to schedule 2025 meeting dates (to be advertised in the *Lake City Reporter* and *Riverbend News*).

Chairman Hale noted the 2025 calendar with the dates highlighted. All were the second Monday of the month except for October, which would be the first Monday.

Some discussion ensued on the meeting dates and that a final decision would be made at the next meeting, when there would be some new SVTA board members.

GENERAL BUSINESS:

The sixth item on the agenda was for Secretary Eric Musgrove to follow up on the procurement threshold for the administrator.

Secretary Musgrove noted that he had researched the minutes from the years since he had become secretary in 2015. The latest discussion of a procurement threshold for the administrator that he could find was in the minutes of September 17, 2018, in which the Board had updated the Procurement Policy to allow Administrator approvals for purchases of up to \$15,000 (replacing the previous \$5,000 threshold), with Board approval required for anything higher. The minutes noted that the change to \$15,000 had brought SVTA's policy in line with Suwannee County's procurement policy.

Mrs. Marquardt noted that the previous administrator had signed off on higher amounts and there were also times such as payroll, the purchase of vehicles, etc. in which the administrator would not be able to sign off. She suggested that the policy be updated to authorize the administrator to sign off for certain items, especially ones that had already been authorized by the SVTA Board, as the State required SVTA to pay vendors within 5 days.

Much discussion ensued on the current procurement policy as written versus the intent of the Board, the drastic increase in prices since the policy was last adjusted in 2018, and new State requirements that made rapid vendor payment necessary.

The Board agreed to have the procurement policy reworded to follow ordinary business practices and allow the administrator the authority to properly conduct business, to be presented at the regular meeting in January.

It was agreed that payroll, insurance, and insurance claims were part of conducting business and not a “purchase”.

The seventh item on the agenda was additional agenda items.

There were none.

The eighth item on the agenda was Board Inquiries, Requests, and Comments.

There were none.

The ninth item on the agenda was Administrator’s comments.

Administrator Kennon discussed recent major purchases, new routes that had necessitated hiring of new drivers, and her hiring of a part-time assistant.

Discussion ensued on GIS mapping during the recent hurricanes and suggested using the same company for public transportation needs.

Administrator Kennon discussed holding SVTA workshops to review various grants.

The Board thanked Commissioner Brown for his twelve years of service to SVTA and to Hamilton County, as this was his last meeting before retiring.

ADJOURNMENT:

Commissioner Phillips moved to adjourn the meeting. Commissioner Murphy seconded, and the motion carried unanimously (4-0).

There being no further business to discuss, the meeting adjourned at 6:47 p.m.

Approved and adopted the _____ day of _____, 2025.

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

SECTION 5310 GRANT

RESOLUTION #: 2025-01

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5310.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, execute subsequent agreements, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **January 13, 2025**

By: _____

Don Hale, Chairperson

ATTEST: _____ (Stamp corporate seal here :)

Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

SECTION 5311 GRANT

RESOLUTION #: 2025-02

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **January 13, 2025**

By: _____

Don Hale, Chairperson

ATTEST: _____ (Stamp corporate seal here :)

Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

SECTION 5311 GRANT

RESOLUTION #: 2025-03

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **January 13, 2025**

By: _____

Don Hale, Chairperson

ATTEST: _____ (Stamp corporate seal here :)

Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

SECTION 5311 GRANT

RESOLUTION #: 2025-04

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **January 13, 2025**

By: _____

Don Hale, Chairperson

ATTEST: _____ (Stamp corporate seal here :)

Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

SECTION 5339 GRANT

RESOLUTION #: 2025-05

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY **Suwannee Valley Transit Authority** FLORIDA:

This resolution applies to Federal Program(s) under U.S.C. Section(s) 5339.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator, is authorized to sign the application, accept a grant award, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **January 13, 2025**

By: _____

Don Hale, Chairperson

ATTEST: _____ (Stamp corporate seal here :)

Eric Musgrove, Secretary



NAME : Christine Bolyard FOR THE YEAR 2024 EMPLOYEE # 124
 DATE EMPLOYED: 04/09/2014

PAY PERIOD DATES	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	BEGINNING BALANCE			39.05			62.05			3.75			0			Lost Comp													
															EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL																	
12/16/23-12/29/2023							8H			8H						3.75	0.00	42.80	3.75	0.00	65.80																						
12/30-1/12			8H													3.75	0.00	46.55	3.75	0.00	69.55																						
1/13-1/26			8H													3.75	0.00	50.30	3.75	0.00	73.30																						
1/27-2/9																3.75	0.00	54.05	3.75	0.00	77.05																						
2/10-2/23							8PTO			8H				4PTO		3.75	12.00	45.80	3.75	0.00	80.80																						
2/24-3/8																3.75	0.00	49.55	3.75	0.00	84.55																						
3/9-3/22																3.75	0.00	53.30	3.75	0.00	88.30																						
3/23-4/5							4PTO			*****40 VAC *****						3.75	4.00	53.05	3.75	40.00	52.05																						
4/6-4/19				10yr												3.75	0.00	56.80	5.50	0.00	57.55																						
4/20-5/3			1PTO				8PTO									3.75	9.00	51.55	5.50	0.00	63.05																						
5/4-5/17									Donated 24A hrs to Jenni						3.75	0.00	55.30	5.50	24.00	44.55																							
5/18-5/31							3.94PTO			8H						3.75	3.94	55.11	5.50	0.00	50.05																						
6/1-6/14																3.75	0.00	58.86	5.50	0.00	55.55																						
6/15-6/28																3.75	0.00	62.61	5.50	0.00	61.05																						
6/29-7/12						8H								8PTO		3.75	8.00	58.36	5.50	0.00	66.55																						
7/13-7/26																3.75	0.00	62.11	5.50	0.00	72.05																						
7/27-8/9										8AL	8AL	8AL				3.75	0.00	65.86	5.50	0.00	77.55	4.50	0.00	4.50																			
8/10-8/23																3.75	0.00	69.61	5.50	0.00	83.05	0.00	0.00	4.50																			
8/24-9/6										8H						3.75	0.00	73.36	5.50	0.00	88.55	0.00	0.00	4.50																			
9/7-9/20																3.75	0.00	77.11	5.50	0.00	94.05	5.75	0.00	10.25																			
9/21-10/4						8AL	8AL			8AL				8C		3.75	0.00	80.86	5.50	0.00	99.55	21.12	8.00	23.37																			
10/5-10/18						8AL				8H						3.75	0.00	84.61	5.50	0.00	105.05	1.53	0.00	24.90																			
10/19-11/1																3.75	0.00	88.36	5.50	0.00	110.55	0.00	0.00	24.90																			
11/2-11/15										8H						3.75	0.00	92.11	5.50	0.00	116.05	2.93	0.00	27.83																			
11/16-11/29												3AL	8H	8H		3.75	0.00	95.86	5.50	0.00	121.55	3.92	0.00	31.75																			
11/30-12/13			8FH													3.75	0.00	99.61	5.50	0.00	127.05	2.25	0.00	34.00																			
BALANCE END OF YEAR:															97.50	36.94	99.61	129.00	64.00	127.05	42.00	8.00	34.00	0																			

COMMENTS:	Cannot carry comp time over
	8/5-8/7/2024 HURRICANE DEBBY
	9/26,27 and 30th Hurricane Helene
	10/10/24 Hurricane Milton
	11/27 Admin Leave Granted for early Closure

NAME :Nick Furst FOR THE YEAR 2025 EMPLOYEE # 112
 DATE EMPLOYED: 7/25/2016

															214.69			225.50			3.75			4.77		
BEGINNING BALANCE															PTO			ANNUAL LEAVE			COMP TIME					
PAY PERIOD DATES	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL			
12/14/24-12/27/2024							8AL/FH				8H	8H			3.75	0.00	218.44	3.75	0.00	229.25			4.77			
12/28/24-1/10/2025															3.75		222.19	3.75		233.00			4.77			
1/11-1/24															3.75		225.94	3.75		236.75			4.77			
1/25-2/7															3.75		229.69	3.75		240.50			4.77			
2/8-2/21															3.75		233.44	3.75		244.25			4.77			
2/22-3/7															3.75		237.19	3.75		248.00			4.77			
3/8-3/21															3.75		240.94	3.75		251.75			4.77			
3/22-4/4															3.75		244.69	3.75		255.50			4.77			
4/5-4/18															3.75		248.44	3.75		259.25			4.77			
4/19-5/2															3.75		252.19	3.75		263.00			4.77			
5/3-5/16															3.75		255.94	3.75		266.75			4.77			
5/17-5/30															3.75		259.69	3.75		270.50			4.77			
5/31-6/13															3.75		263.44	3.75		274.25			4.77			
6/14-6/27															3.75		267.19	3.75		278.00			4.77			
6/28-7/11															3.75		270.94	3.75		281.75			4.77			
7/12-7/25															3.75		274.69	3.75		285.50			4.77			
7/26-8/8															3.75		278.44	3.75		289.25			4.77			
8/9-8/22															3.75		282.19	3.75		293.00			4.77			
8/23-9/5															3.75		285.94	3.75		296.75			4.77			
9/6-9/19															3.75		289.69	3.75		300.50			4.77			
9/20-10/3															3.75		293.44	3.75		304.25			4.77			
10/4-10/17															3.75		297.19	3.75		308.00			4.77			
10/18-10/31															3.75		300.94	3.75		311.75			4.77			
11/1-11/14															3.75		304.69	3.75		315.50			4.77			
11/15-11/28															3.75		308.44	3.75		319.25			4.77			
11/29-12/12															3.75		312.19	3.75		323.00			4.77			
																	312.19			323.00			4.77			
BALANCE END OF YEAR:															97.50	0.00	312.19	97.50	0.00	323.00	0.00	0.00	4.77			

COMMENTS:
 12/20/2024 -Extension of 2024 Floating Holiday

NAME :Nick Furst

FOR THE YEAR 2024

EMPLOYEE # 112

BEGINNING BALANCE	159.49	128.00	3.75	0
	PTO			COMP TIME
	EARN	USED	BAL	EARN
	USED	BAL	EARN	USED
	BAL	EARN	USED	BAL

DATE EMPLOYED: 7/25/2016

PAY PERIOD DATES	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL
12/16/23-12/29/2023						.23PTO	8H			8H					3.75	0.23	163.01	3.75	0.00	131.75			0.00
12/30-1/12			8H										1.28PTO		3.75	1.28	165.48	3.75	0.00	135.50			0.00
1/13-1/26			8H			8PTO									3.75	8.00	161.23	3.75	0.00	139.25			0.00
1/27-2/9															3.75	0.00	164.98	3.75	0.00	143.00			0.00
2/10-2/23										8H					3.75	0.00	168.73	3.75	0.00	146.75	0.50	0.00	0.50
2/24-3/8			6.5PT	.67PTO			.67PTO								3.75	0.00	172.48	3.75	0.00	150.50	0.00	0.00	0.50
3/9-3/22															3.75	0.00	176.23	3.75	0.00	154.25	0.50	0.50	0.50
3/23-4/5															3.75	0.00	179.98	3.75	0.00	158.00	1.03	0.00	1.53
4/6-4/19											7.12PTO				3.75	7.12	176.61	3.75	0.00	161.75	0.00	0.00	1.53
4/20-5/3							1.53C1.38AL								3.75	0.00	180.36	3.75	0.00	165.50	0.00	1.53	0.00
5/4-5/17			.72AL												3.75	0.00	184.11	3.75	0.00	169.25	0.00	0.00	0.00
5/18-5/31							2.58PTO			8H					3.75	2.58	185.28	3.75	0.00	173.00	0.00	0.00	0.00
6/1-6/14															3.75	0.00	189.03	3.75	0.00	176.75	1.83	0.00	1.83
6/15-6/28			1.83C3.95PTO												3.75	3.95	188.83	3.75	0.00	180.50	0.00	1.83	0.00
6/29-7/12						8H									3.75	0.00	192.58	3.75	0.00	184.25	1.95	0.00	1.95
7/13-7/26												1.95C5.68PTO			3.75	5.68	190.65	3.75	0.00	188.00	0.00	1.95	0.00
7/27-8/9										8AL	8AL	8AL		.28PTO	3.75	0.28	194.12	3.75	0.00	191.75	3.00	0.00	3.00
8/10-8/23															3.75	0.00	197.87	3.75	0.00	195.50	0.62	0.00	3.62
8/24-9/6										8H	1.90AL	1.32 C			3.75	0.00	201.62	3.75	0.00	199.25	0.00	1.32	2.30
9/7-9/20			5.23PTO												3.75	5.23	200.14	3.75	0.00	203.00	0.00	0.00	2.30
9/21-10/4						8AL	8AL			8AL	2.3C, 7.95PTO				3.75	7.95	195.94	3.75	0.00	206.75	4.50	2.30	4.50
10/5-10/18						8AL				8H					3.75	0.00	199.69	3.75	0.00	210.50	0.00	0.00	4.50
10/19-11/1					.35C										3.75	0.00	203.44	3.75	0.00	214.25	0.00	0.35	4.15
11/2-11/15										8H					3.75	0.00	207.19	3.75	0.00	218.00	1.83	0.00	5.98
11/16-11/29												3AL	8H	8H	3.75	0.00	210.94	3.75	0.00	221.75	1.21	0.00	7.19
11/30-12/13					2.42C										3.75	0.00	214.69	3.75	0.00	225.50	0.00	2.42	4.77
																	214.69			225.50			4.77
BALANCE END OF YEAR:															97.50	42.30	214.69	97.50	0.00	225.50	16.97	12.20	4.77

COMMENTS:
Balance Admin Leave 1.90 5/21 Used bal 9/3/2024
8/5-8/7/2024 Hurricane Debby
9/26-9/30/2024 Hurricane Helene
10/10/24 Hurricane Milton
11/27 Admin Leave Granted for early Closure

Suwannee Valley Transit Authority
Check Detail
December 2024

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	12/6/2024	Payroll	\$ (28,621.12)
Payroll Liability	Bank Draft	12/6/2024	Payroll Taxes	\$ (8,264.53)
Payroll Liability	Bank Draft	12/16/2024	Payroll Taxes	\$ (655.67)
Payroll Liability	Bank Draft	12/20/2024	Payroll	\$ (27,855.11)
Payroll Liability	Bank Draft	12/20/2024	Payroll Taxes	\$ (7,700.41)
				\$ (73,096.84)
Bill Pmt -Check	Bank Draft	12/04/2024	United Healthcare	\$ (10,466.44)
Bill Pmt -Check	Bank Draft	12/04/2024	Guardian	\$ (487.49)
Bill Pmt -Check	Bank Draft	12/04/2024	Globe Life Liberty National Division	\$ (1,209.22)
Bill Pmt -Check	Bank Draft	12/04/2024	AFLAC	\$ (1,987.25)
Bill Pmt -Check	Bank Draft	12/04/2024	TransAmerica	\$ (299.51)
Bill Pmt -Check	Bank Draft	12/05/2024	Florida Retirement System	\$ (12,409.54)
Bill Pmt -Check	Bank Draft	12/05/2024	Verizon Wireless	\$ (716.99)
Bill Pmt -Check	Bank Draft	12/05/2024	Verizon Wireless	\$ (520.52)
Bill Pmt -Check	Bank Draft	12/06/2024	FPL	\$ (510.97)
Bill Pmt -Check	Bank Draft	12/06/2024	Comcast (Fiber Opt Internet)	\$ (752.75)
Bill Pmt -Check	Bank Draft	12/09/2024	Staples Advantage	\$ (840.12)
Bill Pmt -Check	Bank Draft	12/10/2024	City of Live Oak	\$ (318.87)
Bill Pmt -Check	Bank Draft	12/13/2024	ADP, Inc	\$ (248.85)
Bill Pmt -Check	Bank Draft	12/20/2024	Pitney Bowes Bank Inc Purchase Power	\$ (243.99)
Bill Pmt -Check	Bank Draft	12/20/2024	Pitney Bowes Global Financial Services	\$ (132.00)
Bill Pmt -Check	Bank Draft	12/27/2024	ADP, Inc	\$ (501.04)
Bill Pmt -Check	Debit Card	12/02/2024	Harbor Freight	\$ (299.99)
Bill Pmt -Check	Debit Card	12/09/2024	Lowe's	\$ (108.98)
Bill Pmt -Check	Debit Card	12/10/2024	Comfort Air	\$ (149.01)
Bill Pmt -Check	Debit Card	12/10/2024	Publix	\$ (41.55)
Bill Pmt -Check	Exchanged	12/09/2024	Lowe's	\$ -
Bill Pmt -Check	21764	12/12/2024	Advance Auto Parts	\$ (287.45)
Bill Pmt -Check	21765	12/12/2024	Advanced Tire Service	\$ (248.00)
Bill Pmt -Check	21766	12/12/2024	Foxster Opco LLC	\$ (1,372.99)
Bill Pmt -Check	21767	12/12/2024	G.W. Hunter, Inc.	\$ (2,877.15)
Bill Pmt -Check	21768	12/12/2024	Jim Hinton Oil	\$ (3,298.83)
Bill Pmt -Check	21769	12/12/2024	Lake City Reporter	\$ (119.30)
Bill Pmt -Check	21770	12/12/2024	Lube Specialists	\$ (300.00)
Bill Pmt -Check	21771	12/12/2024	McGee Company	\$ (67.25)
Bill Pmt -Check	21772	12/12/2024	Morrell's Home Furnishings	\$ (100.00)
Bill Pmt -Check	21773	12/12/2024	Pioneer Janitorial Service	\$ (590.00)
Bill Pmt -Check	21774	12/12/2024	Seaman's Aqua Clean	\$ (35.00)
Bill Pmt -Check	21775	12/12/2024	Unifirst Corporation	\$ (90.22)
Bill Pmt -Check	21776	12/12/2024	Vault Workforce Screening	\$ (134.00)
Bill Pmt -Check	21777	12/12/2024	Walt's Live Oak Ford	\$ (10.34)
Bill Pmt -Check	21778	12/12/2024	Baya Urgent Care LLC	\$ (440.00)
Bill Pmt -Check	21779	12/17/2024	Cinda Foster	\$ (84.54)
Bill Pmt -Check	21780	12/17/2024	Jones and Son Fire Extinguisher Service	\$ (922.00)
Bill Pmt -Check	21781	12/17/2024	Vault Workforce Screening	\$ (315.00)
Check	50007	12/18/2024	Cricinda Foster	\$ (200.00)
Check	50008	12/18/2024	Marquardt, Monica	\$ (200.00)
Check	50009	12/18/2024	Milligan, Paige	\$ (100.00)
Check	50010	12/18/2024	Allen, Tracey	\$ (200.00)

Suwannee Valley Transit Authority
Check Detail
December 2024

Type	Num	Date	Name	Paid Amount
Check	50011	12/18/2024	Christine Bolyard	\$ (200.00)
Check	50012	12/18/2024	Jones, Jeffrey	\$ (200.00)
Check	50013	12/18/2024	Moore, Eva	\$ (200.00)
Check	50014	12/18/2024	Roberts, Jennifer	\$ (200.00)
Check	50015	12/18/2024	Frick, Morris	\$ (200.00)
Check	50016	12/18/2024	Furst, Nicholas	\$ (200.00)
Check	50017	12/18/2024	Alexander, Dana	\$ (200.00)
Check	50018	12/18/2024	Barton, James	\$ (50.00)
Check	50019	12/18/2024	Bryan, Roger	\$ (200.00)
Check	50020	12/18/2024	Carodine, Denise	\$ (200.00)
Check	50021	12/18/2024	Chaney, Anthony	\$ (50.00)
Check	50022	12/18/2024	Crusaw, Trecia	\$ (200.00)
Check	50023	12/18/2024	Edmonds, Dwight	\$ (100.00)
Check	50024	12/18/2024	Guilmette, Robin	\$ (100.00)
Check	50025	12/18/2024	Martinson, Miah	\$ (100.00)
Check	50026	12/18/2024	Nobles, Thad	\$ (50.00)
Check	50027	12/18/2024	Omans, Debbie	\$ (200.00)
Check	50028	12/18/2024	Reaver, William	\$ (100.00)
Check	50029	12/18/2024	Ross, David	\$ (200.00)
Check	50030	12/18/2024	Tummond, James	\$ (200.00)
Check	50031	12/18/2024	Waters, Cecil	\$ (200.00)
Check	50032	12/18/2024	Williams, Patricia	\$ (200.00)
Total Written Checks Dec 2024				\$ (47,787.15)
Total for Dec 2024				\$ (120,883.99)

Suwannee Valley Transit Authority

Profit & Loss

01/06/25

October through December 2024

Accrual Basis

	Oct - Dec 24
Ordinary Income/Expense	
Income	
4000 · Sources of Funds	
4100 · Directly Generated Funds	
4110 · Passenger Fares	
4111 · Passenger-Paid Fares	7,869.05
Total 4110 · Passenger Fares	7,869.05
4150 · Other Agency Revenues	
4151 · Maintenance Services	548.92
4152 · Donations	7,250.00
4159 · Interest Income	2,581.53
Total 4150 · Other Agency Revenues	10,380.45
4160 · Revenues Accrued PT Agreement	
4160.1 · CDC+	2,631.36
4160.2 · Medwaiver	38,302.10
4160.3 · Ryan White	117.00
4160.4 · SREC	6,249.99
Total 4160 · Revenues Accrued PT Agreement	47,300.45
Total 4100 · Directly Generated Funds	65,549.95
4300 · Local Government Funds	
4400 · State Government Funds	
4400.1 · Trip & Equipment	112,132.82
Total 4400 · State Government Funds	112,132.82
4300 · Local Government Funds - Other	12,603.60
Total 4300 · Local Government Funds	124,736.42
4500 · Federal Funds	
4500.1 · 5311-FTA Rural Area	141,711.00
4500.2 · 5310 FTA Enhanced Mobility	
G2704 · 5310 - G2704	-159.12
Total 4500.2 · 5310 FTA Enhanced Mobility	-159.12
4500.3 · 5339 Bus & Bus Facilities Funds	107,006.00
Total 4500 · Federal Funds	248,557.88
4630 · Sales & Disposals of Assets	4,995.69
Total 4000 · Sources of Funds	443,839.94
Total Income	443,839.94
Expense	
5000 · Operating Expenses	
5010 · Labor	
5011 · Salary & Wages	
5011.1 · Operations Salary & Wages	136,837.75
5011.2 · Maintenance Salary & Wages	19,569.56
5011.4 · General Admin-Salary & Wages	20,506.07
Total 5011 · Salary & Wages	176,913.38
Total 5010 · Labor	176,913.38

Suwannee Valley Transit Authority

Profit & Loss

01/06/25

October through December 2024

Accrual Basis

	Oct - Dec 24
5015 · Fringe Benefits	
5015.1 · Employment Taxes	
5015.12 · Federal Taxes	
5015121 · Federal-Operations	114.05
5015124 · Federal-General Administration	10.83
Total 5015.12 · Federal Taxes	124.88
5015.13 · Medicare Taxes	
5015131 · Medicare-Operations	1,938.94
5015132 · Medicare-Maintenance	269.29
5015134 · Medicare-General Admin	290.52
Total 5015.13 · Medicare Taxes	2,498.75
5015.14 · Social Security Taxes	
5015141 · Social Security-Operations	8,290.58
5015142 · Social Security-Maintenance	1,151.41
5015144 · Social Security-General Admin	1,242.29
Total 5015.14 · Social Security Taxes	10,684.28
Total 5015.1 · Employment Taxes	13,307.91
5015.21 · Medical-Health Expenses	
5015211 · Medical-Operations	27,844.24
5015212 · Medical-Maintenance	6,960.56
5015214 · General Admin-Health	6,960.96
5015.21 · Medical-Health Expenses - Other	-16,121.71
Total 5015.21 · Medical-Health Expenses	25,644.05
5015.22 · Dental & Vision-Health Expenses	
5015221 · Dental & Vision - Operations	181.49
5015222 · Dental & Vision - Maintenance	50.04
5015224 · Dental & Vision - General Admin	25.02
Total 5015.22 · Dental & Vision-Health Expenses	256.55
5015.23 · TransAmerica-Health Expenses	
5015231 · TransAmerica-Operations	-56.87
5015232 · TransAmerica-Maintenance	-21.66
5015234 · TransAmerica-General Admin	-13.55
Total 5015.23 · TransAmerica-Health Expenses	-92.08
5015.24 · Aflac - Health Expense	
5015241 · Aflac-Operations	2,179.48
5015242 · Aflac - Maintenance	349.60
5015244 · Aflac - General Administration	386.15
Total 5015.24 · Aflac - Health Expense	2,915.23
5015.25 · Liberty National-Health Expense	
5015251 · Liberty National-Operations	521.12
5015252 · Liberty National-Maintenance	153.42
5015254 · Liberty National-General Admin.	33.54
Total 5015.25 · Liberty National-Health Expense	708.08
5015.3 · Retirement Costs/Pension Plans	
5015.31 · Retirement/Pension-Operations	25,803.59
5015.32 · Retirement/Pension-Maintenance	3,259.73
5015.34 · Retirement/Pension-General Admi	3,151.24
Total 5015.3 · Retirement Costs/Pension Plans	32,214.56

Suwannee Valley Transit Authority

Profit & Loss

01/06/25

October through December 2024

Accrual Basis

	Oct - Dec 24
5015.4 · Other Fringe Benefits	
5015.41 · Other Fringe Benefits-Operation	239.24
5015.42 · Other Fringe Benefits-Maint	431.40
Total 5015.4 · Other Fringe Benefits	670.64
Total 5015 · Fringe Benefits	75,624.94
5020 · Services	
5020.1 · Drug & Alcohol Screenings	315.00
5020.10 · Pest Control	564.48
5020.11 · Custodial Services	1,180.00
5020.12 · Shredding Services	68.00
5020.13 · Generator Services	249.00
5020.15 · Fire Extinguisher Services	922.00
5020.2 · Background Screenings	160.50
5020.3 · Medical Examination	550.00
5020.4 · Legal Services	250.00
5020.5 · Board Secretary	275.00
5020.6 · Information Technology	5,745.00
5020.9 · Finance & Accounting Services	
5020.91 · Payroll Services	1,651.03
Total 5020.9 · Finance & Accounting Services	1,651.03
Total 5020 · Services	11,930.01
5030 · Materials and Supplies	
5031 · Fuel & Lubricants	
5031.1 · Fuel & Lubricants-Revenue Vehic	25,420.15
Total 5031 · Fuel & Lubricants	25,420.15
5032 · Tires & Tubes Expense	
5032.1 · Tires and Tubes-Revenue Vehicle	1,391.89
Total 5032 · Tires & Tubes Expense	1,391.89
5030 · Materials and Supplies - Other	10.99
Total 5030 · Materials and Supplies	26,823.03
5039 · Other Materials and Supplies	
5039.2 · Vehicle Maintenance	
5039.2b · Vehicle Maint & Repair	
50392b1 · Parts	4,776.92
5039.2b · Vehicle Maint & Repair - Other	345.44
Total 5039.2b · Vehicle Maint & Repair	5,122.36
Total 5039.2 · Vehicle Maintenance	5,122.36
5039.3 · Facility Maintenance	
5039.3e · Materials & Supplies - Maint.	
50393e1 · Janitorial Supplies	92.02
5039.3e · Materials & Supplies - Maint. - Other	46.36
Total 5039.3e · Materials & Supplies - Maint.	138.38
50393a · Maint of Vehicle Oper Equipment	300.00
50393e4 · Facility Maintenance Supplies	432.42
5039.3 · Facility Maintenance - Other	4,679.17
Total 5039.3 · Facility Maintenance	5,549.97

Suwannee Valley Transit Authority

Profit & Loss

01/06/25

October through December 2024

Accrual Basis

	Oct - Dec 24
5039.4 · General Admin Other Mat. & Supp	
5039.4F · Office Supplies	
50394F1 · Postage	300.00
5039.4F · Office Supplies - Other	3,954.60
Total 5039.4F · Office Supplies	4,254.60
Total 5039.4 · General Admin Other Mat. & Supp	4,254.60
5039.4g · Misc. Office "Supplies"	40.78
5039.5 · Information Technology Material	159.68
50392b2 · Shop Supplies	606.23
Total 5039 · Other Materials and Supplies	15,733.62
5040 · Utilities	
5040.2 · Electricity	1,968.74
5040.21 · Propane & Gas for Bldg	420.00
5040.22 · Water	627.53
5040.23 · Telephone	2,789.88
5040.26 · Internet	1,602.38
5040.27 · Cell Phones	2,651.11
Total 5040 · Utilities	10,059.64
5050 · Casualty and Liability Costs	70,778.69
5090 · Miscellaneous Expenses	
5090.41 · Dues & Subscriptions	675.00
5090.42 · Travel & Training - General Adm	84.54
5090.44 · Entertainment Expense	325.28
5090.46 · Fines & Penalties	73.99
5090.48 · Advertisements	119.30
Total 5090 · Miscellaneous Expenses	1,278.11
5200 · Reconciling Items	
5280 · Extraordinary or Special Items	-14,412.97
Total 5200 · Reconciling Items	-14,412.97
5220 · Operating Lease Expenses	
5220.1 · Postage Lease Expense	132.00
5220.2 · Water Cooler Lease Expense	105.00
5220.3 · Parking Lease Expense	200.00
5220.4 · Copier - Lease	777.38
Total 5220 · Operating Lease Expenses	1,214.38
Total 5000 · Operating Expenses	375,942.83
6000 · Capital Expenses	
6300 · Administrative Buildings	15,199.73
6500 · Revenue Vehicles	248,717.00
6800 · Communication/Info Systems	4,118.97
Total 6000 · Capital Expenses	268,035.70
Total Expense	643,978.53
Net Ordinary Income	-200,138.59
Net Income	-200,138.59