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



TENTATIVE AGENDA FOR FEBRUARY 10, 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. January 13, 2025, Regular Meeting

Pages 1-4 Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

TIME SPECIFIC ITEMS

STAFF ITEMS

2. Financial Update

Pages 5-10 Cinda Foster & Monica Marquardt

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

- 3. Vote for Chair and Vice-Chair
- 4. Discuss check signer replacement for Travis Land who is no longer on the board.
- 5. Discuss adding Good Friday to Holiday schedule and eliminating Columbus Day.
- 6. RFP package needed for board attorney for 5311 reimbursement.

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GENERAL BUSINESS

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

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

2025 Meeting Schedule

January 13th February 10th March 10th

April 14th

May 12th

June 9th

July 14th

August 11th

September 8th

October 6th

November 3rd

December 8th

2026

January 12th



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.

<u>ATTENDING:</u>

The following Board members were present: Chairperson Don Hale and Commissioners Everett Phillips, Tim Murphy, and Robby Roberson. Commissioners James Howell and Leo Mobley were not present.

Also present were Board Attorney Hal Airth, Board Secretary Eric Musgrove, and SVTA employees Cinda Foster and Monica Marquardt. SVTA Administrator Candice Kennon appeared telephonically.

APPROVAL OF MINUTES:

<u>The first item on the agenda</u> was to approve the minutes of the November 4, 2024 Regular Meeting.

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

PUBLIC CONCERNS AND COMMENTS:

There were none.

CONSENT:

<u>The second item on the agenda</u> was to adopt Resolution #2025-01, 5310 Grant Application.

<u>The third item on the agenda</u> was to adopt Resolution #2025-02, 5311 Grant Application.

<u>The fourth item on the agenda</u> was to adopt Resolution #2025-03, 5311 Grant Application.

<u>The fifth item on the agenda</u> was to adopt Resolution #2025-04, 5311 Grant Application.

<u>The sixth item on the agenda</u> was to adopt Resolution #2025-05, 5339 Grant Application.

Commissioner Murphy moved to approve consent items 2-6. Commissioner Roberson seconded, and the motion carried unanimously (4-0).

TIME SPECIFIC ITEMS:

There were none.

STAFF ITEMS:

<u>The seventh item on the agenda</u> was to discuss accumulated comp time from Hurricanes Debby and Helene.

Mrs. Foster discussed the leave statements showing that employees who had accumulated comp time from the hurricanes had almost used them up.

Brief discussion ensued on the amount of comp time received during the hurricanes and the various means by which it could be used up. It was also noted that the policy had been temporarily amended after the hurricanes to allow more time to use up the comp time.

Administrator Kennon noted the possibility of changing the policy to allow employees until the end of the year to use up their comp time, especially during times of emergencies.

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Suwannee Valley Transit Authority Conference Room

Live Oak, Florida

Chairperson Hale stated that he also had some ideas on comp time and would discuss

those with Administrator Kennon.

The eighth item on the agenda was a Financial Update.

Mrs. Marguardt asked for questions.

Brief discussion ensued on reimbursements.

BOARD MEMBER ITEMS:

There were none.

BOARD ATTORNEY ITEMS:

Board Attorney Airth noted a potential issue with advertising for the meetings, since January had not been included on the original listing to be posted. He suggested adding the

meeting date of January 12, 2026 to the list.

Discussion ensued on meeting dates.

Commissioner Phillips moved to add January 12, 2026 to the list and to change the November 10, 2025 meeting to November 3 to account for Veterans' Day. Commissioner

Murphy seconded, and the motion carried unanimously (4-0).

DISCUSSION AND ACTION ITEMS:

There were none.

GENERAL BUSINESS:

The ninth item on the agenda was additional agenda items.

There were none.

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

There were none.

The eleventh item on the agenda was Administrator's comments.

Administrator Kennon thanked the maintenance shop for their work, adding that a

State audit had shown only minor maintenance issues that were quickly corrected in-house.

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Suwannee Valley Transit Authority Conference Room
Live Oak, Florida

Chairperson Hale thanked the staff for their work and for those who attended the meeting.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:18 p.m.

Approved and adopted the day	of, 2025
Eric Musgrove	Don Hale
Secretary to the Board	Chair, Board of Directors

Suwannee Valley Transit Authority Check Detail

January 2025

Туре	Num	Date	Name	Paid	I Amount
Payroll Liability	Bank Draft	1/3/2025	Payroll	\$	(26,266.39)
Payroll Liability	Bank Draft	1/3/2025	-	\$	(7,669.54)
Payroll Liability	Bank Draft	1/17/2025		\$	(24,454.25)
Payroll Liability	Bank Draft	1/17/2025	-	\$	(7,143.51)
Payroll Liability	Bank Draft	1/31/2025	-	\$	(26,355.74)
Payroll Liability	Bank Draft	1/31/2025		\$	(7,657.02)
				\$	(99,546.45)
				•	(,,
Bill Pmt -Check	Bank Draft	01/02/2025	Comcast Business (Fiber Phones)	\$	(922.49)
Bill Pmt -Check	Bank Draft	01/03/2025	·	\$	(790.63)
Bill Pmt -Check	Bank Draft			\$	(10,466.44)
Bill Pmt -Check	Bank Draft			\$	(13,013.14)
Bill Pmt -Check	Bank Draft	01/03/2025		\$	(2,115.45)
Bill Pmt -Check	Bank Draft			\$	(1,209.22)
Bill Pmt -Check	Bank Draft	01/03/2025		\$	(436.71)
Bill Pmt -Check	Bank Draft			\$	(299.51)
Bill Pmt -Check	Bank Draft	01/03/2025		\$	(99.35)
Bill Pmt -Check	Bank Draft	01/10/2025		\$	(245.52)
Bill Pmt -Check	Bank Draft			\$	(318.87)
Bill Pmt -Check	Bank Draft	01/24/2025		\$	(245.52)
Bill Pmt -Check	Bank Draft			\$	(752.75)
Bill Pmt -Check	Bank Draft			\$	(923.35)
Bill Pmt -Check	Bank Draft		DMS-Division of Telecommunications(SUNCC	-	(8.43)
Bill Pmt -Check	Bank Draft			\$	(1,441.02)
Bill Pmt -Check	Bank Draft	01/27/2025		\$	(953.59)
Bill Pmt -Check	Bank Draft			\$	(105.00)
Bill Pmt -Check	Bank Draft			\$	(689.76)
Bill Pmt -Check	Bank Draft	01/29/2025		\$	(348.15)
Bill Pmt -Check	Bank Draft	01/31/2025		\$	(96.75)
Bill Pmt -Check	Debit Card	01/02/2025		\$	
Bill Pmt -Check	Debit Card		Office Depot	\$ \$	(7.96) (26.99)
Bill Pmt -Check	Debit Card			φ \$	(10.23)
Bill Pmt -Check	Debit Card		•	•	
Bill Pmt -Check	Debit Card			\$ ¢	(150.00)
Bill Pmt -Check	Debit Card			\$ \$	(125.00)
Bill Pmt -Check	Debit Card	* *************************************		\$ \$	(22.00) (142.23)
Bill Pmt -Check	Debit Card				•
Bill Pmt -Check	Debit Card	01/24/2025		\$ ¢	(195.64) (43.58)
Bill Pmt -Check	21782			\$ \$	
Bill Pmt -Check	21783			\$	(671.00) (158.93)
Bill Pmt -Check	21783			\$ \$	(1,372.99)
Bill Pmt -Check	21785				
				\$ ¢	(1,915.00) (7,029.77)
Bill Pmt -Check	21786 21787			\$ ¢	(7,029.77) (1,059.66)
Bill Pmt -Check	21787			\$ ¢	(1,059.66)
Bill Pmt -Check	21788			\$ ¢	(155.48)
Bill Pmt -Check	21789			\$ ¢	(590.00)
Bill Pmt -Check	21790 21791			\$ ¢	(35.98)
Bill Pmt -Check	21791	01/09/2025		\$ ¢	(871.14)
Bill Pmt -Check	21792			\$ ¢	(86.08)
Bill Pmt -Check	21793	01/09/2025	Seaman's Aqua Clean	\$	(35.00)

Suwannee Valley Transit Authority Check Detail

January 2025

Bill Pmt -Check	21794	01/09/2025 Unifirst Corporation	\$ (180.44)
Bill Pmt -Check	21795	01/09/2025 Walt's Live Oak Ford	\$ (144.74)
Bill Pmt -Check	21796	01/27/2025 ABC Companies, Inc	\$ (1,121.29)
Bill Pmt -Check	21797	01/27/2025 Advance Auto Parts	\$ (890.31)
Bill Pmt -Check	21798	01/27/2025 Advanced Tire Service	\$ (1,717.53)
Bill Pmt -Check	21799	01/27/2025 Cinda Foster	\$ (40.05)
Bill Pmt -Check	21800	01/27/2025 Eric Musgrove	\$ (550.00)
Bill Pmt -Check	21801	01/27/2025 G.W. Hunter, Inc.	\$ (2,637.70)
Bill Pmt -Check	21802	01/27/2025 Jim Hinton Oil	\$ (3,916.58)
Bill Pmt -Check	21803	01/27/2025 McCrimon's Office Systems, Inc	\$ (34.00)
Bill Pmt -Check	21804	01/27/2025 Morrell's Home Furnishings	\$ (100.00)
Bill Pmt -Check	21805	01/27/2025 O'Reilly Auto Parts	\$ (113.07)
Bill Pmt -Check	21806	01/27/2025 Precision Chemicals	\$ (25.99)
Bill Pmt -Check	21807	01/27/2025 Rumberger, Kirk & Caldwell	\$ (1,525.00)
Bill Pmt -Check	21808	01/27/2025 Shred - it / Stericycle	\$ (78.54)
Bill Pmt -Check	21809	01/27/2025 Staples Advantage	\$ (299.32)
Bill Pmt -Check	21810	01/27/2025 Suwannee North Florida Sports Connection	\$ (105.76)
Bill Pmt -Check	21811	01/27/2025 Unifirst Corporation	\$ (180.44)
Bill Pmt -Check	21812	01/27/2025 W B Howland Company	\$ (7.15)
Bill Pmt -Check	<u>21813</u>	01/27/2025 Touchton's Heat & Air, Inc.	\$ (626.00)
		Total Check Write January 2025	\$ (64,480.22)

January 2025 Total Paid Out

\$

(164,026.67)

-	Oct '24 - Jan 25
linary Income/Expense	
ncome	44.06
3685061 · Returned Check Charges 4000 · Sources of Funds	11.00
4100 · Directly Generated Funds	
4110 · Passenger Fares	
4111 · Passenger-Paid Fares	10,094.13
Total 4110 · Passenger Fares	10,094.13
4150 · Other Agency Revenues	
4151 · Maintenance Services	548.92
4152 · Donations	7,450.00
4159 · Interest Income	5,047.00
Total 4150 · Other Agency Revenues	13,045.92
4160 · Revenues Accured PT Agreement	
4160.1 · CDC+	2,631.36
4160.2 · Medwaiver	38,302.10
4160.3 · Ryan White 4160.4 · SREC	117.00 6,249.99
	,
Total 4160 · Revenues Accured PT Agreement	47,300.45
4190 · Total Recoveries	2,117.36
Total 4100 · Directly Generated Funds	72,557.86
4300 · Local Government Funds	
4400 · State Government Funds	440.000.00
4400.1 · Trip & Equipment	112,238.23
Total 4400 · State Government Funds	112,238.23
4300 · Local Government Funds - Other	83,094.30
Total 4300 · Local Government Funds	195,332.53
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 5240 ETA Enhanced Mobility	-159.12
Total 4500.2 · 5310 FTA Enhanced Mobility	
4500.3 · 5339 Bus & Bus Facilities Funds	107,006.00
Total 4500 · Federal Funds	248,557.88
4630 · Sales & Disposals of Assets	9,990.69
Total 4000 · Sources of Funds	526,438.96
Total Income	526,449.96
Expense	
5000 · Operating Expenses	
5010 · Labor 5011 · Salary & Wages	
5011.1 · Salary & Wages 5011.1 · Operations Salary & Wages	211,952.90
5011.1 Operations Calary & Wages	31,141.20
5011.4 · General Admin-Salary & Wages	33,535.42
Total 5011 · Salary & Wages	276,629.52
Total 5010 · Labor	276,629.52
I Otal JU IV Labol	210,023.32

	Oct '24 - Jan 25
5015 · Fringe Benefits	
5015.1 · Employment Taxes	
5015.12 · Federal Taxes	
5015121 · Federal-Operations	536.43
5015122 · Federal-Maintenance	65.82
5015124 · Federal-General Administration	87.48
Total 5015.12 · Federal Taxes	689.73
5015.13 · Medicare Taxes	
5015131 · Medicare-Operations	2,996.93
5015131 Medicare-Operations 5015132 · Medicare-Maintenance	428.40
5015134 · Medicare-Maintenance	475.69
Total 5015.13 · Medicare Taxes	3,901.02
5015.14 · Social Security Taxes	
5015141 · Social Security-Operations	12,814.36
5015142 · Social Security-Maintenance	1,831.71
5015144 · Social Security-General Admin	2,034.09
Total 5015.14 · Social Security Taxes	16,680.16
-	,
Total 5015.1 · Employment Taxes	21,270.91
5015.21 · Medical-Health Expenses 5015211 · Medical-Operations	34,805.30
5015211 · Medical-Operations 5015212 · Medical-Maintenance	
	8,700.70
5015214 · General Admin-Health 5015.21 · Medical-Health Expenses - Other	8,701.20 -16,096.71
	•
Total 5015.21 · Medical-Health Expenses	36,110.49
5015.22 · Dental & Vision-Health Expenses	
5015221 · Dental & Vision - Operations	-0.43
5015222 · Dental & Vision - Maintenance	22.24
5015224 · Dental & Vision - General Admin	11.12
Total 5015.22 · Dental & Vision-Health Expenses	32.93
5015.23 · TransAmerica-Health Expenses	
5015231 · TransAmerica-Operations	-127.99
5015232 · TransAmerica-Maintenance	-48.75
5015232 TransAmerica-Maintenance 5015234 TransAmerica-General Admin	-30.49
Total 5015.23 · TransAmerica-Health Expenses	-207.23
5015.24 · Aflac - Health Expense	4.455.70
5015241 · Aflac-Operations	1,155.73
5015242 · Aflac - Maintenance	-116.81
5015244 · Aflac - General Administration	116.18
Total 5015.24 · Aflac - Health Expense	1,155.10
5015.25 · Liberty National-Health Expense	
5015251 Liberty National-Operations	-440.06
5015252 · Liberty National-Maintenance	37.84
5015254 · Liberty National-General Admin.	-30.20
Total 5015.25 · Liberty National-Health Expense	-432.42
5015.3 · Retirement Costs/Pension Plans 5015.31 · Retirement/Pension-Operations	23,593.71
5015.31 · Retirement/Pension-Operations 5015.32 · Retirement/Pension-Maintenance	2,912.59
5015.34 · Retirement/Pension-General Admi	2,760.41
55 15.54 Neurement ension-delicial Aumi	2,100.41
Total 5015.3 · Retirement Costs/Pension Plans	29,266.71

_	Oct '24 - Jan 25
5015.4 · Other Fringe Benefits	
5015.41 · Other Fringe Benefits-Operation	345.00
5015.42 · Other Fringe Benefits-Maint	563.84
Total 5015.4 · Other Fringe Benefits	908.84
Total 5015 · Fringe Benefits	88,105.33
5020 · Services	,
5020.1 · Drug & Alcohol Screenings	420.00
5020.10 · Pest Control	564.48
5020.11 · Custodial Services	1,770.00
5020.12 · Shredding Services	146.54
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	1,775.00
5020.5 · Board Secretary	825.00
5020.6 · Information Technology	7,660.00
5020.9 · Finance & Accounting Services	
5020.91 · Payroll Services	2,686.32
Total 5020.9 · Finance & Accounting Services	2,686.32
Total 5020 · Services	17,728.84
5030 · Materials and Supplies	
5031 · Fuel & Lubricants	
5031.1 · Fuel & Lubricants-Revenue Vehic	35,387.91
Total 5031 · Fuel & Lubricants	35,387.91
5032 · Tires & Tubes Expense	
5032.1 · Tires and Tubes-Revenue Vehicle	2,500.29
Total 5032 · Tires & Tubes Expense	2,500.29
5030 · Materials and Supplies - Other	10.99
Total 5030 · Materials and Supplies	37,899.19
5039 · Other Materials and Supplies	
5039.2 · Vehicle Maintenance	
5039.2b · Vehicle Maint & Repair	
50392b1 · Parts	7,293.71
5039.2b · Vehicle Maint & Repair - Other	367.44
Total 5039.2b · Vehicle Maint & Repair	7,661.15
Total 5039.2 · Vehicle Maintenance	7,661.15
5039.3 · Facility Maintenance	
5039.3e · Materials & Supplies - Maint.	
50393e1 · Janitorial Supplies	92.02
5039.3e · Materials & Supplies - Maint Other	53.51
Total 5039.3e · Materials & Supplies - Maint.	145.53
50393a · Maint of Vehicle Oper Equipment	300.00
50393e4 · Facility Maintenance Supplies	541.40
5039.3 · Facility Maintenance - Other	5,305.17
•	·
Total 5039.3 · Facility Maintenance	6,292.10

	Oct '24 - Jan 25
5039.4 · General Admin Other Mat. & Supp	
5039.4F · Office Supplies	
50394F1 · Postage 5039.4F · Office Supplies - Other	300.00 4,384.97
5035.4F · Office Supplies - Offier	4,304.97
Total 5039.4F · Office Supplies	4,684.97
Total 5039.4 · General Admin Other Mat. & Supp	4,684.97
5039.4g · Misc. Office "Supplies"	40.78
5039.5 · Information Technology Material	159.68
50392b2 · Shop Supplies	1,181.32
Total 5039 · Other Materials and Supplies	20,020.00
5040 · Utilities	
5040.2 · Electricity	2,922.33
5040.21 · Propane & Gas for Bldg	420.00
5040.22 · Water	946.40
5040.23 · Telephone	3,722.20
5040.26 · Internet	2,355.13 3,861.39
5040.27 · Cell Phones	3,001.39
Total 5040 · Utilities	14,227.45
5050 · Casualty and Liability Costs	71,449.69
5060 · Taxes	152.46
5090 · Miscellaneous Expenses	
5090.12 · Travel & Training - Operations	716.00
5090.41 · Dues & Subscriptions	950.00
5090.42 Travel & Training - General Adm	124.59
5090.44 · Entertainment Expense	325.28
5090.46 · Fines & Penalties	73.99
5090.48 · Advertisements	205.38
Total 5090 · Miscellaneous Expenses	2,395.24
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	300.00
5220.4 · Copier - Lease	777.38
Total 5220 · Operating Lease Expenses	1,314.38
Total 5000 · Operating Expenses	515,509.13
5015.26 · Bank Service Charges	11.00
6000 · Capital Expenses	
6300 · Administrative Buildings	15,090.75
6500 · Revenue Vehicles	333,332.21
6800 · Communication/Info Systems	5,491.96
Total 6000 · Capital Expenses	353,914.92
Total Expense	869,435.05
Net Ordinary Income	-342,985.09
t Income	-342,985.09
••	