

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

TENTATIVE AGENDA FOR REGULAR SCHEDULED BOARD MEETING  
MONDAY, JANUARY 9, 2023  
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 Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak on items listed within this agenda following recognition by the Chairman and must speak from the podium. Comments must be limited to items listed on the agenda and speakers may only make one (1) trip to the podium regarding each item they wish to speak on.
- For general updates or questions regarding SVTA business contact the Administrator during regular business hours (386) 362-5332.

**APPROVAL OF MINUTES:**

- November 14, 2022 Regular Meeting                      Page 1-4                      Chairman Don Hale

**CONSENT:**

**PROCLAMATIONS AND PRESENTATIONS:**

**TIME SPECIFIC ITEMS:**

**BOARD ITEMS:**

**BOARD ATTORNEY ITEMS:**

**ADMINISTRATOR'S COMMENTS AND INFORMATION:**

**STAFF REPORTS:**

- Financial Update
- Check Write                      Page 5-8                      Finance
  - Profit & Loss                      Page 9-13                      Finance

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**GENERAL INFORMATION:**

Discuss with possible Board action and adoption:

- |                                              |            |                   |
|----------------------------------------------|------------|-------------------|
| ➤ SSPP Policy #2015-003                      | Page 14-17 | Chairman Don Hale |
| ➤ Facility Maintenance Plan #2016-008        | Page 18-19 | Chairman Don Hale |
| ➤ Duty to Inform #2017-001.1                 | Page 20-22 | Chairman Don Hale |
| ➤ Record Retention Policy #2023-01           | Page 23    | Chairman Don Hale |
| ➤ Coordination Contractor Oversight #2023-02 | Page 24    | Chairman Don Hale |
| ➤ Elect Chairman 2023 Calendar Year          |            | Chairman Don Hale |
| ➤ Elect Vice-Chair 2023 Calendar Year        |            | Chairman Don Hale |

**Public Concerns and Comments:**

(Filling out a Comment Card required, and forward to Chairman. Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman and must speak from the podium - one (1) trip to podium.)

**Board Members Inquiries, Requests and Comments:**

**Informational Items:**

- a. Complaints/Commendations
- b. Compensatory time spread sheet

Larry Sessions

NONE

NONE

**Upcoming meeting: April 10, 2023 at 6:00 P.M.**



**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 noted that the invocation and Pledge of Allegiance to the Flag of the United States of America had been delivered by Commissioner Tim Murphy prior to the meeting.

**ATTENDING:**

The following Board members were present: Chairperson Don Hale and Commissioners Rocky Ford, Tim Murphy, and Travis Land. Commissioners Robert Brown and Josh Smith were not present.

Also present were Administrator Larry Sessions, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, Cinda Foster, and Monica Marquardt.

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the August 8, 2022 Regular Meeting.

**Commissioner Ford moved to approve the minutes of the August 8, 2022 Regular Meeting as written. Commissioner Land seconded, and the motion carried unanimously (4-0).**

**STAFF REPORTS:**

**The second item on the agenda** was to hear a financial update.

This item was discussed after General Business.

**The third item on the agenda** was to discuss the check write.

This item was discussed after General Business.

**GENERAL BUSINESS:**

Chairman Hale noted that due to Commissioner Land needing to leave for another meeting, Items A through F of General Business would be approved at once, and Items H and I would be postponed until the next regular meeting.

**The fourth item on the agenda** was to discuss, with possible Board action and adoption, the following items:

- A) Policy Updates Rules and Regulations - #2015-022
- B) Policy Update Title VI (FDOT Version 2)
- C) 2023/2024 5310 Grant Resolution - #2022-04
- D) 2023/2024 5311 Grant Resolution - #2022-05
- E) 2023/2024 5339 Grant Resolution - #2022-06
- F) 2023 Meeting Schedule

**Commissioner Land moved to approve Items A through F. Commissioner Ford seconded, and the motion carried unanimously (4-0).**

- G) Bid opening for Information Technology Managed Services

The bids were opened and the following amounts were received:

Innovative Network, Inc. - \$1,535 per month

La Scala - \$2,249.59 per month

Soft Sages - \$2,000 per month plus \$65 per hour

NewGenTech - \$3,388.90 per month

NMS Group - \$2,500 per month with up to 25 tickets per month; plus a retainer fee of \$500 per month

Impact Group – did not fully respond to the bid request and therefore the bid was rejected

Discussion ensued on the SVTA’s current contract with Innovative Network, and that there had been no problems with them over their many years of service. It was also noted that they were the most local of the various bidders.

**Commissioner Murphy moved to approve Information Technology Managed Services with Innovative Network, Inc. for \$1,535 per month. Commissioner Land seconded, and the motion carried unanimously (4-0).**

H) Elect Chairman for 2023 Calendar Year  
This item was postponed until the next meeting.

I) Elect Vice-Chairman for 2023 Calendar Year  
This item was postponed until the next meeting.

**Commissioner Land left the meeting at 6:07 p.m.**  
Chairman Hale returned to Staff Reports.

**STAFF REPORTS:**

**The second item on the agenda** was to hear a financial update.  
Mrs. Foster noted that the financial update was in the Board’s agenda packet.

**The third item on the agenda** was to discuss the check write.  
There was no further discussion.

**ADMINISTRATOR’S COMMENTS AND INFORMATION:**

Administrator Sessions stated that there had been an accident that was the fault of the SVTA driver, who was subsequently fired due to her negligence. The driver was also cited for the accident, and the SVTA vehicle was damaged. Administrator Sessions noted that monthly rides were up and four people had been hired, although two of them had been subsequently terminated (one due to the accident). He briefly discussed the grant applications approved earlier in the meeting and that the personnel policy had been changed

to give new employees insurance after 90 days to fall in line with the probation period, instead of the previous 30 days.

Brief discussion ensued on insurance.

The fifth item on the agenda was public concerns and comments. (Filling out a Comment Card required and forwarded to the Chairperson. Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairperson and must speak from the podium – one (1) trip to the podium).

There were none.

The sixth item on the agenda was Board Members' inquiries, requests, and comments.

There were none.

**INFORMATIONAL ITEMS:**

The next meeting would be held on January 9, 2023, at 6:00 p.m.

**ADJOURNMENT:**

Commissioner Ford moved to adjourn the meeting. Commissioner Murphy seconded, and the motion carried unanimously (3-0).

There being no further business to discuss, the meeting adjourned at 6:15 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Eric Musgrove  
Secretary to the Board

\_\_\_\_\_  
Don Hale  
Chair, Board of Directors

**Suwannee Valley Transit Authority**

**Check Detail**

November through December 2022

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Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	11/10/2022	Payroll	\$ (26,947.50)
Payroll Liability	Bank Draft	11/10/2022	Payroll Taxes	\$ (7,034.75)
Payroll Liability	Bank Draft	11/23/2022	Payroll	\$ (25,518.30)
Payroll Liability	Bank Draft	11/23/2022	Payroll Taxes	\$ (6,723.84)
Payroll Liability	Bank Draft	12/9/2022	Payroll	\$ (25,896.84)
Payroll Liability	Bank Draft	12/9/2022	Payroll Taxes	\$ (6,783.08)
Payroll Liability	Bank Draft	12/23/2022	Payroll	\$ (28,895.80)
<u>Payroll Liability</u>	<u>Bank Draft</u>	<u>12/23/2022</u>	<u>Payroll Taxes</u>	<u>\$ (8,087.78)</u>
				\$ (135,887.89)

Bill Pmt -Check	Bank Draft	11/03/2022	Florida Retirement System	-10,840.45
Bill Pmt -Check	Bank Draft	11/03/2022	Blue Cross/Blue Shield	-12,342.43
Bill Pmt -Check	Bank Draft	11/03/2022	TransAmerica	-484.50
Bill Pmt -Check	Bank Draft	11/03/2022	Globe Life Liberty National Division	-1,366.59
Bill Pmt -Check	Bank Draft	11/03/2022	AFLAC	-1,729.27
Bill Pmt -Check	Bank Draft	11/04/2022	Guardian	-630.70
Bill Pmt -Check	Bank Draft	11/04/2022	ADP, LLC	-237.63
Bill Pmt -Check	Bank Draft	11/09/2022	Florida Power & Light	-624.44
Bill Pmt -Check	Bank Draft	11/10/2022	City of Live Oak	-503.86
Bill Pmt -Check	Bank Draft	11/18/2022	ADP, LLC	-243.75
Bill Pmt -Check	Bank Draft	11/25/2022	ADP, LLC	-112.35
Bill Pmt -Check	Bank Draft	11/30/2022	Guardian	-594.00
Bill Pmt -Check	Bank Draft	11/30/2022	Florida Retirement System	-10,125.36
Bill Pmt -Check	Bank Draft	11/30/2022	Globe Life Liberty National Division	-1,240.85
Bill Pmt -Check	Bank Draft	11/30/2022	AFLAC	-1,752.14
Bill Pmt -Check	Bank Draft	11/30/2022	Blue Cross/Blue Shield	-13,233.58
Bill Pmt -Check	Bank Draft	12/02/2022	ADP, LLC	-240.69
Bill Pmt -Check	Bank Draft	12/02/2022	TransAmerica	-414.03
Bill Pmt -Check	Bank Draft	12/08/2022	Florida Power & Light	-594.83
Bill Pmt -Check	Bank Draft	12/13/2022	City of Live Oak	-334.11
Bill Pmt -Check	Bank Draft	12/16/2022	ADP, LLC	-234.57
Bill Pmt -Check	Debit Card	11/15/2022	Department of Highway Safety & Mc	-12.00
Bill Pmt -Check	Debit Card	11/15/2022	Publix	-85.30
Bill Pmt -Check	Debit Card	11/30/2022	Matthews Bus Alliance	-920.02
Bill Pmt -Check	Debit Card	12/01/2022	Lowe's	-137.20
Bill Pmt -Check	Debit Card	12/02/2022	Lowe's	-10.96
Bill Pmt -Check	Debit Card	12/02/2022	Amazon.Com	-99.00
Bill Pmt -Check	Debit Card	12/13/2022	Publix	-73.80
Bill Pmt -Check	Debit Card	12/20/2022	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	12/20/2022	DAON TRUST	-69.75

# Suwannee Valley Transit Authority Check Detail

November through December 2022

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Bill Pmt -Check	20801	11/09/2022 ACF, Inc	-249.00
Bill Pmt -Check	20802	11/09/2022 Advanced Tire Services	-99.99
Bill Pmt -Check	20803	11/09/2022 Battery Distributors Southeast, Inc	-401.36
Bill Pmt -Check	20804	11/09/2022 Cintas Corporation #148	-614.00
Bill Pmt -Check	20805	11/09/2022 Clean Yard Landscape	-300.00
Bill Pmt -Check	20806	11/09/2022 Comcast ( Fax line )	-79.35
Bill Pmt -Check	20807	11/09/2022 Department of Management Service	-3.91
Bill Pmt -Check	20808	11/09/2022 Driggers Refrigeration Cooling and	-125.00
Bill Pmt -Check	20809	11/09/2022 FL Gateway College	-100.00
Bill Pmt -Check	20810	11/09/2022 Fleet Pride	-122.00
Bill Pmt -Check	20811	11/09/2022 Foxster Opco LLC	-1,478.40
Bill Pmt -Check	20812	11/09/2022 G.W. Hunter, Inc.	-4,666.03
Bill Pmt -Check	20813	11/09/2022 Innovative Network, Inc	-1,131.00
Bill Pmt -Check	20814	11/09/2022 Jim Hinton Oil	-10,629.29
Bill Pmt -Check	20815	11/09/2022 Live Oak Auto Parts	-92.12
Bill Pmt -Check	20816	11/09/2022 Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	20817	11/09/2022 McCrimon's Office Supply	-160.00
Bill Pmt -Check	20818	11/09/2022 North Florida Printing Co. Inc.	-616.00
Bill Pmt -Check	20819	11/09/2022 O'Reilly Automotive, Inc.	-196.74
Bill Pmt -Check	20820	11/09/2022 Pioneer Janitorial Service	-590.00
Bill Pmt -Check	20821	11/09/2022 Pitney Bowes Bank Purchase Powe	-262.49
Bill Pmt -Check	20822	11/09/2022 Precision Chemicals	-279.86
Bill Pmt -Check	20823	11/09/2022 Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20824	11/09/2022 Shred - It / Stericycle	-107.82
Bill Pmt -Check	20825	11/09/2022 Staples Advantage	-493.71
Bill Pmt -Check	20826	11/09/2022 TESCO	-87.27
Bill Pmt -Check	20827	11/09/2022 The ARC North Florida, Inc	-142.77
Bill Pmt -Check	20828	11/09/2022 Vault Health / FS Solutions	-35.00
Bill Pmt -Check	20829	11/09/2022 Verizon	-959.88
Bill Pmt -Check	20830	11/09/2022 W B Howland Co Inc	-195.93
Bill Pmt -Check	20831	11/14/2022 Clean Yard Landscape	-300.00
Check	20832	11/14/2022 Bob Lau	-6.00
Check	20833	11/14/2022 Vita Roquet	-20.00
Bill Pmt -Check	20834	11/14/2022 Advance Auto Parts	-434.16
Bill Pmt -Check	20835	11/14/2022 Advanced Tire Services	-21.99
Bill Pmt -Check	20836	11/14/2022 Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	20837	11/14/2022 First Federal Bank	-2,212.84
Bill Pmt -Check	20838	11/14/2022 Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	20839	11/14/2022 Live Oak Tire Center / Gill Tire	-62.30
Bill Pmt -Check	20840	11/14/2022 Vault Health / FS Solutions	-239.00
Bill Pmt -Check	20841	11/30/2022 Acentria Insurance	-12,705.25
Bill Pmt -Check	20842	11/30/2022 Baya Urgent Care LLC	-880.00
Bill Pmt -Check	20843	11/30/2022 Bennett's Glass Company, Inc.	-633.51

**Suwannee Valley Transit Authority  
Check Detail**

November through December 2022

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Bill Pmt -Check	20844	11/30/2022 Cintas Corporation #148	-491.20
Bill Pmt -Check	20845	11/30/2022 Comcast ( Fax line )	-89.41
Bill Pmt -Check	20846	11/30/2022 Comcast Business (Fiber Phones)	-1,019.34
Bill Pmt -Check	20847	11/30/2022 Fueled Outdoors LLC	-2.08
Bill Pmt -Check	20848	11/30/2022 GreatAmerican Financial Svcs.	-595.38
Bill Pmt -Check	20849	11/30/2022 Innovative Network, Inc	-1,915.00
Bill Pmt -Check	20850	11/30/2022 Jones & Sons Fire Extinguishers	-1,544.00
Bill Pmt -Check	20851	11/30/2022 Lake City Reporter	-194.24
Bill Pmt -Check	20852	11/30/2022 LGS Group Automotive Technolog	-222.99
Bill Pmt -Check	20853	11/30/2022 Live Oak Auto Parts	-73.21
Bill Pmt -Check	20854	11/30/2022 O'Reilly Automotive, Inc.	-148.37
Bill Pmt -Check	20855	11/30/2022 Pioneer Janitorial Service	-590.00
Bill Pmt -Check	20856	11/30/2022 Pitney Bowes Bank Purchase Powe	-133.37
Bill Pmt -Check	20857	11/30/2022 Pitney Bowes Global Financial Serv	-132.00
Bill Pmt -Check	20858	11/30/2022 Preferred Governmental Insurance	-6,209.81
Bill Pmt -Check	20859	11/30/2022 Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20860	12/21/2022 ACF, Inc	-1,737.51
Bill Pmt -Check	20861	12/21/2022 Advance Auto Parts	-770.66
Bill Pmt -Check	20862	12/21/2022 Advanced Tire Services	-2,094.60
Bill Pmt -Check	20863	12/21/2022 Battery Distributors Southeast, Inc	-401.36
Bill Pmt -Check	20864	12/21/2022 Baya Urgent Care LLC	-220.00
Bill Pmt -Check	20865	12/21/2022 Bennett's Glass Company, Inc.	-445.77
Bill Pmt -Check	20866	12/21/2022 Cintas Corporation #148	-245.60
Bill Pmt -Check	20867	12/21/2022 Comcast ( Fax line )	-90.73
Bill Pmt -Check	20868	12/21/2022 Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	20869	12/21/2022 Comcast Business (Fiber Phones)	-1,019.34
Bill Pmt -Check	20870	12/21/2022 First Federal Bank	-644.77
Bill Pmt -Check	20871	12/21/2022 FL Gateway College	-100.00
Bill Pmt -Check	20872	12/21/2022 Foxster Opco LLC	-1,478.40
Bill Pmt -Check	20873	12/21/2022 G.W. Hunter, Inc.	-4,849.10
Bill Pmt -Check	20874	12/21/2022 Jim Hinton Oil	-8,303.26
Bill Pmt -Check	20875	12/21/2022 John's Painting LLC	-1,860.00
Bill Pmt -Check	20876	12/21/2022 Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	20877	12/21/2022 Live Oak Tire Center / Gill Tire	-60.00
Bill Pmt -Check	20878	12/21/2022 O'Reilly Automotive, Inc.	-94.02
Bill Pmt -Check	20879	12/21/2022 Powell & Jones	-5,000.00
Bill Pmt -Check	20880	12/21/2022 Preferred Governmental Insurance	-7,209.81
Bill Pmt -Check	20881	12/21/2022 Rumberger, Kirk & Caldwell	-797.50
Bill Pmt -Check	20882	12/21/2022 Shred - it / Stericycle	-62.89
Bill Pmt -Check	20883	12/21/2022 Staples Advantage	-685.61
Bill Pmt -Check	20884	12/21/2022 Suwannee No. FL Sports Connectio	-144.97
Bill Pmt -Check	20885	12/21/2022 TESCO	-41.54
Bill Pmt -Check	20886	12/21/2022 The ARC North Florida, Inc	-52.11

Suwannee Valley Transit Authority

Check Detail

November through December 2022

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Bill Pmt -Check	20887	12/21/2022 Tommy's Auto Service Center	-585.00
Bill Pmt -Check	20888	12/21/2022 Vault Health / FS Solutions	-128.00
Bill Pmt -Check	20889	12/21/2022 Verizon	-1,500.81
Bill Pmt -Check	20890	12/21/2022 W B Howland Co Inc	-141.66
Bill Pmt -Check	20891	12/21/2022 Walt's Live Oak Ford	-80.42

**Check Write** **-156,886.52**

**Total Paid Out** **\$ (292,774.41)**

Suwannee Valley Transit Authority

Profit & Loss

November 1 through December 29, 2022

	Nov 1 - Dec 29, 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
0280005 · SVTA Farebox	6,318.34
0582060 · Developmental Services	18,967.57
0683050 · Bank Interest	34.79
1184201 · Motor Fuel Tax Refund	583.56
1285000 · 5311 - Operating	135,592.19
1685000 · Commuter Assistance Grant	6,145.66
1780140 · Operational Donations	7,875.00
1984200 · Sale of Equipment - Maint	30.57
2884105 · Ryan White - Well Florida	1,357.43
3080000 · Voc Rehab - Lake City	2,266.53
3182020 · SREC Meals	4,166.66
3484202 · Paypal Convenience Fee Revenue	30.00
83080 · TD Commission-Operating	62,331.12
	245,699.42
<b>Total Income</b>	<b>245,699.42</b>
<b>Gross Profit</b>	<b>245,699.42</b>
<b>Expense</b>	
<b>Administration Expenses</b>	
95010 · Administration Wages	22,498.78
95025 · Admin Fringes	
95020 · Admin FICA	1,333.20
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	902.51
1295030 · Admin Retirement - 5311	902.51
	1,805.02
<b>Total 95030 · Admin Retirement</b>	<b>1,805.02</b>
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	1,701.08
1295040 · Admin Group Ins - 5311	937.48
	2,638.56
<b>Total 95040 · Admin Group Insurance</b>	<b>2,638.56</b>
95070 · Admin Medicare	311.80
	6,088.58
<b>Total 95025 · Admin Fringes</b>	<b>6,088.58</b>
<b>Total Administration Expenses</b>	<b>28,587.36</b>
<b>Operation Expenses</b>	
Operations FICA	2,107.96
Operations Medicare	471.12
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	415.67
66010 · Payroll Fees - Other	415.69
	831.36
<b>Total 66010 · Payroll Fees</b>	<b>831.36</b>
<b>Total 66000 · Payroll Expenses</b>	<b>831.36</b>
90010 · Operations Wages	35,513.32
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	1,421.53
1290030 · Operations Retirement - 5311	1,421.53
	2,843.06
<b>Total 90030 · Operations Retirement</b>	<b>2,843.06</b>

## Suwannee Valley Transit Authority

## Profit &amp; Loss

November 1 through December 29, 2022

	Nov 1 - Dec 29, 22
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	6,078.89
1290040 · Operations Group Ins - 5311	3,162.15
<b>Total 90040 · Operations Group Insurance</b>	<b>9,241.04</b>
<b>Total 90011 · Operation Fringes</b>	<b>12,084.10</b>
95500 · ADS & Subs & Dues	
95501 · Advertising Expense	
Ads & Subscriptions - 5311	97.12
0795501 · Ads & Subscriptions - TD	97.12
<b>Total 95501 · Advertising Expense</b>	<b>194.24</b>
<b>Total 95500 · ADS &amp; Subs &amp; Dues</b>	<b>194.24</b>
96010 · Office Supplies	
0796010 · Office Supplies - TD	986.62
1296010 · Office Supplies - 5311	683.05
96010 · Office Supplies - Other	159.10
<b>Total 96010 · Office Supplies</b>	<b>1,828.77</b>
96020 · Postage Expense	
0796020 · Postage Expense - TD	50.00
1296020 · Postage Expense - 5311	50.00
<b>Total 96020 · Postage Expense</b>	<b>100.00</b>
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	326.45
1296510 · Office Maintenance - 5311	326.44
96511 · Pest control	
Pest Control- 5311	48.00
0796511 · Pest Control - TD	48.00
<b>Total 96511 · Pest control</b>	<b>96.00</b>
<b>Total 96510 · Office Maintenance</b>	<b>748.89</b>
96525 · Computer Expense	
96520 · Computer Maintenance	
0796520 · Computer Maint - TD	2,435.90
1296520 · Computer Maint - 5311	2,435.90
<b>Total 96520 · Computer Maintenance</b>	<b>4,871.80</b>
<b>Total 96525 · Computer Expense</b>	<b>4,871.80</b>
97010 · Insurance	
0797010 · Insurance - TD	12,062.45
1297010 · Insurance - 5311	12,062.42
<b>Total 97010 · Insurance</b>	<b>24,124.87</b>
97020 · Telephone	
97021 · Office Lines	
0797021 · Office Lines - TD	1,109.42
1297021 · Office Lines - 5311	1,109.40
<b>Total 97021 · Office Lines</b>	<b>2,218.82</b>
97022 · Cell Phones	
0797022 · Cell Phones - TD	750.40
1297022 · Cell Phones - 5311	750.41
<b>Total 97022 · Cell Phones</b>	<b>1,500.81</b>

## Suwannee Valley Transit Authority

## Profit &amp; Loss

12/29/22

November 1 through December 29, 2022

Accrual Basis

	Nov 1 - Dec 29, 22
97023 · Internet Service	
0797023 · Internet Service - TD	687.40
1297023 · Internet Service - 5311	687.40
<b>Total 97023 · Internet Service</b>	<b>1,374.80</b>
<b>Total 97020 · Telephone</b>	<b>5,094.43</b>
97060 · Utilities	
97061 · Electricity	
0797061 · Electricity - TD	297.41
1297061 · Electricity - 5311	297.42
<b>Total 97061 · Electricity</b>	<b>594.83</b>
97062 · Water & Sewage	
0797062 · Water & Sewage - TD	418.98
1297062 · Water & Sewage - 5311	418.99
97062 · Water & Sewage - Other	-75.00
<b>Total 97062 · Water &amp; Sewage</b>	<b>762.97</b>
<b>Total 97060 · Utilities</b>	<b>1,357.80</b>
97071 · Equipment Lease - Operations	
0797071 · Equipment Lease - TD	727.38
<b>Total 97071 · Equipment Lease - Operations</b>	<b>727.38</b>
97072 · Lot Rental	200.00
97530 · Penalties and Interest	
0797531 · Late Fees	33.37
<b>Total 97530 · Penalties and Interest</b>	<b>33.37</b>
97540 · Paypal Service Fee	15.42
98021 · Building Maintenance Operations	
0798021 · Operations Build Maint - TD	930.00
1298021 · Operations Building Maint - 531	930.00
<b>Total 98021 · Building Maintenance Operations</b>	<b>1,860.00</b>
<b>Total Operation Expenses</b>	<b>92,164.83</b>
Shop Expenses	
90015 · Shop Wages	25,495.51
90024 · Shop Fringes	
90022 · Shop FICA	1,506.22
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	860.06
1290035 · Shop Retirement - 5311	860.06
<b>Total 90035 · Shop Retirement</b>	<b>1,720.12</b>
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	2,036.42
1290045 · Shop Group Ins - 5311	483.82
<b>Total 90045 · Shop Group Ins</b>	<b>2,520.24</b>
90075 · Shop Medicare	352.26
<b>Total 90024 · Shop Fringes</b>	<b>6,098.84</b>
90060 · Uniforms	
0790060 · Uniforms - TD	736.80
<b>Total 90060 · Uniforms</b>	<b>736.80</b>

## Suwannee Valley Transit Authority

## Profit &amp; Loss

November 1 through December 29, 2022

	Nov 1 - Dec 29, 22
90505 · Fuel	
90510 · Gas Expense	
0790510 · Gas Expense - TD	5,581.44
1290510 · Gas Expense - 5311	5,581.46
Total 90510 · Gas Expense	11,162.90
90520 · Diesel Expense	
0790520 · Diesel Expense - TD	994.73
1290520 · Diesel Expense - 5311	994.73
Total 90520 · Diesel Expense	1,989.46
Total 90505 · Fuel	13,152.36
91010 · Tires & Tubes Expense	
0791010 · Tires & Tubes Expense - TD	1,108.45
1291010 · Tires & Tubes Expense - 5311	1,108.45
Total 91010 · Tires & Tubes Expense	2,216.90
91020 · Parts	
0791020 · Parts - TD	1,931.59
1291020 · Parts - 5311	1,931.57
Total 91020 · Parts	3,863.16
91030 · Taxes and Tags	19.59
91540 · Shop Supplies	
0791540 · Shop Supplies - TD	338.91
1291540 · Shop Supplies - 5311	338.91
Total 91540 · Shop Supplies	677.82
91550 · Janitorial Supplies	
0791550 · Janitorial Supplies - TD	26.06
1291550 · Janitorial Supplies - 5311	26.05
Total 91550 · Janitorial Supplies	52.11
97070 · Equipment Rental	
0797070 · Equipment Rental - TD	217.00
Total 97070 · Equipment Rental	217.00
Total Shop Expenses	52,530.09
Transportation	
Transportation FICA	3,198.15
Transportation Medicare	745.34
0747043 · Drug Screening and Prehire	
0347043 · Drug Screening & Prehire - 5311	733.50
0797043 · Drug Screening & Prehire - TD	873.00
Total 0747043 · Drug Screening and Prehire	1,606.50
90000 · Transportation Wages	53,471.56
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	1,878.58
1290036 · Transportation Retirement 5311	1,878.58
Total 90036 · Transportation Retirement	3,757.16

## Profit &amp; Loss

November 1 through December 29, 2022

	Nov 1 - Dec 29, 22
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	3,835.04
1290046 · Transportation Group INS - 5311	2,369.09
<b>Total 90046 · Transportation Group Insurance</b>	<b>6,204.13</b>
<b>Total 90005 · Transportation Fringes</b>	<b>9,961.29</b>
90061 · Driver Uniforms	
Driver Uniforms - 5311	72.49
0790061 · Driver Uniforms - TD	72.48
<b>Total 90061 · Driver Uniforms</b>	<b>144.97</b>
<b>Total Transportation</b>	<b>69,127.81</b>
0797040 · Professional Services Gen - TD	722.50
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	1,436.15
1291520 · Repairs & Maintenance - 5311	1,436.13
<b>Total 91520 · Repairs &amp; Maintenance</b>	<b>2,872.28</b>
97510 · Miscellaneous Expenses	
0797511 · Miscellaneous	12.00
<b>Total 97510 · Miscellaneous Expenses</b>	<b>12.00</b>
<b>Total Expense</b>	<b>246,016.87</b>
<b>Net Ordinary Income</b>	<b>-317.45</b>
<b>Net Income</b>	<b>-317.45</b>

SUWANNEE VALLEY TRANSIT  
AUTHORITY

14



## BUS TRANSIT SYSTEM SAFETY PROGRAM PLAN (SSPP)

Adopted: August 12, 2019

Updated: January 2020

Adopted: February 10, 2020

Yearly Review: November 9, 2020

Yearly Review w/updates: December 30, 2021

Yearly Review: December 19, 2022

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Don Hale, Chairman

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Date

## SSPP Document Activity Log (Continued)

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
12/31/2017	Annual Review	<i>Teresa Fortner</i>	
02/12/2018	Annual Board Approval/ Updated SSPP	<i>Teresa Fortner</i>	
11/05/2018	Updated SSPP	<i>Teresa Fortner</i>	
January 2019	Agency Wide Distribution	<i>Teresa Fortner</i>	
August 2019	Annual Board Approval	<i>Teresa Fortner</i>	
January 2020	Section 10 Vehicle Maintenance Program Update	<i>Teresa Fortner</i>	
02/10/2020	Board Approval & Adoption	<i>Teresa Fortner</i>	
11/09/2020	Updated Information & Yearly Review	<i>Teresa Fortner</i>	
12/30/2021	1) Yearly Review 2) Update Table of Contents 3) Update Appendix C In- House Maintenance Plan	<i>Teresa Fortner</i>	
08/09/2022	Agency Wide Redistribution	<i>Teresa Fortner</i>	
12/19/2022	Yearly Review Update System Description & Organization Chart	<i>Teresa Fortner</i>	

### 4.0 System Description

*FDOT, (or its contractor), is required through its Bus Transit System Safety Program (Topic # 725-030-009-i) to document system description during safety and security inspections and reviews. By electing to include your system description in the SSPP, this information would then be readily accessible to FDOT to facilitate future reviews.*

**Jurisdiction:**

Suwannee , Hamilton & Columbia Counties

**System Profile (As of 12/19/2022)**

Total Number of Drivers 16  
Full-time 8 Part Time 3 On Call 5 Volunteers 0  
Number of operational buses: 24  
Buses W/C accessible 20  
Number of Type I buses (>22' length) 18 Type II buses (<22' length) 6  
Dispatch Location(s): 1907 Voyles St, SW Live Oak, FL 32064

Maintenance Locations: same as above  
Community Transportation Coordinator (CTC): Yes X No       
CTC Operator: Yes X No       
CTC Name: Suwannee Valley Transit Authority

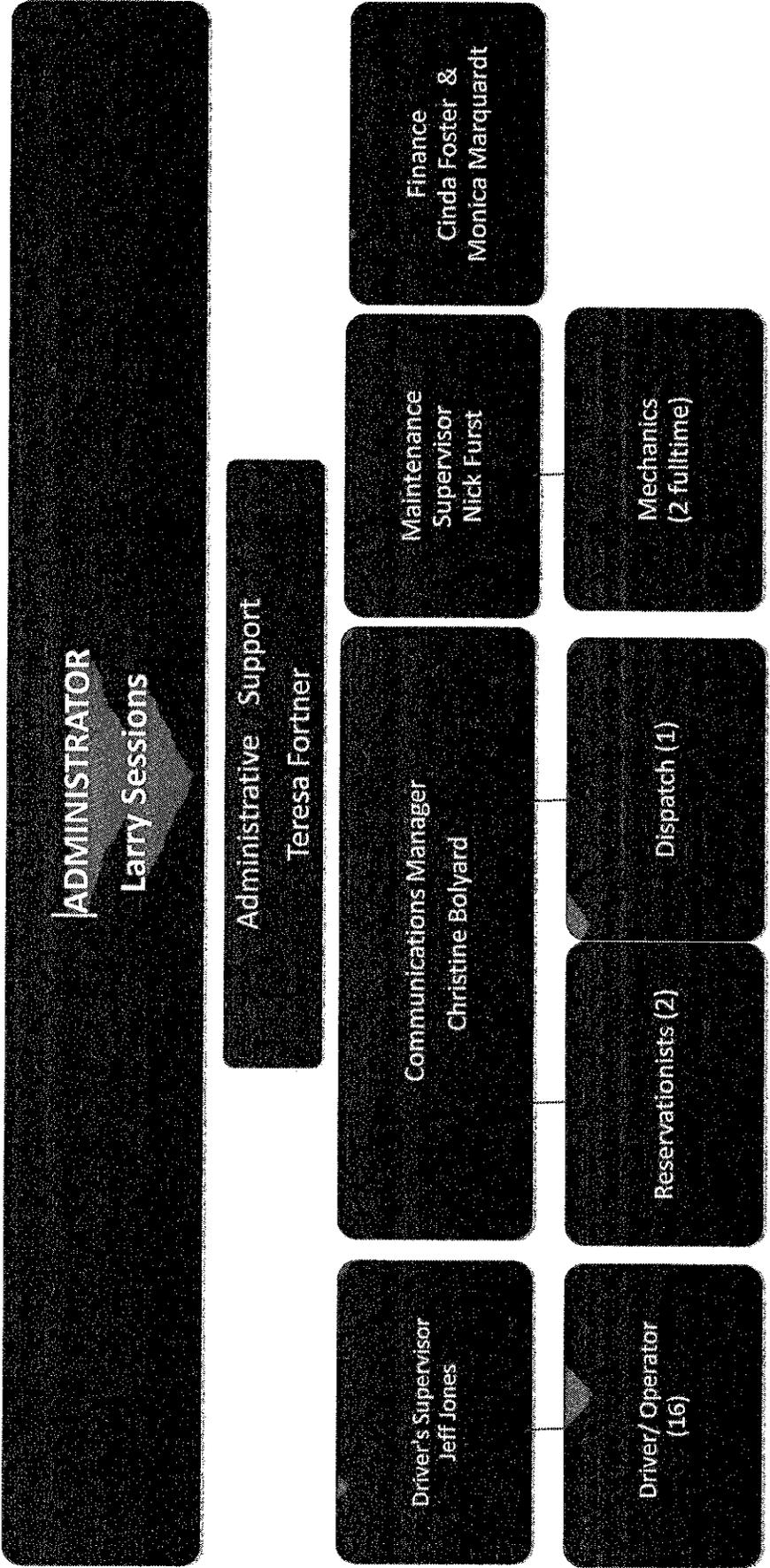
*Any additional text for Chapter 4.0 must be inserted above this point for formatting/page numbering purposes.*

## 5.0 Organization Structure and System Safety Responsibilities

*According to 14-90.004, the SSPP must address safety system responsibilities as one of the safety elements.*

Management has the overall responsibility of safe and secure operations of SVTA and contract service operators. Each employee is required to carry out specific system safety responsibilities, depending on his/her position, in compliance with the SSPP. The organization information provided below describes each position and the reporting structure; the table in the following page shows system safety responsibilities of each position.

### 5.1 SVTA Organization Chart



# SUWANNEE VALLEY TRANSIT AUTHORITY

## Facility Maintenance

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### Preventive Maintenance Plan



**Adopted August 9, 2016**

**Revision to Mnt Schedule: May 14, 2018**

**Annual Review: August 12, 2019**

**Annual Review: November 9, 2020**

**Annual Review & Formatting: December 30, 2021**

**Annual Review: December 19, 2022**

\_\_\_\_\_  
Don Hale, Chairman

\_\_\_\_\_  
Date

**Outsourced Services**

Service	Frequency
Fire Extinguishers	Annually
Floor Maintenance	As Needed

**Maintenance Projections:**

Projects that have been completed recently are as follows:

1. Re-roofed Admin Building (Oct 2008)
2. Re-roof Maintenance Garage (2013)
3. Paint inside Administrative facility (2013)
4. Install outside security lighting (2013)
5. Replaced individual a/c units in driver lounge and board room (2013)
6. Set up modular building for extra office space (2013) Removed (June 2020)
7. Electrical Panel (2014)
8. Seal & restripe front area parking lot (2017)
9. Upgrade lighting to energy efficient July 2018
10. Replace HVAC unit (2019)
11. Generator 2020
12. New flooring (2022)
13. Repaved all parking lots (2022)

Projects that are currently being evaluated or are under construction:

- ~~1. Install electronic gates (grant request not approved)~~
- ~~2.~~ 1. Improve storm drainage
- ~~3.~~ 2. Interior door facing prime & paint
- ~~4.~~ 3. Concrete pad and cover on south side of shop for vehicle staging

## DUTY TO INFORM

**PURPOSE:** The purpose of this memorandum is to set policy and procedures associated with the rider's refusal to follow proper safety direction.

**AUTHORITY:** The authority of this policy/procedure comes from Passenger Service and Safety (PASS 5.2) Training Manual, Addendum: A Guide to the Americans with Disabilities ACT (ADA) for NEMT, Page 34, Paragraph 4, and is as directed by the Administrator and the approval of the SVTA Board of Directors.

**APPLICATION:** ~~This policy/procedure applies to all passengers. Each time they ride any Suwannee Valley Transit Authority vehicle.~~

**POLICY:** That all passengers riding with Suwannee Valley Transit Authority follow the instruction on the proper procedures for entering and exiting a vehicle as well as while on board. The driver will inform the rider of the possible dangers associated with not following all a safety procedures. Such procedures will include, but not limited to, refusal to transfer from a motorized scooter to a vehicle seat; riding the wheelchair lift while in a standing position and not using safety restraints while the vehicle is in motion. (See policies below) Should the passenger refuse to follow the driver's instruction, the driver must have the passenger sign a Duty To Inform notification form. This form will be signed upon the rider's first refusal and will be kept on file with the rider's application and noted in the rider file in the scheduling software.

**Mobility Device Securement Policy:** All mobility devices transported on vehicles operated by Suwannee Valley Transit Authority shall be secured using the (4) four point securement system located in the vehicle.

Mobility device securement shall include:

1. Securing the mobility device in the designated area. The designated area is defined as a location on the vehicle that:
  - a. Has 4 securement locations for each placement.
  - b. Does not obstruct passage of ambulatory passengers.
2. The mobility device shall be secured utilizing 4 attachment straps that meet all applicable Federal Motor Vehicle Safety Standards for passenger transportation.
3. Should a passenger refuse securement of their mobility device, the passenger will NOT be transported.
  - a. Non-securement of the device creates a situation in which the safety of the driver and all other passengers will be jeopardized.
  - b. A mobility device not secured during transport may become a flying projectile in the event of emergency braking or an accident.

**Passenger Securement Policy:** All passengers, both ambulatory and non-ambulatory, shall properly utilize the passenger restraint system provided at their seat location.

**SVTA POLICY # 2017-001.1**

Properly utilizing the passenger restraint system means:

1. Ambulatory passengers shall wear the lap/shoulder restraint system provided at seating locations
  - a. Should the seat location only have a lap belt available, then the passenger will wear only the lap belt because that is what is available.
2. Non-ambulatory passengers that are being transported in their mobility device shall be secured SEPARATELY from their mobility device.
  - a. The personal securement device that may be part of the passenger's mobility device is NOT acceptable.
  - b. Each mobility device securement location also has a separate lap/shoulder passenger restraint system available that shall be used.
3. Passengers transferring from their mobility device to an ambulatory seat shall utilize the passenger restraint system available at the seat location they transfer to.
4. The driver shall ensure that the passenger restraint system for each occupied passenger location has been properly utilized before moving the vehicle.

**Passenger Boarding Policy using Mobility Lift:** Passengers needing the mobility lift to board and exit the vehicle must follow the driver's instruction on the proper use of the lift.

1. Passenger must face forward while riding up or down on the lift.
2. Passenger must hold on to the hand rails while riding up or down.
3. Passenger must be seated on the mobility device; if available.
4. If passenger is riding a motorized mobility device, the passenger must power off that device before the lift will be operated.

**I HAVE READ AND UNDERSTAND THE POLICY ABOVE, REGARDING SVTA DUTY TO INFORM POLICY**

\_\_\_\_\_  
Driver Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Driver Supervisor Signature

\_\_\_\_\_  
Date

### Rider's Refusal to Use Proper Safety Measures Release Form

I, \_\_\_\_\_, elect not to  
Passenger Name (Print)

\_\_\_\_\_ sit in a wheelchair to use the mobility lift provided for entering and exiting the vehicle being used to provide my transportation

\_\_\_\_\_ follow driver instruction while on mobility lift and/or ramp

\_\_\_\_\_ transfer from my mobility device to a vehicle seat

\_\_\_\_\_ fasten my safety belt

\_\_\_\_\_ face forward while seated on my mobility device

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ I understand that **refusal** to allow SVTA's driver to properly secure my mobility device will result in the cancellation of my ride

I have been instructed by Suwannee Valley Transit Authority of the possible dangers associated with refusal to follow all safety procedures while boarding, riding and exiting the vehicle.

I fully realize that I am solely responsible for my actions to refuse to cooperate for safety reasons.

I understand that this Duty To Inform notification has been approved by Suwannee Valley Transit Authority Administrator and Board of Directors.

I have read and fully agree to all contents of this Duty To Inform notification form.

\_\_\_\_\_  
Passenger Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative Signature

Last Review Date: ~~12/30/2021~~ 12/6/2022

## SUWANNEE VALLEY TRANSIT AUTHORITY



**PURPOSE:** The purpose of this policy is to provide guidance and direction on the creation and management of information and records and to clarify staff responsibilities. The records management program is intended to maintain, protect, retain and dispose of records in accordance with operational needs; federal, state, and local government regulations; fiscal and legal requirements; historical value; and business reference purposes.

**DEFINITIONS:**

**Disposition:** The action taken on a record at the end of a retention period.

**Record:** A document or other piece of information that has been declared a record and placed under retention.

**Record declaration:** The process of taking a document or other piece of information, either paper or electronic, and placing it under records retention.

**Retention:** The process of protecting and managing a record.

**Retention period:** The duration for which a record is retained.

**Retention schedule:** The detailed policy outlining how long a record is kept and what happens to it through its lifecycle.

**RECORDS MANAGER :** The Administrator is responsible for the oversight of record retention.

**Responsibilities:**

- | Responsible for paper records storage
- | Define records management procedures for financial records
- | Perform regularly scheduled financial records disposition review
- | Create and deliver records management policy training to staff

**POLICY:** Suwannee Valley Transit Authority's Record Retention policy is based on *General Records Schedule GS1-SL for State & Local Government Agencies* guidelines. Procedures will be detailed and included.

## SUWANNEE VALLEY TRANSIT AUTHORITY



**PURPOSE:** The purpose of this policy is to ensure compliance with the coordination contractor(s) regarding contractual requirements in respect to monitoring as well as collection of data.

**POLICY:** Each coordination contractor shall, on a quarterly basis, provide SVTA with data regarding trips, miles, and financial data and shall complete the Annual Operating Report (AOR) by the specified date.

**PROCEDURES:** SVTA shall:

- Maintain a signed agreement on an annual basis
- Request data on a quarterly bases, as described above
- Request annual certification regarding proof of vehicle insurance and drug and alcohol policy
- Provide coordination contractor with a time schedule regarding the collection of information
- Maintain a log detailing interaction with each coordination contractor
- Evaluate the reasonableness of the data reported by comparing data reported one quarter with that of the previous quarter and analysis on an annual basis related to the Annual Operating Report (AOR)