

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, MAY 9, 2022  
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:**

➤ January 31, 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

Page 5-15 **Cinda Foster**

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LIVE OAK, FL 32064

**GENERAL INFORMATION:**

Discuss with possible Board action and adoption:

- |                                       |                     |            |                          |
|---------------------------------------|---------------------|------------|--------------------------|
| ➤ Trip & Equipment Grant              | Resolution #2022-01 | Page 16    | <b>Chairman Don Hale</b> |
| ➤ Shirley Conroy                      |                     |            |                          |
| Capital Assistance Grant              | Resolution #2022-02 | Page 17    | <b>Chairman Don Hale</b> |
| ➤ 2022/2023 Budget                    | Resolution #2022-03 | Page 18-20 | <b>Chairman Don Hale</b> |
| ➤ Auditor RFQ                         |                     |            | <b>Chairman Don Hale</b> |
| ➤ Bid Opening on Construction Project |                     |            | <b>Chairman Don Hale</b> |

**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       | NONE |
| b. Compensatory time spread sheet | NONE |

**Larry Sessions**

**Upcoming meeting: August 8, 2022 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 asked Commissioner Josh Smith to lead the invocation, followed by the Pledge of Allegiance to the Flag of the United States of America.

**ATTENDING:**

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

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

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the November 8, 2021, Regular Meeting.

**Commissioner Land moved to approve the minutes of the November 8, 2021, Regular Meeting. Commissioner Brown seconded, and the motion carried unanimously (4-0).**

**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 documentation. She briefly discussed revenues and expenses, noting that October had three payrolls. Mrs. Foster also stated that CARES Act funding had helped with revenue shortfalls.

Some discussion ensued on revenue versus expenses and it was noted that ridership was still down due to COVID and was around 2,000 per month, down from a pre-COVID high of 5,000 riders per month. Fuel expenses had also nearly doubled. It was suggested that mailers or postcards be sent out to inform patrons and offices of what SVTA offered.

**GENERAL BUSINESS:**

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

- A) Vehicle Maintenance Plan In-House Policy #2018-002 – Update and annual review

Administrator Sessions stated that it was simply an annual update and review. He then noted some changes that streamlined the wording and accounted for vehicle changes.

**Commissioner Land moved to approve the Vehicle Maintenance Plan In-House Policy #2018-002 – Update and annual review. Commissioner Brown seconded, and the motion carried unanimously (4-0).**

- B) System Safety Program Plan (SSPP) Policy #2015-003 – Update and annual review

Administrator Sessions stated there were really no changes, but there was a requirement to readopt the policy periodically.

**Commissioner Brown moved to approve the System Safety Program Plan (SSPP) Policy #2015-003 – Update and annual review. Commissioner Land seconded, and the motion carried unanimously (4-0).**

- C) Facility Maintenance Plan Policy #2016-008 – Update and annual review

picked up in a timely manner, even though the pickup time fell within SVTA's policy. The person became belligerent when the policy was mentioned and cancelled his ridership. Administrator Sessions also discussed compensatory time and several building/headquarters projects for approximately \$240,000.

**ADJOURNMENT:**

**Commissioner Land moved to adjourn the meeting. Commissioner Brown seconded, and the motion carried unanimously (4-0).**

There being no further business to discuss, the meeting adjourned at 6:49 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2022

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

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

**Suwannee Valley Transit Authority**

**Check Detail**

January 2022

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	01/07/2022	Payroll	\$ (26,056.16)
Payroll Liability	Bank Draft	01/07/2022	Payroll Taxes	\$ (7,190.20)
Payroll Liability	Bank Draft	01/21/2022	Payroll	\$ (25,774.32)
Payroll Liability	Bank Draft	01/21/2022	Payroll Taxes	\$ (7,207.42)
Payroll Liability	Bank Draft			\$ -
Payroll Liability	Bank Draft			\$ -
<b>Total</b>				<b>\$ (66,228.10)</b>
Bill Pmt -Check	Bank Draft	01/07/2022	ADP, LLC	-62.53
Bill Pmt -Check	Bank Draft	01/11/2022	City of Live Oak	-308.39
Bill Pmt -Check	Bank Draft	01/14/2022	ADP, LLC	-127.07
Bill Pmt -Check	Bank Draft	01/26/2022	ADP, LLC	-289.05
Bill Pmt -Check	Bank Draft	01/28/2022	ADP, LLC	-124.68
Bill Pmt -Check	Bank Draft	01/28/2022	ADP, LLC	-99.35
Bill Pmt -Check	Bank Draft	01/28/2022	AFLAC	-1,901.60
Bill Pmt -Check	Bank Draft	01/28/2022	Blue Cross/Blue Shield	-10,218.95
Bill Pmt -Check	Bank Draft	01/28/2022	Florida Power & Light	-750.62
Bill Pmt -Check	Bank Draft	01/28/2022	Guardian	-654.39
Bill Pmt -Check	Bank Draft	01/28/2022	TransAmerica	-484.50
Bill Pmt -Check	Bank Draft	01/31/2022	Globe Life Liberty National Divisi	-1,575.02
Bill Pmt -Check	Debit Card	01/10/2022	American Radiator	-1,999.00
Bill Pmt -Check	Debit Card	01/12/2022	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	01/14/2022	Publix	-39.96
Bill Pmt -Check	Debit Card	01/14/2022	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	01/14/2022	Amazon.Com	-12.99
Bill Pmt -Check	Debit Card	01/24/2022	Publix	-75.35
Bill Pmt -Check	Debit Card	01/31/2022	Harbor Freight	-40.65
Bill Pmt -Check	20425	01/05/2022	Alliance Bus Group	0.00
Bill Pmt -Check	20426	01/05/2022	Foxster Opco LLC	-1,408.00
Bill Pmt -Check	20427	01/05/2022	Sports Connection	-109.95
Bill Pmt -Check	20428	01/05/2022	Staples Advantage	-95.70
Bill Pmt -Check	20429	01/05/2022	Verizon	-884.14
Bill Pmt -Check	20430	01/05/2022	W B Howland Co Inc	-14.16
Bill Pmt -Check	20431	01/05/2022	O'Reilly Automotive, Inc.	-799.96
Bill Pmt -Check	20432	01/05/2022	Advance Auto Parts	-203.28
Bill Pmt -Check	20433	01/05/2022	Jim Hinton Oil	-6,334.93
Bill Pmt -Check	20434	01/05/2022	Live Oak Auto Parts	-54.87
Bill Pmt -Check	20435	01/05/2022	Walt's Live Oak Ford	0.00
Bill Pmt -Check	20436	01/05/2022	G.W. Hunter, Inc.	-3,850.78
Bill Pmt -Check	20437	01/05/2022	Walt's Live Oak Ford	-124.18
Bill Pmt -Check	20438	01/05/2022	Alliance Bus Group	-1,204.00
Bill Pmt -Check	20439	01/12/2022	ACF, Inc	-249.00
Bill Pmt -Check	20440	01/12/2022	Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	20441	01/12/2022	Eric Musgrove	-275.00
Bill Pmt -Check	20442	01/12/2022	First Source Solutions/Vault Heal	-175.00

Suwannee Valley Transit Authority

Check Detail

January 2022

Bill Pmt -Check	20443	01/12/2022 Preferred Governmental Insuranc	-6,084.38
Bill Pmt -Check	20444	01/12/2022 Quill.com	-59.99
Check	20445	01/12/2022 Annie Ross	-12.00
Check	20446	01/12/2022 Rhonda Fernandez	-14.00
Check	20447	01/12/2022 Bob Lau	-6.00
Check	20448	01/12/2022 Mary Emory	-14.00
Check	20449	01/12/2022 Yvonne Heckert	-14.00
Check	20450	01/12/2022 Thomas Head	-4.00
Check	20451	01/13/2022 Rae Haas	-10.00
Check	20452	01/13/2022 Wilson Smith	-14.00
Check	20453	01/13/2022 Gina Race	-4.00
Check	20454	01/14/2022 Richard Cingolani	-8.00
Check	20455	01/14/2022 Henry McCall	-12.00
Check	20456	01/14/2022 Mary Gaston	-14.00
Check	20457	01/14/2022 Terrance Webb	0.00
Check	20458	01/14/2022 Debby Wade	-34.00
Check	20459	01/14/2022 Arnold Stewart	-12.00
Check	20460	01/14/2022 Dorothy Pendleton	-20.00
Check	20461	01/14/2022 Mary Walls	-23.00
Bill Pmt -Check	20462	01/19/2022 Department of Management Servi	-23.37
Bill Pmt -Check	20463	01/19/2022 Advance Auto Parts	-35.11
Bill Pmt -Check	20464	01/19/2022 Baya Urgent Care LLC	-220.00
Bill Pmt -Check	20465	01/19/2022 Comcast ( Fax line )	-89.11
Bill Pmt -Check	20466	01/19/2022 Diesel Powerhouse, Inc	-96.12
Bill Pmt -Check	20467	01/19/2022 G. Caldwell Services LLC	-600.00
Bill Pmt -Check	20468	01/19/2022 Lake City Reporter	-396.16
Bill Pmt -Check	20469	01/19/2022 Quill.com	-594.79
Bill Pmt -Check	20470	01/19/2022 Riverbend News	-56.75
Bill Pmt -Check	20471	01/19/2022 W B Howland Co Inc	-26.88
Bill Pmt -Check	20472	01/20/2022 Comcast Business (Fiber Phones	-1,017.90
Bill Pmt -Check	20473	01/20/2022 GreatAmerican Financial Svcs.	-811.19
Bill Pmt -Check	20474	01/20/2022 Live Oak Pest Control Inc	-46.00
Check	20475	01/21/2022 Johnnie Evitt	-38.00
Check	20476	01/26/2022 James Fairchild	-48.00
Check	20477	01/26/2022 Edith Harmon	-30.00
Check	20478	01/28/2022 Coralee McKain	-55.00
Check	20479	01/28/2022 Susan Solomon	-38.00
Total Checks			-45,955.70
Total for Jan 2022			\$ (112,183.80)

**Suwannee Valley Transit Authority**  
**Check Detail**

January 31 through February 28, 2022

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	02/04/2022	Payroll	\$ (25,624.06)
Payroll Liability	Bank Draft	02/04/2022	Payroll Taxes	\$ (7,071.55)
Payroll Liability	Bank Draft	02/18/2022	Payroll	\$ (27,738.78)
Payroll Liability	Bank Draft	02/18/2022	Payroll Taxes	\$ (7,652.38)
Payroll Liability	Bank Draft			\$ -
Payroll Liability	Bank Draft			\$ -
<b>Total</b>				<b>\$ (68,086.77)</b>

Bill Pmt -Check	Bank Draft	01/31/2022	Globe Life Liberty National Division	-1,575.02
Bill Pmt -Check	Bank Draft	02/01/2022	First Federal Savings	-227.52
Bill Pmt -Check	Bank Draft	02/02/2022	Florida Retirement System	-9,646.58
Bill Pmt -Check	Bank Draft	02/10/2022	City of Live Oak	-293.10
Bill Pmt -Check	Bank Draft	02/11/2022	ADP, LLC	-127.07
Bill Pmt -Check	Bank Draft	02/25/2022	Globe Life Liberty National Division	-1,575.02
Bill Pmt -Check	Bank Draft	02/25/2022	AFLAC	-1,901.60
Bill Pmt -Check	Bank Draft	02/25/2022	Guardian	-773.79
Bill Pmt -Check	Bank Draft	02/25/2022	TransAmerica	-484.50
Bill Pmt -Check	Bank Draft	02/25/2022	Blue Cross/Blue Shield	-11,694.61
Bill Pmt -Check	Bank Draft	02/25/2022	ADP, LLC	-127.07
Bill Pmt -Check	Bank Draft	02/25/2022	ADP, LLC	-104.55
Bill Pmt -Check	Bank Draft	02/28/2022	Florida Retirement System	-9,960.21
Bill Pmt -Check	Debit Card	01/31/2022	Harbor Freight	-40.65
Bill Pmt -Check	Debit Card	02/07/2022	GODADDY.COM	-21.17
Bill Pmt -Check	Debit Card	02/15/2022	Amazon.Com	-12.99
Bill Pmt -Check	Debit Card	02/15/2022	Pizza Hut	-49.29
Bill Pmt -Check	Debit Card	02/23/2022	Amazon.Com	-9.17
Bill Pmt -Check	Debit Card	02/23/2022	Department of Highway Safety & Mo	-22.00
Bill Pmt -Check	20480	02/07/2022	Sign-A-Rama Tampa Bay Shermar	-117.72
Bill Pmt -Check	20481	02/10/2022	Acentria Insurance	-10,886.75
Bill Pmt -Check	20482	02/10/2022	Advanced Tire Services	-19.99
Bill Pmt -Check	20483	02/10/2022	Cintas Corporation #148	-638.65
Bill Pmt -Check	20484	02/10/2022	Jim Hinton Oil	-7,510.53
Bill Pmt -Check	20485	02/10/2022	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20486	02/10/2022	W B Howland Co Inc	-74.41
Bill Pmt -Check	20487	02/11/2022	Verizon	-868.17
Check	20488	02/17/2022	First Federal Bank	-381.05
Bill Pmt -Check	20489	02/17/2022	Innovative Network, Inc	-1,131.00
Bill Pmt -Check	20490	02/17/2022	Quill.com	-239.74
Bill Pmt -Check	20491	02/17/2022	Staples Advantage	-13.54
Bill Pmt -Check	20492	02/17/2022	Advance Auto Parts	-751.55
Bill Pmt -Check	20493	02/18/2022	AAA American Towing of North Flori	-250.00
Bill Pmt -Check	20494	02/18/2022	Ability Supply	-127.33
Bill Pmt -Check	20495	02/18/2022	Acentria Insurance	-1,417.00
Bill Pmt -Check	20496	02/18/2022	B's Starters & Alternators	-175.00



Suwannee Valley Transit Authority

Check Detail

January 31 through February 28, 2022

Bill Pmt -Check	20497	02/18/2022	Baya Urgent Care LLC	-220.00
Bill Pmt -Check	20498	02/18/2022	Comcast ( Fax line )	-78.58
Bill Pmt -Check	20499	02/18/2022	Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	20500	02/18/2022	Comcast Business (Fiber Phones)	-1,017.90
Bill Pmt -Check	20501	02/18/2022	Department of Management Services	-4.01
Bill Pmt -Check	20502	02/18/2022	Eric Musgrove	-275.00
Bill Pmt -Check	20503	02/18/2022	First Federal Bank	-349.10
Bill Pmt -Check	20504	02/18/2022	First Source Solutions/Vault Health	-169.00
Bill Pmt -Check	20505	02/18/2022	Foxster Opco LLC	-1,408.00
Bill Pmt -Check	20506	02/18/2022	G. Caldwell Services LLC	-600.00
Bill Pmt -Check	20507	02/18/2022	G.W. Hunter, Inc.	-3,561.35
Bill Pmt -Check	20508	02/18/2022	Live Oak Pest Control Inc	-46.00
Bill Pmt -Check	20509	02/18/2022	McCrimon's Office Supply	-219.00
Bill Pmt -Check	20510	02/18/2022	Sign-A-Rama Tampa Bay Shermark I	-57.74
Bill Pmt -Check	20511	02/22/2022	Acentria Insurance	-8,414.75
Bill Pmt -Check	20512	02/22/2022	Advance Auto Parts	-120.87
Bill Pmt -Check	20513	02/22/2022	Florida Power & Light	-832.49
Bill Pmt -Check	20514	02/22/2022	GreatAmerican Financial Svcs.	-694.38
Bill Pmt -Check	20515	02/22/2022	O'Reilly Automotive, Inc.	-120.45

**Total Checks -82,159.36**

**Total Paid out Feb 2022 \$ (150,246.13)**

**Suwannee Valley Transit Authority**

**Check Detail**

March 2022

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	03/04/2022	Payroll	\$ (29,066.09)
Payroll Liability	Bank Draft	03/04/2022	Payroll Taxes	\$ (7,902.24)
Payroll Liability	Bank Draft	03/18/2022	Payroll	\$ (28,051.23)
Payroll Liability	Bank Draft	03/18/2022	Payroll Taxes	\$ (7,622.28)
Payroll Liability	Bank Draft			\$ -
<u>Payroll Liability</u>	<u>Bank Draft</u>			\$ -
<b>Total</b>				<b>\$ (72,641.84)</b>

Bill Pmt -Check	Bank Draft	03/01/2022	First Federal Savings	-374.76
Bill Pmt -Check	Bank Draft	03/10/2022	City of Live Oak	-293.10
Bill Pmt -Check	Bank Draft	03/11/2022	ADP, LLC	-129.46
Bill Pmt -Check	Bank Draft	03/25/2022	Blue Cross/Blue Shield	-11,694.61
Bill Pmt -Check	Bank Draft	03/25/2022	AFLAC	-1,901.60
Bill Pmt -Check	Bank Draft	03/25/2022	ADP, LLC	-129.46
Bill Pmt -Check	Bank Draft	03/31/2022	Guardian	-684.24
Bill Pmt -Check	Bank Draft	03/31/2022	Globe Life Liberty National Division	-1,575.02
Bill Pmt -Check	Bank Draft	03/31/2022	Florida Retirement System	-10,549.86
Bill Pmt -Check	Debit Card	03/04/2022	Amazon.Com	-42.51
Bill Pmt -Check	Debit Card	03/07/2022	Bus Parts Experts/Mathews Bus	-160.53
Bill Pmt -Check	Debit Card	03/08/2022	Publix	-53.87
Bill Pmt -Check	Debit Card	03/14/2022	Amazon.Com	-18.74
Bill Pmt -Check	Debit Card	03/14/2022	Amazon.Com	-12.99
Bill Pmt -Check	Debit Card	03/16/2022	Bus Parts Experts/Mathews Bus	-82.41
Bill Pmt -Check	Debit Card	03/22/2022	National Products, Inc	-320.61
Bill Pmt -Check	Debit Card	03/23/2022	eBay	-11.50
Bill Pmt -Check	Debit Card	03/28/2022	Acme Lock & Key Toronto	-16.08
Bill Pmt -Check	Debit Card	03/28/2022	Suwannee County Tax Collector	-10.23
Bill Pmt -Check	Debit Card	03/28/2022	Suwannee County Tax Collector	-10.23
Bill Pmt -Check	Debit Card	03/28/2022	Acme Lock & Key Toronto	-0.13
Bill Pmt -Check	20516	03/02/2022	Foxster Opco LLC	-1,408.00
Bill Pmt -Check	20517	03/02/2022	Innovative Network, Inc	-1,131.00
Bill Pmt -Check	20518	03/02/2022	Pitney Bowes Global Financial Servi	-100.01
Bill Pmt -Check	20519	03/02/2022	Quill.com	-109.67
Bill Pmt -Check	20520	03/02/2022	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20521	03/02/2022	Cintas Corporation #148	-510.92
Bill Pmt -Check	20522	03/03/2022	Alliance Bus Group	-81,420.00
Check	20523	03/15/2022	Rubin Freeney	-3.00
Bill Pmt -Check	20524	03/16/2022	ACF, Inc	-749.00
Bill Pmt -Check	20525	03/16/2022	Baya Urgent Care LLC	-110.00
Bill Pmt -Check	20526	03/16/2022	Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	20527	03/16/2022	Comcast Business (Fiber Phones)	-1,017.76
Bill Pmt -Check	20528	03/16/2022	Fleet Pride	-449.34
Check	20529	03/03/2022	Joanna Neely	-44.00
Bill Pmt -Check	20530	03/10/2022	First Source Solutions/Vault Health	-105.00

**Suwannee Valley Transit Authority**

**Check Detail**

March 2022

Bill Pmt -Check	20531	03/10/2022	G.W. Hunter, Inc.	-4,218.43
Bill Pmt -Check	20532	03/10/2022	Jim Hinton Oil	-7,774.68
Bill Pmt -Check	20533	03/10/2022	Live Oak Pest Control Inc	-46.00
Bill Pmt -Check	20534	03/10/2022	O'Reilly Automotive, Inc.	-395.64
Bill Pmt -Check	20535	03/10/2022	Quill.com	-146.85
Bill Pmt -Check	20536	03/10/2022	Staples Advantage	-76.67
Bill Pmt -Check	20537	03/10/2022	Verizon	-877.73
Bill Pmt -Check	20538	03/10/2022	W B Howland Co Inc	-24.70
Bill Pmt -Check	20539	03/10/2022	Walthall Oil Company	-914.38
Bill Pmt -Check	20540	03/10/2022	FL Gateway College	-200.00
Bill Pmt -Check	20541	03/23/2022	B's Starters & Alternators	-175.00
Bill Pmt -Check	20542	03/23/2022	Battery Distributors Southeast, Inc	-770.82
Bill Pmt -Check	20543	03/23/2022	Comcast ( Fax line )	-79.33
Bill Pmt -Check	20544	03/23/2022	Department of Management Service	-4.91
Bill Pmt -Check	20545	03/23/2022	G. Caldwell Services LLC	-600.00
Bill Pmt -Check	20546	03/23/2022	Lube Specialists	-246.00
Bill Pmt -Check	20547	03/23/2022	Pitney Bowes	-100.00
Bill Pmt -Check	20548	03/23/2022	Sports Connection	-395.94
Bill Pmt -Check	20549	03/23/2022	Staples Advantage	-225.49
Bill Pmt -Check	20550	03/31/2022	Advance Auto Parts	-709.84
Bill Pmt -Check	20551	03/31/2022	Walt's Live Oak Ford	-326.85
Bill Pmt -Check	20552	03/31/2022	Cintas Corporation #148	-510.92
Bill Pmt -Check	20553	03/31/2022	Ability Supply	-100.17
Bill Pmt -Check	20554	03/31/2022	Battery Distributors Southeast, Inc	-52.48
Bill Pmt -Check	20555	03/31/2022	Pitney Bowes	-33.08
Bill Pmt -Check	20556	03/31/2022	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20557	03/31/2022	Sports Connection	-295.95
Bill Pmt -Check	20558	03/31/2022	Advanced Tire Services	-43.99
Bill Pmt -Check	20559	03/31/2022	Live Oak Auto Parts	-37.44
Bill Pmt -Check	20560	03/31/2022	O'Reilly Automotive, Inc.	-155.91

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<b>Total</b>				<b>-135,526.24</b>
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<b>Total Paid Out for March</b>		<b>\$ (208,168.08)</b>
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**Suwannee Valley Transit Authority**  
**Profit & Loss**  
 January through April 2022

	Jan - Apr 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Hazard Mitigation Grant	5,983.64
0280005 · SVTA Farebox	50,255.07
0683050 · Bank Interest	88.61
0984080 · Local Government Participation	82,151.00
1184201 · Motor Fuel Tax Refund	6,338.37
1285000 · 5311 - Operating	137,473.18
1685000 · Commuter Assistance Grant	9,031.83
1780140 · Operational Donations	3,966.00
1984200 · Sale of Equipment - Maint	15,001.76
3484202 · Paypal Convenience Fee Revenue	87.50
83080 · TD Commission-Operating	125,490.10
<b>Total Income</b>	435,867.06
<b>Gross Profit</b>	435,867.06
<b>Expense</b>	
<b>Administration Expenses</b>	
95010 · Administration Wages	45,075.22
95025 · Admin Fringes	
95020 · Admin FICA	2,668.65
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	2,583.36
1295030 · Admin Retirement - 5311	2,583.39
<b>Total 95030 · Admin Retirement</b>	5,166.75
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	4,475.43
1295040 · Admin Group Ins - 5311	2,951.32
<b>Total 95040 · Admin Group Insurance</b>	7,426.75
95070 · Admin Medicare	624.12
<b>Total 95025 · Admin Fringes</b>	15,886.27
<b>Total Administration Expenses</b>	60,961.49
<b>Operation Expenses</b>	
Operations FICA	6,197.77
Operations Medicare	1,220.73
0740011 · TD Grant Operating Equipment	320.61
66000 · Payroll Expenses	
66010 · Payroll Fees	1,738.61
<b>Total 66000 · Payroll Expenses</b>	1,738.61
90010 · Operations Wages	90,432.57
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	5,231.51
1290030 · Operations Retirement - 5311	5,231.52
<b>Total 90030 · Operations Retirement</b>	10,463.03
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	19,004.37
1290040 · Operations Group Ins - 5311	10,108.28
<b>Total 90040 · Operations Group Insurance</b>	29,112.65
<b>Total 90011 · Operation Fringes</b>	39,575.68

## Profit &amp; Loss

January through April 2022

	Jan - Apr 22
<b>95500 · ADS &amp; Subs &amp; Dues</b>	
<b>95501 · Advertising Expense</b>	
Ads & Subscriptions - 5311	28.37
0795501 · Ads & Subscriptions - TD	82.34
	<hr/>
<b>Total 95501 · Advertising Expense</b>	110.71
	<hr/>
<b>Total 95500 · ADS &amp; Subs &amp; Dues</b>	110.71
<b>96010 · Office Supplies</b>	
0796010 · Office Supplies - TD	913.73
1296010 · Office Supplies - 5311	897.57
96010 · Office Supplies - Other	218.47
	<hr/>
<b>Total 96010 · Office Supplies</b>	2,029.77
<b>96020 · Postage Expense</b>	
0796020 · Postage Expense - TD	128.31
1296020 · Postage Expense - 5311	100.00
	<hr/>
<b>Total 96020 · Postage Expense</b>	228.31
<b>96510 · Office Maintenance</b>	
0796510 · Office Maintenance - TD	1,275.00
1296510 · Office Maintenance - 5311	1,275.00
96511 · Pest control	
0796511 · Pest Control - TD	184.00
	<hr/>
<b>Total 96511 · Pest control</b>	184.00
	<hr/>
<b>Total 96510 · Office Maintenance</b>	2,734.00
<b>96525 · Computer Expense</b>	
<b>96520 · Computer Maintenance</b>	
0796520 · Computer Maint - TD	3,819.09
1296520 · Computer Maint - 5311	3,819.08
	<hr/>
<b>Total 96520 · Computer Maintenance</b>	7,638.17
96525 · Computer Expense - Other	179.88
	<hr/>
<b>Total 96525 · Computer Expense</b>	7,818.05
<b>97010 · Insurance</b>	
0797010 · Insurance - TD	7,958.06
1297010 · Insurance - 5311	7,958.05
	<hr/>
<b>Total 97010 · Insurance</b>	15,916.11
<b>97020 · Telephone</b>	
<b>97021 · Office Lines</b>	
0797021 · Office Lines - TD	2,208.62
1297021 · Office Lines - 5311	2,191.32
	<hr/>
<b>Total 97021 · Office Lines</b>	4,399.94
<b>97022 · Cell Phones</b>	
0797022 · Cell Phones - TD	1,309.46
1297022 · Cell Phones - 5311	1,309.49
	<hr/>
<b>Total 97022 · Cell Phones</b>	2,618.95
<b>97023 · Internet Service</b>	
0797023 · Internet Service - TD	1,374.80
1297023 · Internet Service - 5311	1,374.80
	<hr/>
<b>Total 97023 · Internet Service</b>	2,749.60
	<hr/>
<b>Total 97020 · Telephone</b>	9,768.49

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## Suwannee Valley Transit Authority

## Profit &amp; Loss

04/29/22

January through April 2022

Accrual Basis

	Jan - Apr 22
<b>97060 · Utilities</b>	
<b>97061 · Electricity</b>	
0797061 · Electricity - TD	1,409.92
1297061 · Electricity - 5311	1,409.94
<b>Total 97061 · Electricity</b>	2,819.86
<b>97062 · Water &amp; Sewage</b>	
0797062 · Water & Sewage - TD	447.29
1297062 · Water & Sewage - 5311	447.30
<b>Total 97062 · Water &amp; Sewage</b>	894.59
<b>Total 97060 · Utilities</b>	3,714.45
<b>97071 · Equipment Lease - Operations</b>	
Equipment Rental - 5311	1,505.57
0797071 · Equipment Lease - TD	100.01
<b>Total 97071 · Equipment Lease - Operations</b>	1,605.58
<b>97072 · Lot Rental</b>	200.00
<b>97530 · Penalties and Interest</b>	
0797530 · Penalties & Interest - TD	10.00
0797531 · Late Fees	34.89
97530 · Penalties and Interest - Other	-479.71
<b>Total 97530 · Penalties and Interest</b>	-434.82
<b>97540 · Paypal Service Fee</b>	56.61
<b>98021 · Building Maintenance Operations</b>	
0798021 · Operations Build Maint - TD	97.50
1298021 · Operations Building Maint - 531	97.50
<b>Total 98021 · Building Maintenance Operations</b>	195.00
<b>Total Operation Expenses</b>	183,428.23
<b>Shop Expenses</b>	
<b>90015 · Shop Wages</b>	42,729.08
<b>90024 · Shop Fringes</b>	
90022 · Shop FICA	2,498.18
<b>90035 · Shop Retirement</b>	
0790035 · Shop Retirement - TD	2,447.14
1290035 · Shop Retirement - 5311	2,447.14
<b>Total 90035 · Shop Retirement</b>	4,894.28
<b>90045 · Shop Group Ins</b>	
0790045 · Shop Group Ins - TD	5,958.41
1290045 · Shop Group Ins - 5311	2,213.49
<b>Total 90045 · Shop Group Ins</b>	8,171.90
<b>90075 · Shop Medicare</b>	584.27
<b>Total 90024 · Shop Fringes</b>	16,148.63
<b>90060 · Uniforms</b>	
0790060 · Uniforms - TD	2,171.41
<b>Total 90060 · Uniforms</b>	2,171.41

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04/29/22  
Accrual Basis

**Suwannee Valley Transit Authority**  
**Profit & Loss**  
January through April 2022

	Jan - Apr 22
<b>90505 · Fuel</b>	
<b>90510 · Gas Expense</b>	
0790510 · Gas Expense - TD	20,928.73
1290510 · Gas Expense - 5311	20,898.79
<b>Total 90510 · Gas Expense</b>	41,827.52
<b>90520 · Diesel Expense</b>	
0790520 · Diesel Expense - TD	1,128.43
1290520 · Diesel Expense - 5311	1,128.48
<b>Total 90520 · Diesel Expense</b>	2,256.91
<b>Total 90505 · Fuel</b>	44,084.43
<b>91010 · Tires &amp; Tubes Expense</b>	
0791010 · Tires & Tubes Expense - TD	1,251.40
1291010 · Tires & Tubes Expense - 5311	1,251.37
<b>Total 91010 · Tires &amp; Tubes Expense</b>	2,502.77
<b>91020 · Parts</b>	
0791020 · Parts - TD	3,811.75
1291020 · Parts - 5311	3,800.22
<b>Total 91020 · Parts</b>	7,611.97
<b>91030 · Taxes and Tags</b>	
0791030 · Property Taxes and Vehicle Tags	30.69
<b>Total 91030 · Taxes and Tags</b>	30.69
<b>91530 · Lubricants</b>	
0791530 · Lubricants - TD	970.85
1291530 · Lubricants - 5311	970.85
<b>Total 91530 · Lubricants</b>	1,941.70
<b>91540 · Shop Supplies</b>	
0791540 · Shop Supplies - TD	764.96
1291540 · Shop Supplies - 5311	765.00
<b>Total 91540 · Shop Supplies</b>	1,529.96
<b>91550 · Janitorial Supplies</b>	
0791550 · Janitorial Supplies - TD	182.05
1291550 · Janitorial Supplies - 5311	182.02
<b>Total 91550 · Janitorial Supplies</b>	364.07
<b>97070 · Equipment Rental</b>	
0797070 · Equipment Rental - TD	285.00
<b>Total 97070 · Equipment Rental</b>	285.00
<b>Total Shop Expenses</b>	119,399.71
<b>Transportation</b>	
Transportation FICA	5,793.35
Transportation Medicare	1,308.27
<b>0747043 · Drug Screening and Prehire</b>	
0797043 · Drug Screening & Prehire - TD	1,283.50
<b>Total 0747043 · Drug Screening and Prehire</b>	1,283.50
<b>90000 · Transportation Wages</b>	102,510.39

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## Suwannee Valley Transit Authority

## Profit &amp; Loss

January through April 2022

04/29/22

Accrual Basis

	Jan - Apr 22
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	4,816.29
1290036 · Transportation Retirement 5311	4,816.30
<b>Total 90036 · Transportation Retirement</b>	<b>9,632.59</b>
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	11,403.97
1290046 · Transportation Group INS - 5311	7,378.32
<b>Total 90046 · Transportation Group Insurance</b>	<b>18,782.29</b>
<b>Total 90005 · Transportation Fringes</b>	<b>28,414.88</b>
90061 · Driver Uniforms	
0790061 · Driver Uniforms - TD	1,026.84
<b>Total 90061 · Driver Uniforms</b>	<b>1,026.84</b>
<b>Total Transportation</b>	<b>140,337.23</b>
0797040 · Professional Services Gen - TD	550.00
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	624.00
1291520 · Repairs & Maintenance - 5311	624.00
<b>Total 91520 · Repairs &amp; Maintenance</b>	<b>1,248.00</b>
97040 · Professional Services	
97043 · Training	
079043 · Training - TD	406.77
<b>Total 97043 · Training</b>	<b>406.77</b>
<b>Total 97040 · Professional Services</b>	<b>406.77</b>
97050 · Travel	270.00
97510 · Miscellaneous Expenses	
0797511 · Miscellaneous	22.00
<b>Total 97510 · Miscellaneous Expenses</b>	<b>22.00</b>
98260 · Interest Expense	1,017.18
<b>Total Expense</b>	<b>507,640.61</b>
<b>Net Ordinary Income</b>	<b>-71,773.55</b>
<b>Net Income</b>	<b>-71,773.55</b>



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

**Trip & Equipment Grant**  
**Resolution # 2022-01**

A RESOLUTION of the Suwannee Valley Transit Authority, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Trip & Equipment Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Trip & Equipment Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Larry Sessions to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the **Suwannee Valley Transit Authority**.
3. The BOARD'S Registered Agent in Florida is Larry Sessions.  
The Registered Agent's address is: **1907 Voyles Street SW, Live Oak, FL, 32064**.

DULY PASSED AND ADOPTED THIS 9th DAY OF May 2022.

BOARD OF Suwannee Valley Transit Authority

\_\_\_\_\_  
(Signature of Chairperson)

Don Hale  
\_\_\_\_\_  
(Typed name of Chairperson)

ATTEST:

Signature \_\_\_\_\_



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

SHIRLEY CONROY RURAL AREA CAPITAL  
ASSISTANCE GRANT APPLICATION  
Resolution # 2022-02

A RESOLUTION of the Suwannee Valley Transit Authority, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Larry Sessions to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Suwannee Valley Transit Authority.
3. The BOARD'S Registered Agent in Florida is Larry Sessions.  
The Registered Agent's address is: 1907 Voyles Street SW, Live Oak, FL, 32064.

DULY PASSED AND ADOPTED THIS 9th DAY OF May 2022.

BOARD OF Suwannee Valley Transit Authority

\_\_\_\_\_  
(Signature of Chairperson)

Don Hale \_\_\_\_\_  
(Typed name of Chairperson)

ATTEST:

Signature \_\_\_\_\_



**Suwannee Valley Transit Authority  
Fiscal Year 2023 Operating Budget**

<b>Fiscal Year 2022-2023 Budget - Revenues</b>	<b>FY 2023</b>
5311 Cares	\$957,018.59
Section 5311 Operating	\$742,839.00
Commuter Assistance Grant	\$25,007.64
Commuter Assistance Grant	\$50,000.00
Development Services	\$102,373.06
Donations	\$26,314.00
Farebox	\$32,721.00
Interest Income	\$228.06
Local Participation	\$111,504.00
Motor Fuel Use Tax Refund	\$15,477.52
Ryan White Foundation	\$835.12
Shirley Conroy Grant	\$162,820.00
SREC Jasper Meal Riders	\$24,999.96
TD Commission Operating	\$700,328.00
<b>Total Revenues</b>	<b>\$2,952,465.95</b>
<b>GRANTS APPLIED FOR, NOT YET APPROVED</b>	<b>FY 2023</b>
5311 CRRSAA & ARP	\$1,539,207.00
Section 5311 Operating	\$1,500,228.00
5339 Capital	\$173,569.00
<b>Total Revenues</b>	<b>\$3,213,004.00</b>
<b>GRAND TOTAL - REVENUE</b>	<b>\$6,165,469.95</b>

**Suwannee Valley Transit Authority  
Fiscal Year 2023 Operating Budget**

<b>Fiscal Year 2022-2023 Budget - Expenses</b>	<b>Total</b>
<b>Services</b>	
Ads, Subs, & Dues	\$3,888.92
Office Maintenance	\$8,902.66
Computer Maintenance	\$35,516.46
Prehire & Random Drug Screening	\$5,635.60
Professional Services - Payroll Expense	\$6,809.12
Professional Services	\$39,698.93
Building maintenance	\$7,708.93
Pest Control	\$604.80
<b>Materials and Supplies</b>	
Uniforms	\$7,968.49
Fuel Expense	\$142,917.26
Diesel Expense	\$10,580.35
Tires & Tubes Expense	\$15,409.32
Parts	\$30,259.29
Maintenance - Automotive	\$15,869.93
Lubricants	\$2,712.40
Shop Supplies	\$9,534.50
Janitorial Supplies	\$1,403.79
Office Supplies	\$7,269.54
Postage Expense	\$730.70
Computer Supplies	\$1,892.63
<b>Utilities</b>	
Telephone	\$15,702.30
Cell Phone	\$12,878.50
Internet Service	\$12,729.26
Water & Sewage	\$3,843.65
Electricity	\$8,327.34
<b>Casualty and Liability</b>	
Property, Liability, & Vehicle Insurance	\$79,964.85
<b>Taxes</b>	
Taxes and Tags	\$64.89
<b>Miscellaneous</b>	
Other	\$80.03
<b>Operating Debt Service</b>	
Penalties and Interest	\$145,187.87
<b>Leases and Rentals</b>	
Equipment Rental	\$6,637.64
<b>Equipment Purchases with Grant Funds</b>	
Shirley Conroy	\$182,000.00
<b>Travel</b>	
Travel	\$1,137.74
<b>Capital Improvements</b>	
<b>Contingency</b>	
	\$749,478.88
<b>Total Non-Personnel Expenses</b>	<b>\$1,573,346.55</b>
<b>Total Personnel Expenses</b>	<b>\$1,379,119.39</b>
<b>Total Expenses</b>	<b>\$2,952,465.95</b>

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

**FISCAL YEAR 2022/2023 BUDGET  
RESOLUTION # 2022-03**

A **RESOLUTION** of the **SUWANNEE VALLEY TRANSIT AUTHORITY BOARD** adopting the Budget for Fiscal Year 2022/2023;

**WHEREAS**, the Suwannee Valley Transit Authority, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2022/2023; and

**WHEREAS**, the **SUWANNEE VALLEY TRANSIT AUTHORITY BOARD** did approve the Budget for Fiscal Year 2022/2023 at its Regular Scheduled Meeting on the 9<sup>th</sup> day of May, 2022

**NOW, THEREFORE, BE IT RESOLVED** by the Suwannee Valley Transit Authority that:

1. The Fiscal Year 2023 Budget in the amount of \$2,952,465.95 be adopted by Resolution.
2. This resolution will take effect immediately upon its adoption.

The foregoing resolution was **DULY PASSED, ADOPTED AND** became **EFFECTIVE** at a duly called and convened meeting held on the 8<sup>th</sup> day of **May**, 2022.

By:

\_\_\_\_\_  
(Original Signature, Chairman of the Board  
**Don Hale, Chairperson**)

**ATTEST:**

\_\_\_\_\_  
(Original Signature, Clerk/Secretary)  
**Eric Musgrove, Secretary** (Stamp corporate seal here :)

