



**TENTATIVE AGENDA FOR
APRIL 14, 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. February 10, 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 Monica Marquardt

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

3. Shirley Conroy Rural Area Capital Assistance Grant Application Resolution #2025-26 Page 11 Monica Marquardt
4. Annual Review of SPP Page 12 Candice Kennon
5. Discuss moving monthly Board Meetings to every other month.
6. Discuss removing President's Day as a holiday and replacing with New Year's Eve as a holiday to be more in sync with counties.

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



GENERAL BUSINESS

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

Upcoming meeting: May 12, 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 Secretary Eric Musgrove led the invocation and Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

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

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

Chairman Hale welcomed new members Mobley and Howell.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the January 13, 2025 Regular Meeting.

Commissioner Phillips moved to approve the minutes of the January 13, 2025 Regular Meeting as written. Commissioner Roberson seconded, and the motion carried unanimously (5-0).

PUBLIC CONCERNS AND COMMENTS:

There were none.

CONSENT:

There were none.

TIME SPECIFIC ITEMS:

There were none.

STAFF ITEMS:

The second item on the agenda was a Financial Update.

Mrs. Foster noted that there was nothing unusual other than three payrolls in January, comp time was expended from the hurricane, and asked for questions.

Brief explanation ensued on comp time for the new members.

Mrs. Marquardt noted that a new sheet had been added to the agenda package indicating revenue from grants and then discussed some of the grants in further detail for the new members.

Administrator Kennon discussed the budget in more detail, noting that she was altering the look of it to be more in line with those of the counties.

BOARD MEMBER ITEMS:

There were none.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

The third item on the agenda was to vote for a chair and vice chair.

Member Phillips moved to appoint Member Hale as chair for 2025. Member Roberson seconded, and the motion carried unanimously (5-0).

Member Phillips moved to appoint Member Mobley as vice-chair for 2025. Member Roberson seconded, and the motion carried unanimously (5-0).

The fourth item on the agenda was to discuss check signer replacement for Travis Land, who is no longer on the Board.

Chairman Hale appointed Member Mobley as check signer.

The fifth item on the agenda was to discuss adding Good Friday to the holiday schedule and eliminating Columbus Day.

Administrator Kennon noted that the surrounding counties had Good Friday off but did not have Columbus Day off. She wished to align SVTA's schedule to match.

Member Roberson moved to add Good Friday to the holiday schedule and eliminate Columbus Day. Member Mobley seconded, and the motion carried unanimously (5-0).

The sixth item on the agenda was to discuss an RFP package needed for board attorney for 5311 reimbursement.

Administrator Kennon stated that in looking at the budget and grants, SVTA had not been reimbursed for attorneys' fees.

Mrs. Marquardt noted that creating the RFP package would allow SVTA to be reimbursed for attorneys' fees since it now met a State threshold.

Administrator Kennon asked if the Board wished to have one attorney or hire different ones for different facets of law (labor, etc.).

By consensus, the Board agreed to allow SVTA staff to write up a draft RFP package for review.

GENERAL BUSINESS:

The seventh item on the agenda was additional agenda items.

There were none.

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

Chairman Hale thanked staff for their work during the last two years' hurricanes.

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

Administrator Kennon thanked Mrs. Marquardt for her work on the budget, noted an exposition to be held in Lake City, five new vehicles that should arrive soon, a new mechanic who will start work in March, the upcoming fair, and several training sessions. She asked for a letter of support for a year-long training session (held one week per quarter).

Chairman Hale noted that education was a good thing, and the three SVTA counties were growing.

Member Roberson moved to allow Administrator Kennon to attend a year-long training session (held one week per quarter). Member Phillips seconded, and the motion carried unanimously (5-0).

ADJOURNMENT:

Commissioner Phillips moved to adjourn the meeting. Commissioner Roberson seconded, and the motion carried unanimously (5-0).

There being no further business to discuss, the meeting adjourned at 6:26 p.m.

Approved and adopted the _____ day of _____, 2025

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors

Suwannee Valley Transit Authority
Transaction List by Date
March 2025

Type	Number	Date	Name	Paid Amount
Payroll Liability	Bank Draft	3/13/2025	Payroll	\$ 25,038.38
Payroll Liability	Bank Draft	3/14/2025	Payroll Taxes	\$ 7,181.57
Payroll Liability	Bank Draft	3/28/2025	Payroll	\$ 26,904.01
Payroll Liability	Bank Draft	3/28/2025	Payroll Taxes	\$ 7,440.32
				\$ 66,564.28

Type	Date	Num	Name	Paid Amount
Bill Pmt -Check	03/03/2025	21844	ABC Bus, Inc	\$ (9.82)
Bill Pmt -Check	03/03/2025	21845	Advance Auto Parts	\$ (861.67)
Bill Pmt -Check	03/03/2025	21846	Innovative Network, Inc	\$ (1,915.00)
Bill Pmt -Check	03/03/2025	21847	Pioneer Janitorial Service	\$ (590.00)
Bill Pmt -Check	03/03/2025	21848	Seaman's Aqua Clean	\$ (35.00)
Bill Pmt -Check	03/03/2025	21849	Walt's Live Oak Ford	\$ (476.29)
Bill Pmt -Check	03/05/2025	21851	Suwannee County Fair	\$ (135.00)
Bill Pmt -Check	03/05/2025	21852	Morrell's Home Furnishings	\$ (100.00)
Bill Pmt -Check	03/05/2025	21853	Security Safe	\$ (425.00)
Bill Pmt -Check	03/06/2025	21854	Verizon Wireless	\$ (520.52)
Bill Pmt -Check	03/12/2025	21855	Advance Auto Parts	\$ (38.99)
Bill Pmt -Check	03/12/2025	21856	Baya Urgent Care LLC	\$ (220.00)
Bill Pmt -Check	03/12/2025	21857	Comcast	\$ (749.95)
Bill Pmt -Check	03/12/2025	21858	Comcast Business	\$ (796.63)
Bill Pmt -Check	03/12/2025	21859	Eric Musgrove	\$ (275.00)
Bill Pmt -Check	03/12/2025	21860	Foxster Opco LLC	\$ (2,451.58)
Bill Pmt -Check	03/12/2025	21861	G.W. Hunter, Inc.	\$ (3,610.96)
Bill Pmt -Check	03/12/2025	21862	Jim Hinton Oil Company	\$ (3,120.39)
Bill Pmt -Check	03/12/2025	21863	Preferred Governmental Insurance Trust	\$ (20,032.31)
Bill Pmt -Check	03/12/2025	21864	Rumberger, Kirk & Caldwell	\$ (375.00)
Bill Pmt -Check	03/12/2025	21865	Unifirst Corporation	\$ (96.06)
Bill Pmt -Check	03/12/2025	21866	Rumberger, Kirk & Caldwell	\$ (75.00)
Bill Pmt -Check	03/20/2025	21867	Advance Auto Parts	\$ (183.41)
Bill Pmt -Check	03/20/2025	21868	Fussell Tire Parts	\$ (492.58)
Bill Pmt -Check	03/20/2025	21869	Live Oak Auto Parts, Inc.	\$ (72.24)
Bill Pmt -Check	03/05/2025	Debit	Harbor Freight	\$ (199.98)
Bill Pmt -Check	03/05/2025	Debit	Vista Print	\$ (652.06)
Bill Pmt -Check	03/03/2025	Draft	AFLAC	\$ (2,018.75)
Bill Pmt -Check	03/03/2025	Draft	DMS-Division of Telecommunications(SUNCOM	\$ (4.06)
Bill Pmt -Check	03/03/2025	Draft	FPL	\$ (686.06)
Bill Pmt -Check	03/03/2025	Draft	Great American Financial Svcs.	\$ (763.75)
Bill Pmt -Check	03/03/2025	Draft	O'Reilly Auto Parts	\$ (89.65)
Bill Pmt -Check	03/03/2025	Draft	Pitney Bowes Bank Inc Purchase Power	\$ (100.00)
Bill Pmt -Check	03/03/2025	Draft	Pitney Bowes Global Financial Services	\$ (132.00)
Bill Pmt -Check	03/05/2025	Draft	Harland Checks	\$ (266.21)
Bill Pmt -Check	03/05/2025	draft	Verizon Wireless	\$ (603.24)
Bill Pmt -Check	03/07/2025	Draft	ADP, Inc	\$ (245.52)
Bill Pmt -Check	03/07/2025	Draft	Florida Retirement System	\$ (12,604.67)
Bill Pmt -Check	03/11/2025	Draft	City of Live Oak	\$ (318.87)
Bill Pmt -Check	03/20/2025	Draft	AFLAC	\$ (2,141.07)
Bill Pmt -Check	03/20/2025	Draft	Globe Life Liberty National Division	\$ (1,776.09)
Bill Pmt -Check	03/20/2025	Draft	O'Reilly Auto Parts	\$ (219.90)
Bill Pmt -Check	03/20/2025	Draft	O'Reilly Auto Parts	\$ (6.08)
Bill Pmt -Check	03/20/2025	Draft	Shred - it / Stericycle	\$ (84.04)
Bill Pmt -Check	03/20/2025	Draft	Transamerica Life Insurance Company	\$ (299.51)
Bill Pmt -Check	03/27/2025	Draft	First Federal Bank	\$ (1,505.41)
Bill Pmt -Check	03/27/2025	Draft	Globe Life Liberty National Division	\$ (1,686.25)
Bill Pmt -Check	03/27/2025	Draft	United Healthcare	\$ (8,726.20)
			Total Check Write March 2025	\$ (72,787.77)

March 2025 Total Paid Out	\$ (72,787.77)
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2:00 PM

04/04/25

Accrual Basis

Suwannee Valley Transit Authority

Profit & Loss

October 1, 2024 through April 4, 2025

	Oct 1, '24 - Apr 4, 25
Ordinary Income/Expense	
Income	
Disability Determinations	35.14
0683050 · Bank Interest	971.92
3685061 · Returned Check Charges	11.00
4000 · Sources of Funds	
4100 · Directly Generated Funds	
4110 · Passenger Fares	
4111 · Passenger-Paid Fares	16,285.22
Total 4110 · Passenger Fares	16,285.22
4150 · Other Agency Revenues	
4151 · Maintenance Services	548.92
4152 · Donations	7,470.00
4159 · Interest Income	5,047.00
Total 4150 · Other Agency Revenues	13,065.92
4160 · Revenues Accured PT Agreement	
4160.1 · CDC+	5,533.30
4160.2 · Medwaiver	80,358.29
4160.3 · Ryan White	273.00
4160.4 · SREC	12,499.98
Total 4160 · Revenues Accured PT Agreement	98,664.57
4190 · Total Recoveries	2,117.36
Total 4100 · Directly Generated Funds	130,133.07
4300 · Local Government Funds	
4400 · State Government Funds	
4400.1 · Trip & Equipment	239,523.39
Total 4400 · State Government Funds	239,523.39
4300 · Local Government Funds - Other	83,094.30
Total 4300 · Local Government Funds	322,617.69
4500 · Federal Funds	
4500.1 · 5311-FTA Rural Area	141,711.00
4500.2 · 5310 FTA Enhanced Mobility	
G2704 · 5310 - G2704	-159.12
Total 4500.2 · 5310 FTA Enhanced Mobility	-159.12
4500.3 · 5339 Bus & Bus Facilities Funds	191,621.21
Total 4500 · Federal Funds	333,173.09
4630 · Sales & Disposals of Assets	14,986.38
Total 4000 · Sources of Funds	800,910.23
Total Income	801,928.29
Expense	
5000 · Operating Expenses	
5010 · Labor	
5011 · Salary & Wages	
5011.1 · Operations Salary & Wages	264,298.80
5011.2 · Maintenance Salary & Wages	39,160.14
5011.4 · General Admin-Salary & Wages	44,754.93
Total 5011 · Salary & Wages	348,213.87
Total 5010 · Labor	348,213.87

Suwannee Valley Transit Authority

Profit & Loss

October 1, 2024 through April 4, 2025

	Oct 1, '24 - Apr 4, 25
5015 - Fringe Benefits	
5015.1 - Employment Taxes	
5015.12 - Federal Taxes	
5015121 - Federal-Operations	778.76
5015122 - Federal-Maintenance	83.98
5015124 - Federal-General Administration	121.44
Total 5015.12 - Federal Taxes	984.18
5015.13 - Medicare Taxes	
5015131 - Medicare-Operations	3,735.63
5015132 - Medicare-Maintenance	537.98
5015134 - Medicare-General Admin	635.87
Total 5015.13 - Medicare Taxes	4,909.48
5015.14 - Social Security Taxes	
5015141 - Social Security-Operations	15,972.81
5015142 - Social Security-Maintenance	2,300.25
5015144 - Social Security-General Admin	2,719.01
Total 5015.14 - Social Security Taxes	20,992.07
Total 5015.1 - Employment Taxes	26,885.73
5015.21 - Medical-Health Expenses	
5015211 - Medical-Operations	48,727.22
5015212 - Medical-Maintenance	12,181.18
5015214 - General Admin-Health	10,441.44
5015.21 - Medical-Health Expenses - Other	-16,046.71
Total 5015.21 - Medical-Health Expenses	55,303.13
5015.22 - Dental & Vision-Health Expenses	
5015221 - Dental & Vision - Operations	904.68
5015222 - Dental & Vision - Maintenance	245.06
5015224 - Dental & Vision - General Admin	86.18
Total 5015.22 - Dental & Vision-Health Expenses	1,235.92
5015.23 - TransAmerica-Health Expenses	
5015231 - TransAmerica-Operations	300.29
5015232 - TransAmerica-Maintenance	97.62
5015234 - TransAmerica-General Admin	16.95
Total 5015.23 - TransAmerica-Health Expenses	414.86
5015.24 - Aflac - Health Expense	
5015241 - Aflac-Operations	4,718.06
5015242 - Aflac - Maintenance	654.48
5015244 - Aflac - General Administration	857.91
Total 5015.24 - Aflac - Health Expense	6,230.45
5015.25 - Liberty National-Health Expense	
5015251 - Liberty National-Operations	2,519.93
5015252 - Liberty National-Maintenance	543.86
5015254 - Liberty National-General Admin.	89.55
Total 5015.25 - Liberty National-Health Expense	3,153.34
5015.3 - Retirement Costs/Pension Plans	
5015.31 - Retirement/Pension-Operations	36,353.80
5015.32 - Retirement/Pension-Maintenance	4,596.40
5015.34 - Retirement/Pension-General Admi	4,323.87
5015.3 - Retirement Costs/Pension Plans - Other	12,604.67
Total 5015.3 - Retirement Costs/Pension Plans	57,878.74

Suwannee Valley Transit Authority
Profit & Loss
October 1, 2024 through April 4, 2025

	Oct 1, '24 - Apr 4, 25
5015.4 · Other Fringe Benefits	
5015.41 · Other Fringe Benefits-Operation	345.00
5015.42 · Other Fringe Benefits-Maint	1,130.07
Total 5015.4 · Other Fringe Benefits	1,475.07
Total 5015 · Fringe Benefits	152,577.24
5020 · Services	
5020.1 · Drug & Alcohol Screenings	589.00
5020.10 · Pest Control	564.48
5020.11 · Custodial Services	2,950.00
5020.12 · Shredding Services	230.58
5020.13 · Generator Services	674.00
5020.15 · Fire Extinguisher Services	922.00
5020.2 · Background Screenings	172.68
5020.3 · Medical Examination	1,320.00
5020.4 · Legal Services	2,225.00
5020.5 · Board Secretary	1,100.00
5020.6 · Information Technology	13,584.88
5020.9 · Finance & Accounting Services	
5020.91 · Payroll Services	3,605.25
Total 5020.9 · Finance & Accounting Services	3,605.25
Total 5020 · Services	27,937.87
5030 · Materials and Supplies	
5031 · Fuel & Lubricants	
5031.1 · Fuel & Lubricants-Revenue Vehic	59,632.25
5031 · Fuel & Lubricants - Other	-1,396.98
Total 5031 · Fuel & Lubricants	58,235.27
5031.2 · Fuel & Lubricants-Non Revenue V	24.95
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	60,771.50
5039 · Other Materials and Supplies	
5039.2 · Vehicle Maintenance	
5039.2b · Vehicle Maint & Repair	
50392b1 · Parts	12,021.52
5039.2b · Vehicle Maint & Repair - Other	37.44
Total 5039.2b · Vehicle Maint & Repair	12,058.96
Total 5039.2 · Vehicle Maintenance	12,058.96
5039.3 · Facility Maintenance	
5039.3e · Materials & Supplies - Maint.	
50393e1 · Janitorial Supplies	153.00
5039.3e · Materials & Supplies - Maint. - Other	166.50
Total 5039.3e · Materials & Supplies - Maint.	319.50
50393a · Maint of Vehicle Oper Equipment	690.00
50393e4 · Facility Maintenance Supplies	1,145.13
5039.3 · Facility Maintenance - Other	3,495.30
Total 5039.3 · Facility Maintenance	5,649.93

2:00 PM

04/04/25

Accrual Basis

Suwannee Valley Transit Authority

Profit & Loss

October 1, 2024 through April 4, 2025

	Oct 1, '24 - Apr 4, 25
5039.4 · General Admin Other Mat. & Supp	
5039.4F · Office Supplies	
50394F1 · Postage	500.00
5039.4F · Office Supplies - Other	6,596.42
Total 5039.4F · Office Supplies	7,096.42
Total 5039.4 · General Admin Other Mat. & Supp	7,096.42
5039.4g · Misc. Office "Supplies"	40.78
5039.5 · Information Technology Material	159.68
50392b2 · Shop Supplies	1,940.40
Total 5039 · Other Materials and Supplies	26,946.17
5040 · Utilities	
5040.2 · Electricity	4,251.29
5040.21 · Propane & Gas for Bldg	420.00
5040.22 · Water	1,923.36
5040.23 · Telephone	5,489.07
5040.26 · Internet	3,852.42
5040.27 · Cell Phones	7,304.89
Total 5040 · Utilities	23,241.03
5050 · Casualty and Liability Costs	110,802.00
5060 · Taxes	320.83
5090 · Miscellaneous Expenses	
5090.12 · Travel & Training - Operations	3,006.46
5090.41 · Dues & Subscriptions	1,138.95
5090.42 · Travel & Training - General Adm	1,786.80
5090.44 · Entertainment Expense	352.64
5090.46 · Fines & Penalties	73.99
5090.48 · Advertisements	664.27
Total 5090 · Miscellaneous Expenses	7,023.11
5200 · Reconciling Items	
5280 · Extraordinary or Special Items	-14,412.97
Total 5200 · Reconciling Items	-14,412.97
5220 · Operating Lease Expenses	
5220.1 · Postage Lease Expense	279.71
5220.2 · Water Cooler Lease Expense	210.00
5220.3 · Parking Lease Expense	500.00
5220.4 · Copier - Lease	1,572.76
Total 5220 · Operating Lease Expenses	2,562.47
Total 5000 · Operating Expenses	745,983.12
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	7,943.54
Total 6000 · Capital Expenses	356,366.50
Total Expense	1,102,360.62
Net Ordinary Income	-300,432.33
Net Income	-300,432.33

Pending Revenue

Amount	Month	Grant	Status
\$ 81,147.00	October-24	5311	Submitted
\$ 69,847.00	November-24	5311	Pending Previous Month Approval - 12 Month Average
\$ 69,847.00	December-24	5311	Pending Previous Month Approval - 12 Month Average
\$ 69,847.00	January-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 69,847.00	February-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 69,847.00	March-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 1,648.66	October-25	Fuel Tax Return	Submitted - 190 days process
\$ 1,346.46	November-25	Fuel Tax Return	
\$ 1,302.04	December-25	Fuel Tax Return	
\$ 1,607.07	January-25	Fuel Tax Return	
\$ 1,409.85	February-25	Fuel Tax Return	
\$ 1,516.65	March-25	Fuel Tax Return	

\$ 439,212.73 Total



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 VOYLES STREET SW

LIVE OAK, FL 32064

(386) 362-5332

Shirley Conroy Rural Area Capital Assistance Grant Application

Resolution # 2025-06

A RESOLUTION of the Suwannee Valley Transit Authority, hereinafter BOARD, hereby authorizes the 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 **Candice Kennon** to execute the grant agreement, amendments, warranties, certifications, and any other documents 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 **Candice Kennon**.
The Registered Agent's address is **1907 Voyles Street SW, Live Oak, FL 32064**.

DULY PASSED AND ADOPTED THIS 14th DAY OF April 2025.

BOARD OF **Suwannee Valley Transit Authority**

(Signature of Chairperson)

Don Hale
(Typed name of Chairperson)

ATTEST:

Signature_____

Suwannee Valley Transit Authority's



Security Program Plan (SPP)

Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.

SVTA's SPP will be reviewed on an annual basis, with adoption by SVTA's Board of Directors.

Don Hale, Chairman

Date