SUWANNEE VALLEY TRANSIT AUTHORITY

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

AGENDA

TENTATIVE AGENDA FOR
AUGUST 10, 2026, 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. July 13, 2026, Regular Meeting — Pages 1-5 Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

TIME SPECIFIC ITEMS

CONSENT

STAFF ITEMS

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

1. Budget Proposal/Workshop — Pages 6-10 Monica Marquardt

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GENERAL BUSINESS

1. Additional Agenda Items. The Chairman calls for additional items.
2. Board Members' Inquiries, Requests, and Comments
3. Administrator's Comments

Upcoming meeting: SEPTEMBER 14, 2026, at 6:00 P.M.

****TENTATIVE** 2026 Meeting Schedule**
January 12th
March 9th
May 11th
July 13th
August 10th (Budget Proposal)
September 14th
November 9th

2027
January 11th

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. The invocation and Pledge of Allegiance to the Flag of the United States of America were held.

ATTENDING:

The following Board members were present: Chair Don Hale and Commissioners Everett Phillips, James Howell, and Leo Mobley. Commissioner Rocky Ford was not initially present but arrived later. Commissioner Robby Roberson was not present.

Also present were Board Attorney Stephen Mercer, Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, SVTA Maintenance Director Nick Furst, SVTA employee Monica Marquardt, Caleb Perla (auditor), Stew Lilker, and many people associated with Vivid Visions who were temporarily present to receive a donated van.

APPROVAL OF MINUTES:

The first item on the agenda was approval of the May 11, 2026, Regular Meeting minutes.

Commissioner Phillips moved to approve the May 11, 2026, Regular Meeting minutes. Commissioner Mobley seconded, and the motion carried unanimously (4-0).

TIME SPECIFIC ITEMS:

The second item on the agenda was to donate a 2018 Ford Bus #09 to Vivid Visions, Domestic Violence Shelter, Live Oak.

Mrs. Marquardt discussed the need by Vivid Visions of a larger vehicle than they currently had, and that the vehicle being proposed for donation was an older one that had met its end-of-life for SVTA but was still in good condition and could be legally donated to the group after legal research by Board Attorney Mercer.

Administrator Kennon pointed out that the transfer had been approved at the State level and there were no legal issues with it.

Sarah Cordero, Executive Director of Vivid Visions, thanked SVTA for their donation and how the vehicle would help those who were in danger of domestic violence.

Commissioner Phillips moved to donate a 2018 Ford Bus #09 to Vivid Visions, Domestic Violence Shelter, Live Oak. Commissioner Mobley seconded, and the motion carried unanimously (4-0).

The Board took time for photos in front of the donated van with Vivid Visions staff.

Commissioner Ford arrived at 6:16 p.m.

Chairman Hale returned to public concerns and comments.

PUBLIC CONCERNS AND COMMENTS:

There were none.

Chairman Hale returned to Time Specific Items.

TIME SPECIFIC ITEMS:

The third item on the agenda was to hear the 2024-2025 Financial Audit.

Mr. Caleb Perla, Powell and Jones, CPA, discussed the audit in great detail, noting that no negative findings were discovered and SVTA had been compliant with all facets of the audit.

Brief discussion ensued on back-funding from the State that was generally three months behind, but did not impact this audit.

CONSENT:

There were none.

STAFF ITEMS:

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

Mrs. Marquardt discussed the year-to-date budget revenue and expenses.

After a question by Chairman Hale, Mrs. Marquardt noted that fuel expenses were up over the last sixty days due to the conflict with Iran.

Brief discussion ensued on the number of riders for the counties.

BOARD MEMBER ITEMS:

Chairman Hale noted that several policies needed updating in the future that would be brought to the Board's attention in the next few meetings.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

The fifth item on the agenda was to discuss SVTA General Leave Policy Update.

This item was withdrawn for discussion at a later date.

Mr. Lilker questioned the policy changes, suggesting that the Board follow the Legislature's method of pointing out changes by red strikethroughs for removals and blue underlined words for additions.

Administrator Kennon stated that she would be working with the Board Attorney on how to make the changes easier to follow.

Chairman Hale stated that the Board would work on the changes.

GENERAL BUSINESS:

The sixth item on the agenda was additional agenda items.

The first additional agenda item was to adopt an amended In-House Vehicle Maintenance Plan, as required by the Department of Transportation as part of SVTA's Triennial Plan.

Maintenance Director Nick Furst and Administrator Kennon noted the changes, which included some vehicle maintenance points and updating the position descriptions.

Commissioner Ford moved to adopt the amended In-House Vehicle Maintenance Plan. Commissioner Philips seconded, and the motion carried unanimously (5-0).

Secretary Musgrove brought up a slight wording change that had been brought to his attention for the November 3, 2025, minutes related to the contract with Mr. Mercer, as the audio said to accept the "contract and presentation" instead of "bid and terms." He asked that the Board amend the minutes to accurately reflect what was said.

Commissioner Howell moved to approve an amendment to the November 3, 2025, minutes to change the wording of a motion from "bid and terms" to "contract and presentation," as actually stated in the meeting per the audio recording. Commissioner Mobley seconded, the motion carried unanimously (5-0). Secretary Musgrove made the changes as approved.

Brief discussion about the wording and comments from Mr. Lilker about how the wording mattered and questions surrounding the motion, as written.

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

There were none.

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

Administrator Kennon noted a Communications Specialist advertisement position that had received some 70 applications, many bus driver applications for open positions, an open Driver Manager position that was being temporarily handled by Mr. Furst, several recent and pending meetings, new routes being started (including to Gainesville), and a growing number of new riders since the hiring of a Communications Supervisor in February that exceeded the total number of new riders for all of Fiscal Year 2024-2025.

Discussion ensued on trip advertisements.

Mrs. Marquardt replied that social media was the primary source because grants would not reimburse SVTA for paid advertisements, and furthermore, staff also participated in advertising by having booths at various public events. She noted that applications were not necessary for the paying public, but those who rode through the Transportation Disadvantaged program needed to fill out an application for reimbursement purposes.

Further discussion ensued on what SVTA provided.

Commissioner Ford noted that he had been receiving multiple complaints from employees and a former employee about working for SVTA.

Administrator Kennon noted that she was trying to do things the right way, and many folks were used to doing things the "old way," even if incorrect, which had caused issues. She added that the new Communications Supervisor was working with the public and had gained more new riders in four months than the previous manager had done in an entire year.

Discussion ensued on possible issues and that Administrator Kennon was responsible for hiring, firing, and handling complaints by employees.

Administrator Kennon noted that morale was much higher now than it had been in the past due to staffing changes, and those working for SVTA wanted to see it succeed.

Discussion continued and it was noted that progress was inevitable.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 7:07 p.m.

Approved and adopted the _______ day of ________________, 2026

___________________________________ ____

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors

Suwannee Valley Transit Authority

FY 2026-27 Budget

Revenue	2025-2026 Budget	2025-26 Actual YTD	2026-2027 Budget
4111 Passenger-Paid Fares	$ 49,142.56	$ 20,309.63	$ 34,000.00
4151 Maintenance Services	$ 1,152.73	$ -	$ -
4152 Donations	$ 7,864.50	$ 575.00	$ -
4159 Interest Income	$ 19,162.94	$ 5,617.63	$ 41,100.00
4160.1 CDC+	$ 19,846.09	$ 8,544.00	$ 30,000.00
4160.2 Medwaiver	$ 289,626.81	$ 131,036.62	$ 175,000.00
4160.3 Ryan White	$ 262.50	$ 39.00	$ -
4160.4 SREC	$ 24,999.96	$ 18,749.97	$ 24,999.96
4180 Extraordinary & Special Items	$ -	$ 237.04	$ -
4300 Local Government Funds	$ 114,458.40	$ 98,776.35	$ 114,458.40
4400.1 Trip & Equipment (TD2629)	$ 730,176.00	$ 297,159.33	$ 679,908.00
4630 Sales & Disposals of Assets	$ 15,000.00	$ 11,975.00	$ 4,999.00
Columbia 5311 (G3C12)24-25 (Estimate of balance)	$ 604,979.00	$ 98,661.23	$ 178,174.60
Columbia 5311 (G3C13)24-25 (Estimate of balance)	$ 124,932.00	$ 51,988.51	$ -
Suwannee 5311 (G3C14) 24-25 (Estimate of balance)	$ 389,343.00	$ 104,761.68	$ 71,756.42
Columbia 5311 (G3S67) 25-26 ($592,585)	$ 1,114,980.00	$ -	$ 592,585.00
Hamilton 5311 (G3S64) 25-26 ($122,372)	$ 377,007.00	$ -	$ 122,372.00
Suwannee 5311 (G3S62) 25-26 ($762,735)	$ 546,782.00	$ -	$ 381,367.00
Columbia 5311 (Pending Approval) 26-27	$ -	$ -	$ 715,818.50
Hamilton 5311 (Pending Approval) 26-27	$ -	$ -	$ 191,656.00
Suwannee 5311 (Pending Approval) 26-27	$ -	$ -	$ 370,535.00
Disability Determinations	$ 73.79	$ -	$ -
Total Revenue	$ 4,429,789.29	$ 848,430.99	$ 3,728,729.88
Capital Grant			
5310 (G3B95) (24-25) (Estimate of balance)	$ 337,413.00	$ 288,190.80	$ 49,222.20
5310 G3P49 (25-26) (Facility Upgrades)	$ 194,085.00	$ -	$ 193,815.00
5311 G3Q44 (25-26) (Estimate of balance)	$ -	$ -	$ 68,523.83
5311 (Pending) 26-27	$ -	$ -	$ 328,399.00
5339 G3N62 (25-26) (2 Buses)	$ 319,324.00	$ -	$ 351,257.00
Shirley Conroy (25-26)	$ 72,956.00	$ -	$ -
Shirley Conroy (Pending Approval) 26-27	$ -	$ -	$ 48,831.20
4400.2 Trip & Equipment Capital	$ -	$ 33,393.86	$ -

Total Capital Revenue	**$ 923,778.00**	**$ 321,584.66**	**$ 1,040,048.23**
Grand Total Revenue	**$ 5,353,567.29**	**$ 1,170,015.65**	**$ 4,768,778.11**

Suwannee Valley Transit Authority

FY 2026-27 Budget

Expenses			
5011.1 Operations Salary & Wages	$ 806,174.16	$ 491,035.17	$ 859,000.00
5011.2 Maintenance Salary & Wages	$ 153,487.13	$ 131,594.25	$ 161,000.00
5011.4 General Admin-Salary & Wages	$ 294,312.72	$ 184,330.69	$ 315,000.00
5015 Fringe Benefits			
5015.12 Federal Taxes	$ 14,700.00	$ 1,175.65	$ 13,860.00
5015.13 Medicare Taxes	$ 18,182.63	$ 11,358.31	$ 19,339.90
5015.14 Social Security	$ 77,746.39	$ 48,567.02	$ 82,694.74
5015.21 Medical-Health Expenses	$ 303,774.00	$ 126,993.90	$ 329,000.00
5015.244 Aflac - Health Expense	$ 10,461.12	$ 11,353.76	$ 17,000.00
5015.33 Retirement Costs	$ 219,030.88	$ 105,420.06	$ 150,500.00
5090.46 Fines & Penalties	$ -	$ 1.74	$ -
5015.41 Uniforms (Operations)	$ 4,500.00	$ 2,766.23	$ 5,100.00
5015.42 Uniforms (Maintenance)	$ 3,650.64	$ 2,685.03	$ 5,000.00
2130.5 Accrued Leave Liability	$ -	$ -	$ 104,504.58
2240 Accrued Pension Liabilities	$ -	$ -	$ 14,661.99
5020 Services			
5020.10 Pest Control	$ 592.70	$ 599.76	$ 599.76
5020.11 Custodial Services	$ 7,434.00	$ 4,172.88	$ 7,000.00
5020.12 Shredding Services	$ 830.76	$ 558.45	$ 600.00
5020.13 Generator Services (Maint.)	$ 865.20	$ 425.00	$ 900.00
5020.15 Fire Extinguisher Services	$ 968.10	$ 1,271.00	$ 1,000.00
5020.17 Vehicle Wrap & Paint	$ 26,320.00	$ 22,014.00	$ -
Expenses			
5020.1 Drug & Alcohol Screenings	$ 1,879.20	$ 805.00	$ 1,100.00
5020.2 Background Screenings	$ 500.00	$ 430.00	$ 500.00
5020.3 Medical Examination	$ 1,210.00	$ 1,210.00	$ 1,210.00
5020.4 Legal Services (Monthly)	$ 3,764.25	$ 6,944.50	$ 10,200.00
5020.41 Legal Services (Update Policies)	$ -	$ -	$ 10,000.00
5020.5 Board Secretary	$ 1,925.00	$ 1,500.00	$ 3,000.00
5020.9 Finance & Accounting Services	$ 32,700.00	$ 32,700.00	$ 33,700.00
5020.6 Information Technology	$ 29,166.01	$ 24,453.05	$ 25,500.00
5020.7 Web Services	$ 1,800.00	$ 5,388.13	$ 1,300.00

5020.91 Payroll Services	$ 15,279.41	$ 6,054.27	$ 9,000.00
5030 Materials and Supplies			
5031 Fuel & Lubricants	$ 191,860.85	$ 87,625.41	$ 180,000.00
5032.1 Tires and Tubes	$ 8,993.52	$ 2,131.99	$ 4,000.00
50392b2 Shop Supplies	$ 6,294.25	$ 882.73	$ 1,300.00
5039.2b Vehicle Maint & Repair	$ 1,170.52	$ 8,357.61	$ 11,200.00
50392b1 Parts	$ 47,269.36	$ 15,217.69	$ 22,000.00
5039.3 Facility Maintenance	$ 10,500.00	$ 1,127.09	$ 1,400.00
Pending Facility Upgrades	$ 300,000.00	$ -	$ -
50393a Maint of Vehicle Equipment	$ 420.00	$ 346.98	$ 350.00
5039.3e Facility Materials & Supplies	$ 2,523.59	$ 367.77	$ 350.00
50393e1 Janitorial Supplies	$ 321.30	$ 91.38	$ 260.00
5039.4F Office Supplies	$ 15,750.00	$ 8,567.90	$ 11,300.00
50394F1 Postage	$ 1,807.32	$ 583.58	$ 1,000.00
5039.5 Information Technology Material	$ 335.33	$ -	$ -
Expenses			
5040 Utilities			
5040.21 Propane & Gas for Bldg	$ 882.00	$ -	$ 500.00
5040.22 Water, Sewer, & Garbage	$ 6,218.88	$ 3,216.50	$ 5,000.00
5040.23 Telephone	$ 19,804.79	$ 6,271.83	$ 4,000.00
5040.26 Internet	$ 12,814.77	$ 7,846.39	$ 10,000.00
5040.27 Cell Phones & Tablets	$ 15,000.00	$ 6,924.44	$ 6,600.00
5040.2 Electricity	$ 14,749.35	$ 6,541.00	$ 9,000.00
5050 Casualty and Liability Costs	$ 118,650.00	$ 113,864.00	$ 115,000.00
5060 Taxes	$ 407.19	$ 158.15	$ 200.00
5090 Miscellaneous Expenses	$ 12.60	$ -	$ -
5090.12 Travel & Training	$ 9,450.00	$ 9,083.68	$ 9,200.00
5090.41 Dues & Subscriptions	$ 1,260.00	$ 3,392.64	$ 4,000.00
5090.44 Entertainment Expense	$ -	$ 211.05	$ -
5090.48 Advertisements	$ 1,838.74	$ 1,818.07	$ 5,000.00

5220 Operating Lease Expenses			
5220.1 Postage Lease Expense	$ 554.40	$ 264.00	$ 550.00
5220.2 Water Cooler Lease Expense	$ 441.00	$ 315.00	$ 420.00
5220.4 Copier - Lease	$ 4,973.09	$ 2,553.39	$ 4,000.00
5220.3 Parking Lease Expense	$ 1,890.00	$ -	$ -
5015.26 Bank Service Charges	$ 83.79	$ -	$ -
5210 Interest Expense	$ 1.00	$ 45.31	$ -
6500 Revenue Vehicles	$ 733,102.00	$ 320,212.00	$ -
6800 Communication/Info Systems	$ 27,892.33	$ 19,486.98	$ 30,000.00
4400.2 Trip & Equipment Capital	$ -	$ 37,104.29	$ -
5310 (G3B95) (24-25) (Estimate of balance)	$ -	$ -	$ 54,692.00
5310 G3P49 (25-26)	$ -	$ -	$ 215,650.00
5311 G3Q44 (25-26)	$ -	$ -	$ 68,523.83
5311 (Pending) 26-27	$ -	$ -	$ 328,399.00
5339 G3N62 (25-26) (2 Buses)	$ -	$ -	$ 351,257.00
Shirley Conroy (Pending Approval) 26-27	$ -	$ -	$ 48,831.20
Contingency	$ 1,000,000.00	$ -	$ 1,000,000.00
Total Expenses	$ 4,588,526.26	$ 1,890,416.70	$ 4,686,254.00
Total Net Profit	$ 765,041.03	$ (720,401.05)	$ 82,524.11