

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



**TENTATIVE AGENDA FOR
AUGUST 11, 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. July 14, 2025, Regular Meeting

Pages 1-4 Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

TIME SPECIFIC ITEMS

STAFF ITEMS

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

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



DISCUSSION AND ACTION ITEMS

2. RFP Review/Board Attorney
3. Budget Workshop

Pages 5-9

Monica Marquardt
Monica Marquardt
Candice Kennon

GENERAL BUSINESS

4. Additional Agenda Items. The Chairman calls for additional items.
5. Board Members' Inquiries, Requests, and Comments
6. Administrator's Comments

Upcoming meeting: September 8, 2025, at 6:00 P.M.

2025 Meeting Schedule

January 13th

February 10th

March 10th

April 14th

May 12th

July 14th

August 11th

September 8th

November 3rd

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.

Vice-Chairperson Leo Mobley called the meeting to order at 6:02 p.m. and led the invocation and Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

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

Also present were Board Attorney Hal Airth, Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, SVTA employees Monica Marquardt, Tammy Cunningham, and Nick Furst, Stew Lilker, Moses Clepper, Sanda Buck-Camp, and Caleb Perla.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the May 12, 2025, Regular Meeting.

Commissioner Murphy moved to approve the minutes of the May 12, 2025, Regular Meeting as written. Commissioner Roberson seconded, and the motion carried unanimously (4-0).

PUBLIC CONCERNS AND COMMENTS:

Mr. Stew Lilker stated that he and several others had driven to SVTA headquarters last month, but there was no meeting. He noted that everything on the website indicated that there would be a meeting in June. Mr. Lilker suggested that the website be updated. He also expressed concerns with the agenda packets not being provided in a timely manner. Mr. Lilker also discussed a public record request that he had requested but had not been provided and reminded the Board that he had sued SVTA four times since 2010 and won every case. He asked for better transparency.

Ms. Buck-Camp expressed concerns with obsolete information on SVTA's website.

Administrator Kennon noted that the updated scheduling was included in the minutes, had been advertised in the *Lake City Reporter* and *Riverbend News*, and a section on the website had recently been added to provide agenda packets.

CONSENT:

The second item on the agenda was to adopt Resolution #2025-07, Trip and equipment Grant.

Mrs. Marquardt stated that this was an annual grant and needed to be approved.

Vice-Chairperson Mobley read the proposed resolution into the record.

Commissioner Murphy moved to approve consent agenda item two. Mr. Lilker questioned where the grant information was located, as it was not found in the agenda packet. He suggested that SVTA provide the information in future packets. **Commissioner Roberson seconded, and the motion carried unanimously (4-0).**

TIME SPECIFIC ITEMS:

The third item on the agenda was to discuss the 2023-2024 audit.

Mr. Caleb Perla, Powell and Jones CPA, discussed the audit in detail. He noted that the financial statements were accurate, assets totaled \$3,581,000 and liabilities totaled \$959,000, and SVTA had a net worth of \$2,661,000. Mr. Perla then reviewed revenues and expenses for FY 2023-2024 in detail, which showed a gain of over \$305,000 for the year.

Personnel was the largest portion of SVTA's expenses, and the unmodified opinion that showed no weaknesses, deficiencies, or non-compliance matters.

STAFF ITEMS:

The fourth item on the agenda was a Financial Update.

Mrs. Marquardt briefly noted arrival of a few buses that had been ordered some two years before, updates to the SVTA, and asked for questions.

BOARD MEMBER ITEMS:

There were none.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

The fifth item on the agenda was to review the Requests For Proposals (RFP) for SVTA Board Attorney.

Mrs. Marquardt noted that there had been no responses for the initial RFP from some 300 local attorneys who had been contacted.

Commissioner Roberson moved to extend the advertisement for the RFP for SVTA Board Attorney until the next regular meeting. Commissioner Murphy seconded, and after discussion about a Tallahassee attorney, the motion carried unanimously (4-0).

The sixth item on the agenda was to discuss an interlocal agreement and census percentage increase.

Administrator Kennon stated that the SVTA interlocal agreement was from 1976 and that each county's percentage was provided by the latest census. She suggested an incremental increase in each county's funding, especially since most grants now only had a 50% reimbursement, instead of having to wait for an updated census. Administrator Kennon asked to work with the three counties' attorneys to update the interlocal agreement.

Discussion ensued on upcoming budget meetings in the various counties.

Mr. Lilker noted that SVTA already received increased funding every year based upon annual estimated population numbers and was concerned with the additional funding.

By consensus, the Board agreed to have Administrator Kennon to move forward with working on an updated interlocal agreement between the counties.

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.

Commissioner Roberson suggested that Administrator Kennon contact each county's clerks of court to inform them of the proposed financial updates.

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

Administrator Kennon introduced Tammy Cunningham, the new HR Coordinator and Accounts Payable, thanked Mrs. Marquardt for two recent audits, and Mr. Furst for his work on the vehicles. She suggested the Board view the bus parked outside with the new advertising wrap. Administrator Kennon stated that she was reducing expenses, including some \$700 less per month for Verizon, and added live-driving trackers to enhance bus safety.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:48 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
FY 2025-26 Budget

Revenue	24-25 Budget	Current 24-25	Change %	Projected 25-26
4111 Passenger-Paid Fares	\$ 31,648.00	\$ 46,802.44	55%	\$ 49,142.56
4151 Maintenance Services		\$ 1,097.84	100%	\$ 1,152.73
4152 Donations		\$ 7,490.00	100%	\$ 7,864.50
4159 Interest Income	\$ 15,896.00	\$ 18,250.42	21%	\$ 19,162.94
4160.1 CDC+		\$ 18,901.04	100%	\$ 19,846.09
4160.2 Medwaiver	\$ 152,834.00	\$ 275,835.06	90%	\$ 289,626.81
4160.3 Ryan White	\$ 211.00	\$ 250.00	24%	\$ 262.50
4160.4 SREC	\$ 24,999.96	\$ 24,999.96	0%	\$ 24,999.96
4190 Total Recoveries		\$ 4,873.36		
4180 Extraordinary & Special Items		\$ 15,520.75		
4300 Local Government Funds	\$ 114,458.40	\$ 114,458.40	0%	\$ 114,458.40
4400.1 Trip & Equipment	\$ 783,279.00	\$ 640,390.98	-7%	\$ 730,176.00
5311 G1M75, G1M76, G1M77		\$ 22,593.88		
5311 G2R40	\$ 791,362.00	\$ 791,362.00	-100%	
4630 Sales & Disposals of Assets		\$ 15,436.38		\$ 15,000.00
5311 (G3C12)24-25				\$ 604,979.00
5311 (G3C13) 24-25				\$ 124,932.00
5311 (G3C14) 24-25				\$ 389,343.00
5311 24-25	\$ 1,119,254.00			
Columbia 5311 (25-26) Pending				\$ 1,114,980.00
Hamilton 5311 (25-26) Pending				\$ 377,007.00
Suwannee 5311 (25-26)Pending				\$ 546,782.00
Disability Determinations		\$ 70.28		\$ 73.79
Vocational Rehab	\$ 6,299.00		-100%	
Total Revenue	\$ 3,040,241.36	\$ 1,998,332.79	46%	\$ 4,429,789.29

**Suwannee Valley Transit Authority
FY 2025-26 Budget**

Capital Grant	Grant Balance		Pending Grant Award	
5310 - G2704 (21-22) (Monitors)	\$	1,432.08	\$	1,432.08
5310 - G2Y78 (23-24) (1 Bus)	\$	139,903.00	\$	139,903.20
5310 (G3B95) (24-25) (2 Buses)	\$	288,190.80		
5310 Pending (25-26) (Facility Upgrades)			\$	270,000.00
5311 - G2N39 (22-23) (1 Bus)	\$	141,711.00	\$	141,711.00
5311 - G2W80 (23-24) (2 Buses)	\$	296,412.00	\$	296,412.00
5339 - G2R44 (21-22) (1 Bus & 1 Shop Truck)	\$	191,621.21	\$	191,621.21
5339 - G2Y61 (22-23) (2 Buses)	\$	296,412.00	\$	296,412.00
5339 Pending (24-25) (2 Buses)			\$	340,822.00
5339 Pending (25-26) (2 Buses)			\$	319,324.00
Shirley Conroy (24-25) (Computer Upgrades)	\$	23,293.23	\$	23,293.23
Shirley Conroy (25-26) (Minivan)			\$	72,956.00
4400.2 Trip & Equipment Capital			\$	20,301.62
Total Capital Revenue	\$	1,378,975.32	\$	1,111,086.34
Grand Total Revenue	\$	4,419,216.68	\$	3,109,419.13
			23%	\$
				5,432,891.29

Suwannee Valley Transit Authority
FY 2025-26 Budget

Expenses	24-25 Budget	Current 24-25	Change %	Projected 25-26
5011.1 Operations Salary & Wages		\$ 817,678.60		\$ 983,362.53
5011.2 Maintenance Salary & Wages		\$ 138,420.22		\$ 145,341.23
5011.4 General Admin-Salary & Wages		\$ 143,361.56		\$ 230,529.60
5015 Fringe Benefits				
5015.12 Federal Taxes		\$ 2,444.18		\$ 10,003.30
5015.13 Medicare Taxes		\$ 15,503.08		\$ 18,165.48
5015.14 Social Security		\$ 66,287.84		\$ 81,890.63
5015.21 Medical-Health Expenses		\$ 171,537.94		\$ 194,415.36
5015.24 Aflac - Health Expense		\$ 7,200.00		\$ 10,022.52
	\$ 1,026,833.81	\$ 1,362,433.42		\$ 1,673,730.65
5015.3 Retirement Costs		\$ 177,392.84		\$ 219,030.88
5090.46 Fines & Penalties		\$ 147.98		
	\$ 152,447.26	\$ 177,540.82		\$ 219,030.88
5015.41 Uniforms (Operations)		\$ 2,411.90		\$ 6,900.00
5015.42 Uniforms (Maintenance)		\$ 3,476.80		\$ 3,650.64
	\$ 4,965.66	\$ 5,888.70		\$ 10,550.64
5020 Services				
5020.10 Pest Control	\$ 635.04	\$ 564.48	-7%	\$ 592.70
5020.11 Custodial Services		\$ 7,080.00		\$ 7,434.00
5020.12 Shredding Services		\$ 791.20		\$ 830.76
	\$ 5,311.85			
5020.13 Generator Services (Maint.)		\$ 824.00		\$ 865.20
5020.15 Fire Extinguisher Services		\$ 922.00		\$ 968.10
5020.17 Vehicle Wrap & Paint		\$ 17,320.00		\$ 26,320.00

Suwannee Valley Transit Authority
FY 2025-26 Budget

Expenses	24-25 Budget	Current 24-25	Change %	Projected 25-26
5020.1 Drug & Alcohol Screenings		\$ 1,789.71		\$ 1,879.20
5020.2 Background Screenings		\$ 819.36		\$ 500.00
5020.3 Medical Examination		\$ 1,700.00		\$ 1,210.00
	\$ 5,917.38			
5020.4 Legal Services		\$ 3,585.00		\$ 3,764.25
5020.5 Board Secretary		\$ 2,475.00		\$ 1,925.00
5020.9 Finance & Accounting Services		\$ 31,700.00		\$ 32,700.00
	\$ 46,784.59			
5020.6 Information Technology	\$ 43,845.32	\$ 27,777.15	-33%	\$ 29,166.01
5020.7 Web Services		\$ 1,300.00		\$ 1,800.00
5020.91 Payroll Services	\$ 13,936.35	\$ 14,551.82	10%	\$ 15,279.41
5030 Materials and Supplies				
5031 Fuel & Lubricants	\$ 163,293.82	\$ 182,724.62	17%	\$ 191,860.85
5032.1 Tires and Tubes	\$ 8,534.67	\$ 8,565.26	5%	\$ 8,993.52
50392b2 Shop Supplies	\$ 17,720.48	\$ 5,994.52	-64%	\$ 6,294.25
5039.2b Vehicle Maint & Repair	\$ 62,451.11	\$ 1,114.78	-98%	\$ 1,170.52
50392b1 Parts	\$ 26,253.16	\$ 45,018.44	80%	\$ 47,269.36
5039.3 Facility Maintenance	\$ 7,560.28	\$ 10,000.00	39%	\$ 10,500.00
Pending Facility Upgrades				\$ 300,000.00
50393a Maint of Vehicle Equipment		\$ 400.00		\$ 420.00
5039.3e Facility Materials & Supplies		\$ 2,403.42		\$ 2,523.59
50393e1 Janitorial Supplies	\$ 481.70	\$ 306.00	-33%	\$ 321.30
5039.4F Office Supplies	\$ 7,269.54	\$ 15,000.00	117%	\$ 15,750.00
50394F1 Postage	\$ 730.70	\$ 1,721.26	147%	\$ 1,807.32
5039.5 Information Technology Material	\$ 198.45	\$ 319.36	69%	\$ 335.33

Suwannee Valley Transit Authority
FY 2025-26 Budget

Expenses	24-25 Budget	Current 24-25	Change %	Projected 25-26
5040 Utilities				
5040.21 Propane & Gas for Bldg	\$ 2,716.62	\$ 840.00	-68%	\$ 882.00
5040.22 Water, Sewer, & Garbage	\$ 4,504.02	\$ 5,922.74	38%	\$ 6,218.88
5040.23 Telephone	\$ 16,650.35	\$ 18,861.70	19%	\$ 19,804.79
5040.26 Internet	\$ 10,393.49	\$ 12,204.54	23%	\$ 12,814.77
5040.27 Cell Phones & Tablets	\$ 18,307.01	\$ 26,904.66	-18%	\$ 15,000.00
5040.2 Electricity	\$ 9,269.20	\$ 14,047.00	59%	\$ 14,749.35
5050 Casualty and Liability Costs	\$ 104,421.45	\$ 113,000.00	14%	\$ 118,650.00
5060 Taxes	\$ 118.65	\$ 387.80	243%	\$ 407.19
5090 Miscellaneous Expenses	\$ 549.05	\$ 12.00	-98%	\$ 12.60
5090.12 Travel & Training	\$ 5,012.70	\$ 9,000.00	89%	\$ 9,450.00
5090.41 Dues & Subscriptions		\$ 1,200.00		\$ 1,260.00
5090.44 Entertainment Expense				
5090.48 Advertisements	\$ 10,689.46	\$ 1,751.18	-83%	\$ 1,838.74
5220 Operating Lease Expenses				
5220.1 Postage Lease Expense		\$ 528.00		\$ 554.40
5220.2 Water Cooler Lease Expense		\$ 420.00		\$ 441.00
5220.4 Copier - Lease		\$ 4,736.28		\$ 4,973.09
	\$ 6,312.82			
5220.3 Parking Lease Expense		\$ 1,800.00		\$ 1,890.00
5015.26 Bank Service Charges		\$ 79.80		\$ 83.79
5210 Interest Expense		\$ 0.90		\$ 1.00
6300 Administrative Buildings		\$ 30,664.68		
6500 Revenue Vehicles	\$ 307,458.00	\$ 501,879.21	-100%	
Pending Revenue Vehicles				\$ 733,102.00
6800 Communication/Info Systems		\$ 26,564.12		\$ 27,892.33
Trip & Equipment Capital Grant		\$ 22,598.47		
5310 - G2704 (21-22) (Monitors)		\$ 1,591.20		
Contingency	\$ 2,089,817.75		-52%	\$ 1,000,000.00
Total Expenses	\$ 4,181,391.74	\$ 2,727,624.61	11%	\$ 4,627,797.21
Total Net Profit	\$ 237,824.94	\$ 381,794.52	239%	\$ 805,094.08