

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



**TENTATIVE AGENDA FOR
AUGUST 21, 2024, 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

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

TIME SPECIFIC ITEMS

STAFF ITEMS

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

Discuss with possible Board Action and Adoption:

1. 2024-2025 Budget Items

Pages 1-6

Cinda Foster
Monica Marquardt

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GENERAL BUSINESS

ADMINISTRATOR'S COMMENTS

Upcoming meeting: September 9, 2024, at 6:00 P.M.

2024 Meeting Schedule

January 8th
February 12th
March 11th
April 8th
May 13th
June 10th
July 8th
August 12th
September 9th
October 7th
November 4th
December 9th

Suwannee Valley Transit Authority
Fiscal Year 2023-2024 Operating Budget

BUDGET AMENDMENTS						
Fiscal Year 2023-2024 Budget - Revenues	Approved FY 2024	Actual 6/1/2024	Projected Sep-24	Budget Amendment	Amended Budget	
5310	\$ -	\$ 55,647.00	\$ 71,256.40	\$ 71,256.40	\$ 71,256.40	
5311 - G1M75	\$ 397,403.43	\$ 109,913.50	\$ 397,403.43	\$ -	\$ 397,403.43	
5311 - G1M76	\$ 84,354.91	\$ 35,674.01	\$ 84,354.91	\$ -	\$ 84,354.91	
5311 - G1M77	\$ 257,985.67	\$ 58,487.42	\$ 257,985.67	\$ -	\$ 257,985.67	
CRRSAA	\$ -	\$ 215,222.92	\$ 215,222.92	\$ 215,222.92	\$ 215,222.92	
Development Services	\$ 105,931.83	\$ 88,246.69	\$ 132,371.00	\$ 26,439.17	\$ 132,371.00	
Donations	\$ 18,000.00	\$ 7,532.27	\$ 8,000.00	\$ (10,000.00)	\$ 8,000.00	
Farebox	\$ 37,453.59	\$ 21,112.93	\$ 31,670.00	\$ (5,783.59)	\$ 31,670.00	
Interest Income	\$ 3,339.82	\$ 10,755.26	\$ 14,341.00	\$ 11,001.18	\$ 14,341.00	
Local Participation	\$ 114,458.40	\$ 98,776.35	\$ 114,458.40	\$ -	\$ 114,458.40	
Motor Fuel Use Tax Refund	\$ 14,086.49	\$ -	\$ -	\$ (14,086.49)	\$ -	
Ryan White Foundation	\$ 3,782.81	\$ 140.56	\$ 181.00	\$ (3,601.81)	\$ 181.00	
Sale of Equipment	\$ -	\$ 5,008.34	\$ 5,008.34	\$ 5,008.34	\$ 5,008.34	
SREC Jasper Meal Riders	\$ 24,999.96	\$ 16,666.64	\$ 24,999.96	\$ -	\$ 24,999.96	
TD Commission Equipment	\$ -	\$ -	\$ 24,666.97	\$ 24,666.97	\$ 24,666.97	
TD Commission Operating	\$ 779,428.00	\$ 220,609.38	\$ 294,200.00	\$ (485,228.00)	\$ 294,200.00	
Vehicle Repairs Completed by Maintenance	\$ -	\$ 798.58	\$ 798.58	\$ 798.58	\$ 798.58	
Vocational Rehab	\$ 12,465.92	\$ 4,199.23	\$ 5,600.00	\$ (6,865.92)	\$ 5,600.00	
Total Revenues	\$ 1,853,690.83	\$ 948,791.08	\$ 1,682,518.58	\$ (171,172.25)	\$ 1,682,518.58	
GRANTS APPLIED FOR, NOT YET APPROVED	Applied FY 2024	Approved Jun-24	Projected 24-Sep	Budget Amendment	Amended Budget	
5339 21-22 - APPROVED	\$ 212,592.00	\$ 336,723.00	\$ -	\$ 124,131.00	\$ 336,723.00	
5311 Off-Cycle 22-23 - APPROVED	\$ 1,582,724.00	\$ 1,582,724.00	\$ -	\$ -	\$ 1,582,724.00	
5311 22-23 - APPROVED	\$ 159,789.00	\$ 300,000.00	\$ -	\$ 136,841.00	\$ 296,630.00	
5339 22-23 - APPROVED	\$ 199,736.00	\$ 296,412.00	\$ -	\$ 96,676.00	\$ 296,412.00	
5311 23-24 - APPROVED	\$ 264,600.00	\$ 296,412.00	\$ -	\$ 31,812.00	\$ 296,412.00	
5310 23-24 - APPROVED	\$ 235,200.00	\$ 137,518.00	\$ -	\$ (97,682.00)	\$ 137,518.00	
5339 23-24 - NOT AWARDED	\$ 294,000.00	\$ -	\$ -	\$ (294,000.00)	\$ -	
Shirley Conroy - APPROVED	\$ 307,458.00	\$ 153,729.00	\$ 153,729.00	\$ (153,729.00)	\$ 153,729.00	
Total Revenues	\$3,256,099.00	\$3,103,518.00	\$153,729.00	-\$155,951.00	\$3,100,148.00	
GRAND TOTAL REVENUE	\$5,109,789.83	\$4,052,309.08	\$1,836,247.58	-\$327,123.25	\$4,782,666.58	

Suwannee Valley Transit Authority
Fiscal Year 2023-2024 Operating Budget

Fiscal Year 2023-2024 Budget - Expenses	Approved FY 2024	Actual Jun-24	Projected Sep-24	Budget Amendment	Amended Budget
Services					
Ads, Subs, & Dues	\$ 3,888.92	\$ 6,786.97	\$ 10,180.44		\$ 10,180.44
Amazon Prime					\$ -
Riverbend News					\$ -
Lake City Reporter					\$ -
Indeed					\$ -
FPTA					\$ -
Office Maintenance	\$ 5,058.90	\$ 5,514.09	\$ 8,271.14		\$ 8,271.14
Pioneer					\$ -
Shred-It					\$ -
Computer Maintenance	\$ 41,757.45	\$ 14,723.17	\$ 22,084.75		\$ 22,084.75
					\$ -
					\$ -
					\$ -
Prehire & Random Drug Screening	\$ 5,635.60	\$ 1,386.00	\$ 2,079.00		\$ 2,079.00
Professional Services - Payroll Expense	\$ 13,272.71	\$ 5,239.13	\$ 7,858.70		\$ 7,858.70
Professional Services	\$ 44,556.75	\$ 40,150.00	\$ 44,000.00		\$ 44,000.00
Accounting \$32,000					\$ -
Eric Musgrove \$1,375					\$ -
Hal A. Airth \$3,450					\$ -
Rumberger \$5040 Average yearly					\$ -
Training					\$ -
Notary Stamps					\$ -
Building maintenance	\$ 7,200.27	\$ 3,478.72	\$ 5,218.08		\$ 5,218.08
					\$ -
Pest Control	\$ 604.80	\$ 562.00	\$ 843.00		\$ 843.00
					\$ -
Materials and Supplies					
Uniforms	\$ 4,729.20	\$ 3,787.74	\$ 5,681.61		\$ 5,681.61
Fuel Expense	\$ 150,206.70	\$ 91,186.01	\$ 136,779.02		\$ 136,779.02
Diesel Expense	\$ 161,127.75	\$ 500.00	\$ 600.00		\$ 600.00
Tires & Tubes Expense	\$ 8,128.26	\$ 6,033.23	\$ 9,049.85		\$ 9,049.85
Parts	\$ 25,003.01	\$ 13,298.38	\$ 19,947.57		\$ 19,947.57
Maintenance - Automotive	\$ 59,477.25				\$ -
Lubricants	\$ 4,358.84				\$ -
Shop Supplies	\$ 16,876.65	\$ 5,688.87	\$ 8,533.32		\$ 8,533.32
Janitorial Supplies	\$ 458.76	\$ 542.35	\$ 813.53		\$ 813.53
Office Supplies	\$ 7,269.54	\$ 4,401.68	\$ 6,602.52		\$ 6,602.52
Postage Expense	\$ 730.70	\$ 1,015.77	\$ 153.66		\$ 153.66
Computer Supplies	\$ 189.00	\$ 363.24	\$ 544.86		\$ 544.86
					\$ -
Utilities					
Telephone	\$ 15,857.48	\$ 10,859.48	\$ 16,289.22		\$ 16,289.22
Cell Phone	\$ 17,435.25	\$ 5,423.70	\$ 8,135.55		\$ 8,135.55
Internet Service	\$ 9,898.56	\$ 6,396.60	\$ 9,594.90		\$ 9,594.90
Propane & Gas for Building	\$ -	\$ 1,724.84	\$ 2,587.26		\$ 2,587.26
Water & Sewage	\$ 8,827.81	\$ 2,596.61	\$ 3,894.92		\$ 3,894.92
Electricity	\$ 8,827.81	\$ 6,028.90	\$ 9,043.35		\$ 9,043.35
					\$ -
Casualty and Liability					
Property, Liability, & Vehicle Insurance	\$ 77,509.16	\$ 99,449.00	\$ 99,449.00		\$ 99,449.00
Auto Insurance \$24,669					\$ -
					\$ -
Workers Comp Insurance \$27,536					\$ -
					\$ -
Taxes					
Taxes and Tags	\$ 112.35	\$ -			\$ -
					\$ -
Miscellaneous					
Other	\$ 522.90	\$ -			\$ -
Accident Reports					\$ -
					\$ -
Operating Debt Service					
Penalties and Interest	\$ 6,913.71	\$ 418.51	\$ 418.51		\$ 418.51

Suwannee Valley Transit Authority
Fiscal Year 2023-2024 Operating Budget

Line of Credit					\$	-
Florida Retirement					\$	-
Reemployment (Unemployment)					\$	-
Late Fees					\$	-
Leases and Rentals					\$	-
Equipment Rental	\$	145.30	\$	4,008.14	\$	6,012.21
Pitney Bowes					\$	-
Seaman's Aqua					\$	-
McCrimon's Office Supply					\$	-
					\$	-
Equipment Purchases with Grant Funds					\$	-
Shirley Conroy	\$	182,000.00	\$	154,219.00	\$	154,219.00
5339					\$	-
Travel					\$	-
Travel	\$	26.55	\$	3,182.70	\$	4,774.08
Capital Improvments			\$	127,874.36	\$	127,874.36
					\$	-
Contingency	\$	739,120.71	\$	1,878,286.06	\$	1,878,286.06
Total Non-Personnel Expenses	\$	1,627,728.65	\$	2,505,125.25	\$	2,609,819.47
Total Personnel Expenses	\$	3,317,610.81	\$	885,623.63	\$	1,328,435.45
Total Expenses	\$	4,945,339.46	\$	3,390,748.88	\$	3,938,254.92

Suwannee Valley Transit Authority
Fiscal Year 2024-2025 Operating Budget

Fiscal Year 2024-2025 Budget - Revenues	FY 2025
5310 (G2704)	\$ 1,432.08
5310 23-24 Capital (1 Bus)	\$ 137,518.00
5311 Off-Cycle 22-23 - Operating	\$ 1,582,724.00
5311 22-23 - Capital (2 Buses)	\$ 296,630.00
5311 23-24 Capital (2 Buses)	\$ 296,412.00
5339 21-22 -Capital (2 Buses, 1 Shop Truck)	\$ 336,723.00
5339 22-23 - Capital (2 Buses)	\$ 296,412.00
Development Services	\$ 152,834.00
Farebox	\$ 31,648.00
Interest Income	\$ 15,896.00
Local Participation	\$ 114,458.40
Ryan White Foundation	\$ 211.00
SREC Jasper Meal Riders	\$ 24,999.96
TD Commission Operating	\$ 783,279.00
Vocational Rehab	\$ 6,299.00
Total Revenues	\$ 4,077,476.44

GRANTS APPLIED FOR, NOT YET APPROVED	FY 2025
5310 24-25 Capital (2 Buses)	\$ 340,822.00
5311 24-25 (Operating)	\$ 2,238,507.00
5339 24-25 Capital (2 Buses)	\$ 340,822.00
Shirley Conroy (2 Mini Vans & Computers)	\$ 163,925.58
Total Revenues	\$ 3,084,076.58

GRAND TOTAL - REVENUE	\$ 7,161,553.02
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**Suwannee Valley Transit Authority
Fiscal Year 2024-2025 Operating Budget**

Fiscal Year 2024-2025 Budget - Expenses	Total
Services	
Ads, Subs, & Dues	\$ 10,689.46
Amazon Prime	
Riverbend News	
Lake City Reporter	
Indeed	
FPTA	
Office Maintenance	\$ 5,311.85
Pioneer	
Shred-It	
Computer Maintenance	\$ 43,845.32
Prehire & Random Drug Screening	\$ 5,917.38
Professional Services - Payroll Expense	\$ 13,936.35
Professional Services	\$ 46,784.59
Accounting \$32,000	
Eric Musgrove \$1,375	
Hal A. Airth \$3,450	
Rumberger \$5040 Average yearly	
Training	
Notary Stamps	
Building maintenance	\$ 7,560.28
Pest Control	\$ 635.04
Materials and Supplies	
Uniforms	\$ 4,965.66
Fuel Expense	\$ 157,717.04
Diesel Expense	\$ 169,184.14
Tires & Tubes Expense	\$ 8,534.67
Parts	\$ 26,253.16
Maintenance - Automotive	\$ 62,451.11
Lubricants	\$ 4,576.78
Shop Supplies	\$ 17,720.48
Janitorial Supplies	\$ 481.70
Office Supplies	\$ 7,269.54
Postage Expense	\$ 730.70
Computer Supplies	\$ 198.45
Utilities	
Telephone	\$ 16,650.35
Cell Phone	\$ 18,307.01
Internet Service	\$ 10,393.49
Water & Sewage	\$ 4,504.02

Suwannee Valley Transit Authority
Fiscal Year 2024-2025 Operating Budget

Propane	\$ 2,716.62
Electricity	\$ 9,269.20
Casualty and Liability	
Property, Liability, & Vehicle Insurance	\$ 104,421.45
Property Insurance \$38,904	
Workers Comp Insurance \$34,720	
Taxes	
Taxes and Tags	\$ 118.65
Miscellaneous	
Other	\$ 549.05
Accident Reports	
Operating Debt Service	
Penalties and Interest	\$ 152,447.26
Line of Credit	
Florida Retirement	
Reemployment (Unemployment)	
Late Fees	
Leases and Rentals	
Equipment Rental	\$ 6,312.82
Pitney Bowes	
Seaman's Aqua	
McCrimon's Office Supply	
Equipment Purchases with Grant Funds	
Shirley Conroy	\$ 307,458.00
5339	
Travel	
Travel	\$ 5,012.70
Capital Improvments	
Contingency	\$ 1,921,633.61
Total Non-Personnel Expenses	\$ 3,154,557.93
Total Personnel Expenses	\$ 1,026,833.81
Total Expenses	\$ 4,181,391.74