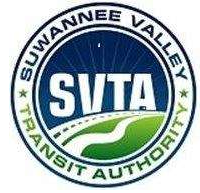


SUWANNEE VALLEY TRANSIT AUTHORITY
MONTHLY MEETING OF THE BOARD OF DIRECTORS
SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET, SW
LIVE OAK, FL 32064



**TENTATIVE AGENDA FOR
SEPTEMBER 8, 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. August 11, 2025, Regular Meeting

Pages 1-3 Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

TIME SPECIFIC ITEMS

STAFF ITEMS

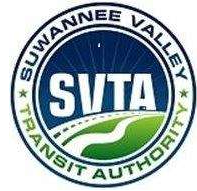
2. Financial Update

Pages 4-7 Monica Marquardt

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

SUWANNEE VALLEY TRANSIT AUTHORITY
MONTHLY MEETING OF THE BOARD OF DIRECTORS
SUWANNEE VALLEY TRANSIT AUTHORITY
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LIVE OAK, FL 32064



DISCUSSION AND ACTION ITEMS

3. RFP Review/Board Attorney		Monica Marquardt
4. Eric Musgrove Contract Revision	Pages 8	Candice Kennon
5. Proposed Budget	Pages 9-14	Monica Marquardt
6. Administrator Contract Review	Pages 15-18	Candice Kennon

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: November 3, 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.

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

Also present were Board Attorney Hal Airth, Board Secretary Eric Musgrove, SVTA Administrator Candice Kennon, SVTA employees Monica Marquardt and Nick Furst, and Stew Lilker.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the July 14, 2025 Regular Meeting.

Commissioner Roberson moved to approve the minutes of the July 14, 2025 Regular Meeting. Commissioner Mobley 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:

There were none.

BOARD MEMBER ITEMS:

There were none.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

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

Mrs. Marquardt noted that there were still no bids for the position.

The third item on the agenda was to discuss the upcoming budget.

Mrs. Marquardt noted that more detailed information had been provided to the Board than in previous years, then reviewed several items that had changed due to the Department of Transportation or for grants that were no longer available.

Much discussion ensued on the proposed budget, including a breakdown of individual salaries and insurance.

After a discussion about the Suwannee River Water Management District (SRWMD) employees, Mr. Lilker noted that SRWMD employees received State insurance because they were State employees, unlike SVTA employees.

By consensus, the Board agreed to have individual employee salaries brought back to them at the next meeting so that they could better determine SVTA expenses.

Discussion continued on the budget, including budgeted versus actual expenses, payroll software, and open driver positions.

GENERAL BUSINESS:

The fourth item on the agenda was additional agenda items.

There were none.

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

Chairperson Hale stated that he had received positive feedback from the vehicle wraps advertising SVTA services.

Discussion ensued on parking locations in Columbia County, but Administrator Kennon noted that there had been issues in the past with security.

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

Administrator Kennon noted that her contract mentioned an annual review.

By consensus, the Board agreed to review the Administrator's contract at the next meeting along with the other requested documentation from earlier in the meeting.

Brief discussion ensued on the interlocal agreement between the counties, and that hopefully it would be on the next agenda.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:41 p.m.

Approved and adopted the _____ day of _____, 2025

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors

Date	Type	Number	Name	Paid Amount
7/2/2025	Payroll Liability	Bank Draft	Payroll	\$ (24,858.97)
7/2/2025	Payroll Liability	Bank Draft	Payroll Taxes	\$ (6,754.76)
7/17/2025	Payroll Liability	Bank Draft	Payroll	\$ (23,591.31)
07/17/225	Payroll Liability	Bank Draft	Payroll Taxes	\$ (6,552.31)
8/1/2025	Payroll Liability	Bank Draft	Payroll	\$ (24,978.57)
8/1/2025	Payroll Liability	Bank Draft	Payroll Taxes	\$ (6,821.86)
8/14/2025	Payroll Liability	Bank Draft	Payroll	\$ (25,248.38)
8/14/2025	Payroll Liability	Bank Draft	Payroll Taxes	\$ (6,940.51)
8/28/2025	Payroll Liability	Bank Draft	Payroll	\$ (25,553.10)
8/28/2025	Payroll Liability	Bank Draft	Payroll Taxes	\$ (7,039.22)
				\$ (158,338.99)

Date	Type	Num	Name	Paid Amount
07/02/2025	Bill Payment (Check)	21954	Paige C Milligan	\$ (410.66)
07/02/2025	Bill Payment (Credit Card)	CC	Global Industrial	\$ 1,660.35
07/02/2025	Bill Payment (Credit Card)	CC	Fieldprints	\$ 79.00
07/07/2025	Bill Payment (Credit Card)	CC	Cellular Accessories for Less	\$ 1,403.60
07/07/2025	Bill Payment (Credit Card)	CC	Cellular Accessories for Less	\$ 476.82
07/08/2025	Bill Payment (Check)	21956	Globe Life Liberty National Division	\$ (1,542.03)
07/08/2025	Bill Payment (Credit Card)	CC	FDLE	\$ 25.00
07/09/2025	Bill Payment (Check)	21955	Farmers Cooperative Inc.	\$ (39.00)
07/09/2025	Bill Payment (Check)	21956	W B Howland Company	\$ (15.18)
07/09/2025	Bill Payment (Check)	21958	Walt's Live Oak Ford	\$ (341.29)
07/09/2025	Bill Payment (Check)	21959	Morrell's Home Furnishings	\$ (100.00)
07/09/2025	Bill Payment (Check)	21960	G.W. Hunter	\$ (3,706.29)
07/09/2025	Bill Payment (Check)	21961	Acentria Public Risk	\$ (1,308.00)
07/09/2025	Bill Payment (Check)	21962	Pioneer Janitorial Service	\$ (590.00)
07/09/2025	Bill Payment (EFT)	Draft	Advance Auto Parts	\$ (20.99)
07/10/2025	Bill Payment (Check)	21959	Verizon Wireless	\$ (2,258.35)
07/10/2025	Bill Payment (EFT)	Draft	City of Live Oak	\$ (359.57)
07/11/2025	Bill Payment (EFT)	Draft	Clover	\$ (14.95)
07/11/2025	Bill Payment (EFT)	Draft	ADP, Inc	\$ (253.46)
07/14/2025	Bill Payment (Credit Card)	CC	Lowes	\$ 84.72
07/15/2025	Bill Payment (Credit Card)	CC	Lowes	\$ 658.40
07/16/2025	Bill Payment (Check)	21960	UHS Billing	\$ (10,469.17)
07/16/2025	Bill Payment (Credit Card)	CC	Vault Workforce Screening	\$ 175.00
07/16/2025	Bill Payment (Credit Card)	CC	Vault Workforce Screening	\$ 140.00
07/16/2025	Bill Payment (Credit Card)	CC	Fieldprints	\$ 79.00
07/16/2025	Bill Payment (Credit Card)	CC	Fieldprints	\$ 79.00
07/16/2025	Bill Payment (Credit Card)	CC	Vault Workforce Screening	\$ 70.00
07/16/2025	Bill Payment (Credit Card)	CC	Auto Zone	\$ 16.47
07/16/2025	Bill Payment (Credit Card)	CC	Intuit Services	\$ 9.90
07/16/2025	Bill Payment (EFT)	Draft	Quill LLC	\$ (278.15)
07/16/2025	Bill Payment (EFT)	Draft	Advance Auto Parts	\$ (391.41)
07/16/2025	Bill Payment (EFT)	Draft	Foxster Opco LLC	\$ (1,110.77)
07/16/2025	Bill Payment (EFT)	Draft	Innovative Network, Inc	\$ (1,915.00)
07/17/2025	Bill Payment (Check)	21963	Unifirst Corporation	\$ (204.05)
07/17/2025	Bill Payment (Check)	21964	Fussell Tire Pros	\$ (505.96)
07/17/2025	Bill Payment (Check)	21965	Stericycle, Inc	\$ (82.51)
07/17/2025	Bill Payment (Check)	21966	Walt's Live Oak Ford	\$ (147.54)
07/17/2025	Bill Payment (Check)	21967	Seaman's Aqua Clean	\$ (35.00)
07/17/2025	Bill Payment (Check)	21968	Rumberger, Kirk & Caldwell	\$ (575.00)
07/17/2025	Bill Payment (Check)	21969	Performance NAPA LLC	\$ (19.24)

07/17/2025	Bill Payment (Check)	21970	Jim Hinton Oil Company	\$ (3,332.45)
07/17/2025	Bill Payment (EFT)	Draft	WrapSpot GNV, LLC	\$ (120.00)
07/17/2025	Bill Payment (EFT)	Draft	AFLAC	\$ (1,835.36)
07/22/2025	Bill Payment (EFT)	Draft	FPL	\$ (692.76)
07/22/2025	Bill Payment (EFT)	Draft	Comcast (Fax line)	\$ (794.24)
07/23/2025	Bill Payment (Credit Card)	CC	Notary Public Underwriters, Inc.	\$ 139.75
07/24/2025	Bill Payment (Check)	21971	FleetPride	\$ (42.00)
07/24/2025	Bill Payment (Check)	21972	Unifirst Corporation	\$ (62.46)
07/24/2025	Bill Payment (Check)	21973	Hal A. Airth Attorney at Law	\$ (200.00)
07/24/2025	Bill Payment (Check)	21974	DMS-Division of Telecommunications(SUNCOM	\$ (3.71)
07/24/2025	Bill Payment (Check)	21975	Eric Musgrove	\$ (275.00)
07/24/2025	Bill Payment (Check)	21976	Performance NAPA LLC	\$ (125.94)
07/24/2025	Bill Payment (Check)	21977	Jim Hinton Oil Company	\$ (3,116.74)
07/24/2025	Bill Payment (EFT)	Draft	Advance Auto Parts	\$ (64.97)
07/24/2025	Bill Payment (EFT)	Draft	O'Reilly Auto Parts	\$ (392.97)
07/25/2025	Bill Payment (Check)	21978	Department of the Treasury	\$ (51.26)
07/25/2025	Bill Payment (EFT)	Draft	ADP, Inc	\$ (249.93)
07/28/2025	Bill Payment (Credit Card)	CC	Lowes	\$ 147.86
07/28/2025	Bill Payment (Credit Card)	CC	Harbor Freight	\$ 39.98
07/28/2025	Bill Payment (EFT)	Draft	Guardian	\$ (525.42)
07/28/2025	Bill Payment (EFT)	Draft	Globe Life Liberty National Division	\$ (1,243.64)
07/29/2025	Bill Payment (Credit Card)	CC	Harbor Freight	\$ 33.99
07/29/2025	Bill Payment (EFT)	Draft	First Federal Bank	\$ (1,448.68)
07/31/2025	Bill Payment (Credit Card)	CC	Quill LLC	\$ 597.57
07/31/2025	Bill Payment (EFT)	Draft	First Federal Bank	\$ (1,260.84)
08/01/2025	Bill Payment (EFT)	Draft	ADP, Inc	\$ (88.95)
08/05/2025	Bill Payment (Credit Card)	CC	Harbor Freight	\$ 69.99
08/05/2025	Bill Payment (EFT)	Draft	Foxster Opco LLC	\$ (1,199.17)
08/07/2025	Bill Payment (Check)	21980	W B Howland Company	\$ (9.18)
08/07/2025	Bill Payment (Check)	21981	Unifirst Corporation	\$ (62.46)
08/07/2025	Bill Payment (Check)	21982	DMS-Division of Telecommunications(SUNCOM	\$ (2.87)
08/07/2025	Bill Payment (Check)	21983	Morrell's Home Furnishings	\$ (100.00)
08/07/2025	Bill Payment (Check)	21984	ABC Bus, Inc	\$ (483.83)
08/07/2025	Bill Payment (Check)	21985	G.W. Hunter	\$ (2,208.74)
08/07/2025	Bill Payment (Check)	21986	Performance NAPA LLC	\$ (126.02)
08/07/2025	Bill Payment (Check)	21987	Seaman's Aqua Clean	\$ (35.00)
08/07/2025	Bill Payment (Check)	21988	Pioneer Janitorial Service	\$ (590.00)
08/07/2025	Bill Payment (EFT)	Draft	City of Live Oak	\$ (339.22)
08/07/2025	Bill Payment (EFT)	Draft	Verizon Wireless	\$ (357.74)
08/07/2025	Bill Payment (EFT)	Draft	Quill LLC	\$ (416.45)
08/07/2025	Bill Payment (EFT)	Draft	Great American Financial Svcs.	\$ (595.38)
08/07/2025	Bill Payment (EFT)	Draft	Guardian	\$ (638.42)
08/07/2025	Bill Payment (EFT)	Draft	Verizon Wireless	\$ (793.61)
08/07/2025	Bill Payment (EFT)	Draft	Innovative Network, Inc	\$ (1,915.00)
08/07/2025	Bill Payment (EFT)	Draft	Florida Department of Revenue-Reemployen	\$ (3,300.00)
08/07/2025	Bill Payment (EFT)	Draft	Florida Department of Revenue-Reemployen	\$ (11,390.16)
08/07/2025	Bill Payment (EFT)	Draft	UHS Billing	\$ (13,188.54)
08/08/2025	Bill Payment (EFT)	Draft	ADP, Inc	\$ (253.46)
08/11/2025	Bill Payment (Check)	21989	ABC Bus, Inc	\$ (141,602.00)
08/14/2025	Bill Payment (Check)	21990	W B Howland Company	\$ (11.90)
08/14/2025	Bill Payment (Check)	21991	Unifirst Corporation	\$ (150.24)

08/14/2025	Bill Payment (Check)	21992	McCrimon's Office Systems, Inc	\$ (200.00)
08/14/2025	Bill Payment (Check)	21993	Baya Urgent Care LLC	\$ (440.00)
08/14/2025	Bill Payment (Check)	21994	ABC Bus, Inc	\$ (122.68)
08/14/2025	Bill Payment (Check)	21995	Rumberger, Kirk & Caldwell	\$ (925.00)
08/14/2025	Bill Payment (Check)	21996	Jim Hinton Oil Company	\$ (3,015.08)
08/14/2025	Bill Payment (Credit Card)	CC	Supershieldz	\$ 76.96
08/14/2025	Bill Payment (EFT)	Draft	Comcast (Fax line)	\$ (749.95)
08/14/2025	Bill Payment (EFT)	Draft	Comcast (Fax line)	\$ (795.86)
08/14/2025	Bill Payment (EFT)	Draft	AFLAC	\$ (1,835.36)
08/22/2025	Bill Payment (EFT)	Draft	ADP, Inc	\$ (257.00)
08/25/2025	Bill Payment (EFT)	Draft	First Federal Bank	\$ (5,485.79)
08/28/2025	Bill Payment (Check)	21997	W B Howland Company	\$ (6.00)
08/28/2025	Bill Payment (Check)	21998	Pitney Bowes Bank Inc Purchase Power	\$ (100.00)
08/28/2025	Bill Payment (Check)	21999	Unifirst Corporation	\$ (150.24)
08/28/2025	Bill Payment (Check)	22000	Hal A. Airth Attorney at Law	\$ (275.00)
08/28/2025	Bill Payment (Check)	22001	Riverbend News	\$ (60.00)
08/28/2025	Bill Payment (Check)	22002	DMS-Division of Telecommunications(SUNCOM	\$ (3.65)
08/28/2025	Bill Payment (Check)	22003	O'Reilly Auto Parts	\$ (196.09)
08/28/2025	Bill Payment (Check)	22004	Eric Musgrove	\$ (275.00)
08/28/2025	Bill Payment (Check)	22005	ABC Bus, Inc	\$ (383.00)
08/28/2025	Bill Payment (Check)	22006	Laine Industries, Inc	\$ (226.00)
08/28/2025	Bill Payment (Check)	22007	Performance NAPA LLC	\$ (117.29)
08/28/2025	Bill Payment (Check)	22008	Jim Hinton Oil Company	\$ (4,417.65)
08/28/2025	Bill Payment (EFT)	Draft	ADP, Inc	\$ (88.95)
08/28/2025	Bill Payment (EFT)	Draft	Advance Auto Parts	\$ (281.06)
08/28/2025	Bill Payment (EFT)	Draft	UHS Billing	\$ (694.21)
08/28/2025	Bill Payment (EFT)	Draft	Globe Life Liberty National Division	\$ (1,243.64)

July - August 2025 Total Paid Out \$ (238,671.42)

Pending Revenue

Amount	Month	Grant	Status
\$ 59,610.14	February-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	March-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	April-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	May-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	June-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	June-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	July-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 70,040.96	August-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 1,375.05	October-25	Fuel Tax Return	Submitted - 190 days process
\$ 1,443.93	January-25	Fuel Tax Return	
\$ 1,541.71	May-25	Fuel Tax Return	
\$ 1,383.29	June-25	Fuel Tax Return	
\$ 1,436.24	Jul-25	Fuel Tax Return	

\$ 557,077.08 Total

**AGREEMENT BETWEEN
ERIC MUSGROVE
AND
SUWANNEE VALLEY TRANSIT AUTHORITY BOARD OF DIRECTORS
FOR CONSULTING SERVICES**

SCOPE OF PROPOSED SERVICES

- Consultant will attend and document proceedings (“take minutes”) of all Regular, Emergency, and Special Board meetings
- Consultant will prepare and distribute to the Suwannee Valley Transit Authority Board minutes, in writing, of all meetings attended
- As secretary, will sign documents as required

CONSIDERATION AND PAYMENT

- Consultant fee of \$300.00 per meeting lasting up to 2 hours
- Compensation for any meeting exceeding 2 hours will be an additional \$50 per hour
- Compensation for any meeting canceled after arrival for lack of a quorum, etc. will be \$150
- Fees inclusive of all supplies, office equipment, internet service, cell phone and travel expenses to SVTA headquarters

CONSULTANT ARRANGEMENT

- Consultant’s relationship with the Suwannee Valley Transit Authority Board will be that of an independent consultant, and nothing in the Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship.
- Either party can terminate this agreement with 30 days’ written notice.

SIGNATURES

- No amendment or variation of terms of the Agreement shall be valid unless made in writing and signed by duly authorized representatives of both the Suwannee Valley Transit Authority and the Consultant.

BY:_____

Eric Musgrove
Consultant

BY:_____

Don Hale, Board Chairman
Suwannee Valley Transit Authority

DATE:_____

DATE:_____

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	\$ 1,003,102.00	
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		\$ 806,174.16
5011.2 Maintenance Salary & Wages		\$ 138,420.22		\$ 153,487.13
5011.4 General Admin-Salary & Wages		\$ 143,361.56		\$ 294,312.72
5015 Fringe Benefits				
5015.12 Federal Taxes		\$ 2,444.18		\$ 14,700.00
5015.13 Medicare Taxes		\$ 15,503.08		\$ 18,182.63
5015.14 Social Security		\$ 66,287.84		\$ 77,746.39
5015.21 Medical-Health Expenses		\$ 171,537.94		\$ 303,774.00
5015.24 Aflac - Health Expense		\$ 7,200.00		\$ 10,461.12
	\$ 1,026,833.81	\$ 1,362,433.42		\$ 1,678,838.15
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		\$ 4,500.00
5015.42 Uniforms (Maintenance)		\$ 3,476.80		\$ 3,650.64
	\$ 4,965.66	\$ 5,888.70		\$ 8,150.64
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	10%	\$ 4,588,526.26
Total Net Profit	\$ 237,824.94	\$ 381,794.52	255%	\$ 844,365.03

Title	10/05-08/08	Hours	Current Hourly Rate	OT Hours	Department	Regular Wages thru 09/30/25	OT Wages thru 09/30/25	Total Wages thru 09/30/25	Raise	Wages 25-2026
Admin Assistant	\$ 17,947.67	810.91	\$ 22.00		General Admin	\$ 27,456.00	\$ -	\$ 27,456.00	5%	\$ 28,828.80
Administrator	\$ 70,097.60	1376.00	\$ 39.88		General Admin	\$ 82,950.40	\$ -	\$ 82,950.40	5%	\$ 87,097.92
Deputy Administrator (Vacant)			\$ 38.46		General Admin	\$ 79,996.80	\$ -	\$ 79,996.80	0	\$ 79,996.80
Finance Manager	\$ 38,611.31	1328.28	\$ 23.05		General Admin	\$ 47,944.00	\$ -	\$ 47,944.00	5%	\$ 50,341.20
Human Resources	\$ 3,520.00	160.00	\$ 22.00		General Admin	\$ 45,760.00	\$ -	\$ 45,760.00	5%	\$ 48,048.00
Human Resources (Terminated)	\$ 22,023.99	872.48	\$ 25.07		General Admin	\$ 52,145.60	\$ -	\$ 52,145.60	0%	Terminated
Maintenance & Safety Manager	\$ 47,219.30	1390.80	\$ 27.15		Maintenance	\$ 56,472.00	\$ -	\$ 56,472.00	5%	\$ 59,295.60
Mechanic	\$ 17,756.43	879.83	\$ 21.00		Maintenance	\$ 43,680.00	\$ -	\$ 43,680.00	5%	\$ 45,864.00
Mechanic	\$ 39,307.91	1768.97	\$ 22.05	4.15	Maintenance	\$ 45,864.00	\$ 162.22	\$ 46,026.22	5%	\$ 48,327.53
Communications	\$ 31,238.74	1751.92	\$ 17.65	8.25	Operations	\$ 36,712.00	\$ 245.85	\$ 36,957.85	5%	\$ 38,805.74
Communications	\$ 29,650.24	1757.29	\$ 16.75	1.54	Operations	\$ 34,840.00	\$ 45.73	\$ 34,885.73	5%	\$ 36,630.01
Communications	\$ 33,674.63	1758.73	\$ 18.98	4.28	Operations	\$ 39,478.40	\$ 144.01	\$ 39,622.41	5%	\$ 41,603.53
Communications (Vacant)	\$ 33,066.81	1446.75	\$ 22.69	2.75	Operations	\$ 47,195.20	\$ 110.61	\$ 47,305.81	0%	Terminated
Communications Supervisor (Vacant)			\$ 20.00		Operations	\$ 41,600.00	\$ -	\$ 41,600.00	0%	\$ 41,600.00
Driver Supervisor	\$ 42,664.10	1393.67	\$ 24.15		Operations	\$ 50,232.00	\$ -	\$ 50,232.00	5%	\$ 52,743.60
Full-time Driver	\$ 26,526.82	1536.32	\$ 16.00	72.10	Operations	\$ 33,280.00	\$ 2,045.02	\$ 35,325.02	5%	\$ 37,091.27
Full-time Driver	\$ 27,506.23	1694.54	\$ 15.75	27.42	Operations	\$ 32,760.00	\$ 765.58	\$ 33,525.58	5%	\$ 35,201.86
Full-time Driver	\$ 30,420.59	1715.43	\$ 17.35	18.92	Operations	\$ 36,088.00	\$ 581.92	\$ 36,669.92	5%	\$ 38,503.41
Full-time Driver	\$ 29,710.15	1764.45	\$ 16.28	34.08	Operations	\$ 33,862.40	\$ 983.55	\$ 34,845.95	5%	\$ 36,588.25
Full-time Driver	\$ 27,169.86	1554.04	\$ 16.00	87.08	Operations	\$ 29,385.48	\$ 2,469.91	\$ 31,855.39	5%	\$ 33,448.16
Full-time Driver	\$ 29,587.17	1764.73	\$ 15.75	68.44	Operations	\$ 32,848.04	\$ 1,910.88	\$ 34,758.92	5%	\$ 36,496.86
Full-time Driver	\$ 29,217.01	1770.00	\$ 15.75	49.99	Operations	\$ 32,760.00	\$ 1,395.74	\$ 34,155.74	5%	\$ 35,863.53
Full-time Driver (Terminated)	\$ 5,737.78	357.57	\$ 15.00	5.73	Operations	\$ 31,200.00	\$ 152.37	\$ 31,352.37	0%	Terminated
Full-time Driver (Terminated)	\$ 13,008.39	748.32	\$ 16.80	15.19	Operations	\$ 34,944.00	\$ 452.39	\$ 35,396.39	0%	Terminated
Full-time Driver (Terminated)	\$ 12,659.51	763.54	\$ 15.75	19.56	Operations	\$ 32,760.00	\$ 546.12	\$ 33,306.12	0%	Terminated
Full-time Driver (Vacant)			\$ 16.00		Operations	\$ 33,280.00	\$ -	\$ 33,280.00	0%	\$ 33,280.00
Full-time Driver (Vacant)			\$ 16.00		Operations	\$ 33,280.00	\$ -	\$ 33,280.00	0%	\$ 33,280.00
Full-time Driver (Vacant)			\$ 16.00		Operations	\$ 33,280.00	\$ -	\$ 33,280.00	0%	\$ 33,280.00
Operations Manager (Vacant)			\$ 30.00		Operations	\$ 62,400.00	\$ -	\$ 62,400.00	0%	\$ 62,400.00
Part-time Driver	\$ 13,017.84	744.11	\$ 17.37		Operations	\$ 15,275.23	\$ -	\$ 15,275.23	5%	\$ 16,038.99
Part-time Driver	\$ 13,258.95	838.09	\$ 15.75	0.22	Operations	\$ 15,599.90	\$ 6.14	\$ 15,606.05	5%	\$ 16,386.35
Part-time Driver	\$ 17,409.03	896.55	\$ 19.23	4.00	Operations	\$ 20,375.32	\$ 129.83	\$ 20,505.16	5%	\$ 21,530.41
Part-time Driver	\$ 15,118.66	952.26	\$ 15.75	0.25	Operations	\$ 17,725.02	\$ 6.98	\$ 17,732.00	5%	\$ 18,618.60
Part-time Driver	\$ 366.00	24.40	\$ 15.00		Operations	\$ 432.55	\$ -	\$ 432.55	5%	\$ 18,143.59
Part-time Driver (Terminated)	\$ 468.75	31.25	\$ 15.00		Operations	\$ 553.98	\$ -	\$ 553.98	0%	Terminated
Part-time Driver (Terminated)	\$ 1,349.98	68.29	\$ 18.98		Operations	\$ 1,531.81	\$ -	\$ 1,531.81	0%	Terminated
Part-time Driver (Terminated)	\$ 1,639.36	94.96	\$ 16.00		Operations	\$ 1,795.61	\$ -	\$ 1,795.61	0%	Terminated
Part-time Driver (Terminated)	\$ 7,100.44	385.01	\$ 16.80	27.10	Operations	\$ 7,644.20	\$ 807.09	\$ 8,451.29	0%	Terminated
Part-time Driver (Terminated)	\$ 16,098.96	871.52	\$ 18.23	7.98	Operations	\$ 18,776.50	\$ 257.89	\$ 19,034.39	0%	Terminated
Part-time Driver (Vacant)			\$ 16.00		Operations	\$ 17,728.00	\$ -	\$ 17,728.00	0%	\$ 17,728.00
Part-time Driver (Vacant)			\$ 16.00		Operations	\$ 17,728.00	\$ -	\$ 17,728.00	0%	\$ 17,728.00
Part-time Driver (Vacant)			\$ 16.00		Operations	\$ 17,728.00	\$ -	\$ 17,728.00	0%	\$ 17,728.00
Part-time Driver (Vacant)			\$ 16.00		Operations	\$ 17,728.00	\$ -	\$ 17,728.00	0%	\$ 17,728.00
Part-time Driver (Vacant)			\$ 16.00		Operations	\$ 17,728.00	\$ -	\$ 17,728.00	0%	\$ 17,728.00

EMPLOYMENT AGREEMENT
BETWEEN
SUWANNEE VALLEY TRANSIT AUTHORITY
AND
CANDICE T. KENNON

EMPLOYMENT AGREEMENT made as of this 13th day of May 2024, between **SUWANNEE VALLEY TRANSIT AUTHORITY** herein sometimes referred to as "SVTA" and **CANDICE T. KENNON** herein sometimes referred to as "Administrator".

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, promises, rights, and responsibilities of the parties hereto, SVTA and Administrator agree that the Employment Agreement between them shall be as follows:

1.

The initial term of employment under this agreement shall commence May 20, 2024, and end at midnight May 19, 2027, unless earlier terminated in accordance with the terms and provisions of this agreement. The Administrator shall serve at the pleasure of the Board of Governors of the SVTA, herein sometimes referred to as "Board".

2.

SVTA shall pay Administrator and Administrator agrees to accept from SVTA, in full payment of Administrator's services hereunder, the following compensation:

- A. An annual base salary of \$79,000, with Board review each anniversary date.
- B. Except as otherwise provided herein, all salary payments shall be payable biweekly in accordance with other SVTA employees.

3.

In addition to the foregoing described compensation, SVTA will provide Administrator the following fringe benefits:

- A. For all travel, Administrator shall receive reimbursement for expenses, including vehicle mileage, at the same rate and in the same amounts as the per diem amount allowed regular SVTA employees.
- B. SVTA shall provide Administrator all other fringe benefits including but not limited to vacation, personal time off (PTO) and insurance coverage in the same manner as provided other employees of the SVTA in accordance with the SVTA Personnel Policy.

4.

The Administrator shall be responsible to the Board for the proper administration of all affairs of SVTA. The Administrator shall attend all regular and special meetings of the Board and shall have the right to participate in its discussions. The Administrator shall work with finance staff and SVTA department heads to prepare and submit the annual operating and capital program budgets to the Board and execute the budget and capital

programs in accordance with appropriations enacted by the Board. The Administrator shall:

- A. Administer and carry out the directives and policies of the Board and enforce all orders, resolutions, regulations, and policies of the Board to assure that they are faithfully executed.
- B. Report to the Board on action taken pursuant to any directive or policy, within the time set by the Board, and provide an annual report to the Board on the state of the SVTA, the work of the previous year, and any recommendations as to actions or programs the Administrator deems necessary for the improvement of the SVTA.
- C. Provide the Board or individual members thereof, upon request with data or information concerning SVTA operations and to provide advice and recommendations on SVTA operations to the Board.
- D. Establish the schedules and procedures to be followed by all SVTA departments in connection with the budget and supervise and administer all phases of the budgetary process.
- E. Prepare and submit to the Board after the end of each fiscal year a complete report on the finances and administrative activities of the SVTA for the preceding year and submit her recommendations.
- F. Supervise the care and custody of all SVTA property.
- G. Recommend to the Board a current position classification and pay plan for all positions in SVTA service.
- H. Develop, install, and maintain centralized budgeting, personnel, legal, purchasing and other administrative procedures and systems.
- I. Organize the work of SVTA departments, subject to an administrative code developed by the Administrator and adopted by the Board, and review the departments, administration and operation of the SVTA and make recommendations pertaining thereto for reorganization by the Board.
- J. Employ, supervise, discharge, or remove any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board.
- K. Negotiate leases, contracts, and other agreements, including consultant services, for the SVTA, subject to approval of the Board. Ensure that all terms and conditions in all leases, contracts, and agreements are performed and notify the Board of any noted violation thereof.
- L. Perform such other duties as may be required by the Board.
- M. These duties shall be performed during normal business hours and at such other times as are necessary and appropriate to the discharge of the Administrator's responsibilities.

5.

Except as expressly modified by this agreement, the Administrator shall be subject to and shall abide by the personnel policies of the SVTA and shall be entitled to the employee benefits and rights as defined by the SVTA personnel policies.

6.

The Administrator shall not engage in any other business or occupation without the express approval of the SVTA Board.

7.

SVTA may terminate this agreement for cause at any regular or special meeting of the Board, provided that all members of the Board and the Administrator have received written notice of such intention at least five (5) days prior to such meeting. The notice shall set forth the reasons why termination is being sought, and both parties shall have the right to address the reasons for termination following which the SVTA, by majority vote, may terminate this contract. The Administrator shall receive no severance pay in the event of termination for cause as defined herein. SVTA shall be obligated to pay Administrator accrued salary and fringe benefits up to the date of termination for cause. For purposes of this paragraph, "cause" is defined as conviction of a felony; adjudicated mental incompetence; repeated and demonstrable failure on the part of Administrator to materially perform her duties, and the failure of Administrator to substantially remedy such failures with thirty (30) days of receiving specific written notice of such failure. As used herein the term "failure" shall not include the inability of the Administrator to compel persons, entities, vendors, contractors, etc. who are not SVTA employees to perform as part of a remedy.

8.

The SVTA may terminate this agreement for any other reason and without cause at any time by giving written notice to the Administrator, which notice shall specify the effective date of the termination. In the event of such termination without cause, Administrator shall be entitled to severance pay as follows:

- A. Upon such termination, the Administrator shall receive eight (8) weeks or to the end of the contract, whichever is less. Such payment shall be made in a lump sum within fifteen (15) days after the effective date of the Administrator's termination.
- B. The Administrator may, at her option, elect to terminate her employment at a date earlier than the date set forth in the Notice of Termination without cause. If the Administrator chooses to exercise this option, the following will apply: (1) the Administrator will give SVTA written notice of the earlier termination date; (2) the right to severance pay will be waived by the Administrator's elects to resign early; and (3) the Administrator shall not receive her regular pay after the earlier termination date.

9.

The Administrator may terminate this agreement, at any time, by giving the Chairman of the Board written notice at least thirty (30) days prior to the date of termination. In the event of termination, at the Administrator's request, no severance pay shall be made. SVTA may waive the thirty (30) day period, in whole

or in part. However, the Administrator shall be entitled to receive her regular pay for the full thirty (30) days.

10.

This agreement may be terminated at any time by mutual agreement of the SVTA and the Administrator in which event no notice or severance pay shall be due the Administrator, unless otherwise agreed between the parties.

11.

No waiver or modification of this agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and duly executed by the parties hereto.

12.

This document contains the entire agreement between the parties concerning the employment of **CANDICE T. KENNON** by SVTA and supersedes any prior agreements. The Agreement may be modified only in writing upon mutual consent and agreement of both parties.

13.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and any successors to the Board, but neither this Agreement nor any rights hereunder shall be assignable by the Administrator. The interpretation of this Agreement shall be governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this agreement this 13th day of May, 2024.

SUWANNEE VALLEY TRANSIT AUTHORITY



DON HALE,
Chairman of the Board



CANDICE T. KENNON,
Administrator