



**TENTATIVE AGENDA FOR
NOVEMBER 3, 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. September 8, 2025, Regular Meeting | Pages 1-5 | Don Hale |
|---------------------------------------|-----------|----------|

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

- | | | |
|---|---------|------------------|
| 2. 2025-2026 5311 Off-Cycle Grant Resolution | Page 6 | Monica Marquardt |
| 3. 2025-2026 Budget Resolution | Page 7 | Monica Marquardt |
| 4. 2026-2027 5310 Grant Resolution | Page 8 | Monica Marquardt |
| 5. 2026-2027 5311 Grant Resolution (Capital) | Page 9 | Monica Marquardt |
| 6. 2026-2027 5311 Grant Resolution (Columbia) | Page 10 | Monica Marquardt |
| 7. 2026-2027 5311 Grant Resolution (Hamilton) | Page 11 | Monica Marquardt |
| 8. 2026-2027 5311 Grant Resolution (Suwannee) | Page 12 | Monica Marquardt |
| 9. 2026-2027 5339 Grant Resolution | Page 13 | Monica Marquardt |

TIME SPECIFIC ITEMS

STAFF ITEMS

- | | | |
|----------------------|---------|------------------|
| 10. Financial Update | Page 14 | Monica Marquardt |
|----------------------|---------|------------------|

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



BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

- | | | |
|--|--------------|------------------|
| 11. RFP Review/Board Attorney | | Monica Marquardt |
| 12. Proposed Revisions to Annual & Sick Leave Policy | TBD | Candice Kennon |
| | | Tammy Cunningham |
| 13. 2026 Board Meeting Dates (Tentative) | Listed Below | Candice Kennon |

GENERAL BUSINESS

- 14. Additional Agenda Items. The Chairman calls for additional items.
- 15. Board Members' Inquiries, Requests, and Comments
- 16. Administrator's Comments

Upcoming meeting: January 12, 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 6:01 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 James Howell. Commissioner Leo Mobley was not present.

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

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the August 11, 2025, Regular Meeting.

Commissioner Phillips moved to approve the minutes of the August 11, 2025, Regular Meeting. Commissioner Roberson seconded, and the motion carried unanimously (5-0).

PUBLIC CONCERNS AND COMMENTS:

Mr. Lilker asked employees to speak up during the meeting so that he could hear.

CONSENT:

There were none.

TIME SPECIFIC ITEMS:

There were none.

STAFF ITEMS:

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

Mrs. Marquardt stated that everything was provided in the packet and asked for questions.

Brief discussion ensued on various financial matters, which were comparable to previous years.

BOARD MEMBER ITEMS:

Commissioner Murphy asked if SVTA vehicles were being stored in Columbia County. Administrator Kennon replied that none were being stored at this time due to an unsecured location that had led to some vandalism, noting she was working on options.

Discussion ensued on the matter.

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

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

Mrs. Marquardt noted that there was one bid received for the position.

The only bid was from the Robinson, Kennon & Kendron law firm, whose several lawyers would charge \$225 per hour.

Attorney Airth noted for the record that Thomas J. "Todd" Kennon, III was Administrator Kennon's brother-in-law.

Mr. Lilker stated that Mr. Kennon had been the attorney for the City of Lake City but had resigned due to a severance package issue, and that he was also the attorney for the City of Live Oak.

Attorney Airth believed that there might be a conflict of interest with hiring the law firm due to the relationship of Attorney Kennon to Administrator Kennon and he would research the matter further.

Further discussion ensued on the topic and of trying to have the same attorney. Several questions were posed for the law firm.

Mr. Lilker noted that there was a monthly flat rate of \$850, plus the \$225 per hour for other services and mileage. He also noted an attorney from Tallahassee used by SVTA.

Chairman Hale noted that the attorney was paid only when he was contacted, at a rate of \$225 per hour.

The Authority agreed to have Attorney Airth and Mrs. Marquardt work on getting the Authority's questions answered, if there was no conflict of interest in hiring the law firm.

The fourth item on the agenda was to discuss a revision to Eric Musgrove's contract.

Administrator Kennon noted that Secretary Musgrove's contract had not originally included a cost for non-quorum meetings, nor a termination clause, and he had not had a pay increase since starting his work for SVTA in 2015.

Brief discussion ensued on the contract.

Commissioner Murphy moved to approve a revised contract with Eric Musgrove. Commissioner Roberson seconded, and the motion carried unanimously (5-0).

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

Mrs. Marquardt discussed the budget, noting some additional details regarding employee salaries she had provided based upon the previous meeting's discussion.

Discussion ensued on the proposed budget, including the 3% and 5% potential raises.

Mrs. Marquardt noted that the State had already approved the proposed budget with the pay raises.

Discussion continued on various facets of the budget, including salaries, professional training, and the like.

Commissioner Murphy moved to accept the proposed budget for Fiscal Year 2025-2026. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

The sixth item on the agenda was to review the Administrator's contract.

Administrator Kennon noted that the question had arisen from Commissioner Mobley at a previous meeting about discussing a 5% pay raise for her like the rest of SVTA's employees as part of the annual review of the Administrator's contract. She added that the 5% pay increase had been included in the budget just approved.

Discussion ensued on the 5% pay raise included in the budget and that SVTA employees' salaries were lower than the average pay rate. It was noted that the grant funding for SVTA salaries was reimbursable.

The Authority had no changes to make with the Administrator's contract.

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.

There were none.

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

Administrator Kennon noted that Mr. Bill Weaver, a long-time driver for SVTA, had passed away the previous month. She stated that after discussions at the previous meeting, she had spoken with Suwannee River Water Management District (SRWMD) and learned that they were not State employees and paid for their own insurance. Administrator Kennon stated that since the buses had received wraps, there were 22 new applications for riders. She stated that SVTA had provided free trips as part of a 'senior trip' project for those over 60 years old that had been successful. Administrator Kennon discussed interactive cameras that also used AI to aid the drivers (reminders to pay attention, stay awake, etc.) and there

had been no accidents since the installation. She also discussed new hires that were either nearly complete with training or were having their backgrounds checked.

Discussion ensued on increased operational shifts to locations outside of Live Oak such as Gainesville, wheelchair-capable vehicles, and bringing youth from the Florida Sheriffs' Boys Ranch to school in Live Oak.

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 6:48 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

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5311 GRANT
RESOLUTION #: 2025-08**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, **Suwannee Valley Transit Authority** has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**2025-2026 BUDGET
RESOLUTION #: 2025-15**

A RESOLUTION of the SUWANNEE VALLEY TRANSIT AUTHORITY BOARD adopting the Budget for Fiscal Year 2026;

WHEREAS, the Suwannee Valley Transit Authority set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2026 and

WHEREAS, the SUWANNEE VALLEY TRANSIT AUTHORITY BOARD did approve the Budget for Fiscal Year 2026 at its Regular Scheduled Meeting on the 8th day of September 2025.

NOW, THEREFORE, BE IT RESOLVED by the Suwannee Valley Transit Authority that:

1. The Fiscal Year 2026 Budget in the amount of \$4,429,789.29 be adopted by Resolution.
2. This resolution will take effect immediately upon its adoption.

The foregoing resolution was DULY PASSED, ADOPTED, AND became EFFECTIVE at a duly called and convened meeting held on the 3rd day of November 2025;

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5310 GRANT
RESOLUTION #: 2205-09**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5310.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, execute subsequent agreements, purchase vehicles/equipment and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5311 GRANT
RESOLUTION #: 2025-13**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5311 GRANT
RESOLUTION #: 2025-10**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5311 GRANT
RESOLUTION #: 2025-11**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5311 GRANT
RESOLUTION #: 2025-12**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE **Suwannee Valley Transit Authority**, FLORIDA:

This resolution applies to the Federal Program under U.S.C. Section 5311.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary



SUWANNEE VALLEY TRANSIT AUTHORITY

1907 Voyles Street, SW
Live Oak, Florida 32064

**SECTION 5339 GRANT
RESOLUTION #: 2025-14**

A **RESOLUTION** of the **Suwannee Valley Transit Authority** authorizing the signing and submission of a grant application and supporting documents and assurances to the Florida Department of Transportation, the acceptance of a grant award from the Florida Department of Transportation, and the purchase of vehicles and/or equipment and/or expenditure of grant funds pursuant to a grant award.

WHEREAS, Suwannee Valley Transit Authority has the authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY **Suwannee Valley Transit Authority** FLORIDA:

This resolution applies to Federal Program(s) under U.S.C. Section(s) 5339.

The submission of a grant application(s), supporting documents, and assurances to the Florida Department of Transportation is approved.

Candice Kennon, Administrator, is authorized to sign the application, accept a grant award, purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS **November 3, 2025**

By: _____
Don Hale, Chairperson

ATTEST: _____
Eric Musgrove, Secretary

Pending Revenue

Amount	Month	Grant	Status
\$ 63,961.06	March-25	5311	Invoice Submitted - Pending Approval
\$ 68,634.44	April-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 68,634.44	May-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 68,634.44	June-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 68,634.44	July-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 68,634.44	Aug-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 68,634.44	Sep-25	5311	Pending Previous Month Approval - 12 Month Average
\$ 1,436.24	July-25	Fuel Tax Return	Submitted - 190 days process
\$ 1,486.55	August-25	Fuel Tax Return	
\$ 2,371.11	September-25	Fuel Tax Return	

\$ 481,061.60 Total Pending Revenue

Account Balances as of 09/30/2025			Account Balances as of 10/27/2025	
Checking Account	\$	32,913.68	\$	172,117.01
Match Account	\$	14,871.41	\$	14,871.41
Interest Account	\$	658,849.96	\$	731,805.96
CD	\$	1,012,795.77	\$	1,012,795.77
Grand Total	\$	1,719,430.82	\$	1,931,590.15