

SUWANNEE VALLEY TRANSIT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
SUWANNEE COUNTY COLISEUM
1302 11TH St SW
LIVE OAK, FL 32064

TENTATIVE AGENDA FOR REGULAR SCHEDULED BOARD MEETING
MONDAY, AUGUST 10, 2020
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 Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak on items listed within this agenda following recognition by the Chairman and must speak from the podium. Comments must be limited to items listed on the agenda and speakers may only make one (1) trip to the podium regarding each item they wish to speak on.
- For general updates or questions regarding SVTA business contact the Administrator during regular business hours (386) 362-5332.

APPROVAL OF MINUTES:

- | | | |
|--|-----------|------------------|
| ➤ April 7, 2020 Emergency Meeting | Page 1-3 | Toby Witt |
| ➤ April 23, 2020 Emergency Meeting | Page 4-6 | Toby Witt |
| ➤ April 29, 2020 Regular Scheduled Meeting | Page 7-11 | Toby Witt |

CONSENT:

PROCLAMATIONS AND PRESENTATIONS:

TIME SPECIFIC ITEMS:

- | | |
|----------------------|-----------------------|
| ➤ Audit Presentation | Richard Powell |
|----------------------|-----------------------|

BOARD ITEMS:

BOARD ATTORNEY ITEMS:

SUWANNEE VALLEY TRANSIT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
SUWANNEE COUNTY COLISEUM
1302 11TH St SW
LIVE OAK, FL 32064

ADMINISTRATOR'S COMMENTS AND INFORMATION:

- Update on COVID-19 impact **Larry Sessions**

STAFF REPORTS:

- Financial Update Page 12-22 **Cinda Foster**

GENERAL INFORMATION:

Discuss with possible Board action and adoption:

- 2020/2021 Annual Budget Page 23-24 **Cinda Foster**

Public Concerns and Comments:

(Filling out a Comment Card required, and forward to Chairman. Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman and must speak from the podium - one (1) trip to podium.)

Board Members Inquiries, Requests and Comments:

Informational Items:

- a. Complaints/Compliments
- b. Compensatory time spread sheet

Larry Sessions

Upcoming meeting: November 9, 2020 at 6:00 P.M.



MINUTES
of the
GOVERNING BOARD OF DIRECTORS

1:00 p.m.

OPENING AND INVOCATION:

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for an emergency meeting.

Chairperson Toby Witt called the meeting to order at 1:02 p.m. and Commissioner Brown led the invocation followed by the Pledge of Allegiance.

ATTENDING:

The following Board members were present: Chairperson Toby Witt and Commissioners Bucky Nash, Robert Brown, Beth Burnam, Don Hale, and Ronnie Richardson.

Also present were SVTA Administrator Larry Sessions, SVTA Attorney Hal A. Airth, and SVTA Board Secretary Eric Musgrove. Teresa Fortner was also present.

The purpose of the emergency meeting was to discuss the ramifications of the COVID-19 (coronavirus) outbreak on SVTA operations.

ADMINISTRATOR UPDATE:

Administrator Sessions stated that SVTA employed several senior citizens who were susceptible to coronavirus and had been urged by government to remain home. He noted that he was paying everything that he could for his laid-off employees, then discussed the list of essential and non-essential personnel. Administrator Sessions stated that several employees were quarantined mandatorily because they had come into contact with coronavirus patients.

He added that the number of daily riders had dropped from about 200 to 35 since the coronavirus outbreak and that the full SVTA payroll was approximately \$35,000 every two weeks; with the current situation, funding would be exhausted soon. Laying off non-essential workers would reduce the bi-weekly expenses to approximately \$18,000 every two weeks. He added that he was awaiting a \$65,000 refund check that would help fund salaries.

Discussion ensued on PTO (Paid Time Off) and funding for essential employees; it was noted that there was sufficient funding available to pay PTO at this time.

Administrator Sessions clarified that he had contacted State officials the first week of March for information related to coronavirus but had still not received adequate direction.

Debate arose regarding DROP and the Florida Retirement System (FRS), and if employees would be negatively impacted if they were laid off temporarily due to coronavirus. It was clarified that the State had waived the one-year requirement for government employees to be rehired, which meant that laid-off SVTA employees could return to work after coronavirus had dissipated.

Chairperson Witt asked if any of the SVTA employees qualified under the Federal CARES Act. Administrator Sessions replied that SVTA did not qualify but laid-off employees could apply.

Further discussion ensued on the ramifications of the CARES Act for SVTA employees.

Chairperson Witt asked how Administrator Sessions determined who was laid off. Administrator Sessions replied that some had been laid off due to quarantine, others had asked to be laid off because of age or medical issues that made them susceptible to coronavirus, and those who wished to work were continuing to work.

Discussion ensued on those who were still employed by SVTA, regardless of seniority. SVTA would also continue to pay insurance for laid-off (furloughed) employees. Debate continued on the provisions of the CARES Act.

GENERAL BUSINESS:

The first item on the agenda was to discuss, with possible Board action, a resolution to temporarily suspend all fares during COVID-19.

Administrator Sessions read the proposed resolution into the record.

Commissioner Nash suggested that the SVTA Board meet after the last payroll in April to determine SVTA’s financial status. He added that a shortfall in SVTA funding would need to be made up by the three counties that comprised SVTA. Commissioner Nash then described Columbia County’s precautions and non-essential personnel as a result of coronavirus.

Discussion ensued on suspending fares and that fare income was only about \$70 per day at this point due to the reduction in riders from coronavirus.

Administrator Sessions clarified that most of the riders now were dealing with daily kidney dialysis or other major health-related issues that could not be stopped.

Dialogue was held on using SVTA for grocery pickup/delivery and other avenues to keep SVTA employees working. A meeting date before the next regular meeting was also discussed.

Commissioner Richardson moved to adopt Resolution 2020-001 suspending all fares during COVID-19. Commissioner Nash seconded, and the motion carried unanimously.

Commissioner Hale moved to reschedule the next meeting date to Wednesday, April 29 at 9 a.m., with the possibility of teleconferencing the meeting. Commissioner Brown seconded, and the motion carried unanimously.

The second item on the agenda was public concerns and comments.

There were none.

ADJOURNMENT:

Commissioner Nash moved to adjourn the meeting. Commissioner Hale seconded, and the motion carried unanimously.

There being no further business to discuss, the meeting adjourned at 1:57 p.m.

Approved and adopted the _____ day of _____, 2020

Eric Musgrove
Secretary to the Board

Toby Witt
Chair, Board of Directors



MINUTES
of the
GOVERNING BOARD OF DIRECTORS

8:00 a.m.

OPENING AND INVOCATION:

The Governing Board of Directors of the Suwannee Valley Transit Authority met on the above date and time for an emergency meeting.

Chairperson Toby Witt called the meeting to order at 8:18 a.m. and Commissioner Brown led the invocation followed by the Pledge of Allegiance.

ATTENDING:

The following Board members were present: Chairperson Toby Witt and Commissioners Robert Brown, Beth Burnam, Don Hale, and Ronnie Richardson. Commissioner Bucky Nash was not present.

Also present were SVTA Administrator Larry Sessions, SVTA Attorney Hal A. Airth, and SVTA Board Secretary Eric Musgrove. Teresa Fortner was also present.

The purpose of the emergency meeting was to update the SVTA Board on the COVID-19 (coronavirus) outbreak and its affect upon operations.

ADMINISTRATOR UPDATE:

Administrator Sessions updated the Board on the coronavirus situation. He stated that he had laid off (furloughed) 14 people because of coronavirus and the number of riders had drastically decreased from some 5,000 per month to approximately 800. Administrator Sessions noted that if most of his staff did not receive unemployment benefits through the State and/or

Federal government soon, there was a chance that SVTA would run out of funds after the next payroll. He added that a Congressional Small Business Association (SBA) government loan would help fund SVTA through the coronavirus pandemic and then briefly discussed it.

GENERAL BUSINESS:

The first item on the agenda was to discuss, with possible Board action, a resolution to authorize the Administrator to apply for funding for emergency situations (Resolution 2020-002).

Administrator Sessions noted that the wording of his contract already allowed him to make certain decisions but wished to have a resolution to allow him to make emergency decisions. He then read the proposed resolution into the record.

Commissioner Richardson was concerned with the quasi-governmental nature of SVTA and if it could receive government funding under the SBA loans. Administrator Sessions replied that SVTA was still a small business and should qualify. In addition, the Florida Department of Transportation and other transportation-related government entities had sent him information on the SBA loans, encouraging SVTA to apply.

Discussion ensued on the SBA loans, resolution, and the upcoming deadline for filing for the SBA loans that necessitated an emergency meeting.

Commissioner Richardson moved to adopt Resolution 2020-002 authorizing the Administrator to apply for funding for emergency situations. Commissioner Burnam seconded, and the motion carried unanimously (5-0).

Administrator Sessions stated that if he was legally able to rebuild staff Paid Time Off (PTO) taken off due to coronavirus, he would do so. He would contact legal experts to find out if it was possible, and if so, how to go about it.

Discussion ensued on rebuilding Paid Time Off (PTO) staff had used due to coronavirus, before State and Federal unemployment assistance had been received.

Administrator Sessions stated that SVTA independent auditor Richard Powell had contacted him about the annual audit report. Administrator Sessions had recommended to Mr.

Powell that he submit the written audit per State law before the deadline and then discuss it at the following regular meeting.

The second item on the agenda was public concerns and comments.

There were none.

ADJOURNMENT:

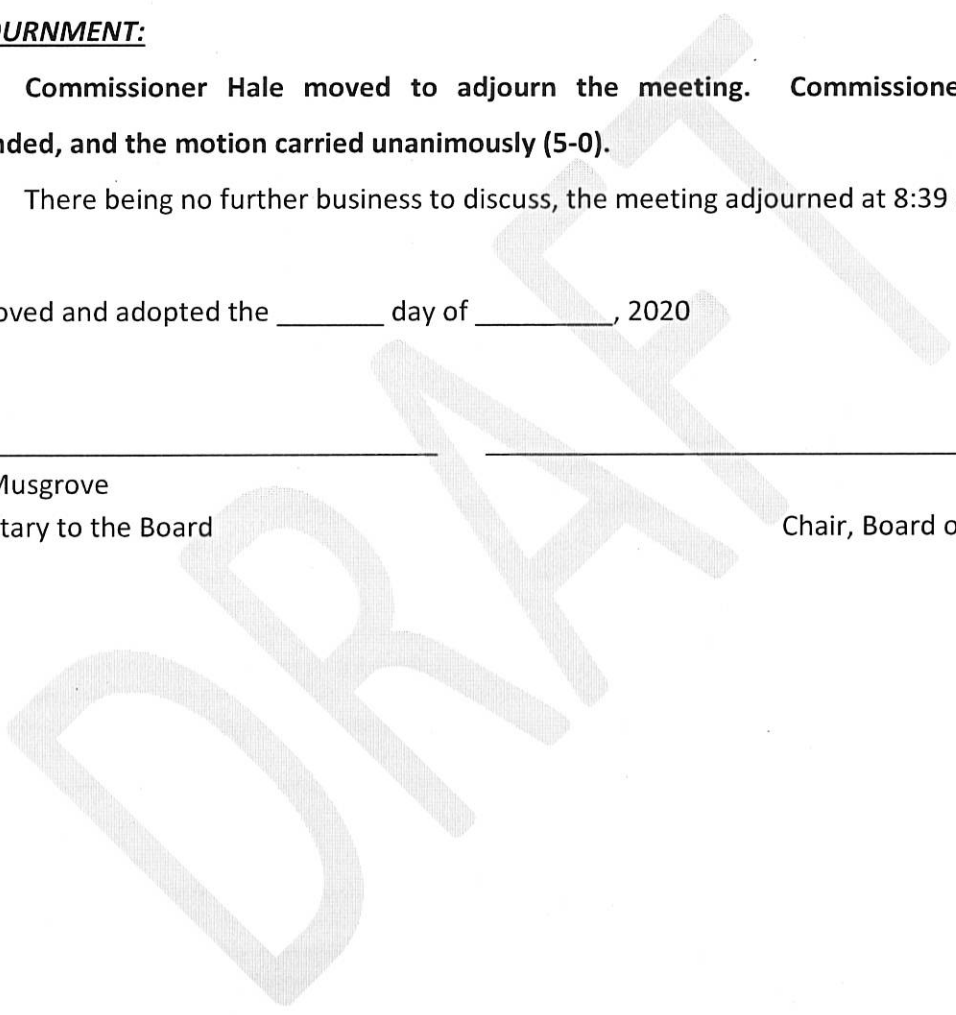
Commissioner Hale moved to adjourn the meeting. Commissioner Richardson seconded, and the motion carried unanimously (5-0).

There being no further business to discuss, the meeting adjourned at 8:39 a.m.

Approved and adopted the _____ day of _____, 2020

Eric Musgrove
Secretary to the Board

Toby Witt
Chair, Board of Directors





MINUTES
of the
GOVERNING BOARD OF DIRECTORS

9:00 a.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 Toby Witt called the meeting to order at 9:05 a.m., and Commissioner Brown led the invocation followed by the Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

The following Board members were present: Chairperson Toby Witt and Commissioners Robert Brown, Beth Burnam, and Don Hale. Commissioner Ronnie Richardson attended telephonically. Commissioner Bucky Nash was not initially present but arrived telephonically later.

Also present were SVTA Administrator Larry Sessions, Board Attorney Hal A. Airth, and Board Secretary Eric Musgrove. Teresa Fortner and Cinda Foster were also present.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the February 10, 2020 Regular Meeting and March 12, 2020 Special-Called Meeting.

Commissioner Burnam moved to approve the minutes of the February 10, 2020 Regular Meeting as written. Commissioner Brown seconded, and the motion carried unanimously (5-0).

Commissioner Hale moved to approve the minutes of the March 12, 2020 Special-Called Meeting as written. Commissioner Burnam seconded, and the motion carried unanimously (5-0).

CONSENT:

There were no items on the consent agenda.

TIME-SPECIFIC ITEMS:

There were no time-specific items.

PROCLAMATIONS AND PRESENTATIONS:

There were no proclamations and presentations.

BOARD ITEMS:

There were no Board items.

POLICIES:

There were no policies.

BOARD ATTORNEY ITEMS:

There were no Board Attorney items.

ADMINISTRATOR'S COMMENTS AND INFORMATION:

Administrator Sessions updated the Board on the impact of COVID-19 (coronavirus). He stated that he had received a bank loan of \$155,700, allowing him to make payroll.

Administrator Sessions added that the Department of Transportation (DOT) was under discussions to reimburse for expenses from March 1, possibly even as far back as January. Due to coronavirus, SVTA was only transporting an average of 35 people per day in April, and more furloughed employees had received unemployment checks since the last meeting. He added that those who had used up annual or sick time due to coronavirus would be reimbursed by the State, so they would return to work with the amount of time banked prior to the coronavirus outbreak.

Discussion ensued on the line of credit and the loan.

STAFF REPORTS:

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

Mrs. Foster briefly discussed SVTA’s finances since January, noting that there was \$174,000 in revenue pending and about \$17,000 currently in the bank.

Commissioner Nash arrived at the meeting telephonically at 9:17 a.m.

Discussion ensued on pending arrivals of new vehicles that had been ordered and/or approved some time ago and their specifications. Discussion also ensued on revenues and expenses through various grants and programs.

The Board approved the Financial Report by consensus.

GENERAL BUSINESS:

The third item on the agenda was to discuss, with possible Board action and adoption, the following items:

A. Day and time for future Board of Directors’ meetings

The Board discussed holding regular SVTA meetings as was currently done, because that worked best with the Board’s schedules.

Commissioner Burnam moved to hold future Board of Directors’ meetings at the same date and time as currently done. Commissioner Richardson seconded, and the motion carried unanimously (6-0).

B. Video and/or audio recording of Board of Directors' meetings

Chairperson Witt discussed the possibility of making video and/or audio recordings of meetings.

Administrator Sessions stated that recordings were not required for meetings, and Attorney Airth had suggested that the Board no longer record them.

Discussion ensued on the fact that normally only one person would request videos, and the videos had been done as backup to the minutes and to provide further details.

Commissioner Richardson moved to resume audio recordings of SVTA meetings. Commissioner Brown seconded, and the motion carried unanimously.

Brief discussion ensued on the best way to go about audio recording the meetings.

C. Administrator's employment agreement

Discussion ensued on the agreement and the annual base salary.

Commissioner Nash did not believe that a salary raise for Administrator Sessions would be warranted under the current coronavirus pandemic despite deserving it, but had no problem revisiting it after coronavirus had dissipated and funding was back to normal. He was in favor of renewing the contract otherwise.

Discussion ensued on the agreement and base salary for the Administrator.

Commissioner Nash moved to approve the Administrator's employment agreement for five years, at the annual salary of \$80,000 (with the ability to revisit the salary later). Commissioner Hale seconded, and the motion carried unanimously.

The fourth item on the agenda was public concerns and comments. (Filling out a Comment Card required and forwarded to the Chairperson. Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairperson and must speak from the podium – one (1) trip to podium).

There were none.

The fifth item on the agenda was Administrator's comments and information.

There were none.

The sixth item on the agenda was Board Members' inquiries, requests, and comments.

There were no Board comments.

The next regular meeting would be held on August 10, 2020 at 6:00 p.m.

INFORMATIONAL ITEMS:

Administrator Sessions reported no complaints and that the five drivers who continued to work were doing a great job.

Discussion ensued on the possibility of holding a special-called meeting before the August meeting.

Administrator Sessions stated that he would gradually bring back services once the State of Florida was reopened from the coronavirus pandemic. He then described his gradual reintroduction of services and that he did not see the need for a meeting in the near future.

It was decided to hold off on a special-called meeting unless the situation warranted.

ADJOURNMENT:

Commissioner Hale moved to adjourn the meeting. Commissioner Brown seconded, and the motion carried unanimously.

There being no further business to discuss, the meeting adjourned at 9:39 a.m.

Approved and adopted the _____ day of _____, 2020

Eric Musgrove
Secretary to the Board

Toby Witt
Chair, Board of Directors

Suwannee Valley Transit Authority
Check Detail

12

April 2020

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	04/03/2020	APD Payroll	-30,862.08
Payroll Liability	Bank Draft	04/17/2020	APD Payroll	<u>-29,448.82</u>
				-60,310.90
Bill Pmt -Check	Bank Draft	04/01/2020	First Federal Savings	-118.10
Bill Pmt -Check	Bank Draft	04/06/2020	ADP, LLC	-896.82
Liability Check	Bank Draft	04/08/2020	AFLAC	-2,095.08
Liability Check	Bank Draft	04/08/2020	Florida Retirement System	-8,215.39
Liability Check	Bank Draft	04/08/2020	Liberty National Insurace	-1,042.93
Bill Pmt -Check	Bank Draft	04/10/2020	City of Live Oak	-290.15
Bill Pmt -Check	Bank Draft	04/10/2020	ADP, LLC	-118.78
Bill Pmt -Check	Bank Draft	04/24/2020	ADP, LLC	-116.51
Bill Pmt -Check	Debit	04/03/2020	PayPal	-1.38
Bill Pmt -Check	Debit Card	04/09/2020	Lowes	-4.36
Bill Pmt -Check	Debit Card	04/13/2020	South Georgia Media	-24.84
Bill Pmt -Check	Debit Card	04/13/2020	South Georgia Media	-24.84
Bill Pmt -Check	Debit Card	04/20/2020	ACHA / Background Screening	-44.66
Bill Pmt -Check	Debit Card	04/23/2020	Summit Racing Equipment	-182.32
Bill Pmt -Check	Debit Card	04/30/2020	Amazon.Com	-61.95
Bill Pmt -Check	19639	04/02/2020	BowStern, LLC	-1,875.00
Bill Pmt -Check	19640	04/02/2020	Comcast (Fax line)	-88.01
Bill Pmt -Check	19641	04/02/2020	Comcast Business (Fiber Phones)	-1,013.22
Bill Pmt -Check	19642	04/02/2020	First Source Solutions	-105.00
Bill Pmt -Check	19643	04/02/2020	Foxster Solutions Inc	-1,408.00
Bill Pmt -Check	19644	04/02/2020	Innovative Network, Inc	-1,242.83
Bill Pmt -Check	19645	04/02/2020	Walthall Oil Company	-701.33
Bill Pmt -Check	19646	04/02/2020	Pioneer Janitorial Service	-1,481.25
Bill Pmt -Check	19647	04/03/2020	Eric Musgrove	-275.00
Liability Check	19648	04/08/2020	Guardian	-361.92
Liability Check	19649	04/08/2020	TransAmerica	-653.64
Liability Check	19650	04/08/2020	United Healthcare	<u>-13,150.23</u>
			Total Bills	-35,593.54
			Total Paid Out	(\$95,904.44)

Suwannee Valley Transit Authority

Profit & Loss

April 2020

13

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
0280005 · SVTA Farebox	1,376.80
0582060 · Developmental Services	12,194.24
2884105 · Ryan White - Well Florida	80.18
3384201 · Refunds	62,415.00
3484202 · Paypal Convenience Fee Revenue	5.00
49900 · Uncategorized Income	155,700.00
83050 · Interest	0.79
Total Income	<u>231,772.01</u>
Gross Profit	<u>231,772.01</u>
Expense	
Administration Expenses	15,914.51
Operation Expenses	
Operations FICA	1,049.00
Operations Medicare	222.13
66000 · Payroll Expenses	342.44
90010 · Operations Wages	16,734.44
90011 · Operation Fringes	13,747.56
95500 · ADS & Subs & Dues	138.93
96010 · Office Supplies	483.54
96510 · Office Maintenance	1,526.25
96525 · Computer Expense	2,539.00
97010 · Insurance	435.00
97020 · Telephone	2,926.91
97060 · Utilities	829.29
97530 · Penalties and Interest	435.42
97540 · Paypal Service Fee	1.38
98021 · Building Maintenance Operations	0.00
Total Operation Expenses	<u>41,411.29</u>
Shop Expenses	
90015 · Shop Wages	9,893.69
90024 · Shop Fringes	9,164.19
90060 · Uniforms	464.47
90505 · Fuel	2,905.89
91020 · Parts	501.44
91530 · Lubricants	0.00
91540 · Shop Supplies	96.02
91550 · Janitorial Supplies	5.59
97070 · Equipment Rental	773.87
Total Shop Expenses	<u>23,805.16</u>
Transportation	
Transportation FICA	1,471.06
Transportation Medicare	344.02
0747043 · Drug Screening and Prehire	334.66

Suwannee Valley Transit Authority

Profit & Loss

April 2020

14

	<u>Apr 20</u>
90000 · Transportation Wages	24,527.14
90005 · Transportation Fringes	16,084.79
Total Transportation	<u>42,761.67</u>
91520 · Repairs & Maintenance	250.00
Total Expense	<u>124,142.63</u>
Net Ordinary Income	<u>107,629.38</u>
Net Income	<u><u>107,629.38</u></u>

**Suwannee Valley Transit Authority
Check Detail**

15

May 2020

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	5/1/2020	ADP Payroll	-22405.11
Payroll Liability	Bank Draft	5/15/2020	ADP Payroll	-20408.80
Payroll Liability	Bank Draft	5/29/2020	ADP Payroll	<u>-19237.29</u>
				-62051.20
Bill Pmt -Check		05/04/2020	Live Oak Auto Parts	0.00
Bill Pmt -Check	Bank Draft	05/01/2020	First Federal Savings	-236.30
Bill Pmt -Check	Bank Draft	05/01/2020	ADP, LLC	-107.15
Bill Pmt -Check	Bank Draft	05/06/2020	AFLAC	-2,095.08
Bill Pmt -Check	Bank Draft	05/06/2020	Liberty National Insurace	-1,042.93
Bill Pmt -Check	Bank Draft	05/06/2020	Florida Retirement System	-7,154.71
Bill Pmt -Check	Bank Draft	05/08/2020	ADP, LLC	-100.56
Bill Pmt -Check	Bank Draft	05/11/2020	City of Live Oak	-290.15
Bill Pmt -Check	Bank Draft	05/22/2020	Florida Power & Light	-539.14
Bill Pmt -Check	Bank Draft	05/22/2020	ADP, LLC	-93.72
Bill Pmt -Check	Bank Draft	05/29/2020	ADP, LLC	-107.15
Bill Pmt -Check	Debit Card	05/26/2020	GODADDY.COM	-399.98
Bill Pmt -Check	19651	05/04/2020	AIRGAS	-285.81
Bill Pmt -Check	19652	05/04/2020	Advanced Discount Auto Parts	-583.16
Bill Pmt -Check	19653	05/04/2020	Ability Supply	-235.55
Bill Pmt -Check	19654	05/04/2020	Comcast (Fax line)	-77.69
Bill Pmt -Check	19655	05/04/2020	Comcast (Fiber Opt Internet)	-687.40
Bill Pmt -Check	19656	05/04/2020	Comcast Business (Fiber Phones)	-1,009.54
Bill Pmt -Check	19657	05/04/2020	Cintas Corporation #148	-568.25
Bill Pmt -Check	19658	05/04/2020	Department of Management Services	-10.17
Bill Pmt -Check	19659	05/04/2020	Live Oak Pest Control Inc	-45.00
Bill Pmt -Check	19660	05/04/2020	Murray's Tire	-20.00
Bill Pmt -Check	19661	05/04/2020	Partsmaster	-317.96
Bill Pmt -Check	19662	05/04/2020	Pitney Bowes Global Financial Services	-32.00
Bill Pmt -Check	19663	05/04/2020	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	19664	05/04/2020	Suwannee Glass	-25.00
Bill Pmt -Check	19665	05/04/2020	The Store	-104.75
Bill Pmt -Check	19666	05/04/2020	Jim Hinton Oil	-3,547.87
Bill Pmt -Check	19667	05/04/2020	G.W. Hunter, Inc.	-4,203.94
Bill Pmt -Check	19668	05/04/2020	O'Reilly Auto Parts	-387.06
Bill Pmt -Check	19669	05/04/2020	Creative Bus Sales	-503.50
Bill Pmt -Check	19670	05/04/2020	Fleet Pride	-66.44
Bill Pmt -Check	19671	05/04/2020	Staples Advantage	-21.58
Bill Pmt -Check	19672	05/04/2020	First Source Solutions	-70.00
Bill Pmt -Check	19673	05/04/2020	Foxster Solutions Inc	-1,408.00
Bill Pmt -Check	19674	05/04/2020	Innovative Network, Inc	-1,131.00
Bill Pmt -Check	19675	05/04/2020	Verizon	-1,163.61
Bill Pmt -Check	19676	05/04/2020	Walt's Live Oak Chrysler Jeep Dodge	-1,001.23

Suwannee Valley Transit Authority

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Check Detail

May 2020

Bill Pmt -Check	19677	05/04/2020	Walt's Live Oak Ford	-55.36
Bill Pmt -Check	19678	05/04/2020	W B Howland Co Inc	-17.28
Liability Check	19679	05/06/2020	Guardian	-449.39
Bill Pmt -Check	19680	05/06/2020	Guardian	-765.94
Bill Pmt -Check	19681	05/06/2020	TransAmerica	-528.55
Bill Pmt -Check	19682	05/06/2020	United Healthcare	-12,487.75
Bill Pmt -Check	19683	05/20/2020	Baya Urgent Care LLC	-220.00
Bill Pmt -Check	19684	05/20/2020	Comcast (Fiber Opt Internet)	-697.71
Bill Pmt -Check	19685	05/20/2020	Department of Management Services	-7.94
Bill Pmt -Check	19686	05/20/2020	Eric Musgrove	-825.00
Bill Pmt -Check	19687	05/20/2020	Fleet Pride	-250.49
Bill Pmt -Check	19688	05/20/2020	G.W. Hunter, Inc.	-1,153.83
Bill Pmt -Check	19689	05/20/2020	Great American Leasing	-738.87
Bill Pmt -Check	19690	05/20/2020	ISU Jallad Insurance Services	-435.00
Bill Pmt -Check	19691	05/20/2020	Jim Hinton Oil	-1,752.06
Bill Pmt -Check	19692	05/20/2020	Lake City Reporter	-89.25
Bill Pmt -Check	19693	05/20/2020	Live Oak Auto Parts	-26.99
Bill Pmt -Check	19694	05/20/2020	Lube Specialists	-60.21
Bill Pmt -Check	19695	05/20/2020	Pitney Bowes	-106.68
Bill Pmt -Check	19696	05/20/2020	Quill.com	-65.98
Bill Pmt -Check	19697	05/20/2020	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	19698	05/20/2020	Staples Advantage	-361.20
Bill Pmt -Check	19699	05/20/2020	Verizon	-1,144.34
Bill Pmt -Check	19700	05/20/2020	W B Howland Co Inc	-76.88
Bill Pmt -Check	19701	05/20/2020	Live Oak Pest Control Inc	-45.00
Bill Pmt -Check	19702	05/21/2020	AAA American Towing of North Florida I	-250.00
Bill Pmt -Check	19703	05/21/2020	Battery Distributors Southeast, Inc	-355.72
Bill Pmt -Check	19704	05/21/2020	Cintas Corporation #148	-464.47
Bill Pmt -Check	19705	05/21/2020	Comcast Business (Fiber Phones)	-1,010.68
Bill Pmt -Check	19706	05/21/2020	Foxster Solutions Inc	-1,408.00
Bill Pmt -Check	19707	05/21/2020	Innovative Network, Inc	-1,131.00
Bill Pmt -Check	19708	05/21/2020	Sports Connection	-342.92
Bill Pmt -Check	19709	05/21/2020	Walt's Live Oak Chrysler Jeep Dodge	-36.21
Bill Pmt -Check	19710	05/21/2020	Winsupply of Live Oak	-564.71
Bill Pmt -Check	19711	05/21/2020	Ability Supply	-32.58
Bill Pmt -Check	19712	05/21/2020	Comcast (Fax line)	<u>-88.76</u>
Total Bills				-57,790.13

Total Paid Out

\$ (119,841.33)

Suwannee Valley Transit Authority

Profit & Loss

May 2020

19

	<u>May 20</u>
Ordinary Income/Expense	
Income	
0582060 · Developmental Services	456.82
0783080 · Operating - TD Commission	95,641.23
1285000 · 5311 - Operating	118,181.86
1685000 · Commuter Asstistance Grant	5,030.36
1984200 · Sale of Equipment - Maint	4,200.00
83050 · Interest	0.95
Total Income	<u>223,511.22</u>
Gross Profit	<u>223,511.22</u>
Expense	
Administration Expenses	20,996.52
Operation Expenses	
Operations FICA	954.44
Operations Medicare	215.90
66000 · Payroll Expenses	301.43
90010 · Operations Wages	16,486.15
90011 · Operation Fringes	8,305.89
96010 · Office Supplies	426.77
96510 · Office Maintenance	45.00
96525 · Computer Expense	2,938.98
97020 · Telephone	2,927.24
97060 · Utilities	573.66
97530 · Penalaties and Interest	95.05
98021 · Building Maintence Operations	564.71
Total Operation Expenses	<u>33,835.22</u>
Shop Expenses	
90015 · Shop Wages	10,739.38
90024 · Shop Fringes	4,868.66
90060 · Uniforms	453.36
90505 · Fuel	3,428.57
91010 · Tires & Tubes Expense	58.00
91020 · Parts	788.95
91530 · Lubricants	0.00
91540 · Shop Supplies	70.32
91550 · Janitorial Supplies	32.58
97070 · Equipment Rental	241.55
Total Shop Expenses	<u>20,681.37</u>
Transportation	
Transportation FICA	1,256.18
Transportation Medicare	293.76
0747043 · Drug Screening and Prehire	145.00
90000 · Transportation Wages	21,022.31
90005 · Transportation Fringes	8,354.57
Total Transportation	<u>31,071.82</u>
0797040 · Professional Services Gen - TD	825.00

Suwannee Valley Transit Authority

Profit & Loss

May 2020

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	<u>May 20</u>
97510 · Miscellaneous Expenses	<u>0.00</u>
Total Expense	<u>107,409.93</u>
Net Ordinary Income	<u>116,101.29</u>
Net Income	<u><u>116,101.29</u></u>

Suwannee Valley Transit Authority

Check Detail

June 2020

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Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	6/12/2020	ADP Payroll	-20374.68
Payroll Liability	Bank Draft	6/26/2020	ADP Payroll	-25047.16
Payroll Liability	Bank Draft	6/26/2020	ADP Payroll	<u>-461.00</u>
				-45882.84
Bill Pmt -Check	Bank Draft	06/02/2020	AFLAC	-2,095.08
Bill Pmt -Check	Bank Draft	06/02/2020	Liberty National Insurance	-1,089.02
Bill Pmt -Check	Bank Draft	06/02/2020	Florida Retirement System	-7,394.20
Bill Pmt -Check	Bank Draft	06/03/2020	Harland Checks	-219.04
Bill Pmt -Check	Bank Draft	06/05/2020	ADP, LLC	-91.45
Bill Pmt -Check	Bank Draft	06/09/2020	City of Live Oak	-248.06
Bill Pmt -Check	Bank Draft	06/19/2020	ADP, LLC	-157.83
Bill Pmt -Check	Bank Draft	06/23/2020	Florida Power & Light	-325.60
Bill Pmt -Check	Debit	06/09/2020	PayPal	-1.03
Bill Pmt -Check	Debit	06/11/2020	PayPal	-1.38
Bill Pmt -Check	Debit	06/15/2020	PayPal	-0.50
Bill Pmt -Check	Debit	06/17/2020	PayPal	-1.03
Bill Pmt -Check	Debit Card	06/10/2020	Form Swift	-1.95
Bill Pmt -Check	Debit Card	06/17/2020	Summit Racing Equipment	-373.48
Bill Pmt -Check	Debit Card	06/18/2020	Valeo / ACC Climate Control	-100.39
Bill Pmt -Check	19713	06/04/2020	Guardian	-772.50
Bill Pmt -Check	19714	06/04/2020	TransAmerica	-528.55
Bill Pmt -Check	19715	06/04/2020	United Healthcare	-12,487.75
Bill Pmt -Check	19716	06/16/2020	Cintas Corporation #148	-453.36
Bill Pmt -Check	19717	06/16/2020	O'Reilly Auto Parts	-134.30
Bill Pmt -Check	19718	06/16/2020	Baya Urgent Care LLC	-110.00
Bill Pmt -Check	19719	06/16/2020	Jim Hinton Oil	-2,392.60
Bill Pmt -Check	19720	06/16/2020	G.W. Hunter, Inc.	-1,035.97
Bill Pmt -Check	19721	06/16/2020	Advanced Discount Auto Parts	-37.80
Bill Pmt -Check	19722	06/16/2020	Auto Zone	-29.24
Bill Pmt -Check	19723	06/16/2020	Battery Distributors Southeast, Inc	-269.69
Bill Pmt -Check	19724	06/16/2020	Comcast (Fiber Opt Internet)	-697.71
Bill Pmt -Check	19725	06/16/2020	Comcast Business (Fiber Phones)	-1,010.68
Bill Pmt -Check	19726	06/16/2020	Deloris Jacobo	-655.00
Bill Pmt -Check	19727	06/16/2020	Department of Management Service	-6.91
Bill Pmt -Check	19728	06/16/2020	Great American Leasing	-73.89
Bill Pmt -Check	19729	06/16/2020	Live Oak Pest Control Inc	-45.00
Bill Pmt -Check	19730	06/16/2020	Live Oak Tire Center / Gill Tire	-58.00
Bill Pmt -Check	19731	06/16/2020	Pitney Bowes	-102.76
Bill Pmt -Check	19732	06/16/2020	Pitney Bowes Global Financial Servi	-103.79
Bill Pmt -Check	19733	06/16/2020	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	19734	06/16/2020	Sports Connection	-83.85
Bill Pmt -Check	19735	06/16/2020	Verizon	-1,144.34

Suwannee Valley Transit Authority

Check Detail

June 2020

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Bill Pmt -Check	19736	06/16/2020 W B Howland Co Inc	-32.52
Bill Pmt -Check	19737	06/17/2020 Wood's Electrical Services, Inc	0.00
Bill Pmt -Check	19738	06/29/2020 Battery Distributors Southeast, Inc	-177.86
Bill Pmt -Check	19739	06/29/2020 Comcast (Fax line)	-79.27
Bill Pmt -Check	19740	06/29/2020 Department of Management Service:	-2.33
Bill Pmt -Check	19741	06/29/2020 Innovative Network, Inc	-1,131.00
Bill Pmt -Check	19742	06/29/2020 Live Oak Pest Control Inc	-45.00
Bill Pmt -Check	19743	06/29/2020 Shred - it	-56.95
Bill Pmt -Check	19744	06/29/2020 Staples Advantage	-204.75
Bill Pmt -Check	19745	06/29/2020 Comcast (Fiber Opt Internet)	-687.40
Bill Pmt -Check	19746	06/29/2020 Florida Power & Light	-511.12
Bill Pmt -Check	19747	06/29/2020 Pitney Bowes	<u>-32.49</u>
		Total Bills	-37,329.42
		Total Paid Out	\$ (83,212.26)

Suwannee Valley Transit Authority

Profit & Loss

June 2020

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	Jun 20
Ordinary Income/Expense	
Income	
0280005 · SVTA Farebox	2,131.00
0582060 · Developmental Services	245.98
0683050 · Bank Interest	1.05
0783080 · Operating - TD Commission	46,337.02
1780140 · Operational Donations	30.00
2884105 · Ryan White - Well Florida	105.72
3484202 · Paypal Convenience Fee Revenue	17.00
Total Income	48,867.77
Gross Profit	48,867.77
Expense	
Administration Expenses	
95010 · Administration Wages	10,802.50
95025 · Admin Fringes	3,707.11
Total Administration Expenses	14,509.61
Operation Expenses	
Operations FICA	545.57
Operations Medicare	123.68
66000 · Payroll Expenses	356.43
90010 · Operations Wages	9,096.00
90011 · Operation Fringes	6,028.11
96010 · Office Supplies	425.74
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	384.42
96511 · Pest control	45.00
Total 96510 · Office Maintenance	429.42
96525 · Computer Expense	3,519.00
97020 · Telephone	2,927.92
97060 · Utilities	773.07
97530 · Penalties and Interest	64.49
97540 · Paypal Service Fee	3.94
98021 · Building Maintenance Operations	0.00
Total Operation Expenses	24,293.37
Shop Expenses	
90015 · Shop Wages	7,227.54
90024 · Shop Fringes	4,213.51
90060 · Uniforms	570.30
90505 · Fuel	5,230.73
91020 · Parts	958.22
91540 · Shop Supplies	28.44
91550 · Janitorial Supplies	0.00
97070 · Equipment Rental	0.00
Total Shop Expenses	18,228.74
Transportation	
Transportation FICA	1,187.75

Suwannee Valley Transit Authority

Profit & Loss

June 2020



	<u>Jun 20</u>
Transportation Medicare	277.77
90000 · Transportation Wages	19,784.20
90005 · Transportation Fringes	8,214.85
Total Transportation	<u>29,464.57</u>
97040 · Professional Services	655.00
97510 · Miscellaneous Expenses	0.00
Total Expense	<u>87,151.29</u>
Net Ordinary Income	<u>-38,283.52</u>
Net Income	<u><u>-38,283.52</u></u>

**SUWANNEE VALLEY TRANSIT AUTHORITY
FISCAL YEAR 2021 OPERATING BUDGET**

<u>Fiscal Year 2021 Budget - Revenues</u>	Approved
	<u>FY 2020</u> - 2021
Private Pay	\$ 5,000.00
Farebox	\$ 40,000.00
Medicaid	\$ -
Development Services	\$ 99,500.00
Interest Income	\$ 15.00
SREC Jasper Meal Riders	\$ 25,000.00
T.D. Commission Operating	\$ 707,714.00
Ryan White Foundation	\$ 750.00
Disability Determination	\$ 450.00
Paypal Convenience Fee	\$ 150.00
Miscellaneous & Leasing Revenue	\$ -
Motor Fuel Use Tax Refund	\$ 18,000.00
Local Participation	\$ 111,504.00
Advertising Revenue	\$ -
Shirley Conroy Grant	\$ -
Commuter Assistance Grant	\$ 60,000.00
Sale of Equipment - Maintenance	\$ 8,000.00
Operational Donatins	\$ 23,000.00
Charitable Donations	\$ 100.00
Mobility Enhancement Grant	\$ -
Public Records Request Revenue	\$ -
Vehicle Repairs Done by Maintenance	\$ -
Sales & Use Tax	\$ -
Charter Service	\$ -
Vocational Rehab - Live Oak	\$ -
Vocational Rehab - Lake City	\$ -
Refunds	\$ -
Ticket Sales Revenue	\$ -
Section 5310 Capital	\$ 27,500.00
Section 5311 Operating	\$ 2,280,380.00
Total Revenues	\$ 3,407,063.00

<u>Fiscal Year 2021 Budget - Expenses</u>	<u>Approved FY 2021</u>
Operations Uniforms	\$ 7,000.00
Fuel: Gas Expense	\$ 120,000.00
Fuel: Diesel Expense	\$ 30,000.00
Fuel: Other	\$ -
Tires & Tubes Expense	\$ 8,000.00
Parts	\$ 25,000.00
Taxes and Tags	\$ 500.00
Maintenance - Automotive	\$ 15,000.00
Lubricants	\$ 3,500.00
Shop Supplies	\$ 8,000.00
Janitorial Supplies	\$ 2,500.00
ADS & Subs & Dues	\$ 10,000.00
Office Supplies	\$ 15,000.00
Postage Expense	\$ 1,200.00
Office Maintenance	\$ 2,500.00
Computer Expense: Computer Maint.	\$ 25,000.00
Computer Hardware - 5310 Grant	\$ 30,453.00
Computer Software & Licensing	\$ 27,000.00
Computer Expense: Computer Supplies	\$ 5,000.00
Insurance - Prop/Liability/Vehicle	\$ 70,000.00
Telephone	\$ 25,000.00
Cell Phone	\$ 11,500.00
Prof. Serv-Drug & Prehire Testing	\$ 5,000.00
Prof. Serv-Legal Services-General	\$ 5,000.00
Prof. Serv-Auditing & Accounting	\$ 27,000.00
Prof. Serv- Other	\$ 25,000.00
Travel	\$ 6,000.00
Training	\$ 1,000.00
Legal Settlements	\$ -
Utilities	\$ 12,500.00
Equipment Rental	\$ 5,000.00
Miscellaneous Exp:Other	\$ 2,500.00
Penalties and Interest	\$ 1,500.00
Paypal Convenience Fee	\$ 200.00
Building Maintenance and Grounds	\$ 5,000.00
Radio & Equipment	\$ -
Depreciation	\$ -
Designated Contingency for 2020 Capital	\$ -
Contingency	\$ 1,019,210.00
Total Non-Personnel Expenses	\$ 1,557,063.00
Total Personnel Expenses	\$ 1,850,000.00
Total Expenses	\$ 3,407,063.00