

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



TENTATIVE AGENDA FOR BOARD OF DIRECTORS MEETING
MONDAY, APRIL 10, 2023
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:

February 13, 2023 Special Called Meeting

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Chairman Don Hale

CONSENT:

PROCLAMATIONS AND PRESENTATIONS:

TIME SPECIFIC ITEMS:

BOARD ITEMS:

BOARD ATTORNEY ITEMS:

ADMINISTRATOR'S COMMENTS AND INFORMATION:

STAFF REPORTS:

Financials

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**Cinda Foster/
Monica Marquardt**

GENERAL INFORMATION:

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

Discuss with possible Board action and adoption:

- System Safety Program Plan (SSPP)
Update Policy #2015-003 Page 14-17 **Chairman Don Hale**
- Rules and Regulations Update Policy #2015-022.1 Page 18-19 **Chairman Don Hale**
- Vehicle Maintenance Plan Update Policy#2018-002 Page 20-24 **Chairman Don Hale**
- Security Program Plan (SPP) Policy #2023-03 Page 25
Replaces Hazard & Security Plan (HSP) Policy #2016-010 **Chairman Don Hale**
- Operations Manager Position Resolution #2023-04 Page 26 **Chairman Don Hale**
- Off-Cycle Section 5311 Grant Resolution #2023-05 Page 27 **Chairman Don Hale**
- Opening Sealed Bids for 4-Post Lift with 2 Rolling Jacks **Chairman Don Hale**

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:

Upcoming meeting: July 10, 2023 at 6:00 P.M.



**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 special-called meeting.

Chairperson Don Hale called the meeting to order at 6:00 p.m. and asked Commissioner Brown to lead the invocation and Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

The following Board members were present: Chairperson Don Hale and Commissioners Everett Phillips, Tim Murphy, Robert Brown, and Robby Roberson. Commissioner Travis Land was not present.

Also present were Administrator Larry Sessions, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, and Stew Lilker.

GENERAL BUSINESS:

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

- A) Cost of living pay raise for employees

Administrator Sessions noted that based upon the State's requirement to increase the minimum wage, he had been increasing employee salaries each February. He was also requesting a 5% pay raise because of the higher cost of living.

B) Policy update to time clock

Administrator Sessions noted that there was no longer a timeclock on the wall, and he was proposing a change in language that required the employees to either be on their desktop computer (if office staff) or their app (if drivers).

Brief discussion ensued on the software used (ADP) and that only certain management could view or edit the timecard information.

Chairman Hale asked about an update on a van accident. Administrator Sessions noted that there was an accident in Lake City on Highway 41 that was not the fault of the SVTA driver. Both vehicles were engulfed in flames, but the drivers and passengers were able to escape with the help of nearby rescuers. The insurance company had been notified.

Some discussion ensued on the accident and it was restated that everyone was ok.

After questioning by Commissioner Phillips, Administrator Sessions clarified that the salary increases were due to the State's mandatory increase in minimum wage to \$15 per hour by 2025.

Commissioner Phillips moved to provide a cost of living pay raise for employees. Commissioner Brown seconded, and the motion carried unanimously (5-0).

After questioning by Commissioner Murphy, Administrator Sessions stated that there were approximately eight employees who were making less than \$15 per hour.

Administrator Sessions noted the firing of a new driver due to a recent accident that was her fault. He added that ridership was fine and \$12 was the starting pay for drivers.

Mr. Lilker asked if employees arriving late to work was an issue. Administrator Sessions replied that there had been a small number of instances, but the new policy would hopefully stop future related issues or abuse.

Discussion ensued on if there was any leeway for employees arriving to work, and it was noted that there was not.

Commissioner Murphy moved to adopt a policy update on the time clock. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

INFORMATIONAL ITEMS:

Administrator Sessions noted a public records request received from Mr. Lilker about his contract. Administrator Sessions then personally handed his 2020 contract, which was the current one, to Mr. Lilker. Administrator Sessions also discussed Department of Transportation (DOT) funds, noting that the funds were finally beginning to trickle in.

The next meeting would be held on April 10, 2023, at 6:00 p.m.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:19 p.m.

Approved and adopted the _____ day of _____, 2023

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors

Suwannee Valley Transit Authority
Profit & Loss
 December 30, 2022 through March 28, 2023

4

	Dec 30, '22 - Mar 28, 23
Ordinary Income/Expense	
Income	
0280005 · SVTA Farebox	7,918.33
0582060 · Developmental Services	26,264.17
0683050 · Bank Interest	274.03
0984080 · Local Government Participation	67,194.50
1184201 · Motor Fuel Tax Refund	2,541.12
1285000 · 5311 - Operating	871,938.81
1685000 · Commuter Assistance Grant	26,562.89
1780140 · Operational Donations	5,855.18
2884105 · Ryan White - Well Florida	216.84
3080000 · Voc Rehab - Lake City	2,881.48
3182020 · SREC Meals	6,249.99
3484202 · Paypal Convenience Fee Revenue	5.00
83080 · TD Commission-Operating	87,249.31
Total Income	1,105,151.65
Gross Profit	1,105,151.65
Expense	
Administration Expenses	
95010 · Administration Wages	34,354.03
95025 · Admin Fringes	
95020 · Admin FICA	2,050.77
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	2,727.56
1295030 · Admin Retirement - 5311	2,727.57
Total 95030 · Admin Retirement	5,455.13
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	4,036.32
1295040 · Admin Group Ins - 5311	2,812.44
Total 95040 · Admin Group Insurance	6,848.76
95070 · Admin Medicare	479.64
Total 95025 · Admin Fringes	14,834.30
Total Administration Expenses	49,188.33
Operation Expenses	
Operations FICA	3,724.19
Operations Medicare	677.30
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	699.09
66010 · Payroll Fees - Other	1,242.35
Total 66010 · Payroll Fees	1,941.44
Total 66000 · Payroll Expenses	1,941.44
90010 · Operations Wages	51,458.90
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	4,324.23
1290030 · Operations Retirement - 5311	4,324.24
Total 90030 · Operations Retirement	8,648.47

Suwannee Valley Transit Authority

Profit & Loss

December 30, 2022 through March 28, 2023

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	Dec 30, '22 - Mar 28, 23
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	13,484.44
1290040 · Operations Group Ins - 5311	8,149.74
Total 90040 · Operations Group Insurance	21,634.18
Total 90011 · Operation Fringes	30,282.65
95500 · ADS & Subs & Dues	
95501 · Advertising Expense	
Ads & Subscriptions - 5311	146.24
0795501 · Ads & Subscriptions - TD	706.26
Total 95501 · Advertising Expense	852.50
Total 95500 · ADS & Subs & Dues	852.50
96010 · Office Supplies	
0796010 · Office Supplies - TD	409.65
1296010 · Office Supplies - 5311	409.63
96010 · Office Supplies - Other	92.76
Total 96010 · Office Supplies	912.04
96020 · Postage Expense	
0796020 · Postage Expense - TD	175.90
1296020 · Postage Expense - 5311	175.90
Total 96020 · Postage Expense	351.80
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	995.03
1296510 · Office Maintenance - 5311	995.03
96511 · Pest control	
Pest Control- 5311	72.00
0796511 · Pest Control - TD	72.00
Total 96511 · Pest control	144.00
Total 96510 · Office Maintenance	2,134.06
96525 · Computer Expense	
96520 · Computer Maintenance	
0796520 · Computer Maint - TD	5,100.69
1296520 · Computer Maint - 5311	5,100.68
Total 96520 · Computer Maintenance	10,201.37
97520 · Computer Supplies	
0797520 · Computer Supplies - TD	89.94
1297520 · Computer Supplies - 5311	89.94
Total 97520 · Computer Supplies	179.88
Total 96525 · Computer Expense	10,381.25
97010 · Insurance	
0797010 · Insurance - TD	12,562.45
1297010 · Insurance - 5311	12,562.43
Total 97010 · Insurance	25,124.88
97020 · Telephone	
97021 · Office Lines	
0797021 · Office Lines - TD	1,675.33
1297021 · Office Lines - 5311	1,669.66
Total 97021 · Office Lines	3,344.99

Suwannee Valley Transit Authority
Profit & Loss
December 30, 2022 through March 28, 2023

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	Dec 30, '22 - Mar 28, 23
97022 · Cell Phones	
0797022 · Cell Phones - TD	1,236.83
1297022 · Cell Phones - 5311	1,236.84
Total 97022 · Cell Phones	2,473.67
97023 · Internet Service	
0797023 · Internet Service - TD	1,031.10
1297023 · Internet Service - 5311	1,031.10
Total 97023 · Internet Service	2,062.20
Total 97020 · Telephone	7,880.86
97060 · Utilities	
97061 · Electricity	
0797061 · Electricity - TD	1,153.77
1297061 · Electricity - 5311	1,153.79
Total 97061 · Electricity	2,307.56
97062 · Water & Sewage	
0797062 · Water & Sewage - TD	325.69
1297062 · Water & Sewage - 5311	325.71
Total 97062 · Water & Sewage	651.40
Total 97060 · Utilities	2,958.96
97071 · Equipment Lease - Operations	
0797071 · Equipment Lease - TD	789.50
Total 97071 · Equipment Lease - Operations	789.50
97072 · Lot Rental	300.00
97530 · Penalties and Interest	
0797530 · Penalties & Interest - TD	6.16
0797531 · Late Fees	0.00
Total 97530 · Penalties and Interest	6.16
98021 · Building Maintenance Operations	
0798021 · Operations Build Maint - TD	2,476.91
1298021 · Operations Building Maint - 531	2,476.93
Total 98021 · Building Maintenance Operations	4,953.84
Operation Expenses - Other	-0.57
Total Operation Expenses	144,729.76
Shop Expenses	
90015 · Shop Wages	26,339.01
90024 · Shop Fringes	
90022 · Shop FICA	1,584.27
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	2,487.94
1290035 · Shop Retirement - 5311	2,487.94
Total 90035 · Shop Retirement	4,975.88
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	3,011.77
1290045 · Shop Group Ins - 5311	1,451.46
Total 90045 · Shop Group Ins	4,463.23
90075 · Shop Medicare	370.51
Total 90024 · Shop Fringes	11,393.89

Suwannee Valley Transit Authority
Profit & Loss
 December 30, 2022 through March 28, 2023

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	Dec 30, '22 - Mar 28, 23
90060 · Uniforms	
0790060 · Uniforms - TD	1,507.77
Total 90060 · Uniforms	1,507.77
90505 · Fuel	
90510 · Gas Expense	
0790510 · Gas Expense - TD	16,763.32
1290510 · Gas Expense - 5311	16,763.35
Total 90510 · Gas Expense	33,526.67
90520 · Diesel Expense	
0790520 · Diesel Expense - TD	664.91
1290520 · Diesel Expense - 5311	664.94
Total 90520 · Diesel Expense	1,329.85
Total 90505 · Fuel	34,856.52
91010 · Tires & Tubes Expense	
0791010 · Tires & Tubes Expense - TD	857.65
1291010 · Tires & Tubes Expense - 5311	857.65
Total 91010 · Tires & Tubes Expense	1,715.30
91020 · Parts	
0791020 · Parts - TD	5,089.73
1291020 · Parts - 5311	5,089.66
Total 91020 · Parts	10,179.39
91530 · Lubricants	
0791530 · Lubricants - TD	622.48
1291530 · Lubricants - 5311	622.49
Total 91530 · Lubricants	1,244.97
91540 · Shop Supplies	
0791540 · Shop Supplies - TD	154.13
1291540 · Shop Supplies - 5311	154.13
Total 91540 · Shop Supplies	308.26
91550 · Janitorial Supplies	
0791550 · Janitorial Supplies - TD	53.56
1291550 · Janitorial Supplies - 5311	53.55
Total 91550 · Janitorial Supplies	107.11
97070 · Equipment Rental	
0797070 · Equipment Rental - TD	254.18
Total 97070 · Equipment Rental	254.18
Total Shop Expenses	87,906.40
Transportation	
Transportation FICA	4,772.99
Transportation Medicare	1,107.49
0747043 · Drug Screening and Prehire	
0347043 · Drug Screening & Prehire - 5311	395.00
0797043 · Drug Screening & Prehire - TD	648.03
Total 0747043 · Drug Screening and Prehire	1,043.03
90000 · Transportation Wages	78,028.95

Suwannee Valley Transit Authority
Profit & Loss
 December 30, 2022 through March 28, 2023

	Dec 30, '22 - Mar 28, 23
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	5,244.82
1290036 · Transportation Retirement 5311	5,244.84
Total 90036 · Transportation Retirement	10,489.66
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	8,960.01
1290046 · Transportation Group INS - 5311	7,107.27
Total 90046 · Transportation Group Insurance	16,067.28
Total 90005 · Transportation Fringes	26,556.94
90061 · Driver Uniforms	
Driver Uniforms - 5311	50.02
0790061 · Driver Uniforms - TD	50.03
Total 90061 · Driver Uniforms	100.05
Total Transportation	111,609.45
0797040 · Professional Services Gen - TD	
1297040 · Professional Services Gen-5311	150.00
0797040 · Professional Services Gen - TD - Other	1,262.50
Total 0797040 · Professional Services Gen - TD	1,412.50
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	1,551.28
1291520 · Repairs & Maintenance - 5311	551.32
Total 91520 · Repairs & Maintenance	2,102.60
97040 · Professional Services	
97043 · Training	
Training 5311	142.32
079043 · Training - TD	142.33
Total 97043 · Training	284.65
Total 97040 · Professional Services	284.65
97050 · Travel	
0797050 · Travel - TD	525.00
Total 97050 · Travel	525.00
97510 · Miscellaneous Expenses	
0797511 · Miscellaneous	12.00
Total 97510 · Miscellaneous Expenses	12.00
Total Expense	397,770.69
Net Ordinary Income	707,380.96
Net Income	707,380.96

Suwannee Valley Transit Authority

Check Detail

January 2023

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Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	1/6/2023	Payroll	\$ (23,113.92)
Payroll Liability	Bank Draft	1/6/2023	Payroll Taxes	\$ (6,173.99)
Payroll Liability	Bank Draft	1/20/2023	Payroll	\$ (24,578.30)
<u>Payroll Liability</u>	<u>Bank Draft</u>	<u>1/20/2023</u>	<u>Payroll Taxes</u>	<u>\$ (6,614.45)</u>
				\$ (60,480.66)
Bill Pmt -Check	Bank Draft	01/01/2023	Globe Life Liberty National Division	-1,132.64
Bill Pmt -Check	Bank Draft	01/01/2023	TransAmerica	-299.51
Bill Pmt -Check	Bank Draft	01/03/2023	Florida Retirement System	-10,658.19
Bill Pmt -Check	Bank Draft	01/10/2023	City of Live Oak	-334.11
Bill Pmt -Check	Bank Draft	01/11/2023	Florida Power & Light	-680.56
Bill Pmt -Check	Bank Draft	01/12/2023	indeed, Inc	-560.00
Bill Pmt -Check	Bank Draft	01/13/2023	ADP, LLC	-225.39
Bill Pmt -Check	Bank Draft	01/25/2023	Florida Retirement System	-9,219.46
Bill Pmt -Check	Bank Draft	01/25/2023	AFLAC	-1,518.28
Bill Pmt -Check	Bank Draft	01/25/2023	Blue Cross/Blue Shield	-12,342.43
Bill Pmt -Check	Bank Draft	01/25/2023	Globe Life Liberty National Division	-1,132.64
Bill Pmt -Check	Bank Draft	01/25/2023	Guardian	-552.45
Bill Pmt -Check	Bank Draft	01/25/2023	TransAmerica	-299.51
Bill Pmt -Check	Bank Draft	01/25/2023	Florida Power & Light	-853.53
Bill Pmt -Check	Bank Draft	01/27/2023	ADP, LLC	-234.57
Bill Pmt -Check	Bank Draft	01/27/2023	ADP, LLC	-104.55
Bill Pmt -Check	20892	01/11/2023	Jim Hinton Oil	-8,125.97
Bill Pmt -Check	20893	01/11/2023	G.W. Hunter, Inc.	-3,626.24
Bill Pmt -Check	20894	01/11/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	20895	01/11/2023	ACF, Inc	-249.00
Bill Pmt -Check	20896	01/11/2023	Advance Auto Parts	-145.67
Bill Pmt -Check	20897	01/11/2023	Anderson's Tri-County Locksmiths	-420.00
Bill Pmt -Check	20898	01/11/2023	Battery Distributors Southeast, Inc	-400.32
Bill Pmt -Check	20899	01/11/2023	Cintas Corporation #148	-233.86
Bill Pmt -Check	20900	01/11/2023	Comcast (Fiber Opt Internet)	-687.40
Bill Pmt -Check	20901	01/11/2023	First Federal Bank	-680.51
Bill Pmt -Check	20902	01/11/2023	Foxster Opco LLC	-1,478.40
Bill Pmt -Check	20903	01/11/2023	Fueled Outdoors LLC	-21.69
Bill Pmt -Check	20904	01/11/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	20905	01/11/2023	Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	20906	01/11/2023	O'Reilly Automotive, Inc.	-193.38
Bill Pmt -Check	20907	01/11/2023	Preferred Governmental Insurance Trust	-6,209.82
Bill Pmt -Check	20908	01/11/2023	Riverbend News	-74.40
Bill Pmt -Check	20909	01/11/2023	Rumberger, Kirk & Caldwell	-250.00
Bill Pmt -Check	20910	01/11/2023	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20911	01/11/2023	Shred - it / Stericycle	-152.76

Suwannee Valley Transit Authority

Check Detail

January 2023

Bill Pmt -Check	20912	01/11/2023	Staples Advantage	-231.22
Bill Pmt -Check	20913	01/11/2023	Vault Health	-70.00
Bill Pmt -Check	20914	01/11/2023	Verizon	-1,222.34
Bill Pmt -Check	20915	01/11/2023	Walt's Live Oak Ford	-247.40
Bill Pmt -Check	20916	01/20/2023	Comcast (Fax line)	-83.17
Bill Pmt -Check	20917	01/20/2023	Comcast Business (Fiber Phones)	-1,029.56
Bill Pmt -Check	20918	01/20/2023	Eric Musgrove	-550.00
Bill Pmt -Check	20919	01/20/2023	Felknor Electric, Inc	-3,158.85
Bill Pmt -Check	20920	01/20/2023	Suwannee Glass	-350.00
Bill Pmt -Check	20921	01/20/2023	Walthall Oil Company	-1,076.63
Bill Pmt -Check	20922	01/27/2023	FL Gateway College	-100.00
Bill Pmt -Check	20923	01/30/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	20924	01/30/2023	Pitney Bowes Bank Purchase Power	-100.00
Bill Pmt -Check	20925	01/30/2023	Powell & Jones	-14,000.00
Bill Pmt -Check	20926	01/30/2023	Cintas Corporation #148	-605.45
Bill Pmt -Check	20927	01/30/2023	O'Reilly Automotive, Inc.	-59.97
Bill Pmt -Check	20928	01/30/2023	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	20929	01/30/2023	American Auto Body	-1,000.00
Bill Pmt -Check	20930	01/30/2023	Jim Hinton Oil	-3,729.49

Total \$ (93,924.32)

Total Spent Jan 2023 \$ (154,404.98)

Suwannee Valley Transit Authority
Check Detail
 February 2023

11

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	2/3/2023	Payroll	\$ (24,134.55)
Payroll Liability	Bank Draft	2/3/2023	Payroll Taxes	\$ (6,329.55)
Payroll Liability	Bank Draft	2/17/2023	Payroll	\$ (26,200.57)
<u>Payroll Liability</u>	<u>Bank Draft</u>	<u>2/17/2023</u>	<u>Payroll Taxes</u>	<u>\$ (6,997.31)</u>
				\$ (63,661.98)
Bill Pmt -Check	Bank Draft	02/01/2023	ADP, LLC	-328.90
Bill Pmt -Check	Bank Draft	02/09/2023	City of Live Oak	-334.11
Bill Pmt -Check	Bank Draft	02/10/2023	ADP, LLC	-231.51
Bill Pmt -Check	Bank Draft	02/16/2023	Department of Management Services	-5.64
Bill Pmt -Check	Bank Draft	02/17/2023	ACHA / Background Screening	-43.43
Bill Pmt -Check	Bank Draft	02/24/2023	ADP, LLC	-237.63
Bill Pmt -Check	Bank Draft	02/24/2023	ADP, LLC	-109.75
Bill Pmt -Check	Debit Card	02/02/2023	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	02/06/2023	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	02/07/2023	GODADDY.COM	-21.17
Bill Pmt -Check	Debit Card	02/07/2023	Publix	-55.77
Bill Pmt -Check	Debit Card	02/08/2023	Harbor Freight	-64.98
Bill Pmt -Check	Debit Card	02/08/2023	Matthews Bus Alliance	-271.77
Bill Pmt -Check	Debit Card	02/14/2023	Department of Highway Safety & Motor Ve	-12.00
Bill Pmt -Check	Debit Card	02/27/2023	Amazon.Com	-54.82
Bill Pmt -Check	Debit Card	02/27/2023	Amazon.Com	-79.28
Check	20931	02/21/2023	Betty Randall	-28.00
Bill Pmt -Check	20932	02/22/2023	Baya Urgent Care LLC	-330.00
Bill Pmt -Check	20933	02/22/2023	Comcast (Fax line)	-84.13
Bill Pmt -Check	20934	02/22/2023	Comcast (Fiber Opt Internet)	-687.40
Bill Pmt -Check	20935	02/22/2023	Comcast Business (Fiber Phones)	-1,029.56
Bill Pmt -Check	20936	02/22/2023	FL Gateway College	-100.00
Bill Pmt -Check	20937	02/22/2023	Florida Power & Light	-720.12
Bill Pmt -Check	20938	02/22/2023	Foxster Opco LLC	-1,478.40
Bill Pmt -Check	20939	02/22/2023	G.W. Hunter, Inc.	-4,448.67
Bill Pmt -Check	20940	02/22/2023	GreatAmerican Financial Svcs.	-648.26
Bill Pmt -Check	20941	02/22/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	20942	02/22/2023	Jim Hinton Oil	-367.90
Bill Pmt -Check	20943	02/22/2023	Lake City Reporter	-177.38
Bill Pmt -Check	20944	02/22/2023	LGS Group Automotive Technologies	-363.15
Bill Pmt -Check	20945	02/22/2023	McCrimon's Office Supply	-184.18
Bill Pmt -Check	20946	02/22/2023	Rumberger, Kirk & Caldwell	-587.50
Bill Pmt -Check	20947	02/22/2023	Staples Advantage	-174.59
Bill Pmt -Check	20948	02/22/2023	Verizon	-1,225.09
Bill Pmt -Check	20949	02/22/2023	Jim Hinton Oil	-3,885.20
Bill Pmt -Check	20950	02/22/2023	Rob Kernaghan Equipment Repair, Inc	-319.95
Total				\$ (20,744.74)
Total Spent for Feb 2023				\$ (84,406.72)

Suwannee Valley Transit Authority

Check Detail

March 1 - 30, 2023

12

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	3/3/2023	Payroll	\$ (26,408.41)
Payroll Liability	Bank Draft	3/3/2023	Payroll Taxes	\$ (6,929.29)
Payroll Liability	Bank Draft	3/17/2023	Payroll	\$ (26,040.66)
Payroll Liability	Bank Draft	3/17/2023	Payroll Taxes	\$ (7,075.91)
Payroll Liability	Bank Draft	3/30/2023	Payroll	\$ (27,009.98)
<u>Payroll Liability</u>	<u>Bank Draft</u>	<u>3/30/2023</u>	<u>Payroll Taxes</u>	<u>\$ (7,374.35)</u>
				\$ (100,838.60)
Bill Pmt -Check		03/01/2023	Department of Management Services	\$ -
Bill Pmt -Check	Bank Draft	03/01/2023	Globe Life Liberty National Division	\$ (1,132.64)
Bill Pmt -Check	Bank Draft	03/02/2023	Blue Cross/Blue Shield	\$ (12,342.43)
Bill Pmt -Check	Bank Draft	03/02/2023	Florida Retirement System	\$ (9,697.65)
Bill Pmt -Check	Bank Draft	03/02/2023	TransAmerica	\$ (299.51)
Bill Pmt -Check	Bank Draft	03/02/2023	Guardian	\$ (552.45)
Bill Pmt -Check	Bank Draft	03/02/2023	AFLAC	\$ (1,518.28)
Bill Pmt -Check	Bank Draft	03/10/2023	ADP, LLC	\$ (234.57)
Bill Pmt -Check	Bank Draft	03/10/2023	City of Live Oak	\$ (317.29)
Bill Pmt -Check	Bank Draft	03/24/2023	ADP, LLC	\$ (234.57)
Bill Pmt -Check	Debit Card	03/01/2023	Motion Industries	\$ (161.99)
Bill Pmt -Check	Debit Card	03/03/2023	DAON TRUST	\$ (70.10)
Bill Pmt -Check	Debit Card	03/07/2023	Amazon.Com	\$ (383.99)
Bill Pmt -Check	Debit Card	03/09/2023	Live Oak Post Office	\$ (16.30)
Bill Pmt -Check	Debit Card	03/14/2023	Matthews Bus Alliance	\$ (532.12)
Bill Pmt -Check	Debit Card	03/14/2023	Harbor Freight	\$ (24.99)
Bill Pmt -Check	Debit Card	03/14/2023	Publix	\$ (36.99)
Bill Pmt -Check	Debit Card	03/15/2023	Amazon.Com	\$ (24.99)
Bill Pmt -Check	Debit Card	03/29/2023	Global Industrial	\$ (6,336.44)
Check	20952	03/01/2023	Donna Boler	\$ (18.00)
Bill Pmt -Check	20953	03/01/2023	Advance Auto Parts	\$ (2,004.63)
Bill Pmt -Check	20954	03/01/2023	Cintas Corporation #148	\$ (451.16)
Bill Pmt -Check	20955	03/01/2023	Foxster Opco LLC	\$ (1,478.40)
Bill Pmt -Check	20956	03/01/2023	Innovative Network, Inc	\$ (1,915.00)
Bill Pmt -Check	20957	03/01/2023	Live Oak Auto Parts	\$ (261.43)
Bill Pmt -Check	20958	03/01/2023	Live Oak Pest Control Inc	\$ (48.00)
Bill Pmt -Check	20959	03/01/2023	Live Oak Tire Center LLC	\$ (1,160.14)
Bill Pmt -Check	20960	03/01/2023	O'Reilly Automotive, Inc.	\$ (164.15)
Bill Pmt -Check	20961	03/01/2023	Pitney Bowes Bank Purchase Power	\$ (100.00)
Bill Pmt -Check	20962	03/01/2023	Pitney Bowes Global Financial Services	\$ (141.24)
Bill Pmt -Check	20963	03/01/2023	Quick Lane	\$ (129.95)
Bill Pmt -Check	20964	03/01/2023	Riverbend News	\$ (57.56)
Bill Pmt -Check	20965	03/01/2023	Seaman's Aqua Clean	\$ (35.00)
Bill Pmt -Check	20966	03/01/2023	Sign-A-Rama Tampa Bay Shermark Inc.	\$ (79.44)

SUWANNEE VALLEY TRANSIT AUTHORITY



BUS TRANSIT SYSTEM SAFETY PROGRAM PLAN (SSPP)

Adopted: August 12, 2019

Updated: January 2020

Adopted: February 10, 2020

Yearly Review: November 9, 2020

Yearly Review w/updates: December 30, 2021

Yearly Review: December 19, 2022

Update Language: April 10, 2023

Don Hale, Chairman

Date

**SSPP Document Activity Log
(Continued)**

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
12/31/2017	Annual Review	<i>Teresa Fortner</i>	
02/12/2018	Annual Board Approval/ Updated SSPP	<i>Teresa Fortner</i>	
11/05/2018	Updated SSPP	<i>Teresa Fortner</i>	
January 2019	Agency Wide Distribution	<i>Teresa Fortner</i>	
August 2019	Annual Board Approval	<i>Teresa Fortner</i>	
January 2020	Section 10 Vehicle Maintenance Program Update	<i>Teresa Fortner</i>	
02/10/2020	Board Approval & Adoption	<i>Teresa Fortner</i>	
11/09/2020	Updated Information & Yearly Review	<i>Teresa Fortner</i>	
12/30/2021	1) Yearly Review 2) Update Table of Contents 3) Update Appendix C In- House Maintenance Plan	<i>Teresa Fortner</i>	
08/09/2022	Agency Wide Redistribution	<i>Teresa Fortner</i>	
12/19/2022	Yearly Review Update System Description & Organization Chart	<i>Teresa Fortner</i>	
04/10/2023	Update Language – Hazard & Security Plan (HSP) to Security Program Plan (SPP)	<i>Teresa Fortner</i>	

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~~3.0 Hazard and Security Plan (HSP)~~

3.0 Security Program Plan (SPP)

14-90.004(2) Each bus transit system shall develop and adopt an SPP that meets or exceeds the security requirements set forth in this rule chapter. The SPP shall be adopted separately from the SSPP.

In accordance with Rule 14-90, SVTA has adopted, and implemented a Hazard and Security Plan (HSP), often referred to as the Security Program Plan (SPP), which covers the hazard and security portion of the system safety program. The HSP/SPP contains information about prevention, mitigation, preparedness, response, recovery, and associated organizational responsibilities. The purpose of the HSP/SPP is to specify:

- Actions required of employees on a daily, weekly, monthly, and annual basis to prevent or reduce the likelihood of security and emergency events from occurring, and to mitigate the effects of those events that do occur
- Measures needed to prepare for incidents occurring within the transportation system and in the surrounding community
- Agency procedures that should be established to respond to security hazards and emergencies that affect the system and its customers
- Formal processes to recover from routine security events or major emergencies
- Roles, responsibilities, and interagency coordination required to respond to a disaster or security event.

The HSP/SPP addresses the following hazard and security elements and requirements:

- Security policies, goals, and objectives
- Organization, roles, and responsibilities
- Emergency management processes and procedures for mitigation, preparedness, response, and recovery
- Procedures for investigation of events described under subsection 14-90.004(5), F.A.C.
- Procedures for the establishment of interfaces with emergency response organizations
- Procedures for interagency coordination with local law enforcement jurisdictions
- Employee security and threat awareness training programs
- Security data acquisition and analysis
- Emergency preparedness drills and exercises
- Requirements for private contract transit providers that engage in continuous or recurring transportation services for compensation as a result of a contractual agreement with the bus transit system.

Suwannee Valley Transit Authority Personnel Rules and Regulations



April 10, 2023

Don Hale, Chairman

Date

order to fill out their day if such an event occurs. Such duties may include substitute driving, headquarters, minor maintenance work on vehicles, bus cleaning, washing, parts delivery, etc. as directed by supervisor.

- A. Drivers that run scheduled routes on Saturday will be guaranteed 8.0 hours paid time.
- B. It is a job requirement that all SVTA Administrative Staff, Professional Bus Operators and Supervisors:
 - Clock in and out at their assigned start time at their designated workstation
 - Clock out and back in for their own lunch/break, unless a department is utilizing a system with an automatic lunch deduction

It is prohibited to abuse or take advantage of the time clock entries.

5.3 Recall to Duty

All employees on annual leave or regular days off are subject to recall in any event of an emergency which necessitates their services. Any full-time operations staff employee as discussed in Section 6.5, who is recalled to duty will be compensated at the rate of one and one-half (1-1/2) times that of the straight hourly rate with a minimum pay equal to one (1) hour of overtime, regardless of lesser time actually worked.

5.4 Overtime/Compensatory Time

Overtime is part of every job. Refusal to work overtime without valid reason may be cause for disciplinary action. Depending on the circumstances surrounding the overtime, SVTA employees will generally be paid for working overtime for each hour worked over the employee's standard 40 hour work week. Overtime is paid at a rate of 1 1/2 times. Exempt employees (supervisory personnel) will accrue compensatory time which, when granted, will be at the rate of one hour for each hour worked over the employees standard 80 hours per bi-weekly pay period. All exempt employees must obtain prior approval, when possible, from the Administrator before earning comp time. The Administrator does not earn comp time. Compensatory time earned must be used within thirty (30) calendar days following the pay period in which it was earned, or will be forfeited. Salaried (exempt) employees shall not receive monetary payment for compensatory time, except in the event of their resignation.

5.5 On Call

The Administrator or Administrator Designee required to be available for contact from the declaration of an emergency until the notification that the threat is over, will be considered on-call. He/she will coordinate with local county officials, will plan and execute emergency transportation to and from shelters.

5.6 Administrative Leave for Pandemic

Should an employee be out due to quarantine or illness from a pandemic, the employee will be paid under Administrative Leave for the time period in question and those hours will not be taken from the employees PTO and/or Annual Leave bank. SVTA will follow state guidelines on pandemic or pandemic related legislature.

Section 6 - Pay and Benefits

6.1 Pay Plan

A job classification and pay plan will be adopted which provides for the equitable and fair treatment of all employees under the principle of like pay for jobs of equal value. All job positions are to be classified and job descriptions prepared.

6.2 Administrator Responsibilities

The Administrator is a delegated authority by the Board to provide the following data and to take the following actions subject to its annual approval:

1. Salary schedule with merit pay increases.

Suwannee Valley Transit Authority

Vehicle Maintenance Plan In-House



Updated January 2018
Adopted February 12, 2018
Updated & Approved August 12, 2019
Updated with new FDOT template December 19, 2019
Approved February 10, 2020
Yearly Review and Update December 30, 2021
Yearly Review December 19, 2022
Updated & Approved April 10, 2023

Don Hale, Chairman

Date

Accessory items, such as farebox, electrical, destination signs, etc. are serviced and repaired as necessary.

Our target intervals do exceed some requirements of the OEM drive train intervals. Past experience proves that our scheduled maintenance is effective.

Preventative maintenance inspections are scheduled by mileage projections. Suwannee Valley Transit Authority uses the FDOT recommended "ABAC" progressive inspection method using 6,000 mile intervals. Preventive maintenance inspections are tracked electronically using a spreadsheet that shows remaining miles until inspections are due, shown in Exhibit B. The Maintenance Supervisor is responsible for logging in vehicle mileages into the spreadsheet and monitoring it to determine when upcoming preventative maintenance inspections are required. When a vehicle's mileage is within 500 miles of an upcoming inspection, the vehicle is scheduled to be pulled out of service for the inspection at a pre-determined date, as time and workload allows.

Suwannee Valley Transit Authority has adopted a version of the current Preventative Maintenance Standards Manual Inspection Guidelines Format to better match our facility and vehicles.

Wear tolerance policies are documented on inspections using the current FDOT Preventative Maintenance Standards Manual guidelines on tire tread depth. Brake pad wear is measured by a nationally accepted gauge measurement tool kit.

The Maintenance Department has no capital improvement in place. History shows that our vehicles usually exceeds mileage and time guidelines for vehicle replacement.

Suwannee Valley Transit Authority prioritizes defects for repair emphasizing safety-sensitive items first and all other items are address by vehicle route requirements and availability to a replacement vehicle along with part availability.

When safety repairs have been completed, the Technician or the Maintenance Supervisor will sign off on the repair order before the repair order is processed.

Annual Safety Inspections

SVTA Vehicles receive an Annual Safety Inspection every 12 months as outlined in 14-90.009, Florida Administrative Code. This Annual Inspection shall be the highest level of inspection received during PMI intervals, which is a level "C" inspection. If a vehicle receives a "C" level inspection during routine PMI's, that inspection shall also serve as the Annual Safety Inspection. Vehicles that do not accrue enough mileage to receive a level "C" inspection during routine PMI's will be scheduled separately and a "C" level inspection completed to serve as the Annual Safety Inspection.

Outsourcing

Outsourcing is only utilized for services that require tools and diagnostic equipment not available to the maintenance technicians at Suwannee Valley Transit Authority. Outsourcing is only utilized for specialty repairs such as front-end alignments, computer diagnostics, collision repair, and tire repairs. In these circumstances, the following local repair shops are utilized:

Walt’s Live Oak Ford
1109 Ohio Avenue N
Live Oak, FL 32060

Advanced Tire Service
837 E Duval Street
Lake City, FL 32055

American Auto Body
13508 SW 41st Blvd
Live Oak, FL 32060

Warranty

A warranty recovery system, warranty records, and annual summaries of warranty claims submitted and received are maintained by Suwannee Valley Transit Authority.

Warranty repairs are identified by maintaining warranty information in vehicle files. When a component fails, it is checked against the file for expiration time and/or mileage to determine if it is still under warranty. Documentation of warranty repairs and claims are kept in the vehicle history files to guarantee the cost of the component under warranty is paid by the equipment manufacturer and not the agency. All warranty claims are pursued until the claim is settled. Warranty parts and repairs are attached to the work order and filed in the vehicle history file.

Cleaning

During pre-trip inspections, it is the responsibility of the driver to perform a walkthrough on the vehicle and ensure that any debris on the flooring or step wells that could result any falls or slips. Any unsafe conditions must be corrected before any scheduled trips.

The drivers report all graffiti/etchings, gum, spills, or any other issues in the interior that would warrant extra material and labor from normal clean-up, on their post-trip report.

The interiors are cleaned daily by the drivers. Vehicle exteriors are cleaned either daily or as needed by the drivers with occasional assistance from maintenance technicians.

Maintenance Shop

Suwannee Valley Transit Authority’s Maintenance Shop hours are from 3:30AM to 5:00PM consisting of two shifts, 3:30AM – 12:30PM and 8:00AM – 5:00PM. Staff schedules will be adjusted as needed so there will be at least one person from the Maintenance Staff per shift.

Staff members are: ~~Wayne Blevins, Maintenance Supervisor 8:00 a.m. - 5:00 p.m.~~
~~Mark Holmes, early morning shift Mechanic 3:30 a.m. - 12:30 p.m.~~
~~Nick Furst, day shift Mechanic 8:00 a.m. - 5:00 p.m.~~

Nicholas Furst, Maintenance Supervisor
Mark Holmes, Fleet Mechanic
Steven Sexton, Fleet Mechanic

Maintenance personnel job descriptions are attached.

Maintenance Supervisor: ~~Wayne Blevins~~ Nicholas Furst

DUTIES INCLUDE:

- Must be Certified
- Furnish his own tools
- Monitor employees' work levels and review work performance
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies

- Removes unit, such as engine, transmission or differential, using wrenches, portable air hoist, and transmission jack
- Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges
- Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings, using mechanic's hand tools
- Overhauls or replaces carburetors, blowers, generators, distributors, starters, and alternators
- Rewires ignition system, lights, and instrument panel
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders minor leaks in radiator
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts
- Replaces and adjusts headlights, and installs and repairs accessories, such as heaters, mirrors, and windshield wipers
- Makes minor repairs to SVTA vehicles along highway, such as replacing spark plugs, batteries, and light bulbs, and connecting loose wires
- Installs graphics and lettering on SVTA Vehicles
- Install "REI Camera Systems" as needed
- Install CTS Tablet Holders as needed
- Ensures that a clean and safe work area is maintained
- Promotes and monitors the use and wearing of safety and protective equipment
- Supervises mechanics and mechanic helpers in absence of Maintenance Supervisor
- Observes and promotes safe work practices and procedures
- Attends in-service training to develop and improve knowledge and skills of a proficient mechanic
- Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies
- Takes all necessary and reasonable precautions to riders, equipment, materials, and facilities
- Complies with and supports all FDOT regulations and policies
- Reports all accidents and/or potential hazards to the Maintenance Supervisor and Administrator immediately, or as soon as reasonably possible
- Models non-discriminatory practices in all activities
- Valid Driver's License with clean driving record (CDL Preferred)
- Address Pre and Post Trip concerns with drivers
- Other duties as assigned
- Trained in Reasonable Suspicion Drug and Alcohol Monitoring (Mark Holmes)

Day Shift Mechanic: ————— Nicholas Furst —————

Examples of Duties:

- ————— Must be certified to inspect vehicles
- ————— Furnish his own tools
- ————— Performs Preventative Maintenance & Inspections
- ————— Performs Annual Inspections
- ————— Examines vehicles, discusses with Maintenance Supervisor to determine nature and extent of damage of malfunction
- ————— Plans work procedure using charts, technical manuals, and experience
- ————— Perform any vehicle diagnosis procedures
- ————— Raises vehicle, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle
- ————— Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges
- ————— Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings, using mechanic's hand tools

- Source repair information and repair timelines, to ensure proper repair procedures and adequate times, prior to "downing" vehicles for repair
- Order parts when needed
- Installs graphics and lettering on fleet
- Install/Program "REI Camera Systems" as needed
- Install CTS Tablet Holders as needed
- Clean exteriors and interiors of vehicles when needed
- Create and maintain vehicle inventories, update as needed
- Write work orders and file work orders as needed
- Create and maintain "Service Miles" spreadsheet, update daily
- Create and maintain "Vehicle Cost Analysis" spreadsheet, update as needed
- Create vehicle information spreadsheets when needed (DOT, Grant Funding, etc.)
- Replaces and adjusts headlights, and installs and repairs accessories, such as heaters, mirrors, and windshield wipers
- Makes minor repairs to SVTA vehicles along highway, such as replacing batteries, light bulbs, and connecting loose wires
- Promotes and monitors the use and wearing of safety and protective equipment
- Observes and promotes safe work practices and procedures
- Attends in-service training to develop and improve knowledge and skills of a proficient mechanic
- Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies
- Complies with and supports all FDOT regulations and policies
- Reports all accidents and/or potential hazards to the Maintenance Supervisor and Administrator immediately, or as soon as reasonably possible
- Ensures that a clean and safe work area is maintained
- Models non-discriminatory practices in all activities
- Valid Driver's License with clean driving record (CDL Preferred)
- Address Pre and Post Trip concerns with drivers
- Other duties as assigned

Building and Grounds Maintenance:

Examples of Duties:

- Changes air filters as needed
- Moves, repairs and assembles office equipment and furniture
- Maintains grounds; i.e., mow, pull weeds, use weedeater, etc.

Maintenance technicians have and will attend training classes provided by equipment suppliers and vendors when possible, such as classes offered by Advance Auto Parts Program.

The Maintenance Department has continual on-going training through internet sources such as, Identifix, Cummins and Autel Scanner programs and attend training classes when they are available.

Suwannee Valley Transit Authority's



Security Program Plan (SPP)

Bus transit systems are prohibited by Section 119.071(3)(a), F.S., from publicly disclosing the SPP or the security portion of the SSPP, as applicable, under any circumstance.

SVTA's SSP will be reviewed on an annual basis, with adoption by SVTA's Board of Directors.

Don Hale, Chairman

Date

SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

26

RESOLUTION #2023-04

A **RESOLUTION** of the Suwannee Valley Transit Authority creating the position of Operations Manager.

WHEREAS, Suwannee Valley Transit Authority believes that the functions of Suwannee Valley Transit Authority can be performed more efficiently by creating a position entitled "Operations Manager" with the responsibilities and duties relating to the administration and oversight of the Agency's operations, and

NOW, THEREFORE, BE IT RESOLVED by the Suwannee Valley Transit Authority Board of Directors, FLORIDA, as follows:

SECTION ONE: The Board of Directors authorizes Suwannee Valley Transit Authority to hereby create a position entitled "Operations Manager"..

SECTION TWO: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION THREE: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

DULY PASSED AND ADOPTED THIS 10th day of April 2023

By:

Signature, Chairperson of the Board

Don Hale, Chairperson

Typed Name and Title

ATTEST:

(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

Eric Musgrove, Secretary



**SUWANNEE VALLEY TRANSIT AUTHORITY
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332**

27

OFF-CYCLE SECTION 5311 GRANT

RESOLUTION #: 2023-05

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.

Larry Sessions, 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 10th day of April 2023

By:

Signature, Chairperson of the Board

Don Hale, Chairperson

Typed Name and Title

ATTEST:

(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

Eric Musgrove, Secretary

