

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, JULY 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:**

- |                                       |            |                          |
|---------------------------------------|------------|--------------------------|
| ➤ January 9, 2023 Regular Meeting     | Page 1-4   | <b>Chairman Don Hale</b> |
| ➤ April 10, 2023 Regular Meeting      | Page 5-9   | <b>Chairman Don Hale</b> |
| ➤ June 5, 2023 Special Called Meeting | Page 10-12 | <b>Chairman Don Hale</b> |

**CONSENT:**

N/A

**PROCLAMATIONS AND PRESENTATIONS:**

N/A

**TIME SPECIFIC ITEMS:**

N/A

**BOARD ITEMS:**

N/A

**BOARD ATTORNEY ITEMS:**

N/A

**ADMINISTRATOR'S COMMENTS AND INFORMATION:**

N/A

**STAFF REPORTS:**

Financials

Page 13-21

**Cinda Foster/  
Monica Marquardt**

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1907 VOYLES STREET, SW  
LIVE OAK, FL 32064

**GENERAL INFORMATION:**

Discuss with possible Board action and adoption:

- Budget Amendments Page 22-23 **Chairman Don Hale**
- 2023/2024 FY Operating Budget Resolution 2023-08 Page 24-26 **Chairman Don Hale**
- Shirley Conroy Grant Application Resolution #2023-07 Page 27 **Chairman Don Hale**
- Rules & Regulations Policy #2015-022.2  
update Sect 7.1B, 7.3, 7.3A Page 28-31 **Chairman Don Hale**
- Sealed Bid Openings – Open Shelter **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:**

**N/A**

**Informational Items:**

Page 32-33 **Larry Sessions**

**Upcoming meeting: October 16, 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 regular meeting.

Chairperson Don Hale called the meeting to order at 6:00 p.m. and asked Board Secretary Eric Musgrove 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 Travis Land. Commissioner Roby Roberson was not initially present but arrived later.

Also present were Administrator Larry Sessions, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, Cinda Foster, and Monica Marquardt.

**APPROVAL OF MINUTES:**

The first item on the agenda was to approve the minutes of the November 14, 2022 Regular Meeting.

Commissioner Brown moved to approve the minutes of the November 14, 2022 Regular Meeting as written. Commissioner Murphy seconded, and the motion carried unanimously (5-0).

**STAFF REPORTS:**

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

**Mrs. Foster** noted that there was nothing out of the ordinary.

Brief discussion ensued on an increase in health insurance costs, background checks, and that SVTA was still waiting for some grant funding from the Florida Department of Transportation.

**GENERAL BUSINESS:**

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

A) SSPP Policy #2015-003

Administrator Sessions noted two or three small changes to the policy and some discussion ensued on the number of drivers.

**Commissioner Land moved to adopt SSPP Policy #2015-003. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

B) Facility Maintenance Plan #2016-008

Administrator Sessions noted updates to the Maintenance Plan, and brief discussion ensued on the changes.

**Commissioner Murphy moved to adopt Facility Maintenance Plan #2016-008. Commissioner Brown seconded, and the motion carried unanimously (5-0).**

C) Duty to Inform #2017-001.1

Administrator Sessions noted that there was a change from a signed form for every ride of the same person to one form that was filled out and placed in the person's file, thus saving paperwork and time.

**Commissioner Land moved to adopt Duty to Inform #2017-001.1. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

D) Record Retention Policy #2023-01

Administrator Sessions noted a change from “procedure” to “policy”, following the Transportation Disadvantaged Board’s recommendations.

**Commissioner Land moved to adopt Record Retention Policy #2023-01. Commissioner Brown seconded, and the motion carried unanimously (5-0).**

E) Coordination Contractor Oversight #2023-02

Administrator Sessions noted a change based upon the Transportation Disadvantaged Board’s recommendations to maintain an annual agreement, with quarterly visits, of various contracted entities [including the Association for Retarded Citizens (ARC)] for them to receive funding for buses.

**Commissioner Brown moved to adopt Coordination Contractor Oversight #2023-02. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

F) Elect Chairman 2023 Calendar Year

**Commissioner Land moved to nominate Don Hale as Chairman. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

G) Elect Vice-Chair 2023 Calendar Year

Administrator Sessions noted that Teresa Fortner from his staff would be out due to surgery for an extended time and suggested the Board select a Vice-Chair who lived close to SVTA headquarters so they could more easily sign checks and other documentation.

**Commissioner Brown moved to nominate Travis Land as Vice-Chair. Commissioner Murphy seconded, and the motion carried unanimously.**

**ADMINISTRATOR’S REPORT:**

Administrator Sessions noted the suspension of a rider due to videoed issues, and the Board’s attorney was involved in the matter and the related public records request. He also stated that there had been several losses of employees, especially drivers, due to retirement, health issues, moves, and even firings.

Discussion ensued on the difficulty of hiring employees.

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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 the podium).

There were none.

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

There were none.

**INFORMATIONAL ITEMS:**

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

**ADJOURNMENT:**

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

There being no further business to discuss, the meeting adjourned at 6:29 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Eric Musgrove  
Secretary to the Board

\_\_\_\_\_  
Don Hale  
Chair, Board of Directors



**MINUTES  
of the  
GOVERNING BOARD OF DIRECTORS**

6:00 p.m.

**OPENING AND INVOCATION:**

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

Chairperson Don Hale called the meeting to order at 6:00 p.m. and asked Secretary Eric Musgrove 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, Nicolas Furst, Jennifer Gisoni, Cinda Foster, and Monica Marquardt.

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the February 13, 2023 Special Called Meeting.

**Commissioner Brown moved to approve the minutes of the February 13, 2023 Special Called Meeting as written. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

**STAFF REPORTS:**

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

Mrs. Foster stated that the financial documentation was in the agenda packet, adding that the financial situation looked good at the present time.

Brief discussion ensued on the fact that the State was still approximately one year behind on reimbursements for certain grants.

**Commissioner Roberson moved to accept the financials. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

**GENERAL BUSINESS:**

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

A) System Safety Program Plan (SSPP) Update - Policy #2015-003

Administrator Sessions stated that the State had changed the name of the policy, and hence the reason for the change.

**Commissioner Murphy moved to adopt the System Safety Program Plan (SSPP) Update - Policy #2015-003. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

B) Rules and Regulations Update - Policy #2015-022.1

Administrator Sessions stated that Section 5-6 on page 12 was changed to allow for following pandemic-related legislation.

**Commissioner Phillips moved to adopt Rules and Regulations Update - Policy #2015-22.1. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

C) Vehicle Maintenance Plan Update – Policy #2018-002

Administrator Sessions stated the major change was to promote Nicolas Furst over maintenance, plus updates based upon State legislation and removal of repetitive wording. He added that recent vehicle audits had been passed with flying colors.



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**Commissioner Brown moved to adopt a Vehicle Maintenance Plan Update – Policy #2018-002. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

D) Security Program Plan (SPP) – Policy #2023-03; replaces Hazard & Security Plan (HSP) – Policy #2016-010

Chairman Hale stated that this plan was confidential and only the Chairman could review it for security purposes, but it needed to be adopted by the Authority.

Administrator Sessions clarified that only three people within the Authority could access the document due to security concerns, including himself. He added that it included things like positions of cameras within vehicles, etc.

**Commissioner Roberson moved to adopt Security Program Plan (SPP) – Policy #2023-03, replacing Hazard & Security Plan (HSP) – Policy #2016-010. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

E) Operations Manager Position – Resolution #2023-04

Administrator Sessions stated the position was a second-in-command to allow a smooth transition for when he left the Authority. At this time, it was unfilled but funding was available.

Brief discussion ensued on the position.

**Commissioner Brown moved to adopt a resolution regarding the Operations Manager Position – Resolution #2023-04. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

F) Off-Cycle Section 5311 Grant Resolution - #2023-05

Administrator Sessions stated that these grants occurred from time to time and he asked for permission to apply.

**Commissioner Murphy moved to adopt a resolution regarding an Off-Cycle Section 5311 Grant – Resolution #2023-05. Commissioner Roberson seconded, and the motion carried unanimously (5-0).**

Brief discussion ensued on the off-cycle grants and that it would supplement SVTA now that 100% Federal grants related to COVID were ending.



G) Opening Sealed bids for 4-Post Lift with 2 Rolling Jacks

It was noted that it should be a 30,000-pound rotary-type lift and the advertisement was posted on Demand Star.

Brief discussion ensued on the specifics.

The first bid was from Lube Specialists of Lake City, for \$68,168.00.

The second bid was from Liftnow Automotive Equipment Corporation of Yorktown Heights, New York, for \$56,932.00. It was noted that this lift was a closed lift instead of the requested open lift.

The third bid was from Total Automotive Lifting Solutions of Oakville, Ontario, Canada, for \$47,638.50. It was noted that this lift was a closed lift instead of the requested open lift.

Some discussion ensued on the different types of lifts and the distance of some of the distributors.

The fourth bid was from Meco of Augusta, Georgia, for \$71,814.65.

Discussion continued on the differences in quotes, the types of lifts, and the distance of some of the vendors.

**Commissioner Roberson moved to accept the bid from Lube Specialists of Lake City for a 4-Post Lift with 2 Rolling Jacks for \$68,168.00. After discussion, Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

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 the podium).

There were none.

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

There were none.

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**INFORMATIONAL ITEMS:**

Administrator Sessions noted that the City of Live Oak was looking to hire an interim City Manager for the rest of the year, and he was one of the three people on their list. He stated that he would continue his work as normal with SVTA, with the permission of the SVTA, and help the City after hours.

**By consensus, the SVTA authorized Administrator Sessions to fill the interim City Manager position if selected by the City of Live Oak, as long as it did not interfere with his normal SVTA duties.**

Administrator Sessions discussed an SVTA patron from Hamilton County who needed some financial assistance to build a new handicap ramp.

Discussion ensued on a veteran from Suwannee County whose house had burned down and could use financial assistance with rebuild. It was noted that there were programs available for such a need.

Mr. Furst noted several maintenance items that had been purchased recently.

Administrator Sessions stated that ridership had been a struggle since COVID had hit the country, but he was doing everything he could to get more riders.

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

**ADJOURNMENT:**

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

There being no further business to discuss, the meeting adjourned at 6:43 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Eric Musgrove  
Secretary to the Board

\_\_\_\_\_  
Don Hale  
Chair, Board of Directors



**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 Travis Land. Commissioner Robby Roberson was not present.

Also present were Administrator Larry Sessions, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, Cinda Foster, Monica Marquardt, and Caleb Perla.

**TIME SPECIFIC ITEMS:**

**The first item on the agenda** was to hear the 2021-2022 audit report.

Mr. Caleb Perla, Powell & Jones, CPA presented the audit report in detail.

After questioning by Administrator Sessions, Ms. Marquardt stated that grant reimbursements were still running seven months behind.

Mr. Perla continued with his report, discussing capital assets and noting that vehicles were getting older overall. Revenues were down over the prior year, but there was still a

surplus because of the corresponding reduction in expenses. Mr. Perla found that SVTA had complied with all facets of the audit and there were no negative findings in the report.

The Authority thanked Mr. Perla auditor for the auditor's report.

**GENERAL INFORMATION:**

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

A) Trip and Equipment Grant – Resolution #2023-05

Administrator Sessions stated that the grant would be from the Florida Commission for the Transportation Disadvantaged and was an annual grant.

Ms. Marquardt added that SVTA had purchased various equipment for the vehicle shop, including the lift, tire rack, and other related equipment with previous related grants.

Some discussion ensued on vehicle maintenance, repair, and replacement schedules, and it was noted that vehicles were not to the point that they needed replacing.

**Commissioner Brown moved to approve the Trip and Equipment Grant – Resolution #2023-05. Commissioner Phillips seconded, and the motion carried unanimously (5-0).**

B) Bid opening on Open Shelter Project

Ms. Marquardt opened the bids.

The only bid was from Adam Boyd Bobcat Services for \$203,683.

Administrator Sessions recommended rejecting the bid and re-advertising, since the price was higher than the grant funding.

It was noted that several local vendors had not submitted bids.

**Commissioner Land moved to reject the bid from Adam Boyd Bobcat Services and rebid the project. Commissioner Murphy seconded, and the motion carried unanimously (5-0).**

Some discussion ensued on the bid concerning open dates and that the bidders were notified of the results.

**The third 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 the podium).

There were none.

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

There were none.

**INFORMATIONAL ITEMS:**

Administrator Sessions noted the next regular meeting would be held on July 10, 2023, at 6:00 p.m.

**ADJOURNMENT:**

**Commissioner Land moved to adjourn the meeting. Commissioner Brown seconded, and the motion carried unanimously (5-0).**

There being no further business to discuss, the meeting adjourned at 6:28 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

March 29 through June 27, 2023

13a

Mar 29 - Jun 27, 23

Ordinary Income/Expense

Income

0280005 · SVTA Farebox	8,290.57
0582060 · Developmental Services	25,679.85
0683050 · Bank Interest	2,329.75
0984080 · Local Government Participation	14,676.50
1184201 · Motor Fuel Tax Refund	5,549.96
1285000 · 5311 - Operating	797,219.40
1685000 · Commuter Assistance Grant	28,056.45
1780140 · Operational Donations	2,204.35
1984200 · Sale of Equipment - Maint	5,495.98
2884105 · Ryan White - Well Florida	439.25
3080000 · Voc Rehab - Lake City	2,108.40
3182020 · SREC Meals	6,249.99
3584203 · Insurance Proceeds	53,194.00
83080 · TD Commission-Operating	80,960.31

Total Income 1,032,454.76

Gross Profit 1,032,454.76

Expense

Administration Expenses

95010 · Administration Wages	32,825.35
95025 · Admin Fringes	
95020 · Admin FICA	1,948.98
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	2,570.28
1295030 · Admin Retirement - 5311	2,570.30
Total 95030 · Admin Retirement	5,140.58
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	2,689.26
1295040 · Admin Group Ins - 5311	1,874.96
Total 95040 · Admin Group Insurance	4,564.22
95070 · Admin Medicare	455.84
Total 95025 · Admin Fringes	12,109.62
Total Administration Expenses	44,934.97

Operation Expenses

Operations FICA	3,981.21
Operations Medicare	866.72
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	813.88
66010 · Payroll Fees - Other	814.46
Total 66010 · Payroll Fees	1,628.34
Total 66000 · Payroll Expenses	1,628.34
90010 · Operations Wages	65,115.35
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	5,032.79
1290030 · Operations Retirement - 5311	5,032.80
Total 90030 · Operations Retirement	10,065.59

**Suwannee Valley Transit Authority**  
**Profit & Loss**  
 March 29 through June 27, 2023

13b

	Mar 29 - Jun 27, 23
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	8,779.03
1290040 · Operations Group Ins - 5311	5,433.16
<b>Total 90040 · Operations Group Insurance</b>	<b>14,212.19</b>
<b>Total 90011 · Operation Fringes</b>	<b>24,277.78</b>
95500 · ADS & Subs & Dues	
95501 · Advertising Expense	
Ads & Subscriptions - 5311	148.27
0795501 · Ads & Subscriptions - TD	148.28
<b>Total 95501 · Advertising Expense</b>	<b>296.55</b>
<b>Total 95500 · ADS &amp; Subs &amp; Dues</b>	<b>296.55</b>
96010 · Office Supplies	
0796010 · Office Supplies - TD	1,414.37
1296010 · Office Supplies - 5311	1,414.42
96010 · Office Supplies - Other	138.27
<b>Total 96010 · Office Supplies</b>	<b>2,967.06</b>
96020 · Postage Expense	
0796020 · Postage Expense - TD	172.78
1296020 · Postage Expense - 5311	172.77
<b>Total 96020 · Postage Expense</b>	<b>345.55</b>
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	919.61
1296510 · Office Maintenance - 5311	919.60
96511 · Pest control	
Pest Control- 5311	72.00
0796511 · Pest Control - TD	72.00
<b>Total 96511 · Pest control</b>	<b>144.00</b>
<b>Total 96510 · Office Maintenance</b>	<b>1,983.21</b>
96525 · Computer Expense	
96520 · Computer Maintenance	
0796520 · Computer Maint - TD	9,278.10
1296520 · Computer Maint - 5311	5,090.10
<b>Total 96520 · Computer Maintenance</b>	<b>14,368.20</b>
<b>Total 96525 · Computer Expense</b>	<b>14,368.20</b>
97010 · Insurance	
0797010 · Insurance - TD	260.50
1297010 · Insurance - 5311	260.50
<b>Total 97010 · Insurance</b>	<b>521.00</b>
97020 · Telephone	
97021 · Office Lines	
0797021 · Office Lines - TD	1,667.33
1297021 · Office Lines - 5311	1,667.34
<b>Total 97021 · Office Lines</b>	<b>3,334.67</b>
97022 · Cell Phones	
0797022 · Cell Phones - TD	1,282.22
1297022 · Cell Phones - 5311	1,282.24
<b>Total 97022 · Cell Phones</b>	<b>2,564.46</b>



## Suwannee Valley Transit Authority

## Profit &amp; Loss

March 29 through June 27, 2023

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	Mar 29 - Jun 27, 23
97023 · Internet Service	
0797023 · Internet Service - TD	1,031.10
1297023 · Internet Service - 5311	1,031.10
<b>Total 97023 · Internet Service</b>	<b>2,062.20</b>
<b>Total 97020 · Telephone</b>	<b>7,961.33</b>
97042 · Accounting	
0797042 · Accounting and Auditing - TD	15,689.00
1297042 · Accounting and Auditing - 5311	15,689.00
<b>Total 97042 · Accounting</b>	<b>31,378.00</b>
97060 · Utilities	
97061 · Electricity	
0797061 · Electricity - TD	683.96
1297061 · Electricity - 5311	683.97
<b>Total 97061 · Electricity</b>	<b>1,367.93</b>
97062 · Water & Sewage	
0797062 · Water & Sewage - TD	475.92
1297062 · Water & Sewage - 5311	475.95
<b>Total 97062 · Water &amp; Sewage</b>	<b>951.87</b>
<b>Total 97060 · Utilities</b>	<b>2,319.80</b>
97071 · Equipment Lease - Operations	
Equipment Rental - 5311	66.00
0797071 · Equipment Lease - TD	661.38
<b>Total 97071 · Equipment Lease - Operations</b>	<b>727.38</b>
97072 · Lot Rental	200.00
97530 · Penalties and Interest	
0797531 · Late Fees	32.95
<b>Total 97530 · Penalties and Interest</b>	<b>32.95</b>
97540 · Paypal Service Fee	1.03
98021 · Building Maintenance Operations	
0798021 · Operations Build Maint - TD	919.28
1298021 · Operations Building Maint - 5311	919.28
<b>Total 98021 · Building Maintenance Operations</b>	<b>1,838.56</b>
<b>Total Operation Expenses</b>	<b>160,810.02</b>
Shop Expenses	
90015 · Shop Wages	34,657.40
90024 · Shop Fringes	
90022 · Shop FICA	2,091.87
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	2,943.50
1290035 · Shop Retirement - 5311	2,943.51
<b>Total 90035 · Shop Retirement</b>	<b>5,887.01</b>
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	1,863.51
1290045 · Shop Group Ins - 5311	967.64
<b>Total 90045 · Shop Group Ins</b>	<b>2,831.15</b>
90075 · Shop Medicare	489.20
<b>Total 90024 · Shop Fringes</b>	<b>11,299.23</b>

## Suwannee Valley Transit Authority

## Profit &amp; Loss

March 29 through June 27, 2023

15

	Mar 29 - Jun 27, 23
<b>90060 · Uniforms</b>	
0790060 · Uniforms - TD	1,595.01
<b>Total 90060 · Uniforms</b>	1,595.01
<b>90505 · Fuel</b>	
<b>90510 · Gas Expense</b>	
0790510 · Gas Expense - TD	15,944.43
1290510 · Gas Expense - 5311	15,944.45
<b>Total 90510 · Gas Expense</b>	31,888.88
<b>90520 · Diesel Expense</b>	
0790520 · Diesel Expense - TD	278.35
1290520 · Diesel Expense - 5311	278.36
<b>Total 90520 · Diesel Expense</b>	556.71
<b>Total 90505 · Fuel</b>	32,445.59
<b>91010 · Tires &amp; Tubes Expense</b>	
0791010 · Tires & Tubes Expense - TD	477.46
1291010 · Tires & Tubes Expense - 5311	477.45
<b>Total 91010 · Tires &amp; Tubes Expense</b>	954.91
<b>91020 · Parts</b>	
0791020 · Parts - TD	3,529.37
1291020 · Parts - 5311	3,424.34
<b>Total 91020 · Parts</b>	6,953.71
<b>91030 · Taxes and Tags</b>	
0791030 · Property Taxes and Vehicle Tags	87.71
<b>Total 91030 · Taxes and Tags</b>	87.71
<b>91530 · Lubricants</b>	
0791530 · Lubricants - TD	581.51
1291530 · Lubricants - 5311	581.52
<b>Total 91530 · Lubricants</b>	1,163.03
<b>91540 · Shop Supplies</b>	
0791540 · Shop Supplies - TD	14,857.92
1291540 · Shop Supplies - 5311	1,291.46
<b>Total 91540 · Shop Supplies</b>	16,149.38
<b>91550 · Janitorial Supplies</b>	
0791550 · Janitorial Supplies - TD	182.60
1291550 · Janitorial Supplies - 5311	182.58
<b>Total 91550 · Janitorial Supplies</b>	365.18
<b>97070 · Equipment Rental</b>	
0797070 · Equipment Rental - TD	217.00
<b>Total 97070 · Equipment Rental</b>	217.00
<b>Total Shop Expenses</b>	105,888.15
<b>Transportation</b>	
Transportation FICA	5,567.09
Transportation Medicare	1,300.97

## Suwannee Valley Transit Authority

## Profit &amp; Loss

March 29 through June 27, 2023

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	Mar 29 - Jun 27, 23
0747043 · Drug Screening and Prehire	
0347043 · Drug Screening & Prehire - 5311	145.00
0797043 · Drug Screening & Prehire - TD	145.00
<b>Total 0747043 · Drug Screening and Prehire</b>	<b>290.00</b>
90000 · Transportation Wages	91,848.16
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	6,692.81
1290036 · Transportation Retirement 5311	6,692.83
<b>Total 90036 · Transportation Retirement</b>	<b>13,385.64</b>
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	7,045.78
1290046 · Transportation Group INS - 5311	5,629.33
<b>Total 90046 · Transportation Group Insurance</b>	<b>12,675.11</b>
<b>Total 90005 · Transportation Fringes</b>	<b>26,060.75</b>
90061 · Driver Uniforms	
Driver Uniforms - 5311	232.49
0790061 · Driver Uniforms - TD	232.49
<b>Total 90061 · Driver Uniforms</b>	<b>464.98</b>
<b>Total Transportation</b>	<b>125,531.95</b>
0797040 · Professional Services Gen - TD	
1297040 · Professional Services Gen-5311	298.50
0797040 · Professional Services Gen - TD - Other	298.50
<b>Total 0797040 · Professional Services Gen - TD</b>	<b>597.00</b>
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	50,855.49
1291520 · Repairs & Maintenance - 5311	3,355.51
<b>Total 91520 · Repairs &amp; Maintenance</b>	<b>54,211.00</b>
97050 · Travel	
0797050 · Travel - TD	6.42
<b>Total 97050 · Travel</b>	<b>6.42</b>
<b>Total Expense</b>	<b>491,979.51</b>
<b>Net Ordinary Income</b>	<b>540,475.25</b>
<b>Net Income</b>	<b>540,475.25</b>

Suwannee Valley Transit Authority  
Check Detail

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April through June 2023

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	4/14/2023	Payroll	\$ (25,882.73)
Payroll Liability	Bank Draft	4/14/2023	Payroll Taxes	\$ (6,885.08)
Payroll Liability	Bank Draft	4/28/2023	Payroll	\$ (23,854.90)
Payroll Liability	Bank Draft	4/28/2023	Payroll Taxes	\$ (6,132.61)
Payroll Liability	Bank Draft	5/12/2023	Payroll	\$ (24,788.62)
Payroll Liability	Bank Draft	5/26/2023	Payroll Taxes	\$ (6,280.01)
Payroll Liability	Bank Draft	6/9/2023	Payroll	\$ (25,166.82)
Payroll Liability	Bank Draft	6/9/2023	Payroll Taxes	\$ (6,661.06)
Payroll Liability	Bank Draft	6/23/2023	Payroll	\$ (24,927.50)
Payroll Liability	Bank Draft	6/23/2023	Payroll Taxes	\$ (6,789.70)
				\$ (157,369.03)

Bill Pmt -Check		05/26/2023	Embassy Suites	0.00
Bill Pmt -Check		05/26/2023	Creative Bus Sales	0.00
Bill Pmt -Check	Bank Draft	04/06/2023	Florida Retirement System	-15,271.45
Bill Pmt -Check	Bank Draft	04/07/2023	ADP, LLC	-240.69
Bill Pmt -Check	Bank Draft	04/11/2023	City of Live Oak	-300.47
Bill Pmt -Check	Bank Draft	04/21/2023	ADP, LLC	-240.69
Bill Pmt -Check	Bank Draft	04/26/2023	TransAmerica	-343.56
Bill Pmt -Check	Bank Draft	04/27/2023	AFLAC	-1,518.28
Bill Pmt -Check	Bank Draft	04/27/2023	Guardian	-552.45
Bill Pmt -Check	Bank Draft	04/28/2023	Blue Cross/Blue Shield	-12,342.43
Bill Pmt -Check	Bank Draft	04/28/2023	Globe Life Liberty National Division	-1,132.64
Bill Pmt -Check	Bank Draft	04/28/2023	ADP, LLC	-107.15
Bill Pmt -Check	Bank Draft	05/02/2023	Florida Retirement System	-9,632.50
Bill Pmt -Check	Bank Draft	05/05/2023	ADP, LLC	-231.51
Bill Pmt -Check	Bank Draft	05/10/2023	City of Live Oak	-334.11
Bill Pmt -Check	Bank Draft	05/18/2023	Sunpass	-6.42
Bill Pmt -Check	Bank Draft	05/19/2023	ADP, LLC	-234.57
Bill Pmt -Check	Bank Draft	05/23/2023	Florida Power & Light	-696.96
Bill Pmt -Check	Bank Draft	05/26/2023	ADP, LLC	-107.15
Bill Pmt -Check	Bank Draft	06/01/2023	AFLAC	-1,518.28
Bill Pmt -Check	Bank Draft	06/01/2023	Florida Retirement System	-9,574.87
Bill Pmt -Check	Bank Draft	06/01/2023	Globe Life Liberty National Division	-1,132.64
Bill Pmt -Check	Bank Draft	06/01/2023	Guardian	-626.39
Bill Pmt -Check	Bank Draft	06/01/2023	Blue Cross/Blue Shield	-14,124.73
Bill Pmt -Check	Bank Draft	06/02/2023	ADP, LLC	-237.63
Bill Pmt -Check	Bank Draft	06/02/2023	TransAmerica	-387.61
Bill Pmt -Check	Bank Draft	06/13/2023	City of Live Oak	-317.29
Bill Pmt -Check	Bank Draft	06/16/2023	ADP, LLC	-228.45
Bill Pmt -Check	Debit Card	04/04/2023	Global Industrial	-1,787.64
Bill Pmt -Check	Debit Card	04/05/2023	Harbor Freight	-598.89

Suwannee Valley Transit Authority  
Check Detail

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April through June 2023

Bill Pmt -Check	Debit Card	04/06/2023	Global Industrial	-517.30
Bill Pmt -Check	Debit Card	04/11/2023	Little Ceasars	-29.06
Bill Pmt -Check	Debit Card	04/12/2023	Global Industrial	-3,350.05
Bill Pmt -Check	Debit Card	04/14/2023	eBay	-477.97
Bill Pmt -Check	Debit Card	04/17/2023	Suwannee County Tax Collector	-87.71
Bill Pmt -Check	Debit Card	04/19/2023	Global Industrial	-681.45
Bill Pmt -Check	Debit Card	04/24/2023	United States Postal Service	-5.65
Bill Pmt -Check	Debit Card	04/25/2023	Pinellas Fastners	-12.72
Bill Pmt -Check	Debit Card	05/02/2023	Lowes	-52.42
Bill Pmt -Check	Debit Card	05/11/2023	United States Postal Service	-39.90
Bill Pmt -Check	Debit Card	05/15/2023	Harbor Freight	-22.99
Bill Pmt -Check	Debit Card	05/16/2023	Publix	-50.71
Bill Pmt -Check	Debit Card	05/19/2023	Amazon.Com	-16.71
Bill Pmt -Check	Debit Card	05/25/2023	Lowes	-373.98
Bill Pmt -Check	Debit Card	06/07/2023	Amazon.Com	-8.99
Bill Pmt -Check	Debit Card	06/13/2023	Publix	-58.50
Bill Pmt -Check	20998	04/03/2023	Advance Auto Parts	-1,099.17
Bill Pmt -Check	20999	04/03/2023	O'Reilly Automotive, Inc.	-270.51
Bill Pmt -Check	21000	04/03/2023	Cintas Corporation #148	-451.16
Bill Pmt -Check	21001	04/03/2023	ACF, Inc	-749.00
Bill Pmt -Check	21002	04/03/2023	Auto Zone	-41.99
Bill Pmt -Check	21003	04/03/2023	Florida Power & Light	-733.91
Bill Pmt -Check	21004	04/03/2023	G.W. Hunter, Inc.	-4,552.64
Bill Pmt -Check	21005	04/03/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21006	04/03/2023	Jim Hinton Oil	-4,434.31
Bill Pmt -Check	21007	04/03/2023	Live Oak Auto Parts	-39.42
Bill Pmt -Check	21008	04/03/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21009	04/03/2023	Quick Lane	-114.95
Bill Pmt -Check	21010	04/03/2023	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	21011	04/03/2023	Staples Advantage	-651.04
Bill Pmt -Check	21012	04/03/2023	Vault Health	-140.00
Bill Pmt -Check	21013	04/03/2023	Verizon	-2,247.56
Bill Pmt -Check	21014	04/03/2023	W B Howland Company	-43.98
Bill Pmt -Check	21015	04/03/2023	Walt's Live Oak Ford	-82.28
Check	21017	04/19/2023	James Fairchild	-16.00
Bill Pmt -Check	21018	04/19/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21019	04/19/2023	First Federal Bank	-717.63
Bill Pmt -Check	21020	04/19/2023	FL Gateway College	-100.00
Bill Pmt -Check	21021	04/19/2023	Hal A. Airth Attorney at Law	-2,760.00
Bill Pmt -Check	21022	04/19/2023	Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	21023	04/19/2023	Quill.com	-390.71
Bill Pmt -Check	21024	04/19/2023	Suwannee Graphics	-303.60
Bill Pmt -Check	21025	04/19/2023	The ARC North Florida, Inc	-182.76
Bill Pmt -Check	21026	04/19/2023	Vault Health	-70.00

Suwannee Valley Transit Authority  
Check Detail

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April through June 2023

Check	21027	04/19/2023	John Fields	-8.00
Bill Pmt -Check	21028	04/19/2023	Eric Musgrove	-550.00
Bill Pmt -Check	21029	04/20/2023	Baya Urgent Care LLC	-220.00
Bill Pmt -Check	21030	04/20/2023	Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	21031	04/20/2023	Comcast Business (Fiber Phones)	-1,026.69
Bill Pmt -Check	21032	04/20/2023	Foxster Opco LLC	-1,478.40
Bill Pmt -Check	21033	04/20/2023	Jim Hinton Oil	-4,508.73
Bill Pmt -Check	21034	04/20/2023	Advance Auto Parts	-976.74
Bill Pmt -Check	21035	04/20/2023	Walt's Live Oak Ford	-680.86
Bill Pmt -Check	21036	04/20/2023	Comcast ( Fax line )	-83.37
Bill Pmt -Check	21037	05/01/2023	Advance Auto Parts	-970.09
Bill Pmt -Check	21038	05/01/2023	Advanced Tire Services	-540.52
Bill Pmt -Check	21039	05/01/2023	Battery Distributors Southeast, Inc	-266.88
Bill Pmt -Check	21040	05/01/2023	Cintas Corporation #148	-451.16
Bill Pmt -Check	21041	05/01/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21042	05/01/2023	Foxster Opco LLC	-1,478.40
Bill Pmt -Check	21043	05/01/2023	Live Oak Auto Parts Pitney Bowes Bank Inc Purchase	-247.51
Bill Pmt -Check	21044	05/01/2023	Power	-100.00
Bill Pmt -Check	21045	05/01/2023	TESCO	-237.70
Bill Pmt -Check	21046	05/01/2023	Walt's Live Oak Ford	-799.00
Bill Pmt -Check	21047	05/01/2023	Fleet Pride	-73.25
Bill Pmt -Check	21048	05/01/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21049	05/01/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21050	05/01/2023	O'Reilly Automotive, Inc.	-315.52
Bill Pmt -Check	21051	05/01/2023	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	21052	05/10/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21054	05/10/2023	G.W. Hunter, Inc.	-3,562.44
Bill Pmt -Check	21055	05/10/2023	Jim Hinton Oil	-8,045.46
Bill Pmt -Check	21056	05/10/2023	Nextran	-47,500.00
Bill Pmt -Check	21057	05/10/2023	Powell & Jones	-31,378.00
Bill Pmt -Check	21058	05/10/2023	Quill.com	-541.22
Bill Pmt -Check	21059	05/10/2023	The ARC North Florida, Inc	-29.29
Bill Pmt -Check	21060	05/10/2023	Verizon	-1,281.93
Check	21061	05/16/2023	Belinda Mallory	-69.00
Bill Pmt -Check	21062	05/26/2023	Advance Auto Parts	-80.06
Bill Pmt -Check	21063	05/26/2023	Certified Hydraulics, Inc	-540.00
Bill Pmt -Check	21064	05/26/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21065	05/26/2023	Comcast ( Fax line )	-84.41
Bill Pmt -Check	21066	05/26/2023	Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	21067	05/26/2023	Comcast Business (Fiber Phones)	-1,026.69
Bill Pmt -Check	21068	05/26/2023	Creative Bus Sales Driggers Refrigeration Cooling and	0.00
Bill Pmt -Check	21069	05/26/2023	Heating	-325.00
Bill Pmt -Check	21070	05/26/2023	FL Gateway College	-100.00

Suwannee Valley Transit Authority  
Check Detail

April through June 2023

Bill Pmt -Check	21071	05/26/2023	Fleet Pride	-61.21
Bill Pmt -Check	21072	05/26/2023	Florida Power & Light	-670.97
Bill Pmt -Check	21073	05/26/2023	Florida Transportation Systems	-351.97
Bill Pmt -Check	21074	05/26/2023	GreatAmerican Financial Svcs.	-595.38
Bill Pmt -Check	21075	05/26/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21076	05/26/2023	Lake City Reporter	-176.22
Bill Pmt -Check	21077	05/26/2023	Live Oak Auto Parts	-50.97
Bill Pmt -Check	21078	05/26/2023	Live Oak Tire Center LLC	-21.00
Bill Pmt -Check	21079	05/26/2023	McCrimon's Office Supply	-182.00
Bill Pmt -Check	21080	05/26/2023	Quill.com	-557.31
Bill Pmt -Check	21081	05/26/2023	Rumberger, Kirk & Caldwell	-100.00
Bill Pmt -Check	21082	05/26/2023	Shred - it / Stericycle	-69.21
Bill Pmt -Check	21083	05/26/2023	TESCO	-483.58
Bill Pmt -Check	21084	05/26/2023	Walthall Oil Company	-1,076.63
Bill Pmt -Check	21085	06/15/2023	Acentria Insurance	-1,363.00
Bill Pmt -Check	21086	06/15/2023	Advance Auto Parts	-878.75
Bill Pmt -Check	21087	06/15/2023	Archive Social	-4,188.00
Bill Pmt -Check	21088	06/15/2023	Cintas Corporation #148	-600.39
Bill Pmt -Check	21089	06/15/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21090	06/15/2023	Comcast ( Fiber Opt Internet)	-687.40
Bill Pmt -Check	21091	06/15/2023	Comcast Business (Fiber Phones)	-1,026.69
Bill Pmt -Check	21092	06/15/2023	Foxster Opco LLC	-1,478.40
Bill Pmt -Check	21093	06/15/2023	G.W. Hunter, Inc.	-3,836.52
Bill Pmt -Check	21094	06/15/2023	Glenn I. Jones Home Services	-800.00
Bill Pmt -Check	21095	06/15/2023	Jim Hinton Oil	-7,939.80
Bill Pmt -Check	21096	06/15/2023	Live Oak Pest Control Inc	-96.00
Bill Pmt -Check	21097	06/15/2023	O'Reilly Automotive, Inc.	-151.97
Bill Pmt -Check	21098	06/15/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21099	06/15/2023	Pitney Bowes Bank Inc Purchase Power	-100.00
Bill Pmt -Check	21100	06/15/2023	Pitney Bowes Global Financial Services	-132.00
Bill Pmt -Check	21101	06/15/2023	Quick Lane	-119.95
Bill Pmt -Check	21102	06/15/2023	Quill.com	-771.80
Bill Pmt -Check	21103	06/15/2023	Suwannee No. FL Sports Connection	-464.98
Bill Pmt -Check	21104	06/15/2023	TESCO	-214.02
Bill Pmt -Check	21105	06/15/2023	Verizon	-1,282.53
Bill Pmt -Check	21106	06/15/2023	W B Howland Company	-43.56
Bill Pmt -Check	21107	06/15/2023	Walt's Live Oak Ford	-55.32
Bill Pmt -Check	21108	06/15/2023	Riverbend News C & E, Inc.	-115.65
Bill Pmt -Check	21109	06/15/2023	Department of Management Services	-1.63
Bill Pmt -Check	21110	06/15/2023	Lift Power	-17,900.00
Bill Pmt -Check	21111	06/15/2023	Lube Specialists	-68,168.00
Bill Pmt -Check	21112	06/22/2023	Advance Auto Parts	-89.02
Bill Pmt -Check	21113	06/22/2023	Advanced Tire Services	-131.13

### Suwannee Valley Transit Authority Check Detail

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April through June 2023

Bill Pmt -Check	21114	06/22/2023	Battery Distributors Southeast, Inc	-847.80
Bill Pmt -Check	21115	06/22/2023	Baya Urgent Care LLC	-220.00
Bill Pmt -Check	21116	06/22/2023	Bennett's Glass Company, Inc.	-637.10
Bill Pmt -Check	21117	06/22/2023	Comcast ( Fax line )	-84.20
Bill Pmt -Check	21118	06/22/2023	USSC Acquisition Corporation	-3,920.00
Bill Pmt -Check	21119	06/22/2023	O'Reilly Automotive, Inc.	-110.05
Bill Pmt -Check	21120	06/22/2023	The ARC North Florida, Inc	-180.26
Bill Pmt -Check	21121	06/22/2023	Walt's Live Oak Ford	-191.19
Bill Pmt -Check	21122	06/27/2023	Advance Auto Parts	-82.01
Bill Pmt -Check	21123	06/27/2023	Advanced Tire Services	-262.26
Bill Pmt -Check	21125	06/27/2023	Cintas Corporation #148	-543.46
Bill Pmt -Check	21126	06/27/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21127	06/27/2023	Epic A/C Services	-1,795.00
Bill Pmt -Check	21128	06/27/2023	Eric Musgrove Pitney Bowes Bank Inc Purchase	-275.00
Bill Pmt -Check	21129	06/27/2023	Power	-132.95
Bill Pmt -Check	21130	06/27/2023	Quick Lane	-119.95
Bill Pmt -Check	<u>21131</u>	<u>06/27/2023</u>	<u>ACF, Inc</u>	<u>-249.00</u>

**TOTAL SPENT** \$ (346,873.49)  
**ALL EXPENSES** \$ (504,242.52)



**Suwannee Valley Transit Authority  
Fiscal Year 2022-2023 Operating Budget**

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Fiscal Year 2022-2023 Budget - Revenues	BUDGET AMENDMENTS				
	Approved FY 2023	Actual Jun-23	Projected Sep-23	Budget Amendment	Amended Budget
5310	\$ -	\$ -	\$ 102,688.48	\$ 102,688.48	\$ 102,688.48
5311 Cares	\$ 957,018.59				\$ -
Section 5311 Operating	\$ 742,839.00	\$ -	\$ -	\$ (742,839.00)	\$ -
Commuter Assistance Grant	\$ 25,007.64	\$ -	\$ -	\$ (25,007.64)	\$ -
Commuter Assistance Grant	\$ 50,000.00	\$ 10,095.58	\$ 13,491.13	\$ (36,508.87)	\$ 13,491.13
Development Services	\$ 102,373.06	\$ 71,579.25	\$ 107,369.00	\$ 4,995.94	\$ 107,369.00
Donations	\$ 26,314.00	\$ 16,509.88	\$ 18,000.00	\$ (8,314.00)	\$ 18,000.00
Farebox	\$ 32,721.00	\$ 24,032.68	\$ 36,050.00	\$ 3,329.00	\$ 36,050.00
Interest Income	\$ 228.06	\$ 2,708.81	\$ 4,064.00	\$ 3,835.94	\$ 4,064.00
Local Participation	\$ 111,504.00	\$ 96,547.50	\$ 111,224.00	\$ (280.00)	\$ 111,224.00
Motor Fuel Use Tax Refund	\$ 15,477.52	\$ 8,674.64	\$ 13,012.00	\$ (2,465.52)	\$ 13,012.00
PayPal Convenience Fee	\$ -	\$ 17.65	\$ 27.00	\$ 27.00	\$ 27.00
Ryan White Foundation	\$ 835.12	\$ 2,013.52	\$ 3,021.00	\$ 2,185.88	\$ 3,021.00
Sale of Equipment	\$ -	\$ 5,526.55	\$ 5,526.55	\$ 5,526.55	\$ 5,526.55
Shirley Conroy Grant	\$ 162,820.00	\$ -	\$ -	\$ (162,820.00)	\$ -
SREC Jasper Meal Riders	\$ 24,999.96	\$ 16,666.64	\$ 24,999.96		\$ 24,999.96
TD Commission Operating	\$ 700,328.00	\$ 230,540.74	\$ 412,602.00	\$ (287,726.00)	\$ 412,602.00
Vocational Rehab	\$ -	\$ 5,358.85	\$ 8,039.00	\$ 8,039.00	\$ 8,039.00
<b>Total Revenues</b>	<b>\$ 2,952,465.95</b>	<b>\$ 490,272.29</b>	<b>\$ 860,114.12</b>	<b>\$ (1,135,333.24)</b>	<b>\$ 860,114.12</b>
	<b>Approved</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Amended</b>
<b>GRANTS APPLIED FOR, NOT YET APPROVED</b>	<b>FY 2024</b>	<b>Jun-22</b>	<b>Sep-22</b>	<b>Amendment</b>	<b>Budget</b>
5311 - PENDING - 06/2023	\$ 1,500,228.00	\$ -	\$ -	\$ (1,500,228.00)	\$ -
5339 - PENDING - 06/2023	\$ 173,569.00	\$ -	\$ -	\$ (173,569.00)	\$ -
CRRSAA - APPROVED	\$ 1,539,207.00	\$ 143,688.92	\$ 1,856,034.00	\$ 316,827.00	\$ 1,856,034.00
<b>Total Revenues</b>	<b>\$ 3,213,004.00</b>	<b>\$ 143,688.92</b>	<b>\$ 1,856,034.00</b>	<b>\$ (1,356,970.00)</b>	<b>\$ 1,856,034.00</b>
<b>GRAND TOTAL - REVENUE</b>	<b>\$6,165,469.95</b>	<b>\$ 633,961.21</b>	<b>\$ 2,716,148.12</b>	<b>\$ (2,492,303.24)</b>	<b>\$ 2,716,148.12</b>

**Suwannee Valley Transit Authority  
Fiscal Year 2022-2023 Operating Budget**

**23**

Fiscal Year 2022-2023 Budget - Expenses	BUDGET AMENDMENTS				
	Approved FY 2023	Actual Jun-23	Projected Sep-23	Budget Amendment	Amended Budget
<b>Services</b>					
Ads, Subs, & Dues	\$ 3,888.92	\$ 2,103.10	\$ 4,206.20	\$ (317.28)	\$ 4,206.20
Office Maintenance	\$ 8,902.66	\$ 2,536.07	\$ 5,072.14	\$ 3,830.52	\$ 5,072.14
Computer Maintenance	\$ 35,516.46	\$ 32,050.77	\$ 64,101.54	\$ (28,585.08)	\$ 64,101.54
Prehire & Random Drug Screening	\$ 5,635.60	\$ 3,543.28	\$ 7,086.56	\$ (1,450.96)	\$ 7,086.56
Professional Services - Payroll Expense	\$ 6,809.12	\$ 5,435.02	\$ 10,870.04	\$ (4,060.92)	\$ 10,870.04
Professional Services	\$ 39,698.93	\$ 3,582.00	\$ 7,164.00	\$ 32,534.93	\$ 7,164.00
Building maintenance	\$ 7,708.93	\$ 8,652.40	\$ 17,304.80	\$ (9,595.87)	\$ 17,304.80
Pest Control	\$ 604.80	\$ 432.00	\$ 864.00	\$ (259.20)	\$ 864.00
<b>Materials and Supplies</b>			\$ -		
Uniforms	\$ 7,968.49	\$ 5,488.44	\$ 10,976.88	\$ (3,008.39)	\$ 10,976.88
Fuel Expense	\$ 142,917.26	\$ 95,143.28	\$ 190,286.56	\$ (47,369.30)	\$ 190,286.56
Diesel Expense	\$ 10,580.35	\$ 6,148.64	\$ 12,297.28	\$ (1,716.93)	\$ 12,297.28
Tires & Tubes Expense	\$ 15,409.32	\$ 4,646.84	\$ 9,293.68	\$ 6,115.64	\$ 9,293.68
Parts	\$ 30,259.29	\$ 26,360.42	\$ 52,720.84	\$ (22,461.55)	\$ 52,720.84
Maintenance - Automotive	\$ 15,869.93	\$ 15,114.22	\$ 30,228.44	\$ (14,358.51)	\$ 30,228.44
Lubricants	\$ 2,712.40	\$ 2,583.24	\$ 5,166.48	\$ (2,454.08)	\$ 5,166.48
Shop Supplies	\$ 9,534.50	\$ 9,080.48	\$ 18,160.96	\$ (8,626.46)	\$ 18,160.96
Janitorial Supplies	\$ 1,403.79	\$ 617.17	\$ 1,234.34	\$ 169.45	\$ 1,234.34
Office Supplies	\$ 7,269.54	\$ 7,671.26	\$ 15,342.52	\$ (8,072.98)	\$ 15,342.52
Postage Expense	\$ 730.70	\$ 797.35	\$ 1,594.70	\$ (864.00)	\$ 1,594.70
Computer Supplies	\$ 1,892.63	\$ 179.88	\$ 359.76	\$ 1,532.87	\$ 359.76
<b>Utilities</b>			\$ -		
Telephone	\$ 15,702.30	\$ 10,007.28	\$ 20,014.56	\$ (4,312.26)	\$ 20,014.56
Cell Phone	\$ 12,878.50	\$ 10,968.72	\$ 21,937.44	\$ (9,058.94)	\$ 21,937.44
Internet Service	\$ 12,729.26	\$ 6,186.60	\$ 12,373.20	\$ 356.06	\$ 12,373.20
Water & Sewage	\$ 3,843.65	\$ 3,660.62	\$ 7,321.24	\$ (3,477.59)	\$ 7,321.24
Electricity	\$ 8,327.34	\$ 7,930.80	\$ 11,896.20	\$ (3,568.86)	\$ 11,896.20
<b>Casualty and Liability</b>			\$ -		
Property, Liability, & Vehicle Insurance	\$ 79,964.85	\$ 75,181.25	\$ 75,181.25	\$ 4,783.60	\$ 75,181.25
<b>Taxes</b>			\$ -		
Taxes and Tags	\$ 64.89	\$ 107.30	\$ 214.60	\$ (149.71)	\$ 214.60
<b>Miscellaneous</b>			\$ -		
Other	\$ 80.03	\$ 24.00	\$ 48.00	\$ 32.03	\$ 48.00
<b>Operating Debt Service</b>			\$ -		
Penalties and Interest	\$ 145,187.87	\$ 547.65	\$ 547.65	\$ 144,640.22	\$ 547.65
<b>Leases and Rentals</b>			\$ -		
Equipment Rental	\$ 6,637.64	\$ 2,244.26	\$ 2,244.26	\$ 4,393.38	\$ 2,244.26
<b>Equipment Purchases with Grant Funds</b>			\$ -		
Shirley Conroy	\$ 182,000.00	-	-	\$ 182,000.00	-
<b>Travel</b>			\$ -		
Travel	\$ 1,137.74	\$ 531.42	\$ 531.42	\$ 606.32	\$ 531.42
<b>Capital Improvements</b>					
<b>Contingency</b>	\$ 749,478.88	\$ 337,604.98	\$ 337,604.98	\$ 411,873.90	\$ 337,604.98
<b>Total Non-Personnel Expenses</b>	\$ 1,573,346.57	\$ 687,160.74	\$ 954,246.52	\$ 619,100.05	\$ 954,246.52
<b>Total Personnel Expenses</b>	\$ 1,379,119.39	\$ 622,010.43	\$ 933,015.65	\$ (726,008.44)	\$ 933,015.65
	<b>Approved</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Amended</b>
	<b>FY 2023</b>	<b>Jun-23</b>	<b>Sep-23</b>	<b>Amendment</b>	<b>Budget</b>
<b>Total Expenses</b>	\$ 2,952,465.96	\$ 1,309,171.17	\$ 1,887,262.17	\$ (106,908.39)	\$ 1,887,262.17

**Suwannee Valley Transit Authority  
Fiscal Year 2023-2024 Operating Budget**

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<b>Fiscal Year 2023-2024 Budget - Revenues</b>	<b>FY 2024</b>
5310	\$ -
5311 - G1M75	\$ 397,403.43
5311 - G1M76	\$ 84,354.91
5311 - G1M77	\$ 257,985.67
Development Services	\$ 105,931.83
Donations	\$ 18,000.00
Farebox	\$ 37,453.59
Interest Income	\$ 3,339.82
Local Participation	\$ 114,458.40
Motor Fuel Use Tax Refund	\$ 14,086.49
Ryan White Foundation	\$ 3,782.81
SREC Jasper Meal Riders	\$ 24,999.96
TD Commission Operating	\$ 779,428.00
Vocational Rehab	\$ 12,465.92
<b>Total Revenues</b>	<b>\$ 1,853,690.83</b>

<b>GRANTS APPLIED FOR, NOT YET APPROVED</b>	<b>FY 2024</b>
5339 21-22	\$ 212,592.00
5311 Off-Cycle 22-23	\$ 1,582,724.00
5311 22-23	\$ 159,789.00
5339 22-23	\$ 199,736.00
5311 23-24	\$ 264,600.00
5310 23-24	\$ 235,200.00
5339 23-24	\$ 294,000.00
Shirley Conroy	\$ 307,458.00
<b>Total Revenues</b>	<b>\$3,256,099.00</b>

**GRAND TOTAL - REVENUE** **\$5,109,789.83**

**Suwannee Valley Transit Authority  
Fiscal Year 2023-2024 Operating Budget**

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Fiscal Year 2023-2024 Budget - Expenses	Total
<b>Services</b>	
Ads, Subs, & Dues	\$ 3,888.92
Office Maintenance	\$ 5,058.90
Computer Maintenance	\$ 41,757.45
Prehire & Random Drug Screening	\$ 5,635.60
Professional Services - Payroll Expense	\$ 13,272.71
Professional Services	\$ 44,556.75
Building maintenance	\$ 7,200.27
Pest Control	\$ 604.80
<b>Materials and Supplies</b>	
Uniforms	\$ 4,729.20
Fuel Expense	\$ 150,206.70
Diesel Expense	\$ 161,127.75
Tires & Tubes Expense	\$ 8,128.26
Parts	\$ 25,003.01
Maintenance - Automotive	\$ 59,477.25
Lubricants	\$ 4,358.84
Shop Supplies	\$ 16,876.65
Janitorial Supplies	\$ 458.76
Office Supplies	\$ 7,269.54
Postage Expense	\$ 730.70
Computer Supplies	\$ 189.00
<b>Utilities</b>	
Telephone	\$ 15,857.48
Cell Phone	\$ 17,435.25
Internet Service	\$ 9,898.56
Water & Sewage	\$ 4,289.54
Electricity	\$ 8,827.81
<b>Casualty and Liability</b>	
Property, Liability, & Vehicle Insurance	\$ 77,509.16
<b>Taxes</b>	
Taxes and Tags	\$ 112.35
<b>Miscellaneous</b>	
Other	\$ 522.90
<b>Operating Debt Service</b>	
Penalties and Interest	\$ 145,187.87
<b>Leases and Rentals</b>	
Equipment Rental	\$ 3,051.30
<b>Equipment Purchases with Grant Funds</b>	
Shirley Conroy	\$ 307,458.00
<b>Travel</b>	
Travel	\$ 557.55
<b>Capital Improvements</b>	
Contingency	\$ 739,120.71
<b>Total Non-Personnel Expenses</b>	<b>\$ 1,890,359.55</b>
<b>Total Personnel Expenses</b>	<b>\$ 1,394,727.79</b>
<b>Total Expenses</b>	<b>\$ 3,285,087.34</b>

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

26

**RESOLUTION #02023-08**

A **RESOLUTION** of the **SUWANNEE VALLEY TRANSIT AUTHORITY BOARD** adopting the Budget for Fiscal Year 2024;

**WHEREAS**, the Suwannee Valley Transit Authority, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2024; and

**WHEREAS**, the **SUWANNEE VALLEY TRANSIT AUTHORITY BOARD** did approve the Budget for Fiscal Year 2024 at its Regular Scheduled Meeting on the 10<sup>th</sup> day of July, 2023

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

1. The Fiscal Year 2024 Budget in the amount of \$1,853,690.83 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 10<sup>th</sup> day of **July**, 2023.

By: \_\_\_\_\_

(Original Signature, Chairman of the Board  
**Don Hale, Chairperson**)

**ATTEST:**

\_\_\_\_\_ (Stamp corporate seal here :)  
(Original Signature, Clerk/Secretary)  
**Eric Musgrove, Secretary**



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

27

SHIRLEY CONROY RURAL AREA  
CAPITAL ASSISTANCE GRANT APPLICATION  
RESOLUTION # 2023-07

A RESOLUTION of the Suwannee Valley Transit Authority, hereinafter BOARD, hereby authorizes the execution of a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Larry Sessions to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Suwannee Valley Transit Authority.
3. The BOARD'S Registered Agent in Florida is Larry Sessions .  
The Registered Agent's address is 1907 Voyles Street, SW, Live Oak, FL 32064

DULY PASSED AND ADOPTED THIS 10th DAY OF July 2023.

BOARD OF Suwannee Valley Transit Authority

\_\_\_\_\_  
(Signature of Chairperson)

Don Hale  
\_\_\_\_\_  
(Typed name of Chairperson)

ATTEST:

Signature \_\_\_\_\_



# Suwannee Valley Transit Authority Personnel Rules and Regulations



July 10, 2023

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Don Hale, Chairman

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Date

### Policy Updates

<b>Date of Policy Change</b>	<b>Subject</b>	<b>Board Approval</b>
09/03/1981	Effective	09/03/1981
10/01/1983	1 <sup>st</sup> Revision	10/01/1983
01/15/2012	2 <sup>nd</sup> Revision	01/15/2012
8/12/2014	Policy Adopted by Resolution	8/12/2014
03/10/2015	3 <sup>rd</sup> Revision	03/10/2015
06/09/2015	4 <sup>th</sup> Revision	06/09/2015
08/11/2015	5 <sup>th</sup> Revision	08/11/2015
05/08/2017	6 <sup>th</sup> Revision	05/08/2017
02/12/2018	7 <sup>th</sup> Revision	02/12/2018
09/17/2018	8 <sup>th</sup> Revision	09/17/2018
11/05/2018	9 <sup>th</sup> Revision	11/05/2018
8/12/2019	10 <sup>th</sup> Revision	08/12/2019
11/09/2020	Format Changes/Annual Review	11/09/2020
08/09/2021	11 <sup>th</sup> Revision	08/09/2021
11/08/2021	Annual Review and 12 <sup>th</sup> Revision	11/08/2021
12/30/2021	Annual Review	Jan Bd Mtg
11/09/2022	Policy Update 2015-022.1	11/09/2022
12/19/2022	Annual Review	01/09/2023
02/13/2023	14 <sup>th</sup> Revision Section 5.2B	02/13/2023
03/24/2023	15 <sup>th</sup> Revision Section 5.6	04/10/2023
06/29/2023	16 <sup>th</sup> Revision Section 7.1B, 7.3 & 7.3A Version 2015-022.2	07/10/2023



reimbursements shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.

3. Should employee be unable to resume work at the end of the five work day period, the employee may elect to revert to normal Worker's Compensation payments or to use accrued personal time off (PTO) or annual leave in an amount necessary to receive combined payment equal to the total salary being received prior to the occurrence of the disability. In no case shall the combination of leave pay and Worker's Compensation payments be allowed to exceed the amount of the employee's regular pay.

**D. Maternity**

1. The pregnancy of an employee and medical complications resulting therefrom shall be accorded the status of a temporary disability under the authority's health insurance plan, personal time off (PTO) policy, and disability policy.

2. The start and duration of pregnancy leave, accrual of seniority, reinstatement, or extension of leave shall be treated on the same basis as other employees who are physically able to work.

3. Requests by male employees to assist their spouse with problems related to pregnancy will be handled on the same basis as other leave requests.

6.9 Credit Union - Employees are eligible to join the Suwannee River Government Employees Federal Credit Union.

6.10 Retirement Plan - The Authority is an active participating member in the Florida Retirement System. Booklets explaining the program will be provided at appointment.

6.11 Savings Plan- Payroll Deduction - Information is available through the personnel office.

**Section 7 - Leave Policy**

**7.1 General**

A. Permanent employees as defined in Section One, begin to accrue annual leave and personal time off (PTO) leave upon employment, however, new employees must complete the ninety (90) calendar day probationary period before being eligible for pay out of their accumulated annual leave.

B. Requests for annual leave will be made in writing at least two weeks prior to the requested date. The employee's Rrequest will be made to and approved by their Supervisor by the employee. All leave must be earned prior to the request. Seniority will be considered in developing leave schedules, however the scheduling of services to customers will take precedence. *The Administrator or Designee has full authority to establish the operations leave schedule which is subject to change in the event of changing operational or emergency requirements.*

C. No payment shall be made for accrued personal time off (PTO) leave upon compulsory resignations or dismissal of an employee. Payment for accrued annual and personal time off (PTO) leave upon retirement, resignation or other separations in good standing shall not exceed the maximums discussed in Section 7.2 and 7.3, i.e.: 240 hours each.

**7.2 Annual Leave**

Employees accrue paid annual leave based on the number of years of employment as indicated in the example schedule below for full time employees. Part time employees' credit shall be prorated according to the actual number of hours worked per month with maximum number of hours coinciding with the full time employees' example below:

0 to 9 years	8 hours per month
10 to 15 years	12 hours per month

Over 15 years

14 hours per month

A maximum of 240 hours of annual leave may be accumulated. Any accumulated in excess of this amount will be forfeited as of December 31 of each year. Employees will be paid for up to 240 hours accrued annual leave upon termination, subject to limitations above. Annual leave will be charged based on hours of work scheduled for an employee.

To assist in future planning, Annual Leave must be taken in week increments based on Agency pay period (Saturday-Friday).

**7.3 Personal time off (PTO) Leave** – Personal time off (PTO) provides the employee with the flexibility to use their time off to meet their personal needs, while recognizing the individual's responsibility to manage their time off. It is up to the employee to allocate how they will use it for illness, family illness, medical/dental appointments, leave, personal business or emergencies. Request for leave requires approval from your supervisor and must be earned prior to the request.

(PTO does not replace the Agency's holiday schedule. You will continue to have designated paid holidays each year.)

A. **General** - Employees accrue a maximum of eight hours of personal time off (PTO) per month for full time employees and prorated for part time employees according to the number of hours worked per month of employment, with no maximum accrual. Personal time off (PTO) is to be considered a privilege, not a right. Personal time off (PTO) will be charged in the amount used. Request for leave requires approval from your supervisor and must be earned prior to the request. Personal time off (PTO) will not be granted for any sickness, injury or disability arising from a felonious act on the part of the employee.

B. **Notification Procedure**

1. **Administrative and Non-Driver** – Employees must notify their immediate supervisor or the office at least one hour prior to start time on the first day of absence from job and must sign a statement (employee leave request) concerning the circumstances of said sickness after returning to work and/or at the end of each pay period. Failure to notify may result in loss of pay for the period of absence. Each supervisor must recommend approval or disapproval of personal time off (PTO) leave. Medical proof may be required from the employee before approving payment for leave in any case, and must be submitted for absences over three work days.

2. **Drivers**- who are sick must notify the supervisory driver or the office in time for a substitute to be found for his assigned schedule. In general, it takes a minimum of one to two hours to do this. While the authority recognizes the likelihood of sudden illnesses, it is essential that no less than one to two hours notice be given in virtually all cases except extreme emergencies. Drivers must also advise the anticipated length of illness so as to optimize the scheduling process (i.e. 1,2, or 3 days, etc.) in all cases, anticipated return to work must be given by 1 pm, the day prior to anticipated return date. Failure to notify will be considered as a lack of responsibility on the part of the employee and employee will be subject to disciplinary action, including possible termination. Failure to notify may also result in loss of pay for the absence. Each supervisor must recommend approval or disapproval of personal time off (PTO) leave. Medical proof may be required from employee before approving payment for leave in any case, and must be submitted for absences of over three work days.

COMMENDATIONS APRIL-JUNE 2023

EMPLOYEE NAME/#	Karen Monroe, Reservationist & Denise Carodine, Driver
COMMENDATION #	20230516
DATE	5/16/2023
TIME	2:00 PM
RIDER NAME	
COMMENDATION MADE BY	self
CONTACT #	not provided
RIDER'S COUNTY OF RESIDENCE	Columbia
COMMENDATION TAKEN BY	Gloria
COMMENDATION	Compliments go to Karen & Denise. They are very wonderful and very professional. Very nice human beings and they do their job well.
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	

COMPLAINTS APRIL-JUNE 2023

COMPLAINT #	NONE REPORTED
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	
COMPLAINT #	
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	
COMPLAINT #	
DATE	
TIME	
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	
COUNTY OF RESIDENCE	
SVTA'S ACTION TAKEN	
RESOLUTION	
COMPLAINT #	
DATE	
TIME	