

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



**TENTATIVE AGENDA FOR  
MAY 13, 2024, AT 6:00 P.M.**

**Invocation  
Pledge to American Flag**

**ATTENTION**

- The Board may add additional items to this agenda.
- Affirmative action on any item includes authorization of the Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman. Speakers may only make one (1) trip to the podium regarding each item they wish to speak on. They shall complete one comment card for each item and submit the card(s) to the Chairman before the meeting is called to order.

**APPROVAL OF MINUTES**

- |                                  |          |          |
|----------------------------------|----------|----------|
| 1. April 8, 2024 Regular Meeting | Page 1-9 | Don Hale |
|----------------------------------|----------|----------|

**PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit**

**CONSENT**

**TIME SPECIFIC ITEMS**

- |   |             |
|---|-------------|
| 1. 2022/2023 Budget                               | Caleb Perla |
| 2. Budget Policy #2015-001 v2.0 (see pages 19-25) | Caleb Perla |

**STAFF ITEMS**

- |                  |            |                                    |
|------------------|------------|------------------------------------|
| Financial Update | Page 10-17 | Cinda Foster &<br>Monica Marquardt |
|------------------|------------|------------------------------------|

**BOARD MEMBER ITEMS**

- |                           |          |
|---------------------------|----------|
| Administrator Hire Update | Don Hale |
|---------------------------|----------|

**BOARD ATTORNEY ITEMS**

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

### **DISCUSSION AND ACTION ITEMS**

Comp Time Policy #2015-002 Update	Page 18	Don Hale
Budget Policy #2015-001 v.2.0	Page 19-25	Don Hale
Shirley Conroy Grant Application Resolution #2024-05	Page 26	Don Hale

### **GENERAL BUSINESS**

1. Additional Agenda Items. The Chairman calls for additional items.
2. Board Members' Inquiries, Requests and Comments

### **ADMINISTRATOR'S COMMENTS**

**Upcoming meeting: June 10, 2024 at 6:00 P.M.**

#### **2024 Meeting Schedule**

**January 8**

**February 12**

**March 11**

**April 8**

**May 13**

**June 10**

**July 8**

**August 12**

**September 9**

**October – TBD (2<sup>nd</sup> Monday is Columbus Day)**

**November – TBD (2<sup>nd</sup> Monday is Veterans Day)**

**December 9**



**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 6:04 p.m. and asked Commissioner Everett Phillips 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, and Travis Land. Commissioners Robby Roberson and Robert Brown were not present.

Also present were Interim Administrator Teresa Fortner, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, SVTA employees Cinda Foster, Jeff Jones, Nick Furst, Monica Marquardt, Christine Bolyard, and Mr. Lance Griner. Mrs. Candice Kennon was not initially present but arrived later.

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the March 11, 2024 Regular Meeting.

Commissioner Land moved to approve the minutes of the March 11, 2024 Regular Meeting as written. Commissioner Phillips seconded, and the motion carried unanimously (4-0).

**PUBLIC CONCERNS AND COMMENTS:**

There were none.

**CONSENT:**

There were none.

**TIME SPECIFIC ITEMS:**

There were none.

**STAFF ITEMS:**

Interim Director Fortner discussed retirement benefits for former Administrator Larry Sessions and Interim Director Fortner that were mentioned at the previous meeting and submitted a letter from Board Attorney Airth regarding the matter. It had been determined that Mr. Sessions' had received retirement benefits through the County for the first 44 months of his tenure as Administrator because he was also serving as a County Commissioner, and thus SVTA did not need to pay out nearly as much as originally thought. The total amount to be paid out to Mr. Sessions and Interim Administrator Fortner was approximately \$10,000, which was the 1.37% difference between the Regular Employees Class (REC) payment and the Senior Management Class (SMC).

Some discussion ensued on the matter, and it was noted that the total amount to be paid back was far less than what was originally anticipated.

Interim Director Fortner stated that three office staff reviewed the numbers and were comfortable with the new calculations.

Discussion continued on the issue and timeline of Mr. Sessions’ retirement benefits. It was also noted that there were now two senior management positions at SVTA and hopefully the situation would not occur again.

**Commissioner Phillips moved to approve payment of the 1.37% difference between the REC and SMC categories of the Florida Retirement System for Mr. Larry Sessions and Interim Director Teresa Fortner, totaling approximately \$10,000. Commissioner Land seconded, and the motion carried unanimously (4-0).**

**BOARD MEMBER ITEMS:**

There were none.

**BOARD ATTORNEY ITEMS:**

There were none.

**DISCUSSION AND ACTION ITEMS:**

**The second item on the agenda** was to interview applicants for the Administrator position.

Before interviewing the candidates, Chairman Hale asked if the Board wanted to discuss the starting salary.

Mrs. Fortner replied that the suggested starting salary was \$70,000 with benefits worth approximately \$15,000, based upon former Administrator Sessions’ starting salary.

**The Board agreed to make a decision on the starting salary after the interviews.**

Chairman Hale asked if the Board wished to make a decision at the meeting or if they wished to wait to make a decision.

**The Board agreed to make a hiring decision at the current meeting.**

Discussion ensued on handling the interviews, and it was agreed to have only the candidate being questioned present while the rest waited outside to allow for unbiased interviews.

The first candidate was Lance A. Griner.

The Board questioned Mr. Griner on a variety of topics.

Mr. Griner stated that he worked at the Suwannee County School Board Bus Garage and had learned about the position from a co-worker that also worked at SVTA. He had supervisory experience from a previous job and believed that an administrator should not ask employees to do something that they were not willing to do themselves. Mr. Griner had a Bachelor's Degree in Business Management and had much experience as an automobile mechanic. After questioning, Mr. Griner discussed his leadership skills, methods, how to evaluate performance, and his work experience. Mr. Griner had no experience in grant writing other than college grants and had some route experience when driving buses. He was certified every year to drive school buses and to work with physically and mentally challenged student riders. Mr. Griner had no real experience writing policies. He had left a previous job because of a refusal by the owner to give benefits despite being promised such. Mr. Griner noted that he was currently with the School Board at the Bus Garage but there was no real advancement there. He had some experience with budgets through his church work and with his college degree.

The Board thanked Mr. Griner for his interest in the position.

Chairman Hale called a short recess at 7:01 p.m.

April 8, 2024

Suwannee Valley Transit Authority Conference Room  
Live Oak, Florida

7:10 p.m.

Chairman Hale called the meeting back to order.

The second candidate was Jeffrey D. Jones.

The Board questioned Mr. Jones on a variety of topics.

Mr. Jones stated that he had worked for SVTA for 7 ½ years and he hoped to improve his skill set while helping the community and office. He believed that SVTA needed to become more progressive and come more into the digital age. Mr. Jones had been

supervising for 7 ½ years and was familiar with many of the facets of SVTA due to his employment there, in addition to his knowledge of the area due to his many years with UPS. He had many certificates related to driving, personnel training, and the like as well. He stated that he was an easy-going person and would rather talk things out with people than be confrontational. He was comfortable making leadership decisions, as he had done so for many years at SVTA. Mr. Jones discussed his leadership skills, how to evaluate performance, employee relations, and his work experience. He stated that he was less familiar with finances because of his position, but he would review processes and activities to see how to streamline them and save money and time. Mr. Jones noted that he was sometimes too lenient on his employees, and it was something he was working on. He foresaw additional training opportunities for SVTA staff and had several recommendations. Mr. Jones did not have experience in grant writing, but worked many years for UPS and now SVTA and knew the area well. He had safety training and training related to DOT regulations regarding accident investigation, building and bus evacuations, etc., and also had experience writing policies for SVTA. Mr. Jones saw the administrator position as a way for him to increase his skill set also while serving the community and improving SVTA. He believed in following policies, even if it meant that a deadline was missed, because safety was paramount. Mr. Jones did not have a CDL himself, but understood the duties required for those who did. He was familiar with operations, communications, and maintenance for SVTA, and although he was not as familiar with finance issues, there were people already in place who did.

The Board thanked Mr. Jones for his interest in the position.

The third candidate was Candice T. Kennon.

The Board questioned Mrs. Kennon on a variety of topics.

Mrs. Kennon stated that she had recently moved to Suwannee County from Columbia County to be closer to family and wanted a job closer to home as a result. She believed that she fit the requirements for the position and believed that the job would be rewarding to her. Mrs. Kennon believed the position should be open to growth, change, and dealing with employees and patrons. She had supervisory experience and was an organized and detailed

person with an open mind who could communicate and listen well. Mrs. Kennon recently graduated with a Master’s Degree in Management and would soon complete a Certified Public Manager program. She also had some twenty years of experience working in government, including dealing with grants. Mrs. Kennon believed in teamwork and that an administrator must be willing to listen to all points. She had life experience as a mother and in the workforce through positions such as working with the court system that gave her what she needed to manage others, and her openness to listen to her team would serve her well. Mrs. Kennon believed in furthering employee training to make them better in their job and to expand their knowledge. She worked best in a team environment with an attitude of trust. Mrs. Kennon discussed her leadership skills, how she would evaluate employee performance, employee relations, and her experience and qualifications. Communication and positivity were keys to her management style. She had some experience in grant writing when she worked with Guardian Ad Litem, but it had been some time since she had done so. Mrs. Kennon did not have experience in logistics and public transportation other than some college courses. Mrs. Kennon had some experience with policy writing when she worked with Guardian Ad Litem and was currently helping rewrite policies for the City of Jasper. She saw in taking the administrator position an opportunity for growth and to make a positive difference to others. Mrs. Kennon had online safety training through her job with the Department of Transportation.

The Board thanked Mrs. Kennon for her interest in the position.

Chairman Hale called a brief recess at 9:03 p.m.

April 8, 2024  
Suwannee Valley Transit Authority Conference Room  
Live Oak, Florida

9:07 p.m.

Chairman Hale called the meeting back to order.

The fourth candidate was Monica Marquardt.

Mrs. Marquardt passed out letters of recommendation to the Board.



The Board questioned Mrs. Marquardt on a variety of topics related to the Administrator position.

Mrs. Marquardt stated that she was currently employed by SVTA and believed in growing. She believed that an administrator needed to be honest, dependable, available, and flexible. Mrs. Marquardt had supervisory experience with up to 100 employees beneath her at previous jobs and helped to prepare the budget, financial matters, reports, and grants for SVTA. She wanted to see SVTA progress and use innovations like on-demand transport. Mrs. Marquardt had attended much training regarding rules, ADA, drug and alcohol training, violence in the workplace, etc. She then discussed her leadership skills, how she would evaluate performance, employee relations, and experience. Mrs. Marquardt hoped that all employees would be cross-trained and have further training to follow the varied rules and regulations that were sent down from State and Federal levels. She would not make many initial changes with staff because she believed everyone was where they needed to be. Mrs. Marquardt worked best under pressure with many deadlines and work to do. She found the best way to monitor job performance was to shadow employees to learn what they did and what they needed to do, which would give her the knowledge to make better decisions. Mrs. Marquardt believed in good communication, training, and organization for employees to develop them further and her past jobs showed that she was not afraid to deal with problems in the workplace, up to and including termination. She had much experience in grant writing, having helped SVTA receive over \$5 million in recent years, and wrote up a variety of grants for the office every year. Mrs. Marquardt had been a dispatcher for companies in the past and she had learned everything she could at SVTA. She had been a part of a safety team in previous jobs, dealing with rules and regulations from OSHA, EPA, CPR, DOT, and other types of training. Mrs. Marquardt had helped write several policies for SVTA and had written employee handbooks for several previous jobs as well. She always saw room for improvement and would monitor employees to see where it was needed. Mrs. Marquardt wished to better herself by taking the administrator position.

The Board thanked Mrs. Marquardt for her interest in the position.

After much discussion on a variety of topics, Interim Administrator Fortner stated that she and some of her staff were looking into incentive programs.

Discussion ensued on staff insurance.

Chairman Hale called a recess at 10:03 p.m. to allow Interim Administrator Fortner to calculate the rankings.

April 8, 2024

Suwannee Valley Transit Authority Conference Room  
Live Oak, Florida

10:09 p.m.

Chairman Hale called the meeting back to order.

Interim Administrator Fortner calculated the applicants' scores that were provided by the Board members, with the scores as follows:

Lance Griner – 383

Jeffrey Jones – 436

Candice Kennon – 532

Monica Marquardt – 468

Based upon the results, Mrs. Candice Kennon had the highest score.

**Commissioner Land moved to allow the Chairman, Board Attorney, and Interim Administrator to begin negotiations with the highest-ranked person (Mrs. Candice Kennon) at a salary of between \$75,000 and \$85,000, contingent upon her passing the background check, and then be brought back before the entire Board for final approval. Commissioner Murphy seconded, and the motion carried unanimously (4-0).**

Discussion ensued on how to let the applicants know their rankings and that the rankings were now public record.

**It was determined that the Chairman would notify the applicants of the results and that the highest-ranked person would be contacted for negotiations.**

Chairman Hale read the final scores into the record.

**GENERAL BUSINESS:**

**The third item on the agenda** was additional agenda items.

There were none.

**ADJOURNMENT:**

Commissioner Land moved to adjourn the meeting. Commissioner Murphy seconded, and the motion carried unanimously (4-0).

There being no further business to discuss, the meeting adjourned at 10:18 p.m.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2024

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

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

Suwannee Valley Transit Authority

Check Detail

March 2024

10

Type	Num	Date	Name	Original Amount
Payroll Liability	Bank Draft	3/1/2024	Payroll	\$ (25,369.86)
Payroll Liability	Bank Draft	3/1/2024	Payroll Taxes	\$ (7,309.57)
Payroll Liability	Bank Draft	3/15/2024	Payroll	\$ (24,909.11)
Payroll Liability	Bank Draft	3/15/2024	Payroll Taxes	\$ (7,126.38)
Payroll Liability	Bank Draft	3/29/2024	Payroll	\$ (25,552.73)
Payroll Liability	Bank Draft	3/29/2024	Payroll Taxes	\$ (7,114.29)
				\$ (97,381.94)
Bill Pmt -Check	Bank Draft	03/01/2024	Globe Life Liberty National Division	\$ (1,262.01)
Bill Pmt -Check	Bank Draft	03/05/2024	Verizon Wireless	\$ (484.81)
Bill Pmt -Check	Bank Draft	03/06/2024	Verizon Wireless	\$ (655.44)
Bill Pmt -Check	Bank Draft	03/08/2024	ADP, Inc	\$ (230.72)
Bill Pmt -Check	Bank Draft	03/12/2024	City of Live Oak	\$ (309.76)
Bill Pmt -Check	Bank Draft	03/13/2024	FPL	\$ (885.95)
Bill Pmt -Check	Bank Draft	03/13/2024	Comcast ( Fiber Opt Internet)	\$ (722.40)
Bill Pmt -Check	Bank Draft	03/13/2024	Comcast Business (Fiber Phones)	\$ (1,110.60)
Bill Pmt -Check	Bank Draft	03/20/2024	DMS-Division of Telecommunications(\$	\$ (4.85)
Bill Pmt -Check	Bank Draft	03/20/2024	TransAmerica	\$ (484.50)
Bill Pmt -Check	Bank Draft	03/20/2024	United Healthcare	\$ (13,445.31)
Bill Pmt -Check	Bank Draft	03/20/2024	Guardian	\$ (620.98)
Bill Pmt -Check	Bank Draft	03/22/2024	ADP, Inc	\$ (230.72)
Bill Pmt -Check	Bank Draft	03/22/2024	AFLAC	\$ (2,424.83)
Bill Pmt -Check	Bank Draft	03/27/2024	Globe Life Liberty National Division	\$ (1,262.01)
Bill Pmt -Check	Bank Draft	03/27/2024	Pitney Bowes Bank Inc Purchase Powe	\$ (100.00)
Bill Pmt -Check	Bank Draft	03/29/2024	ADP, Inc	\$ (88.95)
Bill Pmt -Check	Debit Card	03/01/2024	Fieldprints	\$ (80.25)
Bill Pmt -Check	Debit Card	03/01/2024	Totally Promotional	\$ (63.50)
Bill Pmt -Check	Debit Card	03/04/2024	Fieldprints	\$ (80.25)
Bill Pmt -Check	Debit Card	03/04/2024	Lowes	\$ (120.71)
Bill Pmt -Check	Debit Card	03/04/2024	SRFax	\$ (163.80)
Bill Pmt -Check	Debit Card	03/05/2024	SRFax	\$ (59.56)
Bill Pmt -Check	Debit Card	03/06/2024	Home Depot	\$ (34.25)
Bill Pmt -Check	Debit Card	03/09/2024	Adobe	\$ (179.88)
Bill Pmt -Check	Debit Card	03/18/2024	Global Industrial	\$ (221.79)
Bill Pmt -Check	Debit Card	03/19/2024	Lowes	\$ (19.68)
Bill Pmt -Check	Debit Card	03/28/2024	National Tank Outlet	\$ (2,396.63)
Bill Pmt -Check	Debit Card	03/28/2024	ToolDiscounter	\$ (576.98)
Bill Pmt -Check	Draft	03/28/2024	First Federal Bank - Fees	\$ (32.00)
Bill Pmt -Check	Wire Trans	03/28/2024	Automotive Equipment Specialist, Inc	\$ (16,500.00)

**Suwannee Valley Transit Authority**

**Check Detail**

March 2024

11

Bill Pmt -Check	21433	03/06/2024	Advanced Tire Services	\$	(743.28)
Bill Pmt -Check	21434	03/06/2024	Cintas Corp	\$	(134.22)
Bill Pmt -Check	21435	03/06/2024	DWI Construction LLC	\$	(8,377.64)
Bill Pmt -Check	21436	03/06/2024	Florida Agency for Healthcare Administ	\$	-
Bill Pmt -Check	21437	03/06/2024	Foxster Opco LLC	\$	(1,522.94)
Bill Pmt -Check	21438	03/06/2024	G.W. Hunter, Inc.	\$	(3,253.18)
Bill Pmt -Check	21439	03/06/2024	Pioneer Janitorial Service	\$	(590.00)
Bill Pmt -Check	21440	03/06/2024	Seaman's Aqua Clean	\$	(35.00)
Bill Pmt -Check	21441	03/13/2024	Advance Auto Parts	\$	(9.41)
Bill Pmt -Check	21442	03/13/2024	Cintas Corp	\$	(134.22)
Bill Pmt -Check	21443	03/13/2024	Jim Hinton Oil	\$	(2,833.48)
Bill Pmt -Check	21444	03/13/2024	McCrimon's Office Systems, Inc	\$	(21.20)
Bill Pmt -Check	21445	03/13/2024	Morrell's Home Furnishings	\$	(100.00)
Bill Pmt -Check	21446	03/13/2024	Quill LLC	\$	(314.70)
Bill Pmt -Check	21447	03/13/2024	Rumberger, Kirk & Caldwell	\$	(2,575.00)
Bill Pmt -Check	21448	03/13/2024	Vault Health	\$	(519.00)
Bill Pmt -Check	21449	03/13/2024	Walt's Live Oak Ford	\$	(65.80)
Bill Pmt -Check	21450	03/13/2024	Walthall Oil Company	\$	(2,427.71)
Check	21451	03/14/2024	Sandra Citarelli-Croft	\$	(27.00)
Bill Pmt -Check	21452	03/20/2024	ABC Companies, Inc	\$	(25.32)
Bill Pmt -Check	21453	03/20/2024	ACF Standby Systems	\$	(749.00)
Bill Pmt -Check	21454	03/20/2024	Baya Urgent Care LLC	\$	(110.00)
Bill Pmt -Check	21455	03/20/2024	Cintas Corp	\$	(403.68)
Bill Pmt -Check	21456	03/20/2024	Comcast ( Fax line )	\$	(75.12)
Bill Pmt -Check	21457	03/20/2024	Jim Hinton Oil	\$	(231.95)
Bill Pmt -Check	21458	03/20/2024	Live Oak Auto Parts, Inc.	\$	(24.10)
Bill Pmt -Check	21459	03/20/2024	W B Howland Company	\$	(13.94)
Bill Pmt -Check	21460	03/27/2024	Advance Auto Parts	\$	(46.79)
Bill Pmt -Check	21461	03/27/2024	American Towing & Wrecker Service	\$	(450.00)
Bill Pmt -Check	21462	03/27/2024	Cintas Corp	\$	(134.22)
Bill Pmt -Check	21463	03/27/2024	Innovative Network, Inc	\$	(1,915.00)
Bill Pmt -Check	21464	03/27/2024	Jim Hinton Oil	\$	(4,107.64)
Bill Pmt -Check	21465	03/27/2024	Live Oak Auto Parts, Inc.	\$	(77.75)
Bill Pmt -Check	21466	03/27/2024	Live Oak Pest Control Inc	\$	(48.00)
Bill Pmt -Check	21467	03/27/2024	McCrimon's Office Systems, Inc	\$	(21.20)
Bill Pmt -Check	21468	03/27/2024	O'Reilly Automotive, Inc.	\$	(232.38)
Bill Pmt -Check	21469	03/27/2024	Precision Auto & Muffler LLC	\$	(129.95)

Total Checks Wrote March 2024      \$    (77,332.94)

Total Paid March 2024                      \$    (174,714.88)

Suwannee Valley Transit Authority

Check Detail

April 2024

12

Type	Num	Date	Name	Paid Amount
Payroll Liability Bank Draft		4/12/2024	Payroll	\$ (24,929.49)
Payroll Liability Bank Draft		4/12/2024	Payroll Taxes	\$ (7,132.69)
Payroll Liability Bank Draft		4/12/2024	Payroll	\$ (9,565.87)
Payroll Liability Bank Draft		4/12/2024	Payroll Taxes	\$ (2,384.31)
Payroll Liability Bank Draft		4/26/2024	Payroll	\$ (26,092.20)
Payroll Liability Bank Draft		4/26/2024	Payroll Taxes	\$ (7,360.48)
				\$ (77,465.04)
Bill Pmt -Check Bank Draft		04/04/2024	Florida Retirement System	\$ (16,674.98)
Bill Pmt -Check Bank Draft		04/05/2024	ADP, Inc	\$ (233.90)
Bill Pmt -Check Bank Draft		04/10/2024	City of Live Oak	\$ (346.76)
Bill Pmt -Check Bank Draft		04/10/2024	FPL	\$ (791.43)
Bill Pmt -Check Bank Draft		04/10/2024	Comcast ( Fiber Opt Internet)	\$ (722.40)
Bill Pmt -Check Bank Draft		04/10/2024	Comcast Business (Fiber Phones)	\$ (1,106.42)
Bill Pmt -Check Bank Draft		04/10/2024	Verizon Wireless	\$ (515.31)
Bill Pmt -Check Bank Draft		04/10/2024	Verizon Wireless	\$ (633.73)
Bill Pmt -Check Bank Draft		04/16/2024	United Healthcare	\$ (13,445.31)
Bill Pmt -Check Bank Draft		04/17/2024	DMS-Division of Telecommunications(S	\$ (4.85)
Bill Pmt -Check Bank Draft		04/19/2024	ADP, Inc	\$ (396.18)
Bill Pmt -Check Bank Draft		04/23/2024	Comcast ( Fax line )	\$ (81.17)
Bill Pmt -Check Bank Draft		04/24/2024	TransAmerica	\$ (484.50)
Bill Pmt -Check Bank Draft		04/24/2024	FPL	\$ (676.47)
Bill Pmt -Check Bank Draft		04/24/2024	AFLAC	\$ (2,499.58)
Bill Pmt -Check Bank Draft		04/24/2024	Harland Checks	\$ (96.36)
Bill Pmt -Check Bank Draft		04/26/2024	ADP, Inc	\$ (96.75)
Bill Pmt -Check Debit card		04/15/2024	Amazon.Com	\$ (9.99)
Bill Pmt -Check Debit Card		04/03/2024	SRFax	\$ (57.48)
Bill Pmt -Check Debit Card		04/10/2024	Amazon.Com	\$ (92.20)
Bill Pmt -Check Debit Card		04/11/2024	Amazon.Com	\$ (47.43)
Bill Pmt -Check Debit Card		04/15/2024	Lowes	\$ (32.14)
Bill Pmt -Check Debit Card		04/29/2024	Intuit Services	\$ (1,049.00)
Bill Pmt -Check Debit Card		04/29/2024	Lowes	\$ (65.68)
Bill Pmt -Check 21470		04/03/2024	Advance Auto Parts	\$ (24.25)
Bill Pmt -Check 21471		04/03/2024	Advanced Tire Services	\$ (247.76)
Bill Pmt -Check 21472		04/03/2024	American Towing & Wrecker Service	\$ (250.00)
Bill Pmt -Check 21473		04/03/2024	Cintas Corp	\$ (134.22)
Bill Pmt -Check 21474		04/03/2024	Foxster Opco LLC	\$ (1,332.60)
Bill Pmt -Check 21475		04/03/2024	Live Oak Pest Control Inc	\$ (48.00)
Bill Pmt -Check 21476		04/03/2024	Morrell's Home Furnishings	\$ (100.00)
Bill Pmt -Check 21477		04/03/2024	Pioneer Janitorial Service	\$ (590.00)
Bill Pmt -Check 21478		04/03/2024	Seaman's Aqua Clean	\$ (35.00)
Bill Pmt -Check 21479		04/03/2024	Walt's Live Oak Ford	\$ (601.76)
Bill Pmt -Check 21480		04/10/2024	Advance Auto Parts	\$ (66.35)
Bill Pmt -Check 21481		04/10/2024	American Towing & Wrecker Service	\$ (150.00)
Bill Pmt -Check 21482		04/10/2024	Baya Urgent Care LLC	\$ (330.00)
Bill Pmt -Check 21483		04/10/2024	Cintas Corp	\$ (134.22)

Suwannee Valley Transit Authority

Check Detail

April 2024

13

Bill Pmt -Check 21484	04/10/2024	G.W. Hunter, Inc.	\$	(3,348.93)
Bill Pmt -Check 21485	04/10/2024	Jim Hinton Oil	\$	(3,711.10)
Bill Pmt -Check 21486	04/10/2024	Quill LLC	\$	(742.70)
Bill Pmt -Check 21487	04/10/2024	Ron Turley Associates Inc	\$	(5,700.00)
Bill Pmt -Check 21488	04/10/2024	Ron Turley Associates Inc	\$	(5,990.00)
Bill Pmt -Check 21489	04/10/2024	Vault Health	\$	(344.00)
Check 21490	04/15/2024	John Fields	\$	(12.00)
Bill Pmt -Check 21491	04/16/2024	Advance Auto Parts	\$	(21.99)
Bill Pmt -Check 21492	04/16/2024	Cintas Corp	\$	(134.22)
Bill Pmt -Check 21493	04/16/2024	Eric Musgrove	\$	(700.00)
Bill Pmt -Check 21494	04/16/2024	Quill LLC	\$	(77.40)
Bill Pmt -Check 21495	04/16/2024	Shred - it / Stericycle	\$	(299.64)
Bill Pmt -Check 21496	04/16/2024	Staples Advantage	\$	(345.47)
<b>April Total Checks</b>			<b>\$</b>	<b>(65,631.63)</b>

**Total Paid out in April \$ (143,096.67)**

**Suwannee Valley Transit Authority**  
**Profit & Loss**  
 March through April 2024

	Mar - Apr 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Medwaiver	26,453.60
0582060 · CDC+	2,178.68
0683050 · Bank Interest	2,683.59
3080000 · Voc Rehab - Lake City	1,212.33
3182020 · SREC Meals	4,166.66
4000 · Sources of Funds	
4300 · Local Government Funds	15,682.05
4630 · Sales & Disposals of Assets	4,900.00
<b>Total 4000 · Sources of Funds</b>	<b>20,582.05</b>
4100 · Directly Generated Funds	
4110 · Passenger Fares	5,781.19
<b>Total 4100 · Directly Generated Funds</b>	<b>5,781.19</b>
83080 · TD Commission-Operating	31,363.22
<b>Total Income</b>	<b>94,421.32</b>
<b>Expense</b>	
Bank Charges	32.00
5000 · Operating Expenses	
5010 · Labor	
5011 · Salary & Wages	
5011.1 · Operations Salary & Wages	106,044.23
5011.2 · Maintenance Salary & Wages	20,632.81
5011.4 · General Admin-Salary & Wages	14,866.68
<b>Total 5011 · Salary &amp; Wages</b>	<b>141,543.72</b>
<b>Total 5010 · Labor</b>	<b>141,543.72</b>
5015 · Fringe Benefits	
5015.1 · Employment Taxes	
5015.12 · Federal Taxes	
5015121 · Federal-Operations	2,237.09
5015122 · Federal-Maintenance	777.40
5015124 · Federal-General Administration	437.28
<b>Total 5015.12 · Federal Taxes</b>	<b>3,451.77</b>
5015.13 · Medicare Taxes	
5015131 · Medicare-Operations	1,177.77
5015132 · Medicare-Maintenance	285.46
5015134 · Medicare-General Admin	203.23
<b>Total 5015.13 · Medicare Taxes</b>	<b>1,666.46</b>
5015.14 · Social Security Taxes	
5015141 · Social Security-Operations	2,056.49
5015142 · Social Security-Maintenance	612.05
5015144 · Social Security-General Admin	434.52
<b>Total 5015.14 · Social Security Taxes</b>	<b>3,103.06</b>
<b>Total 5015.1 · Employment Taxes</b>	<b>8,221.29</b>
5015.21 · Medical-Health Expenses	
5015211 · Medical-Operations	20,525.18
5015212 · Medical-Maintenance	4,736.58
5015214 · General Admin-Health	3,157.72
5015.21 · Medical-Health Expenses - Other	50.00
<b>Total 5015.21 · Medical-Health Expenses</b>	<b>28,469.48</b>



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Suwannee Valley Transit Authority

Profit & Loss

March through April 2024

05/06/24

Accrual Basis

	Mar - Apr 24
5015.22 · Dental & Vision-Health Expenses	
5015221 · Dental & Vision - Operations	817.48
5015222 · Dental & Vision - Maintenance	167.96
5015224 · Dental & Vision - General Admin	55.60
5015.22 · Dental & Vision-Health Expenses - Other	0.00
<b>Total 5015.22 · Dental &amp; Vision-Health Expenses</b>	<b>1,041.04</b>
5015.23 · TransAmerica-Health Expenses	
5015231 · TransAmerica-Operations	501.45
5015232 · TransAmerica-Maintenance	176.19
5015234 · TransAmerica-General Admin	35.25
<b>Total 5015.23 · TransAmerica-Health Expenses</b>	<b>712.89</b>
5015.24 · Aflac - Health Expense	
5015241 · Aflac-Operations	-13.69
5015242 · Aflac - Maintenance	89.78
5015244 · Aflac - General Administration	1,423.24
<b>Total 5015.24 · Aflac - Health Expense</b>	<b>1,499.33</b>
5015.25 · Liberty National-Health Expense	
5015251 · Liberty National-Operations	151.42
5015252 · Liberty National-Maintenance	33.92
5015254 · Liberty National-General Admin.	7.40
<b>Total 5015.25 · Liberty National-Health Expense</b>	<b>192.74</b>
5015.3 · Retirement Costs/Pension Plans	
5015.31 · Retirement/Pension-Operations	14,899.71
5015.32 · Retirement/Pension-Maintenance	3,656.65
5015.34 · Retirement/Pension-General Admi	6,215.22
<b>Total 5015.3 · Retirement Costs/Pension Plans</b>	<b>24,771.58</b>
5015.4 · Other Fringe Benefits	
5015.42 · Other Fringe Benefits-Maint	771.66
<b>Total 5015.4 · Other Fringe Benefits</b>	<b>771.66</b>
<b>Total 5015 · Fringe Benefits</b>	<b>65,680.01</b>
5020 · Services	
5020.1 · Drug & Alcohol Screenings	554.00
5020.10 · Pest Control	96.00
5020.11 · Custodial Services	1,180.00
5020.12 · Shredding Services	299.64
5020.13 · Generator Services	749.00
5020.15 · Fire Extinguisher Services	49.80
5020.2 · Background Screenings	80.25
5020.3 · Medical Examination	330.00
5020.4 · Legal Services	1,350.00
5020.5 · Board Secretary	700.00
5020.6 · Information Technology	3,830.00
5020.8 · Towing	700.00
5020.9 · Finance & Accounting Services	
5020.91 · Payroll Services	1,283.57
<b>Total 5020.9 · Finance &amp; Accounting Services</b>	<b>1,283.57</b>
<b>Total 5020 · Services</b>	<b>11,202.26</b>
5030 · Materials and Supplies	
5031 · Fuel & Lubricants	
5031.1 · Fuel & Lubricants-Revenue Vehic	16,760.87
<b>Total 5031 · Fuel &amp; Lubricants</b>	<b>16,760.87</b>

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Suwannee Valley Transit Authority

Profit & Loss

March through April 2024

05/06/24

Accrual Basis

	Mar - Apr 24
5032 · Tires & Tubes Expense	
5032.1 · Tires and Tubes-Revenue Vehicle	181.56
<b>Total 5032 · Tires &amp; Tubes Expense</b>	<b>181.56</b>
<b>Total 5030 · Materials and Supplies</b>	<b>16,942.43</b>
5039 · Other Materials and Supplies	
5039.2 · Vehicle Maintenance	
5039.2b · Vehicle Maint & Repair	
50392b1 · Parts	698.59
5039.2b · Vehicle Maint & Repair - Other	-490.05
<b>Total 5039.2b · Vehicle Maint &amp; Repair</b>	<b>208.64</b>
<b>Total 5039.2 · Vehicle Maintenance</b>	<b>208.64</b>
5039.3 · Facility Maintenance	
5039.3e · Materials & Supplies - Maint.	
50393e1 · Janitorial Supplies	257.14
<b>Total 5039.3e · Materials &amp; Supplies - Maint.</b>	<b>257.14</b>
50393e4 · Facility Maintenance Supplies	13.94
5039.3 · Facility Maintenance - Other	432.17
<b>Total 5039.3 · Facility Maintenance</b>	<b>703.25</b>
5039.4 · General Admin Other Mat. & Supp	
5039.4F · Office Supplies	
50394F1 · Postage	200.00
5039.4F · Office Supplies - Other	1,366.92
<b>Total 5039.4F · Office Supplies</b>	<b>1,566.92</b>
<b>Total 5039.4 · General Admin Other Mat. &amp; Supp</b>	<b>1,566.92</b>
5039.4g · Misc. Office "Supplies"	105.90
50392b2 · Shop Supplies	2,059.10
<b>Total 5039 · Other Materials and Supplies</b>	<b>4,643.81</b>
5040 · Utilities	
5040.2 · Electricity	1,467.90
5040.22 · Water	675.02
5040.23 · Telephone	2,751.61
5040.26 · Internet	1,444.80
5040.27 · Cell Phones	1,289.17
<b>Total 5040 · Utilities</b>	<b>7,628.50</b>
5090 · Miscellaneous Expenses	
5090.41 · Dues & Subscriptions	5,700.00
5090.44 · Entertainment Expense	102.44
5090.47 · Bad Debt Expense	335.93
<b>Total 5090 · Miscellaneous Expenses</b>	<b>6,138.37</b>
5220 · Operating Lease Expenses	
5220.1 · Postage Lease Expense	132.00
5220.2 · Water Cooler Lease Expense	70.00
5220.3 · Parking Lease Expense	100.00
<b>Total 5220 · Operating Lease Expenses</b>	<b>302.00</b>
<b>Total 5000 · Operating Expenses</b>	<b>254,081.10</b>
5200 · Reconciliation Discrepancies	0.06

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Suwannee Valley Transit Authority

Profit & Loss

05/06/24

March through April 2024

Accrual Basis

	<u>Mar - Apr 24</u>
6000 - Capital Expenses	
6800 - Communication/Info Systems	11,166.74
Total 6000 - Capital Expenses	11,166.74
Total Expense	265,279.90
Net Ordinary Income	-170,858.58
Net Income	<u>-170,858.58</u>

SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064  
386.362.5332



PURPOSE: To set procedures for the accumulation and use of compensatory time.

APPLICATION: This policy applies to all exempt employees. The definition of exempt is as follows: a salaried employee who earns more than ~~\$455.00~~ \$684.00 per week, gross salary, and who serves in a professional, executive or administrative exemption.

POLICY: An exempt employee, as defined above, may accumulate comp time, if he or she worked more than 80 hours per bi-weekly pay period, on an hour per hour basis. SVTA's work week begins on Saturday and runs through Friday. All exempt employees must obtain prior approval, when possible, from the Administrator before earning comp time. The Administrator does not earn comp time.

All comp time must be presented to the Board at the next regularly scheduled meeting. All accumulated comp time must be used within ~~thirty (30) calendar days~~ three months following the ~~pay period~~ month in which it was earned or employee would forfeit any unused comp time.

\*\*Salaried or exempt employees shall not receive monetary payment for compensatory time except in the event of termination. Then, the employee will be paid their accumulated comp time at the regular rate earned at the time the employee receives such payment.

\*\*Added with recommendation from the Grand Jury

Last Review 4/3/2024 10:19 AM

*Suwannee Valley Transit Authority's*



**BUDGET POLICY**

**PURPOSE:**

In the course of owning, operating and maintaining its public transportation system, Suwannee Valley Transit Authority (SVTA or Authority) is charged with managing public funds. It is, therefore, necessary to establish this Administrative Rule regarding Budget Policy. This rule sets forth the development process in administering the Authority's operating and capital budgets. It also serves as a tool for implementing SVTA's financial goals and objectives.

**SCOPE:**

This administrative Rule/Policy shall apply to all officers, managers, employees, or agents of the Authority and Members of the Governing Board.

**AUTHORITY:**

Title XXVI, Florida Statutes

**BASIS OF BUDGETING:**

**Accounting Basis**

SVTA's budget and financial statements are reported in accordance with Generally Accepted Accounting Principles and will be prepared on an accrual basis. The modified accrual basis of accounting recognizes the financial effect of events that impact the entity during the accounting period, regardless of whether cash was received or spent. ~~In business, full accrual accounting is commonly used to determine a more accurate net profit, to measure the financial position of the entity, and to match income with expenses for the period. The government~~

**Balanced Budget**

Current year operating expenditures are funded from forecasted fares, contract services and local, state, and federal funding. These funds are used to pay for personnel, services, materials, supplies, taxes, utilities, insurance, purchased transportation, and miscellaneous expenses. Capital expenditures are funded from a combination of federal, state, and local sources. These dollars are used to pay for planned purchase of replacement and expansion of buses and vans, equipment replacement, facility improvements, and technology upgrades. No funds are committed to the Capital Improvement Program unless they are budgeted and fully funded by federal, state, and/or local sources.

**BUDGET DEVELOPMENT:**

~~The budget development cycle begins in December and runs through September of the current fiscal year. In late December, the Administrator conducts a kick-off meeting with all directors and managers to announce the new budget year and to communicate the state of the budget and major issues that will affect budget development for the coming year. All directors and managers then have January and February to develop their expense budgets. During this same timeframe, SVTA's Administrator meets with local funding partners to seek direction on funding level and determine any potential increases. While the directors and managers are developing expense budgets, the Finance staff begins developing the revenue portion of the budget based on recent years' trends and direction from the Administrator. At the end of February or early March, revenue and expenses are held constant to allocate net regional expenses to the three counties in the region (Suwannee, Hamilton, and Columbia). Net regional expenses are determined by subtracting all federal, state and SVTA-generated revenue from total expenses.~~

~~Net regional expenses are allocated by projected Transportation Disadvantaged (TD) trip levels.~~

~~After net regional expenses are finalized and allocated, a draft Proposed Operating and Capital Budget is presented to the SVTA Board of Directors in the March/April timeframe. Based on the direction provided at the Board meeting, funding request letters are mailed by May 1<sup>st</sup> to the three counties that directly contribute to or receive services from SVTA. From May to July, the budget development assumptions continue to be updated and an updated proposed operating and capital budget is provided.~~

~~By August, feedback from the funding partners will be incorporated. In September, the budget is finalized and taken before the SVTA Board for adoption prior to the beginning of the Fiscal Year. The Adopted Budget goes into effect on October 1<sup>st</sup> each year and ends on September 30<sup>th</sup>, the fiscal year end.~~

~~When feasible, in the three months immediately after the annual budget is adopted, the finance staff compiles all the information that was used in the budget development process to create an Annual Budget Book. This book serves as a comprehensive source of SVTA's budget information and is distributed throughout the organization.~~

### **Controlling Against the Budget**

Once an annual budget goes into effect on October 1<sup>st</sup>, it is then used to monitor and control actual revenue and expense performance. Monthly financial reports are run and analyzed to determine what areas were over or under budget. In areas where the actual operating environment differs from assumptions used to develop the budget, a Budget Transfer or Budget Amendment may be needed to modify the budget to reflect the realities of the actual operating environment. Whether a budget transfer or amendment is needed, the Finance staff should identify, explain, and communicate all material budget variances to relevant decision makers in the organization for future corrective action, if necessary.

#### **Budget Transfers**

A budget transfer results in movement of revenue or expense from one account and into another. When a budget transfer occurs, the overall level of revenues and expenses remain unchanged. In addition, staffed positions may be transferred within departments by department directors or between departments by the Administrator.

#### **Budget Amendments**

All budget amendments must be approved by SVTA's Board. Amendments include overall changes in staffing levels and/or expenses and revenues. They may be approved at the time of budget adoption or as subsequent amendments throughout the fiscal year.

### **Fund Type**

~~SVTA is a stand-alone governmental unit operating with one type of fund. The Enterprise Fund is used in the accounting of activities like those found in the private sector. It accounts for transit services provided to the public for a fee that allows SVTA to be self-supporting. The General Fund follows fund accounting principles. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.~~

### **REVENUE BUDGET:**

Revenues are to be estimated realistically and those considered unpredictable should be budgeted conservatively. The revenues received will be compared to projected revenues. The Administrator or

his/her Designee is responsible for providing the revenue projections for the grants and special revenue funds generated within each department's activities and/or functions.

### Revenue Diversification

Funding is received primarily through operating, planning and capital assistance grants. The authority's secondary source of revenue stems from customer fares, contract services, and other income. Revenue diversification is achieved by actively pursuing other financing sources and expanding SVTA's existing dedicated income base each year such as the addition of more public-private partnerships.

### Fees and Charges

~~The annual forecast of~~ Contract services will be based on estimates received from participating governmental entities. ~~A conservative position is used, adjusting downward, if necessary, in anticipation of probably economic events.~~

~~Additionally, an annual review of customer fares is performed~~ Customer fares will be reviewed annually for possible adjustment.

### Use of one-time revenues/unpredictable revenues

~~Financing sources (sources other than customer fares or contract services) should not be used to pay for the current year operating expenditures unless specifically identified by the contributor/grantor of the resource and the amount to be received is certain.~~

### **OPERATING EXPENDITURE BUDGET:**

The amount budgeted from operating expenditures is a function of activities performed. The Authority does not practice incremental budgeting. Instead, SVTA follows a zero-based budgeting methodology that requires justification of line-item expenses.

Each year, at the beginning of the budget process, Suwannee, Hamilton, and Columbia counties are surveyed for indications of notified of the request for funding dollars for the upcoming fiscal year. ~~Based on responses received, the Finance staff then determines if expenditure levels should continue from the current fiscal year or if modifications are required. New requests are evaluated based on actual need and the desired level of service. Factors affecting budget expenditures include:~~ This funding request is based on the most current census at a rate of \$0.90 per capita. SVTA shall:

- ~~Maintain a level of service that will provide, to the extent reasonable and practicable, safe, and reliable transportation.~~
- ~~Support operating expenditures via ongoing operating revenues.~~
- ~~Maintain expenditure categories according to State and Federal administrative regulations.~~
- ~~Parallel and adjust services to inelastic revenue sources to maintain the highest level of service. During periods of economic upturn, long-term expansion of core services will be related to the anticipated increase of those sources.~~

### Personnel Services

Determining personnel requirements is a key step in formulating budgetary estimates as costs constitute a large portion of the total budget. Evaluation of current positions may result in changes to the positions.



Requests for new positions should be made by the ~~Directors and managers~~ Administrator and approved by the ~~Administrator~~ Board of Directors during the budget process.

- **Cost of Living Adjustments:** Included in the annual budget, the Board may provide for a cost-of-living adjustment to ensure pay ranges remain competitive ~~with the marketplace due to increases in the Consumer Price Index.~~
- **Merit Increases:** The Board may also adjust pay annually via a merit increase in accordance with the Authority's Personnel Policies.
- **Insurances:** Premiums for employee related insurances will be charged in accordance with the Authority's Personnel Policies. Premium rates and costs will be evaluated annually through the budget process and budgeted accordingly.
- **Organizational Chart:** The budget authorizes a number of full-time and part-time positions that the Board has deemed necessary to support the desired level of service. ~~As part of the annual budget adoption process, a head count for the coming fiscal year will be submitted for approval.~~

### **CAPITAL BUDGET:**

~~The capital budget process begins with a notification from the administrator to directors and managers. Notifications explicitly state all capital asset replacements, additions, or expansion(s) shall be accounted for separate from the normal operating budget. At the end of June, directors and managers will collectively review capital budget requests to determine if such needs are to be granted / funded with other revenue sources.~~

The consolidated annual budget will include line items for the replacement of assets. Capital assets are defined as property with an initial cost of \$500- \$5,000 and a useful life in excess of 1 year. They are maintained separately in the budget from items purchased through operating budget requests.

~~All requests for the acquisition of or addition to capital assets are budgeted in accordance with the Federal Transit Administration and state regulations governing public entities. When capital assets are purchased with grant dollars, those funds may only be spent in accordance with grant stipulations. If an item meets the criteria for capital purchase, it will be included in the Capital Improvement program (CIP). In addition to requested non-CIP items, the first year of the CIP is included in the annual budget.~~

~~A budget for a capital project shall be a project-length budget. Upon Board approval, the project's appropriation shall continue in force and be reserved for that purpose, until the purpose for which it was approved has been accomplished or abandoned. At the end of the fiscal year, the unspent appropriation of an approved capital project shall be carried forward to the subsequent fiscal year(s) until the project is completed.~~

### **RESERVES:**

To protect against unforeseen events, reserves are established. The Government Finance Officers Association recommends operating budget reserve policies of 60 day minimum, 5% to 15% for its members. Regardless of the type of reserve, all reserve dollars shall be maintained in liquid accounts.

#### **Reserves for Cash**

~~This reserve for cash balance may not exceed 20% of the total receipts and balances of the budget. The primary purpose of this reserve fund is to ensure adequate resources for operating purposes at the beginning of the fiscal year. The reserve also helps to protect SVTA in the event it must respond to a~~

~~natural or man-made disaster. This appropriation may also be considered to fund one-time capital outlay, but, shall not be used to support ongoing operating expenses.~~

### **Reserves for Contingencies**

The contingency is commonly known as an emergency reserve. SVTA will maintain a reserve equal to at least 60 days of the annual operating budget. Establishment of a contingency will help SVTA adjust to economic downturns, extraordinary cost increases, and other financial emergencies to preserve its ongoing ability to deliver safe and reliable service to its customers. The reserve will be used for non-recurring expenditures. It shall not be used to support ongoing operating expenses without ~~consent~~ approval by the Board.

### **Reserves for Capital**

~~In the event that the unreserved, undesignated reserve balance exceeds the amount set forth in this policy, the excess will be transferred to Reserves for Capital. The goal will be to fund future infrastructure. This only pertains to items and/or projects that are listed within the CIP.~~

### **Reserve for Health Insurance**

~~Recent history has shown that insurance costs for SVTA are escalating at a rate beyond normal revenue growth. Once an appropriate claim level has been reserved for the Health Insurance Internal Service Fund, it is SVTA's intent to establish a reserve account within the fund that will assist in offsetting the authority's share of employee health insurance. The reserve will be funded via reserving excess revenues to the fund as determined by the Authority's independent annual audit. Interest earned will then be a revenue source for the fund that can reduce the budgetary impact of health insurance increases from year to year.~~

### **Replenishment of Reserves**

~~If reserves are less than the required amounts per this policy, the Administrator shall submit a plan for expenditure reductions and/or revenue increases to the Board. In addition, the Board shall review and amend the plan as a part of its annual budget review. Reserves for Cash must be replenished no later than the end of the second year after its occurrence.~~

Revision Record	Date	Description	Details
POL 2015-001 v 1.0	10/1/2012	Budget Policy	Created BSteele
	11/10/2014		Adopted by Board
POL 2015-001 v 2.0	3/20/2024	Draft 1	Revised TFortner
POL 2015-001 v 2.0	3/39/2024	Draft 2	Revised MMarquardt
POL 2015-001 v 2.0	4/3/2024	Draft 3	Revised CPerla
POL 2015-001 v 2.0	4/11/2024	Draft 4	Revised TFortner
POL 2015-001 v 2.0		Approval	

DRAFT

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

**Shirley Conroy Rural Area Capital Assistance Grant Application**  
**Resolution # 2024-05**

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 Monica Marquardt to execute the grant agreement, amendments, warranties, certifications, and any other documents 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 Teresa Fortner.  
The Registered Agent's address is 1907 Voyles Street SW, Live Oak, FL 32064.

DULY PASSED AND ADOPTED THIS 13<sup>th</sup> DAY OF May 2024.

BOARD OF Suwannee Valley Transit Authority

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

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

ATTEST:

Signature \_\_\_\_\_

