

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, OCTOBER 16, 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:

➤ JULY 10, 2023 Regular Meeting	Page 1-4	Chairman Don Hale
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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 5-14	Cinda Foster/ Monica Marquardt
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GENERAL INFORMATION:

Discuss with possible Board action and adoption:

- | | | |
|--|------------|-------------------|
| ➤ Policy Update Rules & Regulations #2015-022.3
update Section 6.4B(a) & Section 6.6C | Page 15-18 | Chairman Don Hale |
| ➤ 5310 Grant Resolution.#2023-09 | Page 19 | Chairman Don Hale |
| ➤ 5311 Grant Resolution #2023-10 | Page 20 | Chairman Don Hale |
| ➤ 5339 Grant Resolution #2023-11 | Page 21 | Chairman Don Hale |
| ➤ Policy Update SSPP Organization Chart | Page 22 | Chairman Don Hale |
| ➤ 2024 Meeting Schedule | Page 23 | Chairman Don Hale |
| ➤ Elect 2024 Chair | | Chairman Don Hale |
| ➤ Elect 2024 Vice-Chair | | 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 24-25

Larry Sessions

Upcoming meeting: February 12, 2024 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 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, Robby Roberson, and Travis Land.

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 January 9, 2023 Regular Meeting, the April 10, 2023 Regular Meeting, and the June 5, 2023 Special Called Meeting.

Commissioner Land moved to approve the minutes of the January 9, 2023 Regular Meeting, the April 10, 2023 Regular Meeting, and the June 5, 2023 Special Called Meeting as written. Commissioner Murphy seconded, and the motion carried unanimously.

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 and was normal for the period.

Brief discussion was held on the fact that Florida Department of Transportation (FDOT) was catching up on their grant reimbursements.

GENERAL BUSINESS:

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

- A) Budget Amendments

It was noted that adjustments were made according to what was actually received in FY 2022-2023, with the major change being the receipt of a grant.

- B) FY 2023-2024 Operating Budget - Resolution #2023-08

Commissioner Land moved to approve budget amendments and the FY 2023-2024 Operating Budget - Resolution #2023-08. Commissioner Murphy seconded, and the motion carried unanimously.

- C) Shirley Conroy Grant Application – Resolution #2023-07

Administrator Sessions stated that this was a grant requested every year and used for vehicle purchases.

Some discussion ensued on the grant application, including the drastic increase in bus prices over previous years.

Commissioner Phillips moved to apply for a Shirley Conroy Grant – Resolution #2023-07. Commissioner Brown seconded, and the motion carried unanimously.

- D) Rules and Regulations Policy #2015-022.2 update, Section 7.1B, 7.3, and 7.3A

Administrator Sessions noted that the update was to clarify leave time, how it was earned, and how it was spent, bringing it in line with the Rules and Regulations of the County.

Brief discussion ensued on how the policy worked and that an employee could only use time they had already accrued, not time they were in the process of accruing.

Commissioner Murphy moved to adopt Rules and Regulations Policy #2015-022.2, updating Sections 7.1B, 7.3, and 7.3A. Commissioner Phillips seconded, and the motion carried unanimously.

E) Sealed Bid Openings – Open Shelter

Chairman Hale noted that there had only been one bid at the previous meeting, and it was well over the amount set aside for the project. This was a rebid of the project.

The first bid was from FICON Construction and Fabrication of Live Oak for \$123,221.53.

The second bid was from Cutting Edge Development of Lake City for \$59,330.

The third bid was from Music Construction of Live Oak for \$108,500.

The fourth bid was from Adam Boyd Bobcat Service of Riverview for \$203,683.

Discussion ensued on the drastic price difference in bids and bid specifics.

Commissioner Land moved to accept the bid from Cutting Edge Development of Lake City for an open shelter in the amount of \$59,330. Commissioner Murphy seconded, and the motion carried unanimously.

It was noted that Administrator Sessions would verify that Cutting Edge Development included all aspects of the open shelter construction in their bid.

The fourth item on the agenda was public concerns and comments. (Filling out a Comment Card is 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:

Administrator Sessions noted a compliment from the public about one of the drivers. He stated that SVTA was averaging slightly more than 2,000 riders per month, which was still down from its pre-COVID levels. Administrator Sessions also discussed events that SVTA assisted within the three membership counties.

The next regular meeting will be held on October 16, 2023, at 6:00 p.m.

ADJOURNMENT:

Commissioner Land moved to adjourn the meeting. Commissioner Phillips seconded, and the motion carried unanimously.

There being no further business to discuss, the meeting adjourned at 6:25 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
Check Detail**

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July 2023

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	7/7/2023	Payroll	\$ (25,688.00)
Payroll Liability	Bank Draft	7/7/2023	Payroll Taxes	\$ (7,014.12)
Payroll Liability	Bank Draft	7/21/2023	Payroll	\$ (25,452.34)
Payroll Liability	Bank Draft	7/21/2023	Payroll Taxes	\$ (7,068.29)
				\$ (65,222.75)
Bill Pmt -Check	Bank Draft	07/06/2023	Globe Life Liberty National Division	-1,132.64
Bill Pmt -Check	Bank Draft	07/06/2023	Blue Cross/Blue Shield	-15,015.88
Bill Pmt -Check	Bank Draft	07/06/2023	TransAmerica	-387.61
Bill Pmt -Check	Bank Draft	07/06/2023	Guardian	-603.66
Bill Pmt -Check	Bank Draft	07/06/2023	AFLAC	-1,518.28
Bill Pmt -Check	Bank Draft	07/06/2023	Florida Retirement System	-9,916.88
Bill Pmt -Check	Bank Draft	07/10/2023	Florida Power & Light	-737.07
Bill Pmt -Check	Bank Draft	07/11/2023	City of Live Oak	-317.29
Bill Pmt -Check	Bank Draft	07/14/2023	ADP, Inc	-237.07
Bill Pmt -Check	Bank Draft	07/19/2023	Department of Management Services	-19.37
Bill Pmt -Check	Bank Draft	07/28/2023	ADP, Inc	-402.53
Bill Pmt -Check	Bank Draft	07/28/2023	ADP, Inc	-107.15
Bill Pmt -Check	Bank Draft	07/31/2023	Florida Retirement System	-11,329.50
Bill Pmt -Check	Bank Draft	07/31/2023	TransAmerica	-387.61
Bill Pmt -Check	Bank Draft	07/31/2023	Globe Life Liberty National Division	-1,176.13
Bill Pmt -Check	Bank Draft	07/31/2023	Guardian	-584.84
Bill Pmt -Check	Bank Draft	07/31/2023	AFLAC	-1,518.28
Bill Pmt -Check	Debit Card	07/03/2023	Lowe's	-47.98
Bill Pmt -Check	Debit Card	07/12/2023	Harbor Freight	-159.99
Bill Pmt -Check	Debit Card	07/19/2023	Amazon.Com	-139.00
Bill Pmt -Check	Debit Card	07/19/2023	Matthews Bus Alliance	-210.39
Bill Pmt -Check	Debit Card	07/24/2023	Home Depot	-26.06
Bill Pmt -Check	Debit Card	07/31/2023	Amazon.Com	-29.99
Bill Pmt -Check	21133	07/10/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21134	07/10/2023	Farmers Cooperative Inc.	-50.00
Bill Pmt -Check	21135	07/10/2023	Foxster Opco LLC	-1,522.94
Bill Pmt -Check	21136	07/10/2023	G.W. Hunter, Inc.	-4,649.52
Bill Pmt -Check	21137	07/10/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21138	07/10/2023	Jim Hinton Oil	-8,244.28
Bill Pmt -Check	21139	07/10/2023	Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	21140	07/10/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21141	07/10/2023	Quill.com	-191.36
Bill Pmt -Check	21142	07/10/2023	Seaman's Aqua Clean	-70.00
Bill Pmt -Check	21143	07/10/2023	ServPro of Columbia and Suwannee C	-1,820.00
Bill Pmt -Check	21144	07/10/2023	Shred - it / Stericycle	-69.97
Bill Pmt -Check	21145	07/10/2023	The ARC North Florida, Inc	-69.98

Suwannee Valley Transit Authority

Check Detail

July 2023

Bill Pmt -Check	21146	07/10/2023 USA Oil, LLC	-150.00
Bill Pmt -Check	21147	07/10/2023 Verizon Wireless	-1,285.53
Bill Pmt -Check	21148	07/19/2023 Comcast (Fax line)	-84.20
Bill Pmt -Check	21149	07/19/2023 Comcast (Fiber Opt Internet)	-687.40
Bill Pmt -Check	21150	07/19/2023 Comcast Business (Fiber Phones)	-1,089.87
Bill Pmt -Check	21151	07/19/2023 TESCO	-471.40
Bill Pmt -Check	21152	07/26/2023 Advance Auto Parts	-46.72
Bill Pmt -Check	21153	07/26/2023 Cintas Corporation #148	-538.92
Bill Pmt -Check	21154	07/26/2023 Clean Yard Landscape	-300.00
Bill Pmt -Check	21155	07/26/2023 Live Oak Tire Center LLC	-21.00
Bill Pmt -Check	21156	07/26/2023 MuniCreative, Inc	-3,300.00
Bill Pmt -Check	21157	07/26/2023 O'Reilly Automotive, Inc.	-127.58
Bill Pmt -Check	21158	07/26/2023 Ogles Roofing Construction	-1,469.00
Bill Pmt -Check	21159	07/26/2023 Pitney Bowes Bank Inc Purchase Pow	-201.00
Bill Pmt -Check	21160	07/26/2023 Suwannee North Florida Sports Conn	-266.00
Bill Pmt -Check	21161	07/26/2023 TESCO	-165.44
<u>Bill Pmt -Check</u>	<u>21162</u>	<u>07/26/2023 Walt's Live Oak Ford</u>	<u>-351.57</u>
		Total	-76,101.88

Total for July 2023 141,324.63

Suwannee Valley Transit Authority

Check Detail

August 2023

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Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	8/4/2023	Payroll	\$ (26,206.38)
Payroll Liability	Bank Draft	8/4/2023	Payroll Taxes	\$ (7,180.34)
Payroll Liability	Bank Draft	8/18/2023	Payroll	\$ (24,735.60)
<u>Payroll Liability</u>	<u>Bank Draft</u>	<u>8/18/2023</u>	<u>Payroll Taxes</u>	<u>\$ (6,889.26)</u>
				\$ (65,011.58)
Bill Pmt -Check	Bank Draft	08/09/2023	Florida Power & Light	-864.78
Bill Pmt -Check	Bank Draft	08/10/2023	City of Live Oak	-334.11
Bill Pmt -Check	Bank Draft	08/11/2023	ADP, Inc	-240.25
Bill Pmt -Check	Bank Draft	08/25/2023	ADP, Inc	-243.42
Bill Pmt -Check	Bank Draft	08/25/2023	ADP, Inc	-104.55
Bill Pmt -Check	Debit Card	08/08/2023	Publix	-54.36
Bill Pmt -Check	Debit Card	08/09/2023	Amazon.Com	-37.30
Bill Pmt -Check	Debit Card	08/17/2023	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	08/25/2023	Lowe's	-63.96
Bill Pmt -Check	21163	08/01/2023	IdentIFIX	-1,428.00
Bill Pmt -Check	21164	08/01/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21165	08/01/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21166	08/01/2023	Wood's Electrical Services, Inc	-710.00
Bill Pmt -Check	21167	08/14/2023	Advance Auto Parts	-37.56
Bill Pmt -Check	21168	08/14/2023	Clean Yard Landscape	-300.00
Bill Pmt -Check	21169	08/14/2023	Comcast (Fax line)	0.00
Bill Pmt -Check	21170	08/14/2023	Comcast (Fiber Opt Internet)	-687.40
Bill Pmt -Check	21171	08/14/2023	Comcast Business (Fiber Phones)	-1,104.29
Bill Pmt -Check	21172	08/14/2023	Felknor Electric, Inc	-515.00
Bill Pmt -Check	21173	08/14/2023	First Federal Bank	-379.00
Bill Pmt -Check	21174	08/14/2023	Foxster Opco LLC	-1,522.94
Bill Pmt -Check	21175	08/14/2023	G.W. Hunter, Inc.	-3,282.97
Bill Pmt -Check	21176	08/14/2023	Janitorial and Event Supplies, LLC	-109.95
Bill Pmt -Check	21177	08/14/2023	Jim Hinton Oil	-7,722.04
Bill Pmt -Check	21178	08/14/2023	Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	21179	08/14/2023	Lube Specialists	-2,375.10
Bill Pmt -Check	21180	08/14/2023	McCrimon's Office Systems, Inc	-182.00
Bill Pmt -Check	21181	08/14/2023	O'Reilly Automotive, Inc.	-533.52
Bill Pmt -Check	21182	08/14/2023	Quill.com	-296.21
Bill Pmt -Check	21183	08/14/2023	Riverbend News	-45.00
Bill Pmt -Check	21184	08/14/2023	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	21185	08/14/2023	The ARC North Florida, Inc	-70.22
Bill Pmt -Check	21186	08/14/2023	Verizon Wireless	-1,267.37
Bill Pmt -Check	21187	08/14/2023	W B Howland Company	-13.42
Bill Pmt -Check	21188	08/14/2023	Walt's Live Oak Chrysler Jeep Dodg	-407.31
<u>Check</u>	<u>21189</u>	<u>08/23/2023</u>	<u>Charlene Trimble</u>	<u>-64.00</u>
			Total	-27,653.78
			Total for August 2023	\$ (92,665.36)

Suwannee Valley Transit Authority
Check Detail
September 2023

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Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	9/1/2023	Payroll	\$ (26,742.75)
Payroll Liability	Bank Draft	9/1/2023	Payroll Taxes	\$ (7,458.32)
Payroll Liability	Bank Draft	9/15/2023	Payroll	\$ (28,694.32)
Payroll Liability	Bank Draft	9/15/2023	Payroll Taxes	\$ (8,142.55)
Payroll Liability	Bank Draft	9/29/2023	Payroll	\$ (26,640.33)
Payroll Liability	Bank Draft	9/29/2023	Payroll Taxes	\$ (7,640.66)
				\$ (105,318.93)
Bill Pmt -Check	Bank Draft	09/06/2023	United Healthcare	-11,866.45
Bill Pmt -Check	Bank Draft	09/07/2023	Florida Retirement System	-11,086.16
Bill Pmt -Check	Bank Draft	09/07/2023	Globe Life Liberty National Division	-1,123.82
Bill Pmt -Check	Bank Draft	09/07/2023	TransAmerica	-387.61
Bill Pmt -Check	Bank Draft	09/07/2023	Guardian	-532.38
Bill Pmt -Check	Bank Draft	09/07/2023	AFLAC	-1,452.50
Bill Pmt -Check	Bank Draft	09/08/2023	ADP, Inc	-240.25
Bill Pmt -Check	Bank Draft	09/12/2023	Florida Power & Light	-932.43
Bill Pmt -Check	Bank Draft	09/12/2023	City of Live Oak	-317.29
Bill Pmt -Check	Bank Draft	09/22/2023	ADP, Inc	-237.07
Bill Pmt -Check	Bank Draft	09/29/2023	ADP, Inc	-94.15
Bill Pmt -Check	Debit Card	09/07/2023	GODADDY.COM	-44.34
Bill Pmt -Check	Debit Card	09/20/2023	ACHA / Background Screening	-13.68
Bill Pmt -Check	Debit Card	09/20/2023	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	09/21/2023	D & D Garage Doors	-3,509.00
Bill Pmt -Check	Debit Card	09/26/2023	Amazon.Com	-110.05
Bill Pmt -Check	Debit Card	09/26/2023	Amazon.Com	-12.70
Bill Pmt -Check	Debit Card	09/27/2023	Vc Training	-499.00
Bill Pmt -Check	21190	09/12/2023	FDOT Office of Comptroller	-4,296.29
Bill Pmt -Check	21191	09/12/2023	Baya Urgent Care LLC	-110.00
Bill Pmt -Check	21192	09/12/2023	Bennett's Glass Company, Inc.	-60.00
Bill Pmt -Check	21193	09/12/2023	Clean Yard Landscape	-600.00
Bill Pmt -Check	21194	09/12/2023	Comcast (Fax line)	-84.10
Bill Pmt -Check	21195	09/12/2023	Comcast Business (Fiber Phones)	-1,104.11
Bill Pmt -Check	21196	09/12/2023	Dave the Welding Guy LLC	-150.00
Bill Pmt -Check	21197	09/12/2023	Farmers Cooperative Inc.	-885.85
Bill Pmt -Check	21198	09/12/2023	Felknor Electric, Inc	-240.00
Bill Pmt -Check	21199	09/12/2023	Florida Public Transportation Association	-500.00
Bill Pmt -Check	21200	09/12/2023	Foxster Opco LLC	-1,522.94
Bill Pmt -Check	21201	09/12/2023	G.W. Hunter, Inc.	-4,853.55
Bill Pmt -Check	21202	09/12/2023	GreatAmerican Financial Svcs.	-595.38
Bill Pmt -Check	21203	09/12/2023	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21204	09/12/2023	Jim Hinton Oil	-9,460.58
Bill Pmt -Check	21205	09/12/2023	Jones and Son Fire Extinguisher Service	-235.00
Bill Pmt -Check	21206	09/12/2023	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21207	09/12/2023	Pitney Bowes Bank Inc Purchase Power	-100.00
Bill Pmt -Check	21208	09/12/2023	Pitney Bowes Global Financial Services	-132.00
Bill Pmt -Check	21209	09/12/2023	Quick Lane	-39.95
Bill Pmt -Check	21210	09/12/2023	Quill.com	-408.50

Suwannee Valley Transit Authority

Check Detail

September 2023

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Bill Pmt -Check	21211	09/12/2023	Seaman's Aqua Clean	-35.00
Bill Pmt -Check	21212	09/12/2023	Shred - it / Stericycle	-71.49
Bill Pmt -Check	21213	09/12/2023	Staples Advantage	-140.97
Bill Pmt -Check	21214	09/12/2023	TESCO	-1,065.11
Bill Pmt -Check	21215	09/12/2023	The Bus Service Center	-194.26
Bill Pmt -Check	21216	09/12/2023	Thermo King of North Florida, Inc	0.00
Bill Pmt -Check	21217	09/12/2023	Verizon Wireless	-4,713.39
Bill Pmt -Check	21218	09/12/2023	Cintas Corporation #148	-943.11
Bill Pmt -Check	21219	09/12/2023	Advanced Tire Services	-287.26
Bill Pmt -Check	21220	09/12/2023	Advance Auto Parts	-626.90
Bill Pmt -Check	21221	09/12/2023	Auto Zone	-22.19
Bill Pmt -Check	21222	09/12/2023	O'Reilly Automotive, Inc.	-22.81
Bill Pmt -Check	21223	09/12/2023	W B Howland Company	-18.29
Bill Pmt -Check	21224	09/12/2023	Walt's Live Oak Ford	-276.01
Bill Pmt -Check	21225	09/13/2023	Kennington Kustoms	-570.29
Check	21226	09/27/2023	Janet Sampson	-134.00
Check	21227	09/27/2023	Janet Pugh	-76.00
Check	21228	09/28/2023	Doris Taylor	-34.00
Bill Pmt -Check	21229	09/28/2023	Eric Musgrove	-275.00
<u>Check</u>	<u>21230</u>	<u>09/29/2023</u>	<u>Stella Bish</u>	<u>-14.00</u>
		Total		-69,931.96

Total September 2023

\$ (175,250.89)

Suwannee Valley Transit Authority
Profit & Loss
 July through September 2023

	Jul - Sep 23
Ordinary Income/Expense	
Income	
Medwaiver	30,123.30
0280005 · SVTA Farebox	6,565.38
0582060 · CDC+	5,071.24
0683050 · Bank Interest	1,673.46
0783090 · TD - Trip & Equip - Capital	61,351.20
0984080 · Local Government Participation	14,676.50
1184201 · Motor Fuel Tax Refund	2,746.66
1285000 · 5311 - Operating	755,373.85
1780140 · Operational Donations	17,453.65
1984200 · Sale of Equipment - Maint	6,510.00
2884105 · Ryan White - Well Florida	175.70
3080000 · Voc Rehab - Lake City	175.70
3182020 · SREC Meals	6,249.99
83080 · TD Commission-Operating	85,437.10
Total Income	993,583.73
Gross Profit	993,583.73
Expense	
97531 Processing Fee	50.00
Administration Expenses	
95010 · Administration Wages	39,271.81
95025 · Admin Fringes	
95020 · Admin FICA	2,340.17
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	3,530.73
1295030 · Admin Retirement - 5311	3,530.74
Total 95030 · Admin Retirement	7,061.47
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	2,805.97
1295040 · Admin Group Ins - 5311	1,717.85
Total 95040 · Admin Group Insurance	4,523.82
95070 · Admin Medicare	547.32
Total 95025 · Admin Fringes	14,472.78
Total Administration Expenses	53,744.59
Operation Expenses	
Operations FICA	3,956.96
Operations Medicare	899.45
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	1,068.54
66010 · Payroll Fees - Other	1,068.62
Total 66010 · Payroll Fees	2,137.16
Total 66000 · Payroll Expenses	2,137.16
90010 · Operations Wages	65,528.95
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	5,892.16
1290030 · Operations Retirement - 5311	5,892.19
Total 90030 · Operations Retirement	11,784.35

Suwannee Valley Transit Authority
Profit & Loss
 July through September 2023

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	Jul - Sep 23
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	9,031.96
1290040 · Operations Group Ins - 5311	5,066.46
	14,098.42
Total 90040 · Operations Group Insurance	14,098.42
Total 90011 · Operation Fringes	25,882.77
95500 · ADS & Subs & Dues	
95501 · Advertising Expense	
Ads & Subscriptions - 5311	158.45
0795501 · Ads & Subscriptions - TD	203.46
	361.91
Total 95501 · Advertising Expense	361.91
95503 · Dues	
0795503 · Dues - TD	675.00
	675.00
Total 95503 · Dues	675.00
Total 95500 · ADS & Subs & Dues	1,036.91
96010 · Office Supplies	
0796010 · Office Supplies - TD	767.44
1296010 · Office Supplies - 5311	767.46
96010 · Office Supplies - Other	54.36
	1,589.26
Total 96010 · Office Supplies	1,589.26
96020 · Postage Expense	
0796020 · Postage Expense - TD	194.19
1296020 · Postage Expense - 5311	194.18
	388.37
Total 96020 · Postage Expense	388.37
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	920.75
1296510 · Office Maintenance - 5311	920.74
96511 · Pest control	
Pest Control- 5311	72.00
0796511 · Pest Control - TD	72.00
	144.00
Total 96511 · Pest control	144.00
Total 96510 · Office Maintenance	1,985.49
96525 · Computer Expense	
96520 · Computer Maintenance	
0796520 · Computer Maint - TD	6,829.08
1296520 · Computer Maint - 5311	6,829.08
	13,658.16
Total 96520 · Computer Maintenance	13,658.16
Total 96525 · Computer Expense	13,658.16
97020 · Telephone	
97021 · Office Lines	
0797021 · Office Lines - TD	1,783.48
1297021 · Office Lines - 5311	1,783.48
	3,566.96
Total 97021 · Office Lines	3,566.96
97022 · Cell Phones	
0797022 · Cell Phones - TD	2,990.37
1297022 · Cell Phones - 5311	2,990.39
	5,980.76
Total 97022 · Cell Phones	5,980.76

Suwannee Valley Transit Authority
Profit & Loss
 July through September 2023

12

	Jul - Sep 23
97023 · Internet Service	
0797023 · Internet Service - TD	1,031.10
1297023 · Internet Service - 5311	1,031.10
Total 97023 · Internet Service	2,062.20
Total 97020 · Telephone	11,609.92
97060 · Utilities	
97061 · Electricity	
0797061 · Electricity - TD	898.60
1297061 · Electricity - 5311	898.61
Total 97061 · Electricity	1,797.21
97062 · Water & Sewage	
0797062 · Water & Sewage - TD	484.33
1297062 · Water & Sewage - 5311	484.36
Total 97062 · Water & Sewage	968.69
Total 97060 · Utilities	2,765.90
97071 · Equipment Lease - Operations	
Equipment Rental - 5311	66.00
0797071 · Equipment Lease - TD	843.38
Total 97071 · Equipment Lease - Operations	909.38
97530 · Penalties and Interest	
0797531 · Late Fees	33.97
Total 97530 · Penalties and Interest	33.97
98021 · Building Maintenance Operations	
0798021 · Operations Build Maint - TD	5,016.30
1298021 · Operations Building Maint - 531	5,016.29
Total 98021 · Building Maintenance Operations	10,032.59
Total Operation Expenses	142,415.24
Shop Expenses	
90015 · Shop Wages	36,759.41
90024 · Shop Fringes	
90022 · Shop FICA	2,203.74
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	3,330.12
1290035 · Shop Retirement - 5311	3,330.13
Total 90035 · Shop Retirement	6,660.25
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	3,025.60
1290045 · Shop Group Ins - 5311	1,298.87
Total 90045 · Shop Group Ins	4,324.47
90075 · Shop Medicare	515.42
Total 90024 · Shop Fringes	13,703.88
90060 · Uniforms	
0790060 · Uniforms - TD	1,751.49
Total 90060 · Uniforms	1,751.49
90505 · Fuel	
0790530 · Propane Gas - TD	442.93
1290530 · Propane Gas - 5311	442.92

Suwannee Valley Transit Authority
Profit & Loss
 July through September 2023

13

	Jul - Sep 23
90510 · Gas Expense	
0790510 · Gas Expense - TD	14,067.60
1290510 · Gas Expense - 5311	14,067.65
Total 90510 · Gas Expense	28,135.25
90520 · Diesel Expense	
0790520 · Diesel Expense - TD	29.40
1290520 · Diesel Expense - 5311	29.40
Total 90520 · Diesel Expense	58.80
Total 90505 · Fuel	29,079.90
91010 · Tires & Tubes Expense	
0791010 · Tires & Tubes Expense - TD	249.12
1291010 · Tires & Tubes Expense - 5311	249.11
Total 91010 · Tires & Tubes Expense	498.23
91020 · Parts	
0791020 · Parts - TD	3,088.86
1291020 · Parts - 5311	3,087.29
Total 91020 · Parts	6,176.15
91530 · Lubricants	
0791530 · Lubricants - TD	580.47
1291530 · Lubricants - 5311	580.47
Total 91530 · Lubricants	1,160.94
91540 · Shop Supplies	
0791540 · Shop Supplies - TD	1,392.83
1291540 · Shop Supplies - 5311	1,392.82
Total 91540 · Shop Supplies	2,785.65
91550 · Janitorial Supplies	
0791550 · Janitorial Supplies - TD	190.34
1291550 · Janitorial Supplies - 5311	183.22
Total 91550 · Janitorial Supplies	373.56
97070 · Equipment Rental	
0797070 · Equipment Rental - TD	105.00
Total 97070 · Equipment Rental	105.00
Total Shop Expenses	92,394.21
Transportation	
Transportation FICA	5,622.96
Transportation Medicare	1,315.06
0747043 · Drug Screening and Prehire	
0347043 · Drug Screening & Prehire - 5311	110.00
0797043 · Drug Screening & Prehire - TD	263.18
Total 0747043 · Drug Screening and Prehire	373.18
90000 · Transportation Wages	92,953.39
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	7,207.88
1290036 · Transportation Retirement 5311	7,207.89
Total 90036 · Transportation Retirement	14,415.77

Suwannee Valley Transit Authority
Profit & Loss
 July through September 2023

	Jul - Sep 23
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	7,765.29
1290046 · Transportation Group INS - 5311	4,370.81
Total 90046 · Transportation Group Insurance	12,136.10
Total 90005 · Transportation Fringes	26,551.87
90061 · Driver Uniforms	
Driver Uniforms - 5311	133.00
0790061 · Driver Uniforms - TD	133.00
Total 90061 · Driver Uniforms	266.00
Total Transportation	127,082.46
0797040 · Professional Services Gen - TD	
1297040 · Professional Services Gen-5311	1,037.50
0797040 · Professional Services Gen - TD - Other	1,037.50
Total 0797040 · Professional Services Gen - TD	2,075.00
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	242.47
1291520 · Repairs & Maintenance - 5311	242.48
Total 91520 · Repairs & Maintenance	484.95
97040 · Professional Services	
97043 · Training	
079043 · Training - TD	878.00
Total 97043 · Training	878.00
Total 97040 · Professional Services	878.00
97050 · Travel	
0797050 · Travel - TD	339.00
Total 97050 · Travel	339.00
97510 · Miscellaneous Expenses	
0797511 · Miscellaneous	0.65
Total 97510 · Miscellaneous Expenses	0.65
98260 · Interest Expense	0.45
Total Expense	419,464.55
Net Ordinary Income	574,119.18
Net Income	574,119.18

Suwannee Valley Transit Authority Personnel Rules and Regulations



October 16, 2023

Don Hale, Chairman

Date

Policy Updates

Date of Policy Change	Subject	Board Approval
09/03/1981	Effective	09/03/1981
10/01/1983	1 st Revision	10/01/1983
01/15/2012	2 nd Revision	01/15/2012
8/12/2014	Policy Adopted by Resolution	8/12/2014
03/10/2015	3 rd Revision	03/10/2015
06/09/2015	4 th Revision	06/09/2015
08/11/2015	5 th Revision	08/11/2015
05/08/2017	6 th Revision	05/08/2017
02/12/2018	7 th Revision	02/12/2018
09/17/2018	8 th Revision	09/17/2018
11/05/2018	9 th Revision	11/05/2018
8/12/2019	10 th Revision	08/12/2019
11/09/2020	Format Changes/Annual Review	11/09/2020
08/09/2021	11 th Revision	08/09/2021
11/08/2021	Annual Review and 12 th 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 th Revision Section 5.2B	02/13/2023
03/24/2023	15 th Revision Section 5.6	04/10/2023
06/29/2023	Policy Update Section 7.1B, 7.3 & 7.3A Version 2015-022.2	07/10/2023
09/21/2023	Policy Update Section 6.4B(a), 6.6C Version 2015-022.3	10/16/2023

6.4 Overtime Pay/Compensatory Time

- A. Overtime Pay Non-exempt employees who work in excess of forty (40) hours during their regular work week or regular work period, shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate. The work week for these calculations shall begin 12:01 a.m. Saturday and end midnight the following Friday. See Section 6.5 below for additional information.
- B. Emergency Conditions - The Administrator may authorize paid overtime to alleviate unusual operational or emergency situations. This authorization must be given before the overtime is incurred. Such paid overtime may be compensated at the rate of 1 1/2 times the regular hourly rate of the employee.
- (a) Emergency Facility or Office Closure – When an emergency is declared by Suwannee County, and there is an emergency closure of the Administrative Building ~~as determined by the Administrator~~, all employees covered by the declaration shall be released from reporting at work and shall receive their regular rate of pay under Administrative Leave ~~for a maximum of two days~~ the duration of the declared emergency, as determined by the Administrator. After this time employees will be given an opportunity to use PTO (if available) or Annual Leave (if no PTO is available) for any additional time, needed. An emergency closing may be declared at any hour of the day and shall remain effective for the period specified by ~~said authority~~ the Administrator.

In the event of an emergency closure it may be necessary for certain employees considered essential personnel to work remotely.

Non-exempt employees directed to report or remain at work during an emergency closing shall be considered essential services personnel for the period in question and shall receive time and one-half (1-1/2) of their regular rate of pay for the hours worked during the period the facility is closed.

Exempt employees, directed to report or remain at work during an emergency closing, shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate of pay for the hours worked during declared Local States of Emergency.

(b) An employee who is on a prior approved leave of absence or scheduled holiday during an emergency shall not have the leave of absence changed to administrative leave.

6.6 Other Pays

- A. **Travel Reimbursement** - all the personnel travel for training or other administrative purposes which has a total cost of more than \$50 must be approved by the Administrator. The Administrator's requests are approved by the Chairman of the Board or other designated officer. Reimbursement documentation, allowable expenditures and maximum amount will be set by the Board.
- B. **Uniforms (All Nonsupervisory Operational Personnel)** - All existing, and future, full time Professional Bus Operators (PBO) will be awarded a stipend of \$300.00. All existing, and future, part time or On-Call Professional Bus Operators (PBO) will be awarded a stipend of \$150.00. This stipend will be used to purchase shirts with the Agency logo, as well as the PBO's first name, navy pants and a jacket (should the employee choose) from a local vendor. If the employee wishes to acquire additional items, above the stipend provided, they will do so at their own expense. Beginning January 2019, Professional Bus Operators will be awarded the above mentioned stipend annually- to replace worn items, or add additional items, as needed.
- C. **Additional Pay for PBOs with CDL and passenger endorsement** – all Professional Bus Operators that hold a CDL license with passenger endorsement shall be granted an addition ~~\$0.50~~ \$1.00 per hour, for drive time hours, over operators that hold a lesser class license.

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

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SECTION 5310 GRANT

RESOLUTION #: 2023-09

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

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

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

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

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

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

DULY PASSED AND ADOPTED THIS 16th day of October 2023.

By:

Signature, Chairperson of the Board

Don Hale, Chairperson

Typed Name and Title

ATTEST:

(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

Eric Musgrove, Secretary



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

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SECTION 5311 GRANT

RESOLUTION #: 2023-10

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

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

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

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

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

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

DULY PASSED AND ADOPTED THIS 16th day of October 2023

By:

Signature, Chairperson of the Board

Don Hale, Chairperson

Typed Name and Title

ATTEST:

(Stamp corporate seal here :)

(Original Signature, Clerk/Secretary)

Eric Musgrove, Secretary



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

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SECTION 5339 GRANT

RESOLUTION #: 2023-11

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

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

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

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

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

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

DULY PASSED AND ADOPTED THIS 16th day of October 2023

By:

Signature, Chairperson of the Board

Don Hale, Chairperson

Typed Name and Title

ATTEST:

(Stamp corporate seal here :)

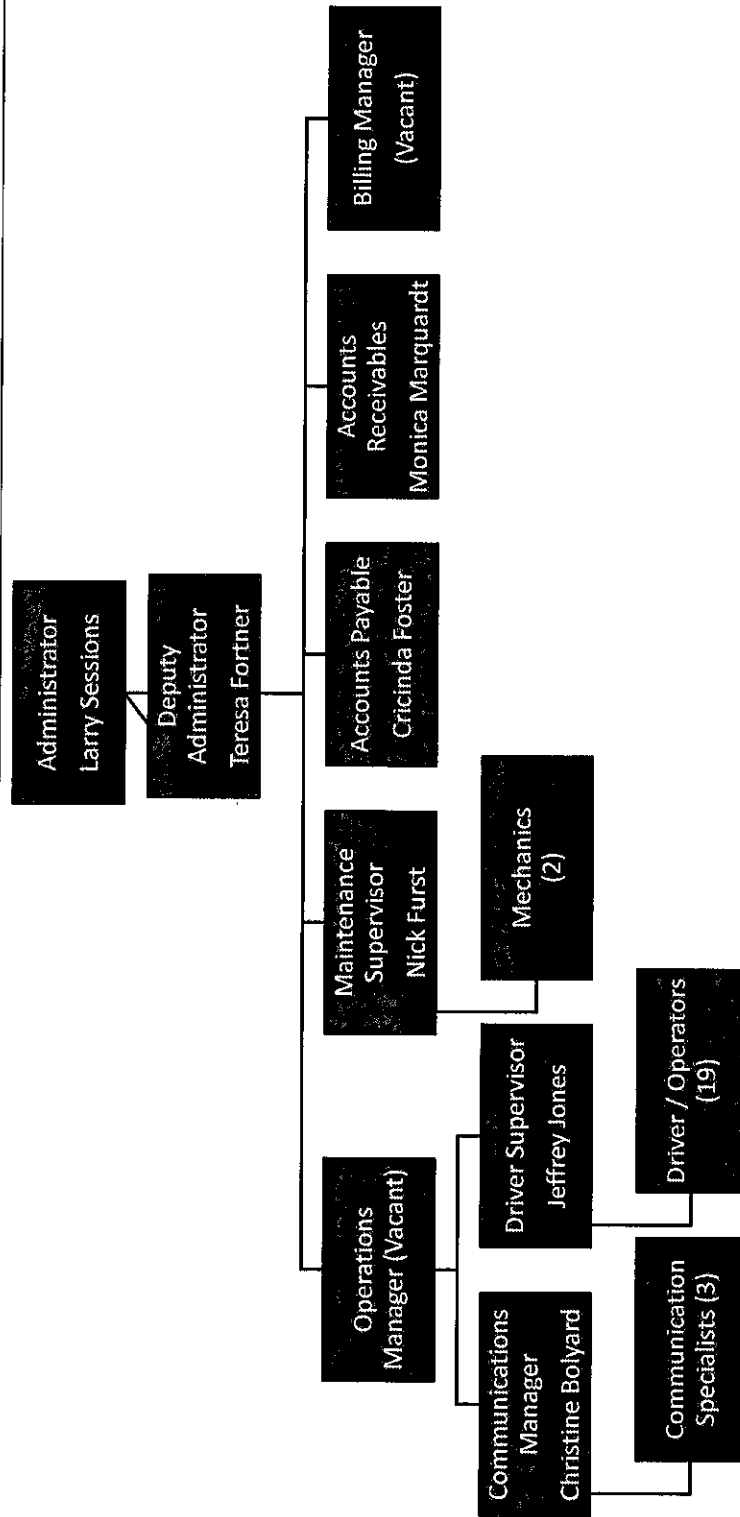
(Original Signature, Clerk/Secretary)

Eric Musgrove, Secretary





Suwannee Valley Transit Authority



2024

Notes:

Jan 01	New Year's Day
Jan 15	M.L. King Day
Feb 19	Presidents' Day
May 27	Memorial Day
Jul 04	Independence Day
Sep 02	Labor Day
Oct 14	Columbus Day
Nov 11	Veterans Day
Nov 28	Thanksgiving Day
Nov 29	Black Friday
Dec 24	Christmas Eve
Dec 25	Christmas
	SVTA 2024 Bd Mtgs
	Feb 12
	May 13
	Aug 12
	Nov 18

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

S	M	T	W	T	F	S
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

COMPLAINTS JULY-SEPT 2023

COMPLAINT #	20230719
DATE	7/19/2023
TIME	1:55pm
COMPLAINANT'S NAME	
COMPLAINANT'S POC	
COMPLAINANT'S ISSUE	Driver 120 improper lane change
COUNTY OF RESIDENCE	Unknown
SVTA'S ACTION TAKEN	Reviewed video, call complainant
RESOLUTION	No action taken, driver not seen on video cutting any one off.
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	

NAME : Monica Marquardt		FOR THE YEAR 2023		EMPLOYEE # 108		BEGINNING BALANCE		-0.50		PTO		3.75		9.42		3.75		0						
DATE EMPLOYED: 9/21/2020																								
PAY PERIOD DATES	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL	
12/17/22-12/30/2023							8H			8H			3.25PTO	4.77A	3.75	3.25	0.00	3.75	4.77	8.40			0.00	
12/31-1/13			8H												3.75	0.00	3.75	3.75	0.00	12.15			5.50	
1/14-1/27			8H	1.70C											3.75	0.00	7.50	3.75	0.00	15.90			3.80	
1/28-2/10				.55C		.27C			2.78C						3.75	0.00	11.25	3.75	0.00	19.65			0.01	
2/11-2/24									8H	8A	8A	7.4A.6PTO	8PTO		3.75	8.60	6.40	3.75	23.40	0.00	0.00	0.00	0.01	
2/25-3/10							UnPd								3.75	0.00	10.15	3.75	0.00	3.75	0.00	0.01	0.00	
3/11-3/24															3.75	0.00	13.90	3.75	0.00	7.50	0.00	0.00	0.00	
3/25-4/7															3.75	0.00	17.65	3.75	0.00	11.25	0.00	0.00	0.00	
4/8-4/21				8PTO											3.75	8.00	13.40	3.75	0.00	15.00	0.00	0.00	0.00	
4/22-5/5															3.75	0.00	17.15	3.75	0.00	18.75	0.00	0.00	0.00	
5/6-5/19															3.75	0.00	20.90	3.75	0.00	22.50	0.00	0.00	0.00	
5/20-6/2									8H				8PTO		3.75	16.00	8.65	3.75	0.00	26.25	0.00	0.00	0.00	
6/3-6/16															3.75	0.00	12.40	3.75	0.00	30.00	0.00	0.00	0.00	
6/17-6/30				7.52PTO											3.75	0.00	16.15	3.75	0.00	33.75	0.00	0.00	0.00	
7/1-7/14				6.37PTO	8H										3.75	6.37	13.53	3.75	0.00	37.50	0.00	0.00	0.00	
7/15-7/28															3.75	0.00	17.28	3.75	0.00	41.25	0.00	0.00	0.00	
7/29-8/11															3.75	0.00	21.03	3.75	0.00	45.00	0.00	0.00	0.00	
8/12-8/25					7.02PTO										3.75	7.02	17.76	3.75	0.00	48.75	0.00	0.00	0.00	
8/26-9/8					8AD	8AD	8AD		8H						3.75	0.00	21.51	3.75	0.00	52.50	0.00	0.00	0.00	
9/9-9/22															3.75	0.00	25.26	3.75	0.00	56.25	0.00	0.00	0.50	
9/23-10/6															3.75		29.01	3.75		60.00			0.50	
10/7-10/20															3.75		32.76	3.75		63.75			0.50	
10/21-11/3															3.75		36.51	3.75		67.50			0.50	
11/4-11/17															3.75		40.26	3.75		71.25			0.50	
11/18-12/1															3.75		44.01	3.75		75.00			0.50	
12/2-12/15															3.75		47.76	3.75		78.75			0.50	
BALANCE END OF YEAR																97.50	49.24	47.76	97.50	28.17	78.75	6.00	5.50	0.50

COMMENTS: