

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
APRIL 8, 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. March 11, 2024 Regular Meeting

Page 1-5

Don Hale

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

TIME SPECIFIC ITEMS

STAFF ITEMS

NONE

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

Hal Airth

DISCUSSION AND ACTION ITEMS

Interview applicants for the Administrator position

Don Hale

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GENERAL BUSINESS

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

Upcoming meeting: May 13, 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 (2nd Monday is Columbus Day)

November – TBD (2nd 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 6:00 p.m. and asked Board Secretary Eric Musgrove to lead the invocation and Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

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

Also present were Interim Administrator Teresa Fortner, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, and SVTA employees Cinda Foster, Jeff Jones, Nick Furst, Monica Marquardt, and Christine Bolyard.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the February 12, 2024 Regular Meeting.

Commissioner Brown moved to approve the minutes of the February 12, 2024 Regular Meeting as written. Commissioner Land seconded, and the motion carried unanimously (5-0).

PUBLIC CONCERNS AND COMMENTS:

There were none.

CONSENT:

There were none.

TIME SPECIFIC ITEMS:

There were none.

STAFF ITEMS:

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

Ms. Foster stated that the financial documentation was in the agenda packet and was normal for February.

Commissioner Land moved to accept the financial update. Commissioner Murphy seconded, and the motion carried unanimously (5-0).

BOARD MEMBER ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

The third item on the agenda was to approve changing the Duty to Inform Policy - #2011-001.1 to a Procedure.

Interim Administrator Fortner noted that the form was for riders who did not abide by the rules, and it was suggested by the attorney who handled policies and procedures that it be a procedure instead of policy. She stated that an addition was created for those who were balance-impaired.

Commissioner Murphy moved to approve changing the Duty to Inform Policy - #2011-001.1 to a Procedure. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

The fourth item on the agenda was to approve Vehicle Maintenance Plan In-House - #2018-002 v.3.

Interim Administrator Fortner noted many changes to the plan.

Mr. Furst stated that the plan was now up to date with current procedures and technology.

Brief discussion ensued about outsourcing and that a multitude of vendors were used; the change was so that SVTA was not limited to the listed companies.

Commissioner Land moved to approve Vehicle Maintenance Plan In-House - #2018-002 v.3. Commissioner Murphy seconded, and the motion carried unanimously (5-0).

The fifth item on the agenda was to open sealed job applications.

Discussion ensued how to handle the applications, and it was determined that the Board would open the bids and then set a date and time to interview.

After questioning, Mrs. Fortner described the several agencies through which the position was advertised.

After questioning by Chairman Hale, Board Attorney Airth stated that the Board must notify the applicants of the date and time of their interview and not discuss the applications outside of the meeting(s).

Discussion ensued on holding a special-called public meeting to interview, and Board Attorney Airth clarified that the applications were confidential until someone was hired.

The Board discussed interview processes in some detail and setting an interview date.

Mrs. Marquardt submitted an Attorney General Opinion from 2015 stating that employment applications were public records.

The Board agreed to open the applications.

There were four applications:

The first application was from Lance A. Griner (email and paper copies).

The second application was from Jeffrey D. Jones.

The third application was from Monica Marquardt.

The fourth application was from Candice T. Kennon.

GENERAL BUSINESS:

The sixth item on the agenda was additional agenda items.

There were none.

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

Interim Administrator Fortner noted Comp Time for some staff and that the number of rides was up over the last few months.

Discussion ensued on allowing Interim Administrator Fortner to accrue Comp Time and then compensate her upon hiring a new Administrator, or of her leaving employment.

Commissioner Land moved to allow Interim Administrator Fortner to accrue Comp Time and then compensate her upon hiring a new Administrator, or of her leaving employment, and returning the 5.1 hours that she had lost since the last report in February. Commissioner Murphy seconded, and the motion carried unanimously (5-0).

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

There were none.

BOARD ATTORNEY ITEMS:

Board Attorney Airth discussed compensation for underpayment to former Administrator Larry Sessions and Interim Administrator Fortner for their positions as Senior Management under the State retirement system that had been mentioned at the previous meeting. He stated that the total underpayment was \$86,220.70.

Interim Director Fortner stated that Mr. Sessions wished for his to be paid in full, if it did not negatively impact the finances of SVTA (and he would be responsible for paying taxes on it), and that she wished for hers to be deferred or put into a 401K retirement account.

Commissioner Murphy moved to repay former Administrator Larry Sessions and Interim Administrator Fortner a total of \$86,220.70 for underreported employer contributions to the State as Senior Management, to be paid out as requested. Commissioner Phillips seconded, and the motion carried unanimously.

Discussion returned to interviewing and ranking applications for a new administrator, and it was decided that all applicants would be interviewed at the next regular meeting on April 8th and then ranked according to their responses.

After further discussion, it was decided that each commissioner could submit to Interim Administrator Fortner one or two questions that were not on the questionnaire from 2015 so that they could be included in the interview process.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:58 p.m.

Approved and adopted the _____ day of _____, 2024

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors