



TENTATIVE AGENDA FOR JANUARY 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. a) October 16, 2023 Regular Meeting Page 1-5
b) December 4, 2023 Special Called Meeting Page 6-9

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

2. Adoption of Resolution #2024-01 5310 Grant application Page 10
3. Adoption of Resolution #2024-02 5311 Grant application Page 11
4. Adoption of Resolution #2024-03 5339 Grant application Page 12
5. Adoption of Resolution #2024-04 5311 CRRSAA Grant application Page 13

TIME SPECIFIC ITEMS

STAFF ITEMS

6. Financials Page 14-23

BOARD MEMBER ITEMS

BOARD ATTORNEY ITEMS

DISCUSSION AND ACTION ITEMS

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

GENERAL BUSINESS

7. **Additional Agenda Items.** The Chairman calls for additional items.
8. Administrator's comments and information.
9. Board Members' Inquiries, Requests and Comments.

Upcoming meeting: February 12, 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 Commissioner Brown to lead the invocation and Pledge of Allegiance to the Flag of the United States of America.

ATTENDING:

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

Also present were Administrator Larry Sessions, Board Secretary Eric Musgrove, Teresa Fortner, Cinda Foster, Jeff Jones, and Nick Furst. Board Attorney Hal A. Airth was not initially present but arrived later.

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.

Commissioner Land asked if the building approved at the last meeting had been constructed. Administrator Sessions replied that the builder had not yet gotten his permit.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the July 10, 2023 Regular Meeting.

Commissioner Murphy moved to approve the minutes of the July 10, 2023 Regular Meeting as written. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

GENERAL BUSINESS:

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

- A) Policy Update Rules and Regulations #2015-022.3 with an update of Section 6.4B(a) and Section 6.6C

Administrator Sessions briefly discussed the changes, including changes during Local States of Emergencies.

Commissioner Brown moved to update Rules and Regulations #2015-022.3 with an update of Section 6.4B(a) and Section 6.6C. Commissioner Land seconded, and the motion carried unanimously (5-0).

- B) 5310 Grant Resolution #2023-09

Administrator Sessions stated that this grant, and the follow grants, were normal ones that applied for every year.

Commissioner Roberson arrived at 6:07 p.m.

Commissioner Murphy moved to approve the 5310 Grant Resolution #2023-09. Commissioner Phillips seconded, and the motion carried unanimously (6-0).

- C) 5311 Grant Resolution #2023-10

Commissioner Phillips moved to approve the 5311 Grant Resolution #2023-10. Commissioner Land seconded, and the motion carried unanimously.

- D) 5339 Grant Resolution #2023-11

Commissioner Brown moved to approve the 5339 Grant Resolution #2023-11. Commissioner Phillips seconded, and the motion carried unanimously.

E) Policy Update – SSPP Organization Chart

Administrator Sessions stated that the chart took into account Teresa Fortner as deputy administrator.

Commissioner Murphy moved to update the SSPP Organization Chart. Commissioner Land seconded, and the motion carried unanimously.

F) 2024 Meeting Schedule

Mrs. Fortner noted that the proposed meeting dates for 2024 were February 12, May 13, August 12, and November 18 to allow for more time to close out the year.

Board Attorney Airth arrived at 6:10 p.m.

Commissioner Phillips moved to approve the 2024 meeting scheduled. Commissioner Roberson seconded, and the motion carried unanimously.

G) Elect 2024 Chair

Commissioner Land moved to nominate Commissioner Hale as Chair for 2024. Commissioner Phillips seconded, and the motion carried unanimously.

H) Elect 2024 Vice-Chair

Commissioner Brown moved to nominate Commissioner Land as Vice-Chair for 2024. Commissioner Roberson seconded, and the motion carried unanimously.

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 that there had been a complaint called in on July 19 for an improper lane change and asked Mr. Jones to further discuss the issue.

Mr. Jones stated that he had contacted the complainant, explained that mistakes were made from time to time, and handled the situation.

Administrator Sessions added that he had seen bus drivers change lanes quickly because the person driving in front of them had suddenly turned to the right to avoid hitting them, and those behind the bus could not see what was going on in front of the bus.

Administrator Sessions submitted his resignation, effective December 31, 2023. He thanked the Board for the opportunity to work for SVTA, but it was time for someone else to take the reins. Administrator Sessions believed that he was leaving SVTA much better than when he had been hired, with higher-paid employees, many newer vehicles. He added that he had made the decision before the Live Oak City Council offered him the interim city manager position.

Commissioner Land thanked Administrator Sessions for his work at SVTA and for making it solvent.

Commissioner Murphy stated that SVTA had been in bad financial shape before Administrator Sessions had taken over, and he had done a great job with the office.

Administrator Sessions stated that he had advertised for the open operations manager position but had not received much in the way of applications other than two from within the office.

Commissioner Murphy stated that Columbia County had been going through some administrative changes in some of its departments and had appointed interim department heads while time was taken to properly advertise in not just local venues, but regional ones as well.

Administrator Sessions stated that he had confidence in his staff to run the office for several weeks and everyone was cross trained to further assist one another.

Discussion ensued on how to handle Administrator Sessions' retirement.

Commissioner Land suggested waiting to hire an operations manager until a new administrator was hired.

Further discussion ensued on how to handle Administrator Sessions' retirement.

Mrs. Fortner suggested a special meeting before January to decide on advertising for an administrator and appoint an interim administrator in the meantime.

The Board agreed by consensus to hold a special called meeting on Monday, December 4 at 6 p.m. to discuss the administrator position.

The Board thanked Administrator Sessions for his work with SVTA.

The next regular meeting will be held on February 12, 2024, 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 6:35 p.m.

Approved and adopted the _____ day of _____, 2024

Eric Musgrove
Secretary to the Board

Don Hale
Chair, Board of Directors



MINUTES
of the
GOVERNING BOARD OF DIRECTORS

6:00 p.m.

OPENING AND INVOCATION:

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

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

ATTENDING:

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

Also present were Administrator Larry Sessions, Board Attorney Hal A. Airth, Board Secretary Eric Musgrove, Teresa Fortner, Cinda Foster, Monica Marquardt, Jeff Jones, and Nick Furst.

GENERAL BUSINESS:

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

- A) Suwannee Valley Transit Authority 2024 Business Plan

Chairman Hale stated that since Administrator Sessions was retiring at the end of December, the Board needed to decide on how to operate in the new year until a replacement permanent administrator could be hired.

Administrator Sessions suggested selecting an interim administrator to give the Board time to hire a full-time replacement.

Discussion ensued on procedures for hiring a replacement administrator.

Administrator Sessions suggested an application timeline of 30 days and further discussed options for hiring his replacement. He suggested that all applications be confidential and sealed until the Board opened the applications at a public meeting.

Discussion continued on the interview process, sealed information, how to properly hire a replacement administrator, and a job description.

Administrator Sessions stated that staff was adequately trained to operate SVTA for some time without him, at least until a replacement was hired.

Commissioner Land asked if Chairman Hale could be the interim administrator until a permanent replacement was selected.

Discussion ensued about having an additional signer on the bank account, since checks required two signatures and in case one of the others was absent. It was suggested that Commissioner Land be the third signer, as he lived in Suwannee County and Chairman Hale (the other Suwannee County Commissioner) was already a signer.

Ms. Marquardt stated that there needed to be not only a third person on the bank account, but someone selected as interim administrator who could sign documents, authorize various actions, etc. She suggested that since Mrs. Fortner was in the DROP program slated for retirement before April 2025, she would not be offended by whoever the Board chose as a permanent administrator.

It was noted that Mrs. Fortner would be on vacation the first two weeks of January, but that should not be a problem since little took place during the holiday season.

Discussion ensued on Administrator Sessions' time as interim administrator while he was still a County Commissioner in 2015, advertising options for the position, and needing a third person to sign documents.

Commissioner Murphy moved to authorize Commissioner Land as an additional signer for the SVTA bank account. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

Board Attorney Airth discussed the possibility of advertising for a special-called meeting to select an interim administrator.

Administrator Sessions discussed his experience as interim and permanent administrator and what he had learned from it.

Board Attorney Airth stated that the Board could select an interim administrator in the present meeting until a permanent person was hired as part of the advertised business plan; however, the Board should not choose someone who was interested in applying for the permanent position, as it may indicate favoritism.

It was suggested that Mrs. Fortner be chosen as interim administrator, as she was retiring no later than the end of April 2025, and that the Board make a decision at the February 12 meeting to advertise for a permanent administrator. Discussion continued on the hiring process and that a special-called meeting would need to be held to interview and hire a permanent administrator before Mrs. Fortner retired.

Commissioner Land questioned why the Board could not authorize advertising for a permanent administrator now so that the applications would be available by the regular meeting on February 12.

It was determined that the meetings for 2024 had not yet been advertised, allowing more freedom for the Board to choose when to advertise for the administrator position and hold meetings.

Board Attorney Airth suggested advertising monthly meetings until a permanent administrator was hired.

Discussion ensued on monthly meeting dates.

Commissioner Land moved to change the regularly scheduled meetings to the second Monday of the month for 2024 at 6 p.m. at SVTA Headquarters. Commissioner Murphy seconded, and the motion carried unanimously (5-0).

Commissioner Land moved to appoint Teresa Fortner as interim administrator, beginning January 1, 2024. Commissioner Brown seconded, and the motion carried unanimously (5-0).

Discussion ensued on increasing Mrs. Fortner’s pay as interim administrator, and it was decided that the Board could make that determination at the first meeting in January.

The next regular meeting will be held on January 8, 2024, at 6:00 p.m.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:50 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
1907 VOYLES STREET
LIVE OAK, FL 32064
(386) 362-5332

SECTION 5310 GRANT

RESOLUTION #: 2024-01

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.

Suwannee Valley Transit Authority Board Appointed Interim Administrator, Teresa Fortner, or their duly appointed successor in title is hereby designated and authorized to, on behalf of the Application, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s), purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded.

DULY PASSED AND ADOPTED THIS 8th day of January 2024

By: _____

Don Hale, Chairperson

ATTEST: _____

(Stamp corporate seal here :)

Eric Musgrove, Secretary



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

SECTION 5311 GRANT

RESOLUTION #: 2024-02

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.

Suwannee Valley Transit Authority Board Appointed Interim Administrator, Teresa Fortner, or their duly appointed successor in title is hereby designated and authorized to, on behalf of the Application, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s), purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded.

DULY PASSED AND ADOPTED THIS 8th day of January 2024

By: _____

Don Hale, Chairperson

ATTEST: _____

(Stamp corporate seal here :)

Eric Musgrove, Secretary



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

SECTION 5339 GRANT

RESOLUTION #: 2024-03

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, 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.

Suwannee Valley Transit Authority Board Appointed Interim Administrator, Teresa Fortner, or their duly appointed successor in title is hereby designated and authorized to, on behalf of the Application, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s), purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded.

DULY PASSED AND ADOPTED THIS 8th day of January 2024

By: _____

Don Hale, Chairperson

ATTEST: _____

(Stamp corporate seal here :)

Eric Musgrove, Secretary



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

**SECTION 5311 CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
(CRRSAA) and AMERICAN RESCUE PLAN ACT (ARP) OF 2021**

RESOLUTION #: 2024-04

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, as supplemented by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan Act (ARP) of 2021.

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

Suwannee Valley Transit Authority Board Appointed Interim Administrator, Teresa Fortner, or their duly appointed successor in title is hereby designated and authorized to, on behalf of the Application, sign and submit application(s) and all required supporting documents, give all required certifications and assurances, accept grant award(s), purchase vehicles/equipment, and/or expend grant funds pursuant to a grant award from and execute and administer related joint participation agreement(s) with the Florida Department of Transportation, purchase vehicles/equipment and expend grant funds pursuant to a grant award, unless and until this authorization is specifically rescinded.

DULY PASSED AND ADOPTED THIS 8th day of January 2024.

By: _____

Don Hale, Chairperson

ATTEST: _____ (Stamp corporate seal here :)

Eric Musgrove, Secretary



Check Detail

October 2023

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	10/13/2023	Payroll	-\$27,660.98
Payroll Liability	Bank Draft	10/13/2023	Payroll Taxes	-\$7,714.57
Payroll Liability	Bank Draft	10/27/2023	Payroll	-\$27,741.92
<u>Payroll Liability</u>	<u>Bank Draft</u>	<u>10/27/2023</u>	<u>Payroll Taxes</u>	<u>-\$7,752.53</u>
				-\$70,870.00
Bill Pmt -Check	Bank Draft	10/02/2023	Florida Retirement System	-\$17,506.18
Bill Pmt -Check	Bank Draft	10/02/2023	Guardian	-\$586.04
Bill Pmt -Check	Bank Draft	10/02/2023	United Healthcare	-\$11,077.02
Bill Pmt -Check	Bank Draft	10/02/2023	TransAmerica	-\$343.56
Bill Pmt -Check	Bank Draft	10/02/2023	Globe Life Liberty National Divisio	-\$1,123.82
Bill Pmt -Check	Bank Draft	10/02/2023	AFLAC	-\$1,452.50
Bill Pmt -Check	Bank Draft	10/06/2023	ADP, Inc	-\$230.72
Bill Pmt -Check	Bank Draft	10/11/2023	Harland Checks	-\$318.16
Bill Pmt -Check	Bank Draft	10/11/2023	City of Live Oak	-\$317.29
Bill Pmt -Check	Bank Draft	10/18/2023	Florida Power & Light	-\$828.78
Bill Pmt -Check	Bank Draft	10/18/2023	Pitney Bowes Inc	-\$135.50
Bill Pmt -Check	Bank Draft	10/18/2023	Department of Management Servic	-\$4.66
Bill Pmt -Check	Bank Draft	10/20/2023	ADP, Inc	-\$233.90
Bill Pmt -Check	Bank Draft	10/27/2023	ADP, Inc	-\$96.75
Bill Pmt -Check	Debit Card	10/02/2023	Summit Racing Equipment	-\$315.64
Bill Pmt -Check	Debit Card	10/05/2023	Lowes	-\$26.46
Bill Pmt -Check	Debit Card	10/05/2023	Harbor Freight	-\$8.99
Bill Pmt -Check	Debit Card	10/11/2023	PinMart	-\$90.03
Bill Pmt -Check	Debit Card	10/13/2023	Amazon.Com	-\$36.99
Bill Pmt -Check	Debit Card	10/17/2023	Amazon.Com	-\$19.98
Bill Pmt -Check	Debit Card	10/20/2023	PinMart	-\$56.87
Bill Pmt -Check	Debit Card	10/23/2023	Amazon.Com	-\$39.99
Bill Pmt -Check	Debit Card	10/24/2023	United States Postal Service	-\$5.01
Bill Pmt -Check	21231	10/04/2023	Clean Yard Landscape	-\$300.00
Bill Pmt -Check	21232	10/04/2023	Comcast (Fax line)	-\$84.16
Bill Pmt -Check	21233	10/04/2023	Comcast (Fiber Opt Internet)	-\$687.40
Bill Pmt -Check	21234	10/04/2023	Department of Management Servic	-\$12.19
Bill Pmt -Check	21235	10/04/2023	Foxster Opco LLC	-\$1,522.94
Bill Pmt -Check	21236	10/04/2023	Innovative Network, Inc	-\$1,915.00
Bill Pmt -Check	21237	10/04/2023	Live Oak Pest Control Inc	-\$48.00
Bill Pmt -Check	21238	10/04/2023	Pioneer Janitorial Service	-\$590.00
Bill Pmt -Check	21239	10/04/2023	Pitney Bowes Bank Inc Purchase I	-\$132.97
Bill Pmt -Check	21240	10/04/2023	Preferred Governmental Insurance	-\$8,800.00
Bill Pmt -Check	21241	10/04/2023	Riverbend News	-\$70.00
Bill Pmt -Check	21242	10/04/2023	Seaman's Aqua Clean	-\$35.00

Check Detail

October 2023

Bill Pmt -Check	21243	10/04/2023 The ARC North Florida, Inc	-\$226.25
Bill Pmt -Check	21244	10/04/2023 Walthall Oil Company	-\$1,123.38
Bill Pmt -Check	21246	10/17/2023 Advance Auto Parts	-\$311.54
Bill Pmt -Check	21247	10/17/2023 Advanced Tire Services	-\$553.08
Bill Pmt -Check	21248	10/17/2023 Battery Distributors Southeast, Inc	-\$544.44
Bill Pmt -Check	21249	10/17/2023 Baya Urgent Care LLC	-\$440.00
Bill Pmt -Check	21250	10/17/2023 Cintas Corporation #148	-\$673.65
Bill Pmt -Check	21251	10/17/2023 Clean Yard Landscape	-\$300.00
Bill Pmt -Check	21253	10/17/2023 Comcast Business (Fiber Phones)	-\$1,111.90
Bill Pmt -Check	21254	10/17/2023 First Federal Bank	-\$1,055.90
Bill Pmt -Check	21255	10/17/2023 Fleet Pride	-\$92.31
Bill Pmt -Check	21256	10/17/2023 Jim Hinton Oil	-\$6,301.67
Bill Pmt -Check	21257	10/17/2023 Lake City Reporter	-\$107.91
Bill Pmt -Check	21258	10/17/2023 LGS Group Automotive Technolog	-\$365.59
Bill Pmt -Check	21259	10/17/2023 Live Oak Auto Parts	-\$21.94
Bill Pmt -Check	21260	10/17/2023 Live Oak Pest Control Inc	-\$48.00
Bill Pmt -Check	21261	10/17/2023 O'Reilly Automotive, Inc.	-\$186.30
Bill Pmt -Check	21262	10/17/2023 Pitney Bowes Global Financial Ser	-\$35.00
Bill Pmt -Check	21263	10/17/2023 Quill.com	-\$506.29
Bill Pmt -Check	21264	10/17/2023 Shred - it / Stericycle	-\$72.07
Bill Pmt -Check	21265	10/17/2023 United Healthcare	-\$11,867.10
Bill Pmt -Check	21266	10/17/2023 Verizon Wireless	-\$1,193.54
Bill Pmt -Check	21267	10/17/2023 W B Howland Company	-\$13.47
<u>Bill Pmt -Check</u>	<u>21268</u>	<u>10/17/2023 Walt's Live Oak Ford</u>	<u>-\$910.06</u>

Total Checks	-77,113.89
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Total Paid in October	-\$147,983.89
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Suwannee Valley Transit Authority

Check Detail

November 2023

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	11/9/2023	Payroll	-\$28,200.49
Payroll Liability	Bank Draft	11/9/2023	Payroll Taxes	-\$7,783.92
Payroll Liability	Bank Draft	11/22/2023	Payroll	-\$28,873.43
Payroll Liability	Bank Draft	11/22/2023	Payroll Taxes	-\$8,056.36
				-\$72,914.20
Bill Pmt -Check	Bank Draft	11/01/2023	Comcast (Fax line)	-\$94.10
Bill Pmt -Check	Bank Draft	11/01/2023	Florida Power & Light	-\$670.45
Bill Pmt -Check	Bank Draft	11/01/2023	AFLAC	-\$1,398.81
Bill Pmt -Check	Bank Draft	11/01/2023	Globe Life Liberty National Division	-\$1,123.82
Bill Pmt -Check	Bank Draft	11/01/2023	Guardian	-\$584.84
Bill Pmt -Check	Bank Draft	11/01/2023	TransAmerica	-\$414.03
Bill Pmt -Check	Bank Draft	11/01/2023	Florida Retirement System	-\$13,222.80
Bill Pmt -Check	Bank Draft	11/03/2023	ADP, Inc	-\$230.72
Bill Pmt -Check	Bank Draft	11/10/2023	City of Live Oak	-\$317.29
Bill Pmt -Check	Bank Draft	11/15/2023	Comcast (Fiber Opt Internet)	-\$697.71
Bill Pmt -Check	Bank Draft	11/15/2023	Comcast Business (Fiber Phones)	-\$1,111.90
Bill Pmt -Check	Bank Draft	11/17/2023	ADP, Inc	-\$230.72
Bill Pmt -Check	Bank Draft	11/20/2023	Comcast (Fax line)	-\$84.02
Bill Pmt -Check	Bank Draft	11/24/2023	ADP, Inc	-\$96.75
Bill Pmt -Check	Bank Draft	11/30/2023	AFLAC	-\$2,282.71
Bill Pmt -Check	Bank Draft	11/30/2023	Globe Life Liberty National Division	-\$1,123.82
Bill Pmt -Check	Bank Draft	11/30/2023	Guardian	-\$584.84
Bill Pmt -Check	Bank Draft	11/30/2023	TransAmerica	-\$414.03
Bill Pmt -Check	Bank Draft	11/30/2023	United Healthcare	-\$11,865.80
Bill Pmt -Check	Bank Draft	11/30/2023	Florida Retirement System	-\$13,735.04
Bill Pmt -Check	Debit card	11/22/2023	Amazon.Com	-\$49.97
Bill Pmt -Check	Debit Card	11/01/2023	Walmart	-\$109.84
Bill Pmt -Check	Debit Card	11/06/2023	United States Postal Service	-\$5.01
Bill Pmt -Check	Debit Card	11/07/2023	ACHA / Background Screening	-\$13.68
Bill Pmt -Check	Debit Card	11/09/2023	Walmart	-\$22.26
Bill Pmt -Check	Debit Card	11/14/2023	Publix	-\$52.63
Bill Pmt -Check	Debit Card	11/14/2023	Harbor Freight	-\$15.05
Bill Pmt -Check	Debit Card	11/16/2023	Amazon.Com	-\$14.95
Bill Pmt -Check	Debit Card	11/16/2023	Amazon.Com	-\$8.99
Bill Pmt -Check	Debit Card	11/22/2023	Amazon.Com	-\$20.47
Bill Pmt -Check	Debit Card	11/27/2023	Lowes	-\$178.00
Bill Pmt -Check	Debit Card	11/28/2023	Lowes	-\$85.72
Bill Pmt -Check	Debit Card	11/29/2023	Harbor Freight	-\$8.34
Bill Pmt -Check	Debit Card	11/29/2023	Harbor Freight	-\$14.94
Bill Pmt -Check	21269	11/01/2023	Clean Yard Landscape	-\$300.00
Bill Pmt -Check	21270	11/01/2023	Florida Department of Economic Opportuni	-\$175.00

Suwannee Valley Transit Authority

Check Detail

November 2023

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Bill Pmt -Check	21271	11/01/2023 G.W. Hunter, Inc.	-\$4,435.18
Bill Pmt -Check	21272	11/01/2023 Innovative Network, Inc	-\$1,915.00
Bill Pmt -Check	21273	11/01/2023 Pitney Bowes Bank Inc Purchase Power	-\$100.00
Bill Pmt -Check	21274	11/01/2023 Precision Auto & Muffler LLC	-\$149.95
Bill Pmt -Check	21275	11/01/2023 Riverbend News	-\$110.00
Bill Pmt -Check	21276	11/01/2023 Seaman's Aqua Clean	-\$35.00
Bill Pmt -Check	21277	11/01/2023 Felknor Electric, Inc	-\$1,251.67
Bill Pmt -Check	21278	11/01/2023 ABC Companies, Inc	-\$228.60
Bill Pmt -Check	21279	11/01/2023 Foxster Opco LLC	-\$1,522.94
Check	21280	11/07/2023 Stella Bish	-\$14.00
Bill Pmt -Check	21281	11/08/2023 Advanced Tire Services	-\$534.52
Bill Pmt -Check	21282	11/08/2023 Cintas Corporation #148	-\$269.46
Bill Pmt -Check	21283	11/08/2023 Cochran Plumbing Services, LLC	-\$412.50
Bill Pmt -Check	21284	11/08/2023 G.W. Hunter, Inc.	-\$3,999.62
Bill Pmt -Check	21285	11/08/2023 Jim Hinton Oil	-\$7,436.81
Bill Pmt -Check	21286	11/08/2023 Live Oak Auto Parts	-\$25.44
Bill Pmt -Check	21287	11/08/2023 Live Oak Pest Control Inc	-\$178.00
Bill Pmt -Check	21288	11/08/2023 Pioneer Janitorial Service	-\$590.00
Bill Pmt -Check	21289	11/08/2023 Preferred Governmental Insurance Trust	-\$6,480.00
Bill Pmt -Check	21290	11/08/2023 Verizon Wireless	-\$1,248.53
Bill Pmt -Check	21291	11/08/2023 W B Howland Company	-\$55.85
Bill Pmt -Check	21292	11/08/2023 Walt's Live Oak Ford	-\$263.61
Bill Pmt -Check	21293	11/21/2023 Joyce Larson	-\$235.00
Bill Pmt -Check	21294	11/21/2023 Advanced Tire Services	-\$19.99
Bill Pmt -Check	21295	11/21/2023 Battery Distributors Southeast, Inc	-\$816.66
Bill Pmt -Check	21296	11/21/2023 Baya Urgent Care LLC	-\$330.00
Bill Pmt -Check	21297	11/21/2023 First Federal Bank	-\$1,791.98
Bill Pmt -Check	21298	11/21/2023 Florida Power & Light	-\$638.62
Bill Pmt -Check	21299	11/21/2023 GreatAmerican Financial Svcs.	-\$654.92
Bill Pmt -Check	21300	11/21/2023 Hal A. Airth Attorney at Law	-\$2,400.00
Bill Pmt -Check	21301	11/21/2023 Jim Hinton Oil	-\$3,296.08
Bill Pmt -Check	21302	11/21/2023 Jones and Son Fire Extinguisher Service	-\$1,178.00
Bill Pmt -Check	21303	11/21/2023 Lake City Reporter	-\$86.96
Bill Pmt -Check	21304	11/21/2023 Live Oak Auto Parts	-\$50.20
Bill Pmt -Check	21305	11/21/2023 McCrimon's Office Systems, Inc	-\$182.00
Bill Pmt -Check	21306	11/21/2023 O'Reilly Automotive, Inc.	-\$1,002.34
Bill Pmt -Check	21307	11/21/2023 Preferred Governmental Insurance Trust	-\$6,480.00
Bill Pmt -Check	21308	11/21/2023 Advance Auto Parts	-\$142.74
Bill Pmt -Check	21309	11/21/2023 National Notary Association	-\$259.10
Check	21310	11/28/2023 John Frey	-\$10.16
Bill Pmt -Check	21311	11/29/2023 Advance Auto Parts	-\$170.25
Bill Pmt -Check	21312	11/29/2023 Advanced Tire Services	-\$803.28
Bill Pmt -Check	21313	11/29/2023 Cintas Corporation #148	\$0.00
Bill Pmt -Check	21314	11/29/2023 Department of Management Services	-\$3.73

Suwannee Valley Transit Authority

Check Detail

November 2023

Bill Pmt -Check	21315	11/29/2023	Innovative Network, Inc	-\$1,915.00
Bill Pmt -Check	21316	11/29/2023	O'Reilly Automotive, Inc.	-\$116.22
Bill Pmt -Check	21317	11/29/2023	Pioneer Janitorial Service	-\$590.00
Bill Pmt -Check	21318	11/29/2023	Pitney Bowes Bank Inc Purchase Power	\$0.00
Bill Pmt -Check	21319	11/29/2023	Precision Auto & Muffler LLC	-\$129.95
Bill Pmt -Check	21320	11/29/2023	Riverbend News	-\$38.74
Bill Pmt -Check	21321	11/29/2023	Seaman's Aqua Clean	-\$35.00
Bill Pmt -Check	21322	11/29/2023	Cintas Corporation #148	-\$584.94
<u>Bill Pmt -Check</u>	<u>21323</u>	<u>11/29/2023</u>	<u>Pitney Bowes Bank Inc Purchase Power</u>	<u>-\$102.73</u>

Total Checks **-\$106,680.32**

Total Paid Out Oct **-\$179,594.52**

	Oct - Nov 23
Ordinary Income/Expense	
Income	
Medwaiver	21,842.11
0280005 · SVTA Farebox	5,110.69
0582060 · CDC+	2,512.51
0683050 · Bank Interest	2,710.42
0984080 · Local Government Participation	30,358.55
1184201 · Motor Fuel Tax Refund	1,412.95
1285000 · 5311 - Operating	250,569.86
1780140 · Operational Donations	431.00
1984200 · Sale of Equipment - Maint	31.41
3080000 · Voc Rehab - Lake City	544.67
3182020 · SREC Meals	4,166.66
83080 · TD Commission-Operating	56,588.03
Total Income	376,278.86
Gross Profit	376,278.86
Expense	
97531 Processing Fee	52.00
Administration Expenses	
95010 · Administration Wages	23,173.22
95025 · Admin Fringes	
95020 · Admin FICA	1,373.79
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	3,461.85
1295030 · Admin Retirement - 5311	3,461.86
Total 95030 · Admin Retirement	6,923.71
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	2,279.78
1295040 · Admin Group Ins - 5311	1,671.52
Total 95040 · Admin Group Insurance	3,951.30
95070 · Admin Medicare	321.31
Total 95025 · Admin Fringes	12,570.11
Total Administration Expenses	35,743.33
Operation Expenses	
Operations FICA	2,271.43
Operations Medicare	515.40
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	562.94
66010 · Payroll Fees - Other	562.97
Total 66010 · Payroll Fees	1,125.91
Total 66000 · Payroll Expenses	1,125.91
90010 · Operations Wages	36,947.16
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	3,325.63
1290030 · Operations Retirement - 5311	3,325.65
Total 90030 · Operations Retirement	6,651.28

Profit & Loss

October through November 2023

	Oct - Nov 23
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	7,122.47
1290040 · Operations Group Ins - 5311	4,956.50
Total 90040 · Operations Group Insurance	12,078.97
Total 90011 · Operation Fringes	18,730.25
95500 · ADS & Subs & Dues	
95501 · Advertising Expense	
Ads & Subscriptions - 5311	117.85
0795501 · Ads & Subscriptions - TD	117.85
Total 95501 · Advertising Expense	235.70
95503 · Dues	
0795503 · Dues - TD	175.00
Total 95503 · Dues	175.00
Total 95500 · ADS & Subs & Dues	410.70
96010 · Office Supplies	
0796010 · Office Supplies - TD	1,162.20
1296010 · Office Supplies - 5311	28.59
96010 · Office Supplies - Other	230.63
Total 96010 · Office Supplies	1,421.42
96020 · Postage Expense	
0796020 · Postage Expense - TD	174.13
1296020 · Postage Expense - 5311	174.12
Total 96020 · Postage Expense	348.25
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	626.04
1296510 · Office Maintenance - 5311	626.03
96511 · Pest control	
Pest Control- 5311	48.00
0796511 · Pest Control - TD	48.00
Total 96511 · Pest control	96.00
Total 96510 · Office Maintenance	1,348.07
96525 · Computer Expense	
96520 · Computer Maintenance	
0796520 · Computer Maint - TD	3,437.94
1296520 · Computer Maint - 5311	3,437.94
Total 96520 · Computer Maintenance	6,875.88
Total 96525 · Computer Expense	6,875.88
97010 · Insurance	
0797010 · Insurance - TD	31,626.13
1297010 · Insurance - 5311	31,626.12
Total 97010 · Insurance	63,252.25
97020 · Telephone	
97021 · Office Lines	
0797021 · Office Lines - TD	1,205.16
1297021 · Office Lines - 5311	1,205.15
Total 97021 · Office Lines	2,410.31

Suwannee Valley Transit Authority

Profit & Loss

October through November 2023

	Oct - Nov 23
97022 · Cell Phones	
0797022 · Cell Phones - TD	1,247.54
1297022 · Cell Phones - 5311	1,247.55
Total 97022 · Cell Phones	2,495.09
97023 · Internet Service	
0797023 · Internet Service - TD	687.40
1297023 · Internet Service - 5311	687.40
Total 97023 · Internet Service	1,374.80
Total 97020 · Telephone	6,280.20
97060 · Utilities	
97061 · Electricity	
0797061 · Electricity - TD	654.53
1297061 · Electricity - 5311	654.54
Total 97061 · Electricity	1,309.07
97062 · Water & Sewage	
0797062 · Water & Sewage - TD	322.77
1297062 · Water & Sewage - 5311	322.78
Total 97062 · Water & Sewage	645.55
Total 97060 · Utilities	1,954.62
97071 · Equipment Lease - Operations	
Equipment Rental - 5311	66.00
0797071 · Equipment Lease - TD	902.92
Total 97071 · Equipment Lease - Operations	968.92
97530 · Penalties and Interest	
0797531 · Late Fees	10.31
Total 97530 · Penalties and Interest	10.31
98021 · Building Maintenance Operations	
0798021 · Operations Build Maint - TD	1,242.75
1298021 · Operations Building Maint - 531	1,242.77
Total 98021 · Building Maintenance Operations	2,485.52
Total Operation Expenses	144,946.29
Shop Expenses	
90015 · Shop Wages	22,778.80
90024 · Shop Fringes	
90022 · Shop FICA	1,359.99
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	1,760.93
1290035 · Shop Retirement - 5311	1,760.95
Total 90035 · Shop Retirement	3,521.88
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	2,976.17
1290045 · Shop Group Ins - 5311	1,655.35
Total 90045 · Shop Group Ins	4,631.52
90075 · Shop Medicare	318.06
Total 90024 · Shop Fringes	9,831.45

Suwannee Valley Transit Authority

Profit & Loss

October through November 2023

	Oct - Nov 23
90060 · Uniforms	
0790060 · Uniforms - TD	1,258.59
Total 90060 · Uniforms	1,258.59
90505 · Fuel	
90510 · Gas Expense	
0790510 · Gas Expense - TD	10,348.37
1290510 · Gas Expense - 5311	10,348.39
Total 90510 · Gas Expense	20,696.76
90520 · Diesel Expense	
0790520 · Diesel Expense - TD	405.56
1290520 · Diesel Expense - 5311	405.57
Total 90520 · Diesel Expense	811.13
Total 90505 · Fuel	21,507.89
91010 · Tires & Tubes Expense	
0791010 · Tires & Tubes Expense - TD	860.46
1291010 · Tires & Tubes Expense - 5311	860.44
Total 91010 · Tires & Tubes Expense	1,720.90
91020 · Parts	
0791020 · Parts - TD	3,415.51
1291020 · Parts - 5311	3,415.50
Total 91020 · Parts	6,831.01
91540 · Shop Supplies	
0791540 · Shop Supplies - TD	490.89
1291540 · Shop Supplies - 5311	490.88
Total 91540 · Shop Supplies	981.77
91550 · Janitorial Supplies	
0791550 · Janitorial Supplies - TD	24.33
1291550 · Janitorial Supplies - 5311	24.32
Total 91550 · Janitorial Supplies	48.65
96021 · Shipping	10.43
97070 · Equipment Rental	
0797070 · Equipment Rental - TD	70.00
Total 97070 · Equipment Rental	70.00
Total Shop Expenses	65,039.49
Transportation	
Transportation FICA	3,604.71
Transportation Medicare	843.04
0747043 · Drug Screening and Prehire	
0347043 · Drug Screening & Prehire - 5311	330.00
0797043 · Drug Screening & Prehire - TD	343.68
Total 0747043 · Drug Screening and Prehire	673.68
90000 · Transportation Wages	59,366.71
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	4,930.48
1290036 · Transportation Retirement 5311	4,930.49
Total 90036 · Transportation Retirement	9,860.97

Suwannee Valley Transit Authority

Profit & Loss

October through November 2023

	<u>Oct - Nov 23</u>
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	6,686.02
1290046 · Transportation Group INS - 5311	4,261.34
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Total 90046 · Transportation Group Insurance	10,947.36
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Total 90005 · Transportation Fringes	20,808.33
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Total Transportation	85,296.47
0797040 · Professional Services Gen - TD	
1297040 · Professional Services Gen-5311	1,500.00
0797040 · Professional Services Gen - TD - Other	1,500.00
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Total 0797040 · Professional Services Gen - TD	3,000.00
66900 · Reconciliation Discrepancies	-0.45
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	411.19
1291520 · Repairs & Maintenance - 5311	411.21
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Total 91520 · Repairs & Maintenance	822.40
97040 · Professional Services	
97043 · Training	
Training 5311	129.55
079043 · Training - TD	309.55
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Total 97043 · Training	439.10
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Total 97040 · Professional Services	439.10
97050 · Travel	
0797050 · Travel - TD	21.30
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Total 97050 · Travel	21.30
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Total Expense	335,359.93
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Net Ordinary Income	40,918.93
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Net Income	<u>40,918.93</u>