

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
FEBRUARY 12, 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. January 8, 2024 Regular Meeting | Page 1-5 | Don Hale |
|------------------------------------|----------|----------|

PUBLIC CONCERNS AND COMMENTS - 3 Minute Limit

CONSENT

TIME SPECIFIC ITEMS

STAFF ITEMS

- | | | |
|---------------|-----------|-----------------------------------|
| 2. Financials | Page 6-14 | Cinda Foster/
Monica Marquardt |
|---------------|-----------|-----------------------------------|

BOARD MEMBER ITEMS

DISCUSSION AND ACTION ITEMS

- | | | |
|--|------------|----------------|
| Approval of Facility Maintenance Policy Plan #2016-008.1 | Page 15-24 | Teresa Fortner |
|--|------------|----------------|

GENERAL BUSINESS

3. **Additional Agenda Items.** The Chairman calls for additional items.
4. Administrator's comments and information Page 25-28

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5. Board Members' Inquiries, Requests and Comments

BOARD ATTORNEY ITEMS

Hal Airth

Upcoming meeting: **March 11, 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 Robby Roberson. Commissioner Travis Land was not present.

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

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the October 16, 2023 Regular Meeting and December 4, Special Called Meeting.

Commissioner Brown moved to approve the minutes of the October 16, 2023 Regular Meeting and December 4, Special Called Meeting as written. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

PUBLIC CONCERNS AND COMMENTS:

There were none.

CONSENT:

Board Attorney Airth recommended that each item be approved separately due to their nature.

The second item on the agenda was to adopt Resolution #2024-01 - 5310 Grant application.

Mrs. Marquardt noted that these grants were previously approved under former Administrator Larry Sessions, and the resolutions were basically to add Interim Director Fortner to the grant applications.

Commissioner Murphy moved to adopt Resolution #2024-01 - 5310 Grant application. Commissioner Roberson seconded, and the motion carried unanimously (5-0).

The third item on the agenda was to adopt Resolution #2024-02 - 5311 Grant application.

Commissioner Murphy moved to adopt Resolution #2024-02 - 5311 Grant application. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

The fourth item on the agenda was to adopt Resolution #2024-03 - 5339 Grant application.

Mrs. Marquardt noted that this was a 100% grant to receive buses.

Commissioner Brown moved to adopt Resolution #2024-03 - 5339 Grant application. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

The fifth item on the agenda was to adopt Resolution #2024-04 - 5311 CRRSAA Grant application.

Mrs. Marquardt briefly discussed the resolution.

Commissioner Roberson moved to adopt Resolution #2024-04 - 5311 CRRSAA Grant application. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

STAFF REPORTS:

The sixth 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 from October through December.

BOARD MEMBER ITEMS:

Commissioner Murphy asked for an update on advertising for the Executive Director position. Chairman Hale believed that the Board was waiting until Interim Director Fortner had returned from vacation and Commissioner Land was present.

Discussion ensued on the previous meeting's intent to decide on the job description at the current meeting and ways to advertise the position. After further discussion, it was noted that Interim Director Fortner would be responsible for advertising the position.

Commissioner Murphy moved to accept the job description for Executive Director as submitted. Commissioner Brown seconded, and the motion carried unanimously (5-0).

Some discussion ensued on various venues in which to advertise the position, including local newspapers, FAC (Florida Association of Counties), Small County Coalition, Florida Workforce, FPTA (Florida Public Transit Association), TD (Transportation Disadvantaged) Board, Indeed, SVTA website, and SVTA Facebook account. It was also agreed that all applications should be sealed and opened in a public meeting.

Commissioner Murphy moved to advertise for the Executive Director position for 30 days, beginning January 17th, in the recommended venues, with the applications to be sealed until opened at the regular meeting on March 11th. Commissioner Phillips seconded, and the motion carried unanimously (5-0).

BOARD ATTORNEY ITEMS:

There were none.

DISCUSSION AND ACTION ITEMS:

Chairman Hale noted that before he retired, former Administrator Sessions had submitted a proposal to increase Mrs. Fortner's salary from \$30.28 per hour to \$38.46 per hour to compensate her for taking over the Interim Administrator position.

Interim Administrator Fortner agreed to the salary increase.

Commissioner Phillips moved to increase Interim Administrator Fortner's salary to \$38.46 per hour, retroactively effective January 1, 2024. Commissioner Roberson seconded, and the motion carried unanimously (5-0).

GENERAL BUSINESS:

The seventh item on the agenda was additional agenda items.

There were none.

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

There were none.

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

There were none.

INFORMATIONAL ITEMS:

Mrs. Marquardt asked that the Board sign the Conflict of Interests Disclosure Form she had provided to them, showing that any businesses they owned did not receive a financial benefit from SVTA. This form must be filled out every year.

Chairman Hale noted that the next regular meeting would be held on February 12, 2024, at 6:00 p.m.

A brief discussion ensued on handling the selection for Executive Director, and it was decided that the applications would be opened at the regular meeting in March and then another date set to hold interviews with those in whom the Board of Directors was interested, as had been done during the previous hiring process.

ADJOURNMENT:

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

There being no further business to discuss, the meeting adjourned at 6:31 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

December 2023

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	12/7/2023	Payroll	\$ (28,958.32)
Payroll Liability	Bank Draft	12/7/2023	Payroll Taxes	\$ (7,960.09)
Payroll Liability	Bank Draft	12/21/2023	Payroll	\$ (30,606.17)
Payroll Liability	Bank Draft	12/21/2023	Payroll Taxes	\$ (8,938.12)
				\$ (76,462.70)
Bill Pmt -Check		12/20/2023	Quill.com	\$ -
Bill Pmt -Check	Bank Draft	12/01/2023	ADP, Inc	\$ (237.07)
Bill Pmt -Check	Bank Draft	12/07/2023	Acentria Insurance	\$ (31,982.50)
Bill Pmt -Check	Bank Draft	12/11/2023	City of Live Oak	\$ (328.26)
Bill Pmt -Check	Bank Draft	12/12/2023	Comcast (Fiber Opt Internet)	\$ (687.40)
Bill Pmt -Check	Bank Draft	12/12/2023	Acentria Insurance	\$ (15,991.75)
Bill Pmt -Check	Bank Draft	12/12/2023	United Healthcare	\$ (13,840.03)
Bill Pmt -Check	Bank Draft	12/15/2023	ADP, Inc	\$ (233.90)
Bill Pmt -Check	Bank Draft	12/20/2023	Comcast (Fax line)	\$ (83.92)
Bill Pmt -Check	Bank Draft	12/20/2023	Comcast Business (Fiber Phones)	\$ (1,111.90)
Bill Pmt -Check	Bank Draft	12/20/2023	Pitney Bowes Global Financial Services	\$ (18.02)
Bill Pmt -Check	Bank Draft	12/20/2023	Quill.com	\$ (214.92)
Bill Pmt -Check	Bank Draft	12/20/2023	Pitney Bowes Bank Inc Purchase Power	\$ (100.00)
Bill Pmt -Check	Bank Draft	12/20/2023	Department of Management Services	\$ (4.38)
Bill Pmt -Check	Bank Draft	12/27/2023	Florida Power & Light	\$ (728.84)
Bill Pmt -Check	Bank Draft	12/29/2023	Guardian	\$ (584.84)
Bill Pmt -Check	Bank Draft	12/29/2023	Florida Retirement System	\$ (14,380.18)
Bill Pmt -Check	Bank Draft	12/29/2023	TransAmerica	\$ (414.03)
Bill Pmt -Check	Bank Draft	12/29/2023	Globe Life Liberty National Division	\$ (994.50)
Bill Pmt -Check	Bank Draft	12/29/2023	ADP, Inc	\$ (233.90)
Bill Pmt -Check	Bank Draft	12/29/2023	ADP, Inc	\$ (96.75)
Bill Pmt -Check	Bank Draft	12/29/2023	AFLAC	\$ (2,282.71)
Bill Pmt -Check	Debit Card	12/04/2023	UPS	\$ (61.52)
Bill Pmt -Check	Debit Card	12/06/2023	Amazon.Com	\$ (90.46)
Bill Pmt -Check	Debit Card	12/06/2023	Amazon.Com	\$ (13.44)
Bill Pmt -Check	Debit Card	12/12/2023	Publix	\$ (44.07)
Bill Pmt -Check	Debit Card	12/19/2023	Amazon.Com	\$ (77.98)
Bill Pmt -Check	Debit Card	12/19/2023	Home Depot	\$ (73.41)
Bill Pmt -Check	Debit Card	12/29/2023	Walmart	\$ (281.57)
Bill Pmt -Check	21324	12/06/2023	Advance Auto Parts	\$ (16.27)
Bill Pmt -Check	21325	12/06/2023	Battery Distributors Southeast, Inc	\$ (418.90)
Bill Pmt -Check	21326	12/06/2023	G.W. Hunter, Inc.	\$ (3,183.62)
Bill Pmt -Check	21327	12/06/2023	Jim Hinton Oil	\$ (500.85)
Bill Pmt -Check	21328	12/06/2023	Pitney Bowes Global Financial Services	\$ (132.00)
Bill Pmt -Check	21329	12/06/2023	Quill.com	\$ (239.94)

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Suwannee Valley Transit Authority

Check Detail

December 2023

Bill Pmt -Check	21330	12/06/2023	TESCO	\$	(499.55)
Bill Pmt -Check	21331	12/06/2023	The ARC North Florida, Inc	\$	(48.65)
Bill Pmt -Check	21332	12/06/2023	Verizon Wireless	\$	(1,246.56)
Bill Pmt -Check	21333	12/06/2023	Walt's Live Oak Chrysler Jeep Dodge	\$	(1,677.36)
Bill Pmt -Check	21334	12/06/2023	Walt's Live Oak Ford	\$	(70.70)
Bill Pmt -Check	21335	12/12/2023	Baya Urgent Care LLC	\$	(220.00)
Bill Pmt -Check	21336	12/12/2023	First Federal Bank	\$	(436.24)
Bill Pmt -Check	21337	12/12/2023	Foxster Opco LLC	\$	(1,522.94)
Bill Pmt -Check	21338	12/12/2023	Jim Hinton Oil	\$	(3,090.91)
Bill Pmt -Check	21339	12/12/2023	Live Oak Auto Parts	\$	(12.62)
Bill Pmt -Check	21340	12/12/2023	Live Oak Pest Control Inc	\$	(48.00)
Bill Pmt -Check	21341	12/12/2023	Preferred Governmental Insurance Trust	\$	(6,480.00)
Bill Pmt -Check	21342	12/12/2023	Shred - it / Stericycle	\$	(72.07)
Bill Pmt -Check	21343	12/20/2023	Advanced Tire Services	\$	(267.76)
Bill Pmt -Check	21344	12/20/2023	Allen, Norton & Blue, P.A.	\$	(2,500.00)
Bill Pmt -Check	21345	12/20/2023	Jones and Son Fire Extinguisher Service	\$	(90.00)
Bill Pmt -Check	21346	12/20/2023	Lake City Reporter	\$	(92.73)
Bill Pmt -Check	21347	12/20/2023	Walt's Live Oak Ford	\$	(115.62)
Bill Pmt -Check	21348	12/20/2023	Eric Musgrove	\$	(550.00)
Bill Pmt -Check	21349	12/27/2023	Advance Auto Parts	\$	(340.66)
Bill Pmt -Check	21350	12/27/2023	Cintas Corporation #148	\$	(587.03)
Bill Pmt -Check	21351	12/27/2023	Jim Hinton Oil	\$	(3,964.10)
Bill Pmt -Check	21352	12/27/2023	Riverbend News	\$	(58.08)
Bill Pmt -Check	21353	12/27/2023	Seaman's Aqua Clean	\$	(35.00)
Bill Pmt -Check	21354	12/29/2023	AFLAC	\$	-
Total Checks Written				\$	(113,710.41)
Total Paid December 2023				\$	(190,173.11)

Suwannee Valley Transit Authority

Check Detail

January 2024

Type	Num	Date	Name	Paid Amount
Payroll Liability	Bank Draft	1/25/2024	Payroll	\$ (33,024.29)
Payroll Liability	Bank Draft	1/5/2024	Payroll Taxes	\$ (10,423.13)
Payroll Liability	Bank Draft	1/19/2024	Payroll	\$ (24,911.97)
Payroll Liability	Bank Draft	1/16/2024	Payroll Taxes	\$ (7,096.56)
				\$ (75,455.95)
Bill Pmt -Check	Bank draft	01/03/2024	Verizon Wireless	-690.06
Bill Pmt -Check	Bank Draft	01/03/2024	Verizon Wireless	-588.48
Bill Pmt -Check	Bank Draft	01/10/2024	City of Live Oak	-328.26
Bill Pmt -Check	Bank Draft	01/10/2024	Comcast Business (Fiber Phones)	-1,110.60
Bill Pmt -Check	Bank Draft	01/10/2024	Comcast (Fiber Opt Internet)	-722.40
Bill Pmt -Check	Bank Draft	01/12/2024	ADP, Inc	-233.90
Bill Pmt -Check	Bank Draft	01/18/2024	Department of Management Services	-4.57
Bill Pmt -Check	Bank Draft	01/24/2024	AFLAC	-2,162.90
Bill Pmt -Check	Bank Draft	01/24/2024	Comcast (Fax line)	-74.87
Bill Pmt -Check	Bank Draft	01/24/2024	Florida Power & Light	-969.49
Bill Pmt -Check	Bank Draft	01/24/2024	Globe Life Liberty National Division	-1,262.01
Bill Pmt -Check	Bank Draft	01/24/2024	TransAmerica	-414.03
Bill Pmt -Check	Bank Draft	01/24/2024	United Healthcare	-12,655.88
Bill Pmt -Check	Bank Draft	01/26/2024	ADP, Inc	-94.15
Bill Pmt -Check	Bank Draft	01/26/2024	ADP, Inc	-230.72
Bill Pmt -Check	Bank Draft	01/26/2024	First Federal Bank - Fees	-10.00
Bill Pmt -Check	Bank Draft	01/29/2024	Guardian	-525.14
Bill Pmt -Check	Bank Draft	01/31/2024	Pitney Bowes Bank Inc Purchase Power	-100.00
Bill Pmt -Check	Bank Draft	01/31/2024	ADP, Inc	-354.90
Bill Pmt -Check	Debit Card	01/04/2024	Amazon.Com	-16.73
Bill Pmt -Check	Debit Card	01/05/2024	Vault Health	-931.00
Bill Pmt -Check	Debit Card	01/09/2024	Harbor Freight	-43.98
Bill Pmt -Check	Debit Card	01/17/2024	Lowes	-28.07
Bill Pmt -Check	Debit Card	01/17/2024	DAON TRUST	-69.75
Bill Pmt -Check	Debit Card	01/26/2024	United States Postal Service	-8.73
Bill Pmt -Check	Debit Card	01/29/2024	Harbor Freight	-19.98
Bill Pmt -Check	Draft	01/31/2024	First Federal Bank - Fees	-10.00
Bill Pmt -Check	21355	01/03/2024	ACF Standby Systems	-249.00
Bill Pmt -Check	21356	01/03/2024	Advance Auto Parts	-97.80
Bill Pmt -Check	21357	01/03/2024	Innovative Network, Inc	-1,915.00
Bill Pmt -Check	21358	01/03/2024	Lube Specialists	-12,738.52
Bill Pmt -Check	21359	01/03/2024	Model 1	0.00
Bill Pmt -Check	21360	01/03/2024	O'Reilly Automotive, Inc.	-93.44
Bill Pmt -Check	21361	01/03/2024	Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21362	01/03/2024	TESCO	-228.25

Suwannee Valley Transit Authority

Check Detail

January 2024

Bill Pmt -Check	21363	01/03/2024 Touchton's Heat & Air, Inc.	-82.00
Bill Pmt -Check	21364	01/03/2024 Model 1	-108.56
Bill Pmt -Check	21365	01/10/2024 Advance Auto Parts	-18.85
Bill Pmt -Check	21366	01/10/2024 Advanced Tire Services	-803.28
Bill Pmt -Check	21367	01/10/2024 Cintas Corporation #148	-274.66
Bill Pmt -Check	21368	01/10/2024 D & D Garage Doors of Lake City, Inc.	-3,509.00
Bill Pmt -Check	21369	01/10/2024 Eric Musgrove	-275.00
Bill Pmt -Check	21370	01/10/2024 Fastenal Company	-84.94
Bill Pmt -Check	21371	01/10/2024 First Federal Bank	-143.39
Bill Pmt -Check	21372	01/10/2024 Foxster Opco LLC	-1,522.94
Bill Pmt -Check	21373	01/10/2024 G.W. Hunter, Inc.	-2,615.86
Bill Pmt -Check	21374	01/10/2024 Jim Hinton Oil	-2,411.55
Bill Pmt -Check	21375	01/10/2024 Live Oak Pest Control Inc	-48.00
Bill Pmt -Check	21376	01/10/2024 Preferred Governmental Insurance Trust	-6,480.00
Bill Pmt -Check	21377	01/10/2024 W B Howland Company	-44.93
Bill Pmt -Check	21378	01/10/2024 Walt's Live Oak Ford	-101.42
Bill Pmt -Check	21379	01/24/2024 Cutting Edge Development LLC	-61,830.00
Bill Pmt -Check	21380	01/24/2024 Florida Association of Counties	-100.00
Bill Pmt -Check	21381	01/24/2024 Jim Hinton Oil	-311.90
Bill Pmt -Check	21382	01/24/2024 McCrimon's Office Systems, Inc	-59.00
Bill Pmt -Check	21383	01/24/2024 Quill.com	-219.73
Bill Pmt -Check	21385	01/30/2024 Advance Auto Parts	-91.60
Bill Pmt -Check	21386	01/30/2024 American Towing & Wrecker Service	-550.00
Bill Pmt -Check	21387	01/30/2024 Felknor Electric, Inc	-212.88
Bill Pmt -Check	21388	01/30/2024 Jim Hinton Oil	-2,672.70
Bill Pmt -Check	21389	01/30/2024 Lake City Reporter	-96.36
Bill Pmt -Check	21390	01/30/2024 Matthews Bus Alliance Inc.	-270.71
Bill Pmt -Check	21391	01/30/2024 Pioneer Janitorial Service	-590.00
Bill Pmt -Check	21392	01/30/2024 Suwannee North Florida Sports Connection	-580.96

Total Checks Written

-125,682.83

Total Paid December 2023

\$ (201,138.78)

Suwannee Valley Transit Authority
Profit & Loss
 December 2023 through January 2024

	Dec '23 - Jan 24
Ordinary Income/Expense	
Income	
Medwaiver	18,887.67
0280005 · SVTA Farebox	4,713.09
0582060 · CDC+	1,844.85
0683050 · Bank Interest	2,717.66
0984080 · Local Government Participation	39,126.60
1184201 · Motor Fuel Tax Refund	4,922.04
1285000 · 5311 - Operating	241,740.87
1385015 · 5310 - Capital	
5310 - G2704	55,647.00
1385015 · 5310 - Capital - Other	-61,830.00
Total 1385015 · 5310 - Capital	-6,183.00
1780140 · Operational Donations	7,101.27
1984200 · Sale of Equipment - Maint	5.65
2884105 · Ryan White - Well Florida	70.28
3080000 · Voc Rehab - Lake City	808.22
3182020 · SREC Meals	4,166.66
83080 · TD Commission-Operating	60,019.76
Total Income	379,941.62
Gross Profit	379,941.62
Expense	
97531 Processing Fee	50.00
Administration Expenses	
95010 · Administration Wages	28,183.12
95025 · Admin Fringes	
95020 · Admin FICA	1,707.01
95030 · Admin Retirement	
0795030 · Admin Retirement - TD	4,423.09
1295030 · Admin Retirement - 5311	4,423.10
Total 95030 · Admin Retirement	8,846.19
95040 · Admin Group Insurance	
0795040 · Admin Group Ins - TD	2,219.72
1295040 · Admin Group Ins - 5311	1,671.52
Total 95040 · Admin Group Insurance	3,891.24
95070 · Admin Medicare	399.24
Total 95025 · Admin Fringes	14,843.68
Total Administration Expenses	43,026.80
Bank Charges	20.00
Operation Expenses	
Operations FICA	2,678.37
Operations Medicare	523.34
66000 · Payroll Expenses	
66010 · Payroll Fees	
1266010 · Payroll Fee - 5311	739.10
66010 · Payroll Fees - Other	739.12
Total 66010 · Payroll Fees	1,478.22
Total 66000 · Payroll Expenses	1,478.22
90010 · Operations Wages	37,504.04

Suwannee Valley Transit Authority
Profit & Loss
 December 2023 through January 2024

	Dec '23 - Jan 24
90011 · Operation Fringes	
90030 · Operations Retirement	
0790030 · Operations Retirement - TD	3,370.70
1290030 · Operations Retirement - 5311	3,370.71
	6,741.41
Total 90030 · Operations Retirement	6,741.41
90040 · Operations Group Insurance	
0790040 · Operations Group Ins - TD	7,113.50
1290040 · Operations Group Ins - 5311	4,956.50
	12,070.00
Total 90040 · Operations Group Insurance	12,070.00
Total 90011 · Operation Fringes	18,811.41
95500 · ADS & Subs & Dues	
95501 · Advertising Expense	
Ads & Subscriptions - 5311	173.58
0795501 · Ads & Subscriptions - TD	173.59
	347.17
Total 95501 · Advertising Expense	347.17
Total 95500 · ADS & Subs & Dues	347.17
96010 · Office Supplies	
0796010 · Office Supplies - TD	632.62
1296010 · Office Supplies - 5311	480.60
96010 · Office Supplies - Other	44.07
	1,157.29
Total 96010 · Office Supplies	1,157.29
96020 · Postage Expense	
0796020 · Postage Expense - TD	135.13
1296020 · Postage Expense - 5311	135.12
	270.25
Total 96020 · Postage Expense	270.25
96510 · Office Maintenance	
0796510 · Office Maintenance - TD	590.00
1296510 · Office Maintenance - 5311	590.00
96511 · Pest control	
Pest Control- 5311	48.00
0796511 · Pest Control - TD	48.00
	96.00
Total 96511 · Pest control	96.00
Total 96510 · Office Maintenance	1,276.00
96525 · Computer Expense	
96520 · Computer Maintenance	
0796520 · Computer Maint - TD	2,480.44
1296520 · Computer Maint - 5311	2,480.44
	4,960.88
Total 96520 · Computer Maintenance	4,960.88
Total 96525 · Computer Expense	4,960.88
97010 · Insurance	
0797010 · Insurance - TD	7,284.00
1297010 · Insurance - 5311	7,284.00
	14,568.00
Total 97010 · Insurance	14,568.00
97020 · Telephone	
97021 · Office Lines	
0797021 · Office Lines - TD	1,195.13
1297021 · Office Lines - 5311	1,195.11
	2,390.24
Total 97021 · Office Lines	2,390.24

Suwannee Valley Transit Authority

Profit & Loss

02/05/24

December 2023 through January 2024

Accrual Basis

	Dec '23 - Jan 24
97022 · Cell Phones	
0797022 · Cell Phones - TD	639.27
1297022 · Cell Phones - 5311	639.27
	<hr/>
Total 97022 · Cell Phones	1,278.54
97023 · Internet Service	
0797023 · Internet Service - TD	704.90
1297023 · Internet Service - 5311	704.90
	<hr/>
Total 97023 · Internet Service	1,409.80
Total 97020 · Telephone	5,078.58
97060 · Utilities	
97061 · Electricity	
0797061 · Electricity - TD	849.16
1297061 · Electricity - 5311	849.17
	<hr/>
Total 97061 · Electricity	1,698.33
97062 · Water & Sewage	
0797062 · Water & Sewage - TD	319.01
1297062 · Water & Sewage - 5311	319.01
	<hr/>
Total 97062 · Water & Sewage	638.02
Total 97060 · Utilities	2,336.35
97071 · Equipment Lease - Operations	
0797071 · Equipment Lease - TD	18.02
	<hr/>
Total 97071 · Equipment Lease - Operations	18.02
98021 · Building Maintenance Operations	
0798021 · Operations Build Maint - TD	298.40
1298021 · Operations Building Maint - 531	298.41
	<hr/>
Total 98021 · Building Maintenance Operations	596.81
Total Operation Expenses	91,604.73
Shop Expenses	
90015 · Shop Wages	26,209.48
90024 · Shop Fringes	
90022 · Shop FICA	1,566.01
90035 · Shop Retirement	
0790035 · Shop Retirement - TD	2,308.06
1290035 · Shop Retirement - 5311	2,308.07
	<hr/>
Total 90035 · Shop Retirement	4,616.13
90045 · Shop Group Ins	
0790045 · Shop Group Ins - TD	3,007.10
1290045 · Shop Group Ins - 5311	1,655.36
	<hr/>
Total 90045 · Shop Group Ins	4,662.46
90075 · Shop Medicare	366.24
	<hr/>
Total 90024 · Shop Fringes	11,210.84
90060 · Uniforms	
0790060 · Uniforms - TD	1,130.13
	<hr/>
Total 90060 · Uniforms	1,130.13

Suwannee Valley Transit Authority

Profit & Loss

02/05/24

December 2023 through January 2024

Accrual Basis

	Dec '23 - Jan 24
90505 · Fuel	
90510 · Gas Expense	
0790510 · Gas Expense - TD	5,511.00
1290510 · Gas Expense - 5311	5,511.02
Total 90510 · Gas Expense	11,022.02
90520 · Diesel Expense	
0790520 · Diesel Expense - TD	477.04
1290520 · Diesel Expense - 5311	477.05
Total 90520 · Diesel Expense	954.09
Total 90505 · Fuel	11,976.11
91010 · Tires & Tubes Expense	
0791010 · Tires & Tubes Expense - TD	535.52
1291010 · Tires & Tubes Expense - 5311	535.52
Total 91010 · Tires & Tubes Expense	1,071.04
91020 · Parts	
0791020 · Parts - TD	675.02
1291020 · Parts - 5311	675.02
Total 91020 · Parts	1,350.04
91540 · Shop Supplies	
0791540 · Shop Supplies - TD	162.83
1291540 · Shop Supplies - 5311	162.85
Total 91540 · Shop Supplies	325.68
91550 · Janitorial Supplies	
0791550 · Janitorial Supplies - TD	35.36
1291550 · Janitorial Supplies - 5311	35.35
Total 91550 · Janitorial Supplies	70.71
96021 · Shipping	
Freight / Shipping - 5311	13.07
0796021 · Freight / Shipping - TD	13.08
Total 96021 · Shipping	26.15
97070 · Equipment Rental	
0797070 · Equipment Rental - TD	70.00
Total 97070 · Equipment Rental	70.00
Total Shop Expenses	53,440.18
Transportation	
Transportation FICA	3,561.82
Transportation Medicare	828.96
0747043 · Drug Screening and Prehire	
0347043 · Drug Screening & Prehire - 5311	191.50
0797043 · Drug Screening & Prehire - TD	356.50
Total 0747043 · Drug Screening and Prehire	548.00
90000 · Transportation Wages	59,008.24
90005 · Transportation Fringes	
90036 · Transportation Retirement	
0790036 · Transportation Retirement - TD	4,640.48
1290036 · Transportation Retirement 5311	4,640.48
Total 90036 · Transportation Retirement	9,280.96

Suwannee Valley Transit Authority
Profit & Loss
 December 2023 through January 2024

	Dec '23 - Jan 24
90046 · Transportation Group Insurance	
0790046 · Transportation Group Ins - TD	8,787.13
1290046 · Transportation Group INS - 5311	5,675.24
Total 90046 · Transportation Group Insurance	14,462.37
Total 90005 · Transportation Fringes	23,743.33
90061 · Driver Uniforms	
Driver Uniforms - 5311	290.48
0790061 · Driver Uniforms - TD	290.48
Total 90061 · Driver Uniforms	580.96
Total Transportation	88,271.31
0796150 · Bad Debt Expense	-20.00
0797040 · Professional Services Gen - TD	
1297040 · Professional Services Gen-5311	1,662.50
0797040 · Professional Services Gen - TD - Other	1,662.50
Total 0797040 · Professional Services Gen - TD	3,325.00
91520 · Repairs & Maintenance	
0791520 · Repairs & Maintenance - TD	316.00
1291520 · Repairs & Maintenance - 5311	316.00
Total 91520 · Repairs & Maintenance	632.00
Total Expense	280,350.02
Net Ordinary Income	99,591.60
Net Income	99,591.60

SUWANNEE VALLEY TRANSIT AUTHORITY

Facility Maintenance Preventive Maintenance Plan



February 12, 2024

Don Hale, Chairman

Date

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OVERVIEW

Certain basic goals are essential to the success of a Facility Maintenance Program. These goals include performing timely, periodic maintenance, providing safe functional facilities, identifying potential problems, conserving energy and resources, and maintaining effective public relations.

Maintenance is the normally funded, ongoing programs of upkeep required for a facility to meet the provisions of day-to-day services required to keep the agency's buildings and grounds in functional condition.

The basic Facility Maintenance functions are Building Maintenance, Ground Maintenance, Custodial/Janitorial Services, Administrative Support, and Maintenance of Customer Amenity's.

Statement

Mission:

To provide facility and equipment maintenance in a manner to protect its investment in and prolong the useful life of its assets. Primary roles include policy development and reporting program status.

Vision:

Our long-term vision is focused on effective Preventive Maintenance of our facilities and equipment in preventative style maintenance that will extend the functionality of our facility investments.

Goals & Objectives

Goal

1. Facilitate innovation in facility maintenance. Establish proactive participation in preventive maintenance schedules that provide valuable support to the agency.

Objectives

- a. Facilitate traditional reactive and breakdown maintenance practices to a proactive maintenance program.
- b. Facilitate the adoption of a data collection system that allows discreet local management based on standardized data.
- c. Minimize interval or cycle-based maintenance where appropriate and cost effective.

Goal

2. Search out and coordinate standardized equipment, tools and facilities maintenance management improvement practices that may be utilized in facilities maintenance programs. Educate ourselves in available tools, publish lessons learned and facilitate the adoption of improved practices.

Objectives

- a. Develop and coordinate standardized facilities condition assessment policy and guidance.
- b. Develop and coordinate facilities maintenance self-assessments.
- c. Develop and advocate proper facilities maintenance resource strategies and rules-of-thumb.

Goal

3. Create and maintain open communication, trust, and free exchange of improvement ideas throughout the agency. Coordinate the development and dissemination of information resources.

Objectives

- a. Maintain a clear facilities maintenance strategic plan.
- b. Develop benchmarks with best practices of like agencies to identify opportunities for improvement.

Maintenance Levels

Building Maintenance

Building Maintenance includes the daily upkeep of all interior and exterior structural components i.e.: electrical, paint, concrete, roofing and other components permanently affixed to a building.

Preventive Building Maintenance:

* An example of preventive building maintenance is the inspection, reporting, and replacement of electrical motors drawing too many amperes.

Predictive Building Maintenance:

* An example of predictive building maintenance is the repainting of curbs, fire lanes and wheel stops.

Emergency Building Maintenance:

* An example of emergency building maintenance is the repair or replacement of ruptured water lines.

Ground Maintenance

Ground Maintenance includes maintenance of grounds and outdoor facilities such as lawns, trees, shrubs, sidewalks, fences, signs, street lighting, storm drains, irrigation systems, and parking areas.

Preventive Ground Maintenance:

* An example of preventive ground maintenance is the inspection and sealing of cracks on asphalt parking lots.

Predictive Ground Maintenance:

* An example of predictive grounds maintenance is the mowing of the turf on the lawn.

Emergency Ground Maintenance:

* An example of emergency grounds maintenance is the repair or replacement of broken outdoor light fixtures and sprinkler systems.

Custodial Services

Custodial Services (sometimes called "Building Services" or "Janitorial Services") includes general cleaning, restroom sanitizing, indoor rodent and insect control, sweeping, mopping, trash removal, and window cleaning for buildings.

Preventive Custodial Services:

* An example of preventive custodial services is the inspection and reporting of waxed floors that need stripping, cleaning, and refinishing.

Predictive Custodial Services:

* An example of planned custodial services is the emptying of wastepaper baskets.

Emergency Custodial Services:

* An example of emergency custodial services is the cleaning of debris from a clogged and overflowing sink drain.

Administrative Support

Administrative support includes moving workstations, hanging of posters, signs, and pictures.

Preventive Administrative Support:

* In this area, there is no preventive maintenance type of support.

Predictive Administrative Support:

* Moving file boxes and workstations with at least two days' notice is an example of planned Administrative support.

Emergency Administrative Support:

* An example of emergency administrative support is the repair or replacement of broken doors and file cabinet locks or immediate unscheduled requests.

Fixed Route Customer Amenities: (N/A TO SVTA)

Fixed route customer amenity's support includes installation, moving and repair of bus stops. Maintenance of shelters, landscaping, and trash pick-up at all areas where patrons board or alight transit buses.

Preventive Fixed Route Customer Amenities Support:

* An example of preventive fixed route customer amenities support is the scheduled pick-up of trash and lawn maintenance.

Predictive Fixed Route Customer Amenities Support:

* An example of predictive fixed route customer amenities support is the replacement of sign and route numbers due to ultraviolet ray deterioration.

Emergency Fixed Route Customer Amenities Support:

* An example of emergency fixed route customer support function is the repair or replacement of a bus stop or shelter damaged from an automobile accident.

Maintenance Summary

Facility Composition:

The present facilities consist of the following:

1. Executive Offices
2. Operations Offices
3. Maintenance Facilities

Preventive Maintenance:

Inspections will include:

- a. Operation of all electrical systems including lighting
- b. Operation of all plumbing
- c. Landscaping
- d. Door operation and locking mechanisms
- e. Operation of all facilities equipment, including air compressors, HVAC systems, vehicle wash systems, fuel and fluid dispensing systems, vehicle lifts, jacks, vises, grinders, etc.
- f. Overall property condition for deterioration or damage

Preventive Maintenance Schedule

Inspection sheets provide maintenance records for all inspections completed.
Work orders are generated for all follow-up repairs.

Weekly	Monthly	Quarterly	Bi-Annual	Annual
Lawn/Shrubs	Forklift	Bench Vises/ Bench Grinder	Storm Drain System	Update and Approval
Fencing/ Gates	“Exit” Lighting	Main Facility Exterior & Interior	Portable Heaters	
Mold/ Moisture	Change AC/Heating Filters	Operations Facility	Shop Exhaust Fans	
	Pest Control	HVAC Systems	Fluid Dispensers/ Including Reels	
	Interior Lighting	Vehicle Lifts	Oxy. And Act. Torches	
	Exterior Lighting	Hydraulic Press		
	Windows	Drill Press		
	Sign Inspection	Shop Fans		
	Faucets	Air Compressors		
	Water Lines	Pressure Washer		
	Drain Lines	Air Hoses		
	Toilets	Hydraulic Jacks		
	Floor Drains			
	Change HVAC Filter			

Outsourced Services

Service	Frequency
Fire Extinguishers	Annually
Floor Maintenance	As Needed

Maintenance Projections:

Projects that have been completed recently are as follows:

1. Re-roofed Admin Building (Oct 2008)
2. Re-roof Maintenance Garage (2013)
3. Paint inside Administrative facility (2013)
4. Install outside security lighting (2013)
5. Replaced individual a/c units in driver lounge and board room (2013)
6. Set up modular building for extra office space (2013) Removed (June 2020)
7. Electrical Panel (2014)
8. Seal & restripe front area parking lot (2017)
9. Upgrade lighting to energy efficient July 2018
10. Replace HVAC unit (2019)
11. Generator 2020
12. New flooring (2022)
13. Repaved all parking lots (2022)
14. Vehicle Staging Area (2023)
15. Lifts for Maintenance Shop (2023)
16. Replaced all blown outside lights (2023)
17. Replaced hoses and dispensers (2023)

Projects that are currently being evaluated or are under construction:

1. ~~Improve storm drainage~~
2. Interior prime & paint & new countertops
3. ~~Concrete pad and cover on south side of shop for vehicle staging~~
4. Security Gates
5. Security Cameras
6. Lobby Reconfiguration
7. Replace Roof
8. Add additional concrete for staging area to make a pull-thru
9. Tire Equipment

Revision to Maintenance Schedule: May 14, 2018

Annual Review: August 12, 2019

Annual Review: November 9, 2020

Annual Review & Formatting: December 30, 2021

Annual Review: December 19, 2022

Annual Review: December 21, 2023

Update Formatting: 2016-008.1 (February 12, 2024)

COMPLAINTS DECEMBER 2023-JANUARY 2024

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

COMMENDATIONS DEC 2023-JAN 2024

EMPLOYEE NAME/#	NONE
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	
EMPLOYEE NAME/#	
COMMENDATION #	
DATE	
TIME	
RIDER NAME	
COMMENDATION MADE BY	
CONTACT #	
RIDER'S COUNTY OF RESIDENCE	
COMMENDATION TAKEN BY	
COMMENDATION	

NAME : Teresa Fortner

FOR THE YEAR 2024

EMPLOYEE # 102

BEGINNING BALANCE

17.65

6.5

0

DATE EMPLOYED: 12/29/1995

PAY PERIOD DATES	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	PTO		ANNUAL LEAVE		COMP TIME		Lost hours		
															EARN	USED	EARN	USED	EARN	USED		BAL	USED
12/16/23-12/29/2023							8H			8H	LS donated 2 PTO				5.75	0.00	23.40	0.00	117.21			0.00	
12/30-1/12		8H													3.75	0.00	27.15	0.00	123.71			0.00	
1/13-1/26		8H													3.75	0.00	30.90	0.00	130.21	5.10	0.00	5.10	
1/27-2/9															3.75		34.65	6.50	136.71			5.10	
2/10-2/23															3.75		38.40	6.50	143.21			5.10	
2/24-3/8															3.75		42.15	6.50	149.71			5.10	
3/9-3/22															3.75		45.90	6.50	156.21			5.10	
3/23-4/5															3.75		49.65	6.50	162.71			5.10	
4/6-4/19															3.75		53.40	6.50	169.21			5.10	
4/20-5/3															3.75		57.15	6.50	175.71			5.10	
5/4-5/17															3.75		60.90	6.50	182.21			5.10	
5/18-5/31															3.75		64.65	6.50	188.71			5.10	
6/1-6/14															3.75		68.40	6.50	195.21			5.10	
6/15-6/28															3.75		72.15	6.50	201.71			5.10	
6/29-7/12															3.75		75.90	6.50	208.21			5.10	
7/13-7/26															3.75		79.65	6.50	214.71			5.10	
7/27-8/9															3.75		83.40	6.50	221.21			5.10	
8/10-8/23															3.75		87.15	6.50	227.71			5.10	
8/24-9/6															3.75		90.90	6.50	234.21			5.10	
9/7-9/20															3.75		94.65	6.50	240.71			5.10	
9/21-10/4															3.75		98.40	6.50	247.21			5.10	
10/5-10/18															3.75		102.15	6.50	253.71			5.10	
10/19-11/1															3.75		105.90	6.50	260.21			5.10	
11/2-11/15															3.75		109.65	6.50	266.71			5.10	
11/16-11/29															3.75		113.40	6.50	273.21			5.10	
11/30-12/13															3.75		117.15	6.50	279.71			5.10	
BALANCE END OF YEAR:															99.50	0.00	117.15	169.00	0.00	279.71	5.10	0.00	5.10

COMMENTS:

27

NAME : Monica Marquardt
 DATE EMPLOYED: 9/21/2020

FOR THE YEAR 2024

EMPLOYEE # 108

BEGINNING BALANCE

18.75 3.75 18.75 3.75

0 0

PAY PERIOD DATES	SUN	SAT	SUN	MON	TUES	WEDS	THUR	FRI	SAT	SUN	MON	TUES	WEDS	THUR	FRI	PTO			ANNUAL LEAVE			COMP TIME			
																EARN	USED	BAL	EARN	USED	BAL	EARN	USED	BAL	
12/16/23-12/29/2023								8H			8H						3.75	0.00	22.51	3.75	8.00	14.50			0.00
12/30-1/12				8H													3.75	0.00	26.26	3.75	0.00	18.25			1.72
1/13-1/26				8H													3.75	0.65	29.36	3.75	0.00	22.00			0.00
1/27-2/9																	3.75		33.11	3.75		25.75			0.00
2/10-2/23																	3.75		36.86	3.75		29.50			0.00
2/24-3/8																	3.75		40.61	3.75		33.25			0.00
3/9-3/22																	3.75		44.36	3.75		37.00			0.00
3/23-4/5																	3.75		48.11	3.75		40.75			0.00
4/6-4/19																	3.75		51.86	3.75		44.50			0.00
4/20-5/3																	3.75		55.61	3.75		48.25			0.00
5/4-5/17																	3.75		59.36	3.75		52.00			0.00
5/18-5/31																	3.75		63.11	3.75		55.75			0.00
6/1-6/14																	3.75		66.86	3.75		59.50			0.00
6/15-6/28																	3.75		70.61	3.75		63.25			0.00
6/29-7/12																	3.75		74.36	3.75		67.00			0.00
7/13-7/26																	3.75		78.11	3.75		70.75			0.00
7/27-8/9																	3.75		81.86	3.75		74.50			0.00
8/10-8/23																	3.75		85.61	3.75		78.25			0.00
8/24-9/6																	3.75		89.36	3.75		82.00			0.00
9/7-9/20																	3.75		93.11	3.75		85.75			0.00
9/21-10/4																	3.75		96.86	3.75		89.50			0.00
10/5-10/18																	3.75		100.61	3.75		93.25			0.00
10/19-11/1																	3.75		104.36	3.75		97.00			0.00
11/2-11/15																	3.75		108.11	3.75		100.75			0.00
11/16-11/29																	3.75		111.86	3.75		104.50			0.00
11/30-12/13																	3.75		115.61	3.75		108.25			0.00
BALANCE END OF YEAR:																	97.50	0.65	115.61	97.50	8.00	108.25	1.72	1.72	0.00

COMMENTS:

Comp Time cannot be carried over