

Suwannee Valley Transit Authority

1907 Voyles Street, S.W.

Live Oak, Florida 32064

www.ridesvta.com

MINUTES *of the* GOVERNING BOARD OF DIRECTORS

Columbia

Ronald W. Williams, Chair

Scarlett Frisina

Hamilton

Randy Ogburn

Josh Smith

Suwannee

Clyde Fleming

Ivie Fowler

Administrator

Gwendolyn H. Pra

OPENING:

The official Board Meeting for March 26, 2012 was called to order at 6 o'clock pm in the Conference Room of the Transit Authority. The Flag Salute was led by the Chairman and Invocation was offered by Commissioner Ogburn.

PRESENT:

Ronald Williams, Chairman; Commissioners: Phil Oxendine, Clyde Fleming, Scarlet Frisina, Josh Smith, Randy Ogburn, Hal A. Airth, board attorney.

From the Agency: Gwendolyn Pra, Administrator, Bill Steele, Operations Manager, Teresa Fortner, Billing Services Manager, and Shirley Cribbs, Medicaid Billing Specialist.

Chairman Williams welcomed everyone to the meeting and led the discussion on all items on the Agenda. Chairman Williams welcomed the new board member, Commissioner Oxendine from Suwannee County. Commissioner Oxendine replaces Commissioner Fowler, who will leave elected office in 2012. Mr. Williams noted that from all indications the water management meetings may go on for some time, and if so, might present a conflict for the board meetings scheduled for the second Monday. Since he and Commissioner Ogburn were required to attend, the SVTA board may in the future have to entertain a change in the meeting schedule.

The Chairman noted also that in view of Mrs. Mary Kathryn Radford's impending retirement that a new Secretary to the Board would be named and would be introduced in the June meeting. The Chairman thanked the ladies of SVTA for preparing the board members' refreshments and he noted that no agency funds are used for this purpose.

Chairman Williams recognized Mrs. Pra who made the Agency Administrator's report to the board. Mrs. Pra noted to the board that the agency had been busy with a wide array of items, and that the priorities requested by the board members for automation and telephone systems were realized and up and running. She noted that it would be several weeks before all the bugs were out of the new computer and phone systems and asked for indulgence from all concerned. Training programs for SVTA drivers and trip vendors are in full swing, and would be scheduled regularly the first Saturday of each month. Commissioner Fleming asked if the drivers were compensated for working on Saturday, and Mrs. Pra answered in the affirmative. Mrs. Pra provided updates on grant submissions, noting that all grant applications were submitted to FDOT on January 17, 2012 and that it would be several weeks before any results would be known. Mrs. Pra promised to keep the board informed about the grant application results when they were received.

There was a significant discussion about the budget. Commissioner Ogburn acknowledged that the Administrator began with an inherited budget, but he stated that he would like to see a more detailed explanation each quarter of how the agency is staying within the budget, and more information about the debt and payment. Mrs. Pra committed to providing this for the next meeting, but noted that due to the lack of complete information in the Finance area, a true picture of the budget may take at least 12 months. She invited the board members to tour the finance area to see the changes in progress.

Chairman Williams asked each board member to make an appointment with the Administrator before the next meeting to discuss the new budget work in progress, and thanked the Administrator for her efforts toward paying the vendors as quickly as possible.

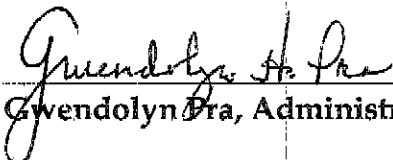
Mrs. Pra noted that when she arrived on August 15, 2011, she began with a zero amount of funds in the bank and a \$92,000 fuel bill. She said she believed the amount owed the vendors was approximately \$600,000. Mrs. Pra noted that the vendors have received a regular payment with each monthly payment the Commission made to the agency since September 9, 2011. Commissioner Smith asked if she was able to estimate the amount of funds it would take to completely pay them what they were owed. She said she believed the amount needed to resolve all debt to the vendors is around \$315,000. Mrs. Pra plans to pay down the debt in the line of credit so that there would be some flexibility when needed. Commercial vendors will also be paid as much as possible.

The board members restated their concerns of recent months and weeks about the payment of the past due funds owed the vendors. When the Commissioners asked how the payment will be made, Mrs. Pra responded that she planned to use the agency's operating funds to pay the amount still owed to the vendors. She stated further that Mrs. Fortner and Mrs. Cribbs were working to calculate the exact amounts still owed to each trip vendor.

The Administrator explained the cycles of the operations grant, and that because there was no local match for the funds, that she would have to wait until the agency had incurred the soft match eligible expenses in order to receive the funds. Commissioner Williams asked when she anticipated the receipt of the funds, and the response was around the middle of April. Commissioner Williams asked Mrs. Pra if she would move quickly when the funds were received to schedule the vendors individually to come in for individual appointments to receive their funds. The board reiterated its concerns about having the funds paid to the vendors as quickly as the funds arrived from FDOT. Mrs. Pra informed the board that using the FDOT grant for paying the vendors would cause the agency to run very thin on operating assistance. Commissioner Smith and Commissioner Ogburn asked Mrs. Pra if she could request additional funds from that grant and she stated that the FDOT distributed all the counties' equity shares without saving a reserve, but that she would engage the Department to inform them of the situation and ask for any available assistance.

The Chairman noted the lateness of the hour and thanked everyone for their participation. The next meeting would be held Monday, June 11, at 6 pm in the agency conference room. He entertained a motion for adjournment by Commissioner Fleming, it was seconded by Commissioner Frisina, and the board meeting was adjourned at 9:21 pm.

Respectfully submitted,



Gwendolyn Dra, Administrator

For Mary Kathryn Radford, Secretary to the Board

GHP:gp