Minutes of the 10 October 2016
Regular Meeting of the Yancey County Board of Commissioners
Held at 6:00 o'clock p.m. in the Yancey County Courtroom
Yancey County Courthouse, Burnsville, North Carolina

Present at the 10 October 2016 meeting of the Yancey County Board of Commissioners were: Chairman Johnny Riddle, Commissioner Jill Austin, Commissioner Byrl Ballew, Commissioner Randy Ollis, Commissioner Jeff Whitson, County Manager Nathan Bennett, Clerk to the Board Jason Robinson, County Planner Jamie McMahan, County Attorney Donny Laws, members of the media, and members of the general public.

Call to Order and Approval of Agenda

Chairman Riddle called the meeting to order. Chairman Riddle then asked Commissioner Ollis to deliver the invocation. After the invocation, Commissioner Austin led the Pledge of Allegiance. Chairman Riddle then asked for a motion to approve the agenda. Commissioner Whitson made a motion to approve the agenda and it was seconded by Commissioner Austin. The vote to approve was unanimous (Attachment A).

Public Comment

The only person to speak before the Board was Tom Robinson who spoke about the Bilderburg Group.

Consent Agenda

The Board next moved to the consent agenda portion of the agenda. On the consent agenda for October was the approval of the September 12th regular meeting minutes. In addition, the consent agenda contained the Yancey County Transportation Authority's (YCTA) Drug and Alcohol Policy (Attachment B), and YCTA's Success Plan (Attachment C). The final item on the consent agenda was the tax collection report for September which was for informational purposes only (Attachment D). Upon hearing the items on the consent agenda, Commissioner Ollis made a motion to approve the consent agenda and it was seconded by Commissioner Ballew. The vote to approve was unanimous.

Charters of Freedom Presentation

The Board next heard from Vance Patterson with Foundation Forward, Inc. Mr. Patterson spoke to the Board about his education mission to bring the Charters of Freedom—the founding documents of the United States—The Declaration of Independence, The Bill of Rights, and the Constitution to people in their communities. According to Mr. Patterson this was started in Burke County and there is funds set aside for a gift to Yancey County. Mr. Patterson asked the Board to consider accepting this gift. Upon hearing from Mr. Patterson, Commissioner Whitson made a motion to accept the gift, collaborate with Foundation Forward for a site for the Charters of Freedom monuments, and draft a letter of intent. Commissioner Austin seconded the motion and the vote to approve was unanimous.

Yancey County Transportation Authority (YCTA)

The Board next heard from Yancey County Transportation Authority Director Lynn Austin. Mrs. Austin stated that it was once again time for the public hearing for the 5310 and 5311 grants for transportation. According to Mrs. Austin YCTA has received an increase of $2,000 and other than that there are not a lot of differences than in previous years. Upon hearing from Mrs. Austin Chairman Riddle opened the public hearing. Having no public comments, Commissioner Ollis made a motion to close the public hearing and it was seconded by Commissioner Whitson. The vote to close the public hearing was unanimous. Chairman Riddle then asked for a motion to approve the grant application for the 5310 and 5311 grants. Commissioner Ollis then made a motion to approve the grant application and the motion was

County Manager Report

The Board next heard from County Manager Nathan Bennett. Mr. Bennett gave the Board an update on the concession stand at Cane River Park, the East Yancey Sewer, Emergency Medical Dispatch, and building inspections software. Mr. Bennett also informed the Board that the Town Council had voted not to do the Otway Pavilion project on the Town Square and asked the Board what they would have him do. The Board, by unanimous consent, directed the county manager to send a letter of thanks to the benefactor but the County's involvement would cease on the project.

County Attorney Business

County Attorney Donny Laws stated that he had nothing for the Board at this time.

Commissioner Business

Commissioner Ollis stated that at the last DSS Board meeting Mrs. Bunnie McIntosh was appointed to the DSS Board's vacant seat which is to be filled by the DSS Board. Mr. Ollis also brought up the need for additional EMS coverage from 8pm to 8am by making the 12 hour (current) ambulance into a 24 hour ambulance. According to Commissioner Ollis this would only cost about $125,000 for the six months remaining in the fiscal year.

Chairman Riddle also announced that at the last Toe River Health District Board meeting that the new health director was introduced, Ms. Linda Creek.

Adjournment

Having no further business Commissioner Ballew made a motion to adjourn and it was seconded by Commissioner Austin. The vote to adjourn was unanimous.

Approved and authenticated on this the 14th day of November 2016.

Johnny Riddle, Chairman

Jill Austin, Vice-Chairman

Byrl Ballew, Commissioner

Randy Ollis, Commissioner

Jeff Whitson, Commissioner

Attest:

J. Jason Robinson
Clerk to the Board

(county seal)

Attachment A

AGENDA
YANCEY COUNTY BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING
October 10, 2016
6:00 P.M.

I. Call to Order – Chairman Johnny Riddle

II. Invocation and Pledge of Allegiance to the Flag

III. Approval of the Agenda

IV. Public Comment

V. Consent Agenda
   a. Approval of the Minutes- September 12th regular minutes
   b. Yancey County Transportation Authority – Drug and Alcohol Policy, Success Plan, ROAP Grant
   c. September Tax Collection Report – Informational

VI. PRESENTATION – Charters of Freedom – Foundation Forward, Inc.

VII. Yancey County Transporation Authority – 5310 and 5311 Grants – Lynn Austin, Director
   a. Information on Grants
   b. PUBLIC HEARING
   c. Consideration of Grant Applications

VIII. Yancey County Sheriff's Department – Retiring Canine Officer – Shane Hilliard, Chief Deputy

IX. County Manager Report – Nathan Bennett, County Manager
   a. General Update

X. County Attorney Report – Donny Laws, County Attorney

XI. County Commissioners Report

XII. Adjourn

Attachment B

DRUG AND ALCOHOL TESTING POLICY
Yancey County Transportation Authority
Adopted as of 10/10/2016

PURPOSE

The Yancey County Transportation Authority provides public transit and paratransit services for the residents of Yancey County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Yancey County Transportation Authority declares that the unlawful manufacture, distribution, dispenses, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Any provisions set forth in this policy that are included under the sole authority of Yancey County Transportation Authority and <u>are not</u> provided under the authority of the above named Federal regulations are underlined.

APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties <u>Yancey County Transportation Authority employees that do not perform safety-sensitive functions are also covered under this policy under the sole authority of Yancey County Transportation Authority.</u> A safety-sensitive function is operation of mass transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security

personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee who is required to hold a Commercial Drivers License. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remunerated for service in excess of actual expense.

DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service in revenue service, if as a result:

An individual dies;

An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,

One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Aliquot: A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

Canceled Test: A drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial in order to ensure reliability and accuracy.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees), and other employees, applicants, or transferee that will not perform a safety-sensitive function but falls under the policy of the company's own authority.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT): Department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

Dilute specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

Initial Drug Test: An immunoassay test to eliminate "negative" urine specimens from further consideration and to identify the presumptively positive specimens that require confirmation or further testing.

Invalid Result: The result reported by a laboratory for a urine specimen that contains an unidentified adulterant, contains an unidentified interfering substance, has an abnormal physical characteristic, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing testing or obtaining a valid drug test result.

Limit of Detection (LOD): The lowest concentration at which an analyte can be reliably shown to be present under defined conditions.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative test result: The verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result: A test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result: A verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A

positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited drug: Identified as marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service or that require a CDL to operate. Include all ancillary vehicles used in support of the transit system.

Safety-sensitive functions: Employee duties identified as:
The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
Maintaining a revenue service vehicle or equipment used in revenue service.
Controlling the movement of a revenue service vehicle and
Carrying a firearm for security purposes.

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:
Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
Fails to remain at the testing site until the testing process is complete
Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen

Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure

Fails or declines to take a second test the employer or collector has directed you to take

Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the ``shy bladder'' or "shy lung" procedures

Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)

If the MRO reports that there is verified adulterated or substituted test result

Failure or refusal to sign Step 2 of the alcohol testing form

Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

Possess or wear a prosthetic or other device that could be used to interfere with the collection process

Admit to the collector or MRO that you adulterated or substituted the specimen.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

EDUCATION AND TRAINING

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655

and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Under the Yancey County Transportation's own authority, supervisory personnel will also be trained on how to intervene constructively and how to effectively integrate an employee back into his/her work group following intervention and/or treatment.

Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B of this policy.

PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following.

Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus,

covered employees may be tested for these drugs anytime that they are on duty.

Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Yancey County Transportation Authority supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.

Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Yancey County Transportation the authority, an alcohol test can be performed any time a covered employee is on duty.

PROHIBITED CONDUCT

All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.

Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.

The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

Yancey County Transportation Authority under its own authority also prohibits the consumption of alcohol all times employee is on duty, or anytime the employee is in uniform.

Consistent with the Drug-free Workplace Act of 1988, all Yancey County Transportation Authority employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including Transit Department premises and transit vehicles.

DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Yancey County Transportation Authority management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q.10 of this policy.

TESTING REQUIREMENTS

Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49CFR part 40 as amended. All covered employees shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.

All covered employees who have tested positive for drugs or alcohol will be tested prior to returning to duty after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return-to-duty for a period of one to five years, with at least six tests performed during the first year. The duration and frequency of the follow-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional.

A drug test can be performed any time a covered employee is on duty. An alcohol test can be performed just before, during, or after the performance of a safety-sensitive job function. Under Yancey County Transportation, authority, an alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Yancey County Transportation Authority. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q.3 of this policy. Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and disciplined as defined in Section Q.3 of this policy. Refer to Section Q for behavior that constitutes a refusal to test.

DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Yancey County Transportation Authority Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken.

If the test is invalid with out a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.

Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Yancey County Transportation Authority will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however Yancey County Transportation Authority will seek reimbursement for the split sample test from the employee.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split

specimen is not able to be analyzed the MRO will direct Yancey County Transportation Authority to retest the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the Medical Review Officer. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

Observed collections

Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

The laboratory reports to the MRO that a specimen is invalid and the MRO reports to Yancey County Transportation Authority that there was not an adequate medical explanation for the result;

The MRO reports to Yancey County Transportation Authority that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;

The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;

The temperature on the original specimen was out of range;

All return-to-duty tests;

All follow-up-tests; or

Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.

ALCOHOL TESTING PROCEDURES

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath

Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q.4-5 of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q.9 of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

The Transit Department affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing *and breath alcohol testing* prior to performance of a safety-sensitive function. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug *and alcohol test* . An applicant shall not be

placed into a safety -sensitive position unless the applicant takes a drug test with verified negative results, *and an alcohol concentration below 0.02.*

A non-covered employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test with verified negative results *and an alcohol concentration below 0.02.*

If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. Failure of a pre-employment drug and/or alcohol test will disqualify an applicant for employment for a period of at least one year. . The applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

When an employee being placed, transferred, or promoted from a non-covered position to a covered position submits a drug test with a verified positive result, *and/or an alcohol concentration above 0.04* the employee shall be subject to disciplinary action in accordance with Section Q.4-5 and 9 herein.

If a pre-employment/pre-transfer test is canceled, Yancey County Transportation Authority will require the applicant to take and pass another pre-employment drug test.

In instances where a covered employee is on extended leave for a period of 90 days or more regardless of reason, and is not in the random testing pool the employee will be required to take a drug *and alcohol* test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.

An applicant with a dilute negative test result will be required to retest. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

Applicants are required (even if not ultimately not hired) to provide their consent to Yancey County Transportation Authority to request FTA drug and alcohol records from all previous, DOT covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Yancey County Transportation Authority is required to ask all applicants (even if not ultimately hired) if they have tested

positive or refused to test on a pre-employment test for DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer. The applicant must provide Yancey County Transportation Authority proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

REASONABLE SUSPICION TESTING

All Yancey County Transportation Authority's covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Yancey County Transportation Authority's authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

Yancey County Transportation Authority shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q.4-5 and 9 of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q.3 of this policy.

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Yancey County Transportation Authority management and shall be attached to the forms reporting the test results.

When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred to the SAP for an assessment. Yancey County Transportation Authority shall place the employee on administrative leave in accordance with the provisions set forth under Section Q.9 of this policy. Testing in this circumstance would be performed under the direct authority of the Yancey County Transportation Authority. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.9.

POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit revenue service vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident.

In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and within 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will

document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that Yancey County Transportation Authority is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Yancey County Transportation Authority may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

RANDOM TESTING

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.

The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by

Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals fifty percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.

Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.

Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of employees that are included solely under Yancey County Transportation Authority, authority.

Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under the Yancey County Transportation Authority's authority, a random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.

Employees are required to proceed immediately to the collection site upon notification of their random selection.

RETURN-TO-DUTY TESTING

Even though *Yancey County Transportation Authority* is a zero tolerance transit system and you are subject to termination for refusal to test or a positive drug and/or alcohol test, the following provision only applies in the unlikely event you are returned to duty.

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend

the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

FOLLOW-UP TESTING

Even though *Yancey County Transportation Authority* is a zero tolerance transit system and you are subject to termination for refusal to test or positive drug and/or alcohol test, the following information only applies in the unlikely event you are returned to duty.

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

RESULT OF DRUG/ALCOHOL TEST

Any covered employee that has a verified positive drug or alcohol test will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment and will be terminated

An applicant with a dilute negative test result will be required to retest. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

A positive drug and/or alcohol test will also result in disciplinary action as specified herein.

As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result, or a test refusal, the Yancey County Transportation Authority Drug and Alcohol Program Manager

will contact the employee's supervisor to have the employee cease performing any safety-sensitive function.

The employee shall be referred to a Substance Abuse Professional for an assessment and will be terminated.

Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination. A test refusal includes the following circumstances:

A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests.

A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests.

A covered employee who provides false information in connection with a drug test.

A covered employee who provides an insufficient volume of urine specimen or breath sample without a valid medical explanation. The medical evaluation shall take place within 5 days of the initial test attempt

A verbal or written declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test within the specified time frame.

A covered employee whose urine sample has been verified by the MRO as substitute or adulterated.

A covered employee fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer

A covered employee fails to remain at the testing site until the testing process is complete;

A covered employee fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations;

A covered employee fails to permit the observation or monitoring of a specimen collection

A covered employee fails or declines to take a second test the employer or collector has directed you to take;

A covered employee fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the ``shy bladder'' or "shy lung" procedures

A covered employee fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector behave in a confrontational way that disrupts the collection process).

Failure to sign Step 2 of the Alcohol Testing form

Failure to follow the observer's interactions during an observed collection including interactions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
Admit to the collector or MRO that or adulterated or substituted the specimen.

For the instance of a verified positive test from a sample submitted as the result of a random, drug/alcohol test (≥ 0.04 BAC), disciplinary action against the employee shall include:

Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and termination from employment.
Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.

A verified positive post-accident, or reasonable suspicion drug and/or alcohol (≥ 0.04) test shall result in termination.

An alcohol test result of ≥0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of ≥ 0.02 to ≤ 0.039 two or more times within a six month period, the employee will be removed from duty and referred to the SAP for assessment and treatment consistent with Section Q.9 of this policy.

Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

PROPER APPLICATION OF THE POLICY

Yancey County Transportation Authority is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to

deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by the Yancey County Transportation Authority Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.

Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Personnel Manager on a need to know basis.

Records will be released to a subsequent employer only upon receipt of a written request from the employee.

Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding. The information will only be released with binding stipulation from the decision maker will make it available only to parties in the preceding. Records will be released to the National Transportation Safety Board during an accident investigation.

Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Yancey County Transportation Drug and Alcohol Program Manager
Name: Lynn Austin
Title: Director
Address: 115 Mitchell Branch Road, Burnsville, NC 28714
Telephone Number: 828-682-6144

Medical Review Officer
Name: N.K Singh MD- NASTC
Title: MRO
Address: 2054 Nashville Pike, Gallatin, TN 37066
Telephone Number: 800-264-8580

Substance Abuse Professional
Name: Mary Bailey
Title: Owner/ Operator of A-1 substance abuse
Address: 117 Frank Biddix Road, Spruce Pine, NC 28777
Telephone Number: 828-765-4010

HHS Certified Laboratory Primary Specimen
Name: Quest Diagnostics
Address: 3175 Presidential Drive, Atlanta, GA 30340
Telephone Number:

HHS Certified Laboratory Split Specimen
Name: QED A-150
Address:
Telephone Number:

Attachment A

—Administration Covered Classifications---
YCTA Director
YCTA Administrative Assistant
P/T Administrative Assistant

Job Classifications—
Lead Driver
F/T Drivers
P/T Drivers
Substitute Drivers

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

- Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning

- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

- Social Issues

  - Two-thirds of all homicides are committed by people who drink prior to the crime.
  - Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
  - Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
  - The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
  - Forty percent of family court cases are alcohol problem related.
  - Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
  - More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

- The Annual Toll

  - 24,000 people will die on the highway due to the legally impaired driver.
  - 12,000 more will die on the highway due to the alcohol-affected driver.
  - 15,800 will die in non-highway accidents.
  - 30,000 will die due to alcohol-caused liver disease.
  - 10,000 will die due to alcohol-induced brain disease or suicide.
  - Up to another 125,000 will die due to alcohol-related conditions or accidents.

- Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgement can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment C
Minimum Thresholds

	INITIAL TEST CUTOFF LEVELS (ng/ml)
Marijuana metabolites(1)	50
Cocaine metabolites(2)	300
Opiate metabolites(4)	2,000
Phencyclidine	25
Amphetamines	1,000

	CONFIRMATORY TEST CUT/OFF LEVELS (ng/ml)
Marijuana metabolites(1)	15
Cocaine metabolites(2)	150
Opiates: (4)	
Morphine	2,000
Codeine	2,000
Phencyclidine	25
Amphetamines:	
Amphetamines	500
Methamphetamine(3)	500

(1) Delta 9-tetrahydrocannabinol-9 carboxylic acid; (2) Benzoylecgonine; (3) Specimen must also include amphetamine at a concentration greater than or equal to 200 ng/mL; (4) Laboratories must report quantitative values for morphine or codeine at 15,000ng/mL or above.

Attachment C

YANCEY COUNTY TRANSPORTATION'S SUCCESS PLAN

STEP 1: DEFINING SUCCESS FOR YCTA

Introduction: The purpose of the plan is to define what Success is for YCTA and how we achieve it. This will direct YCTA for the next 5 years.

MISSION STATEMENT: THE MISSION OF YANCEY COUNTY TRANSPORTATIO AUTHORITY IS TO PROVIDE SAFE, DEPENDABLE AND AFFORDABLE TRANSPORTATION SERVICES TO ALL YANCEY COUNTY RESIDENTS. YANCEY COUNTY TRANSPORTATION SYSTEM WILL ALSO PROVIDE A COMMUNITY TRANSPORTATION SERVICE THAT IS REACTIVE TO THE CURRENT AND CHANGING NEEDS OF THE PUBLIC AS WELL AS ALL HUMAN SERVICE AGENCIES WITHIN YANCEY COUNTY. WE WILL ACCOMPLISH THIS MISSION IN A SAFE AND EFFECTIVE MANNER.

VISION STATEMENT: Provide a unified system of advanced, accessible and efficient public transportation services that increase access to opportunities and contribute to a healthy environment for the people of Yancey County.

VALUES:

As an organization and as individual employees we care about the quality of life in Yancey County, which we promote and enhance by:

A. Providing a high level of courtesy and professionalism through safe, accessible, reliable, interconnected, and attractive countywide public transportation services.

B. Ensuring an efficient and effective delivery of services through a conservative approach to managing our resources and budgeting for the future.

C. Valuing our employees and our work culture through careful selection, good benefits, fair treatment, and on-going training.

D. Continuing a positive relationship with the employees in working together to advance the system service goals and to provide good working environment.

E. Meeting the county's changing public transportation needs by adding new services when we can sustain them for the foreseeable future.

F. Maintaining a high level of communication and coordination between YCTA and the public, TA Board and Board of Commissioners, management and staff.

G. Improving operations by using proven approaches to avoid costly project failures.

Step 2 – Success Moments

SUCCESS MOMENTS FOR THE NEXT THREE YEARS (2016-2019)

#1 - Maintain and enhance contributions to the quality of life in Yancey County.

a. Improve the safety of all users of the system for all modes of travel
b. Maintain the cleanliness and good repair of transportation vehicles
c. Prioritize transportation projects that enable active, healthy communities in Yancey County
d. Expand the hours of operation (2nd shift).
e. Seek input from users and non-users of the system through periodic surveys, focus groups, etc. to evaluate needs and respond with enhancements to programs and services.

#2 - Focus on improving the efficiency, effectiveness, and economy of transit services.

a. Evaluate merging technology for transit safety and customer service utilizing staff input in the evaluation process.
b. Annually update the capital asset acquisition/replacement plan for projected service needs with the optimal vehicle.
d. Promote equity of all people independent of age, race, ethnicity, economic status, and physical ability, Ensure compliance with the Americans with Disabilities Act (ADA).
e. Develop public transportation services that address the mobility needs of transit dependent customers including major community destinations and medical and health care facilities.
f. Develop public transportation services with a focus on employment sites.
g. Allow for balanced and equitable growth

#3 – Strong focus on staff development, both individually and group efforts

a. Emphasize the team approach and provide a system of communication where information flows freely within and between all YCTA employees.
b. Ensure employees have the tools and training necessary to fulfill their job responsibilities.
c. Provide on-going training and evaluation for all staff; incorporate and train with technology for safety, on-time performance, reliability, and fuel consumption.
d. Maintain open door policy

#4 – Focus on Marketing & Exposure

a. Develop marketing program with the goal of maintaining visibility and service awareness.
b. Develop ongoing outreach programs designed to educate the public about available transportation alternatives.
d. Evaluate marketing approaches with limited staff and budget; increase community presence.

GOALS:

a. Fund and maintain the existing transportation system adequately
b. Provide an Effective and Efficient Public Transportation System

c. Decrease wait and travel times.
e. Provide greater accessibility to transit
f. Increase passenger revenues per mile and per hour
g. Select new projects that can be efficiently maintained
h. Prioritize projects into multiple tiers by recognizing the limited funding currently available and preparing for possible additional sources
i. Identify new sources of funding to grow local transportation dollars
j. Support public confidence in the process through transparency, open communication, and collaboration across agencies
k. Encourage strong community engagement in the planning process and in the County's future growth and development

Step 3 - SWOT Analysis

Strengths (Inside the agency to help deliver success):

1. Team Work
2. Established with existing customer base
3. Promptness
4. Strong in house operating system
5. Consistency
6. Good maintenance/inspection protocol
7. Long-term veteran drivers
8. Dependability of employees

Weaknesses (Inside the agency that needs to be fixed to deliver success)

1. Not being able to consolidate routes.
2. Acceptance for change
3. Not enough vehicles/drivers
4. High costs on preventive maintains
5. Lack of Marketing and public exposure
6. Old Facility-lack of workspace
7. Unnecessary working hours in the evening
8. Keeping workforce up-encouraging the drivers with promotions or reward/acknowledgement etc.
9. Whomever is making the schedule helping to make sure PM's are done in a timely fashion
10. Liability Insurance is bigger than budget
11. Communication – everyone being on the same page

Opportunities (Outside the agency that can be taken advantage of to deliver success)

1. Business Relationships
2. Agency Contracts

3. Community communication/awareness
4. Community involvement, parades, forums, health fairs
5. Government grants that we may not know about
6. Economy to get better
7. Use of radio and newspapers to help reach our clientele with information
8. Senior Center/College transportation
9. Lower fuel prices

Threats

1. Economy down slide
2. Unstable fuel Costs
3. Funding
4. Weather
5. Lack of infrastructure public and private such as driveways
6. Competition from private providers
7. Road construction
8. Negative feedback from community
9. Threat of our employees safety, especially our drivers, who are dealing with the public daily face to face and in passing in vehicle
10. Agencies purchasing their own vehicles
11. Acts of God

Step 4 - Management Pillars and Tatics:

1. Strong Customer/Rider Base
2. Customer Satisfaction /safety
3. Employee Achievement
4. Strong Marketing

Financially Stable	Customer Satisfaction	Employee Achievement	Quality in Marketing

Explore new grant options. • Contact county for subsidizing into deviated fixed route. • Explore private donor options. • Explore availability of grants to fund development of recruitment and training programs. • Explore gas price options.	• Train on customer service orientation for all employees. • Map and understand all major customer touchpoints, service expectations, and actual performance. • Embed the "voice of the customer" into your everyday workflow, questionnaires. • Identify unmet needs by talking to community leaders, riders, and prospective riders • Explore service accessibility.	• Research ways to provide incentives and reward the workforce. • Conduct employee surveys to identify issues of greatest concern and gauge employee engagement and satisfaction. • Strengthen focus on health and wellness and develop programs to alleviate job-related stress. • Explore ways of maintaining a Clean and Safe Work Environment • Rethink Problem Solving and Dispute Resolution in the Workplace (Open Door)	• Look for Opportunities to Expose Your System to New Passengers • Conduct targeted marketing efforts to build ridership among segments with the greatest potential to benefit from transit usage. • Create Branding and Passenger Information. • Create Marketing materials, guides, brochures, business cards, flyers, etc. □ Maintain up to date website.
Owner: Lynn Austin **Team Members:** **Sandy Wilson** **Sheila Evans** **Maxine Scott**	**Owner: Sandy Wilson** **Team Members:** **Lynn Austin** **Sheila Evans**	**Owner: Lynn Austin** **Team Members:** **Sheila Evans** **Sandy Wilson**	**Owner: Lynn Austin** **Team Members:** **Sandy Wilson**
Quarterly Milestones	**Quarterly Milestones**	**Quarterly Milestones**	**Quarterly Milestones**
Q1 – Explore gas price options. Implement new fueling policy by the end of Q1.	**Q1 –** Launch a customer service orientation for all employees. Embed the "voice of the customer" into your everyday workflow by questionnaires.	**Q1 –** Conduct employee surveys to identify issues of greatest concern and gauge employee engagement and satisfaction. Explore ways of maintaining a Clean and Safe Work Environment	**Q1 –** Create Branding and Passenger Information. Look for Opportunities to Expose Your System to New Passengers. Maintain up to date website.

Q2 – Explore new grant options for funding and availability of grants to fund development of recruitment and training programs.	**Q2 –** Map and understand all major customer touchpoints, service expectations, and actual performance. Collect data from questionnaires	**Q2 –** Gather survey information, and execute plans for employee survey results. Follow through with them.	**Q2 –** Create Marketing materials, guides, brochures, business cards, flyers, etc. Maintain up to date website.
Q3 – Write any new grants For funding. Explore New funding opputurnit es service Including donations From the community.	**Q-3** Explore new service options. Follow up on community needs/ and surveys.	**Q-3** Research ways to provide incentives and a reward program for employees.	**Q-3** Distribute marketing materials. Design ways to bridge gaps in Market toward the greatest needs.
Q-4 – Look into new grants! Follow up on grants and private donors.	**Q-4** Identify unmet needs by talking to community leaders, riders, and prospective riders. Execute plan to meet these needs.	**Q-4-** Rethink Problem-Solving and Dispute Resolution in the Workplace (Open Door).	**Q-4-** Look for Opportunities to Expose Your System to New Passengers. Maintain up to date website.
Weight for Management Pillars	**Weight for Management Pillars**	**Weight for Management Pillars**	**Weight for Management Pillars**
40%	**30%**	**20%**	**10%**

Attachment D BIS

Posting Report

09-01-2016 to 09-30-2016

10-03-2016
8:44 AM

I. Tax Collections + Releases

Year	General Fund	Burnsville	West Yancey	Egypt/Ramseytown	Clearmont	Double Island	Newdale	South Toe	Pensacola	TC
2008	$735.98	$0.00	$65.42	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$801
2009	$752.18	$0.00	$64.26	$3.25	$0.00	$0.00	$0.00	$0.00	$0.00	$819
2010	$180.00	$0.00	$0.00	$17.50	$0.00	$0.00	$0.00	$3.25	$0.00	$200
2011	$218.26	$0.00	$0.00	$17.50	$0.00	$0.00	$0.00	$3.25	$0.00	$239
2012	$828.24	$0.00	$59.06	$15.93	$0.00	$0.00	$0.00	$2.96	$0.00	$906
2013	$1,469.04	$0.00	$59.06	$14.49	$0.00	$0.00	$36.30	$2.54	$0.00	$1,581
2014	$5,343.29	$0.00	$64.14	$92.69	$0.00	$0.00	$29.64	$93.24	$0.00	$5,623
2015	$17,620.18	$109.63	$195.64	$91.50	$31.90	$0.00	$79.88	$24.97	$0.00	$18,153
2016	$1,550,374.31	$18,707.98	$32,782.36	$11,856.74	$12,343.80	$4,912.91	$15,883.05	$24,553.52	$7,616.73	$1,679,031
TOTAL	$1,577,521.48	$18,817.61	$33,289.94	$12,109.60	$12,375.70	$4,912.91	$16,028.87	$24,683.73	$7,616.73	$1,707,356

II. Releases

	Current Year	Prior Year	TOTAL
General Fund	$85,324.00	$129.00	$85,453.00
Burnsville	$656.32	$0.00	$656.32
West Yancey	$2,550.57	$10.32	$2,560.89
Egypt/Ramseytown	$196.84	$0.00	$196.84
Clearmont	$149.66	$0.00	$149.66
Double Island	$132.51	$0.00	$132.51
Newdale	$175.37	$0.00	$175.37
South Toe	$1,414.82	$0.00	$1,414.82
Pensacola	$146.12	$0.00	$146.12
TOTAL	$90,746.21	$139.32	$90,885.53

III. Net Tax Collections

Year	General Fund	Burnsville	West Yancey	Egypt/Ramseytown	Clearmont	Double Island	Newdale	South Toe	Pensacola	TC
TOTAL	$1,492,068.48	$18,161.29	$30,729.05	$11,912.76	$12,226.04	$4,780.40	$15,853.50	$23,268.91	$7,470.61	$1,616,471

Transaction Type Report

09-01-2016 to 09-30-2016

Year	General	Fire	Late	Waste	Additional Fees	Principal	Interest	Advertising Cost	Legal Cost	Total
2008	$735.98	$65.42	$0.00	$0.00	$0.00	$801.40	$571.59	$4.00	$0.00	$1,376.99
2009	$752.18	$67.51	$0.00	$0.00	$0.00	$819.69	$507.11	$0.00	$0.00	$1,326.80
2010	$180.00	$20.75	$0.00	$0.00	$0.00	$200.75	$103.40	$0.00	$0.00	$304.15
2011	$218.26	$20.75	$0.00	$0.00	$0.00	$239.01	$94.68	$0.00	$0.00	$333.69
2012	$828.24	$77.95	$0.00	$0.00	$0.00	$906.19	$314.95	$0.00	$100.00	$1,321.14
2013	$1,469.04	$112.39	$0.00	$0.00	$0.00	$1,581.43	$378.27	$6.00	$0.00	$1,965.70
2014	$4,838.09	$274.31	$23.26	$0.00	$0.00	$5,135.66	$608.17	$20.00	$0.00	$5,763.83
2015	$17,425.38	$528.60	$36.60	$0.00	$0.00	$17,990.58	$1,006.55	$58.38	$972.14	$20,027.65
2016	$1,460,087.42	$122,831.35	$97.27	$0.00	$0.00	$1,583,016.04	$1.32	$0.00	$0.00	$1,583,017.36
TOTAL	$1,486,534.59	$123,999.03	$157.13	$0.00	$0.00	$1,610,690.75	$3,586.04	$88.38	$1,072.14	$1,615,437.31

Adjustment / Release Report

09-01-2016 to 09-30-2016

Year	General	Late	Waste	Additional Fees	Principal	Interest	Advertising Cost	Legal Cost	Fire	Amount Due	County Net
2009	$0.00	$0.00	$0.00	$0.00	$0.00	$0.48	$0.00	$0.00	$0.00	$0.48	$0.48
2010	$0.00	$0.00	$0.00	$0.00	$0.00	$2.62	$0.00	$0.00	$0.00	$2.62	$2.62
2011	$0.00	$0.00	$0.00	$0.00	$0.00	$2.62	$0.00	$0.00	$0.00	$2.62	$2.62
2012	$0.00	$0.00	$0.00	$0.00	$0.00	$2.38	$0.00	$-400.02	$0.00	$-397.64	$-397.64
2013	$0.00	$0.00	$0.00	$0.00	$0.00	$1.57	$0.00	$-192.86	$0.00	$-191.29	$-191.29
2014	$67.50	$7.29	$0.00	$0.00	$74.79	$14.80	$0.00	$-582.15	$5.40	$-487.16	$-492.56
2015	$61.50	$0.00	$0.00	$0.00	$61.50	$3.92	$0.00	$-1,471.34	$4.92	$-1,401.00	$-1,405.92
2016	$85,324.00	$2.00	$0.00	$0.00	$85,326.00	$-1.32	$0.00	$0.00	$5,422.21	$90,746.89	$85,324.68
TOTAL	$85,453.00	$9.29	$0.00	$0.00	$85,462.29	$27.07	$0.00	$-2,646.37	$5,432.53	$88,275.52	$82,842.99

Collections Receipts Report

09-01-2016 to 09-30-2016

Total general tax	$1,492,068.48
Total fire tax	$124,402.56
Total late tax	$157.13
Total Waste Fees	$0.00
Total Additional Fees	$0.00
Total principal	$1,616,628.17
Total interest	$3,639.38
Total cost of advertising	$88.38
Total legal	$1,072.14
Total check overpayments	$1,502.05
Total Prepaid Payments	$346.61
Total Prepaid Applied	$0.00
Total misc	$6,648.56
Grand total receipts	$1,623,276.73

District Payment Report

09-01-2016 to 09-30-2016

Year	District Code	District Name	Amount
2008	011	PRICES CREEK FIRE DISTRICT	$65.42
2009	003	EGYPT FIRE DISTIRCT	$3.25
2009	011	PRICES CREEK FIRE DISTRICT	$64.26
2010	003	EGYPT FIRE DISTIRCT	$17.50
2010	009	SOUTH TOE FIRE DISTRICT	$3.25
2011	003	EGYPT FIRE DISTIRCT	$17.50
2011	007	BRUSH CREEK FIRE DISTRICT	$0.00
2011	009	SOUTH TOE FIRE DISTRICT	$3.25
2012	002	CANE RIVER FIRE DISTRICT	$59.06
2012	003	EGYPT FIRE DISTIRCT	$15.93
2012	009	SOUTH TOE FIRE DISTRICT	$2.96
2013	002	CANE RIVER FIRE DISTRICT	$59.06
2013	003	EGYPT FIRE DISTIRCT	$14.49
2013	007	BRUSH CREEK FIRE DISTRICT	$0.00
2013	008	CRABTREE FIRE DISTRICT	$36.30
2013	009	SOUTH TOE FIRE DISTRICT	$2.54
2014	002	CANE RIVER FIRE DISTRICT	$0.00
2014	003	EGYPT FIRE DISTIRCT	$92.69
2014	004	RAMSEYTOWN FIRE DISTRICT	$0.00
2014	006	JACKS CREEK FIRE DISTRICT	$0.00
2014	007	BRUSH CREEK FIRE DISTRICT	$0.00
2014	008	CRABTREE FIRE DISTRICT	$29.64
2014	009	SOUTH TOE FIRE DISTRICT	$93.24
2014	011	PRICES CREEK FIRE DISTRICT	$58.74
2015	001	BURNSVILLE FIRE DISTRICT	$109.63
2015	002	CANE RIVER FIRE DISTRICT	$14.76
2015	003	EGYPT FIRE DISTIRCT	$91.50
2015	004	RAMSEYTOWN FIRE DISTRICT	$0.00
2015	005	GREEN MOUNTAIN FIRE DISTRICT	$31.90
2015	006	JACKS CREEK FIRE DISTRICT	$0.00
2015	007	BRUSH CREEK FIRE DISTRICT	$0.00
2015	008	CRABTREE FIRE DISTRICT	$79.88
2015	009	SOUTH TOE FIRE DISTRICT	$24.97
2015	010	PENSACOLA FIRE DISTRICT	$0.00
2015	011	PRICES CREEK FIRE DISTRICT	$175.96
2016	001	BURNSVILLE FIRE DISTRICT	$18,051.66
2016	002	CANE RIVER FIRE DISTRICT	$7,506.68
2016	003	EGYPT FIRE DISTIRCT	$9,105.25
2016	004	RAMSEYTOWN FIRE DISTRICT	$2,411.40
2016	005	GREEN MOUNTAIN FIRE DISTRICT	$3,186.59
2016	006	JACKS CREEK FIRE DISTRICT	$8,946.34
2016	007	BRUSH CREEK FIRE DISTRICT	$4,780.40
2016	008	CRABTREE FIRE DISTRICT	$15,707.68
2016	009	SOUTH TOE FIRE DISTRICT	$23,135.97
2016	010	PENSACOLA FIRE DISTRICT	$7,440.71
2016	011	PRICES CREEK FIRE DISTRICT	$22,558.67
TOTAL			$123,999.03

Outstanding Balances Report

As of 09-30-2016

Year	Amount	County	District	Interest	Advertising	Penalties	Waste	Additional Fees
2005	$13,594.09	$5,972.29	$542.73	$6,689.18	$77.00	$312.89	$0.00	$0.00
2006	$16,434.32	$7,638.64	$720.49	$7,695.08	$94.50	$285.61	$0.00	$0.00
2007	$13,353.54	$6,360.97	$591.01	$5,915.72	$91.00	$394.84	$0.00	$0.00
2008	$15,986.83	$8,312.47	$790.02	$6,602.94	$108.00	$173.40	$0.00	$0.00
2009	$15,179.26	$8,736.31	$740.83	$5,574.12	$128.00	$0.00	$0.00	$0.00
2010	$24,890.02	$14,723.70	$1,594.25	$8,392.07	$180.00	$0.00	$0.00	$0.00
2011	$35,482.06	$19,906.64	$1,977.89	$10,184.63	$192.00	$17.85	$0.00	$0.00
2012	$49,430.42	$26,190.05	$2,840.02	$12,237.12	$272.00	$285.09	$0.00	$0.00
2013	$64,830.22	$45,033.23	$4,262.20	$12,915.14	$516.00	$0.00	$0.00	$0.00
2014	$107,278.04	$73,124.42	$6,835.08	$14,003.70	$636.00	$807.50	$0.00	$0.00
2015	$212,677.94	$178,385.65	$13,517.63	$12,067.04	$1,489.62	$1,651.51	$0.00	$0.00
2016	$5,073,394.17	$4,690,520.84	$380,944.00	$105.91	$0.00	$1,823.42	$0.00	$0.00
Total	$5,642,530.91	$5,084,905.21	$415,356.15	$102,382.65	$3,784.12	$5,752.11	$0.00	$0.00

BIS

Yancey County Tax Office

County/District Collection Percentage Report
As of: 09-30-2016

Run Date: 10-03-2016

2016
County

Net Levy $	Collections $	Collections %
12,681,826.93	7,991,306.09	63.02

Districts

Name	Net Levy $	Collections $	Collections %
001 - BURNSVILLE FIRE DISTRICT	154,439.44	97,933.94	63.42
002 - CANE RIVER FIRE DISTRICT	70,108.04	46,884.90	66.88
003 - EGYPT FIRE DISTIRCT	76,852.30	51,706.45	67.29
004 - RAMSEYTOWN FIRE DISTRICT	25,271.05	14,164.43	56.06
005 - GREEN MOUNTAIN FIRE DISTRICT	29,283.64	17,671.70	60.35
006 - JACKS CREEK FIRE DISTRICT	64,905.48	44,667.93	68.82
007 - BRUSH CREEK FIRE DISTRICT	40,583.15	25,361.54	62.50
008 - CRABTREE FIRE DISTRICT	147,991.28	88,597.86	59.87
009 - SOUTH TOE FIRE DISTRICT	194,177.36	121,914.04	62.79
010 - PENSACOLA FIRE DISTRICT	76,940.83	40,281.43	52.36
011 - PRICES CREEK FIRE DISTRICT	156,856.76	107,281.11	68.40

District Totals

Net Levy $	Collections $	Collections %
1,037,409.33	656,465.33	63.28

YANCEY COUNTY TAX ADMINISTRATION

Alpha / Vehicle

End of Month Breakout

View Posted Payments in Date Range 09/01/2016 to 09/30/2016 for Both

Description	Amount
Vehicle Payments	
County Vehicle Tax Payments 2016	$318.82
County Vehicle Tax Payments 2015	$39.43
County Vehicle Tax Payments 2014	
County Vehicle Tax Payments 2013	$19.98
County Vehicle Tax Payments 2012	$46.65
County Vehicle Tax Payments 2011	
County Vehicle Tax Payments 2010	
County Vehicle Tax Payments 2009	
County Vehicle Tax Payments 2008	
County Vehicle Tax Payments 2007	
County Vehicle Tax Payments 2006	
County Vehicle Interest	$15.40
County Vehicle Total Payments	$440.28
Burnsville VFD Vehicle Tax	$6.81
South Toe VFD Vehicle Tax	$4.99
Newdale VFD Vehicle Tax	$10.16
West Yancey VFD Vehicle Tax	$3.88
Egypt/Ramseytown VFD Vehicle Tax	$0.85
Clearmont VFD Vehicle Tax	$8.90
Double Island VFD Vehicle Tax	$1.87
Pensacola VFD Vehicle Tax	$0.86
VFD Vehicle Interest	$1.37
VFD Vehicle Total Payments	$39.69
Town of Burnsville Vehicle Tax	$36.65
Town of Burnsville Vehicle Interest	$1.90
Town of Burnsville Vehicle Total Payment	$38.55
State Vehicle Interest	$4.00
Vehicle Total Payments	$522.52
Vehicle BankCard Amount	$4.82
Vehicle BankCard Fee	

10/03/2016

alpha Vehicles

YANCEY COUNTY TAX ADMINISTRATION

End of Month Breakout

Outstanding Balances through 09/30/2016

Description	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	Total
Balances												
Balances												
County Vehicle Tax	$920.33	$7,323.31	$1,216.20	$27,830.73	$29,497.80							$66,788.37
TOWN OF BURNSVILLE Vehicle Tax		$12.70		$2,130.53	$2,759.16							$4,902.39
BURNSVILLE FIRE DISTRICT Vehicle Tax	$15.15	$130.21	$7.53	$566.78	$693.88							$1,413.55
CANE RIVER FIRE DISTRICT Vehicle Tax	$2.62	$123.35	$3.69	$179.07	$239.18							$547.91
EGYPT FIRE DISTIRCT Vehicle Tax		$2.59	$0.46	$105.27	$78.47							$186.79
RAMSEYTOWN FIRE DISTRICT Vehicle Tax	$0.43	$4.53	$0.53	$124.30	$98.80							$228.59
GREEN MOUNTAIN FIRE DISTRICT Vehicle Tax	$4.01	$8.77	$6.67	$87.13	$114.13							$220.71
JACKS CREEK FIRE DISTRICT Vehicle Tax	$19.95	$63.61	$7.31	$359.93	$336.69							$787.49
BRUSH CREEK FIRE DISTRICT Vehicle Tax		$3.66	$0.36	$116.70	$134.20							$254.92
CRABTREE FIRE DISTRICT Vehicle Tax	$26.67	$71.69	$70.81	$771.04	$881.36							$1,821.57
SOUTH TOE FIRE DISTRICT Vehicle Tax	$2.09	$107.99	$11.53	$439.88	$393.13							$954.62

PENSACOLA FIRE DISTRICT Vehicle Tax					$306.95
$3.11	$102.56	$1.11	$89.51	$110.66	
PRICES CREEK FIRE DISTRICT Vehicle Tax					$565.36
$15.61	$125.83	$21.36	$201.09	$201.47	
County Vehicle Interest					$17,170.71
$9.48	$415.35	$190.56	$7,033.75	$9,521.57	
TOWN OF BURNSVILLE Vehicle Interest					$1,430.55
	$0.95		$542.58	$887.02	
BURNSVILLE FIRE DISTRICT Vehicle Interes					$375.38
	$6.01	$0.89	$143.89	$224.59	
CANE RIVER FIRE DISTRICT Vehicle Interes					$123.84
$0.02	$4.28	$0.35	$44.58	$74.61	
EGYPT FIRE DISTIRCT Vehicle Interest					$51.21
	$0.10	$0.01	$25.91	$25.19	
RAMSEYTOWN FIRE DISTRICT Vehicle Interes					$62.81
	$0.24	$0.01	$31.43	$31.13	
GREEN MOUNTAIN FIRE DISTRICT Vehicle Int					$58.48
	$0.51	$1.04	$21.62	$35.31	
JACKS CREEK FIRE DISTRICT Vehicle Intere					$208.08
$0.38	$3.84	$1.15	$91.43	$111.28	
BRUSH CREEK FIRE DISTRICT Vehicle Intere					$71.57
	$0.13		$29.60	$41.84	
CRABTREE FIRE DISTRICT Vehicle Interest					$497.06
$0.41	$3.55	$11.30	$195.59	$286.21	
SOUTH TOE FIRE DISTRICT Vehicle Interest					$245.24
$0.01	$7.33	$1.40	$109.88	$126.62	
PENSACOLA FIRE DISTRICT Vehicle Interest					$62.93
$0.06	$6.03	$0.21	$22.07	$34.56	
PRICES CREEK FIRE DISTRICT Vehicle Inter					$127.09
$0.12	$8.68	$2.84	$51.53	$63.92	
DMV Vehicle Interest					$2,356.72
$15.72	$242.29	$40.42	$993.47	$1,064.82	

Totals					
$1,036.17	$8,780.09	$1,597.74	$42,339.29	$48,067.60	$101,820.89

	Billed to Date	% Collected
County Vehicle Tax 2016	$782.26	-17.65%

10/03/2016

Attachment E

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2015

SESSION LAW 2016-101
HOUSE BILL 550

AN ACT TO AUTHORIZE OWNERSHIP OF SERVICE ANIMALS OWNED BY THE STATE OR A UNIT OF LOCAL GOVERNMENT TO BE TRANSFERRED TO THE SERVICE ANIMAL'S HANDLER OR OTHER SPECIFIED PERSONS UPON THE SERVICE ANIMAL'S RETIREMENT FROM PUBLIC SERVICE.

The General Assembly of North Carolina enacts:

SECTION 1. Article 4 of Chapter 20 of the General Statutes is amended by adding a new section to read:

"**§ 20-187.4. Disposition of retired service animals.**

(a) Upon determination that any service animal is no longer fit or needed for public service, the State or unit of local government may transfer ownership of the animal at a price determined by the State or unit of local government and upon any other terms and conditions as the State or unit of local government deems appropriate, to any of the following individuals, if that individual agrees to accept ownership, care, and custody of the service animal:

(1) The officer or employee who had normal custody and control of the service animal during the service animal's public service to the State or unit of local government.

(2) A surviving spouse, or in the event such officer or employee dies unsurvived by a spouse, surviving children of the officer or employee killed in the line of duty who had normal custody and control of the service animal during the service animal's public service to the State or unit of local government.

(3) An organization or program dedicated to the assistance or support of service animals retired from public service.

(b) For purposes of this section, the following definitions apply:

(1) "Service animal." – Any horse, dog, or other animal owned by the State or a unit of local government that performs law enforcement, public safety, or emergency service functions.

(2) "Unit of local government." – As defined in G.S. 159-7(b)(15)."

SECTION 2. This act is effective October 1, 2016.

In the General Assembly read three times and ratified this the 1st day of July, 2016.

s/ Philip E. Berger
President Pro Tempore of the Senate

s/ Tim Moore
Speaker of the House of Representatives

s/ Pat McCrory
Governor

Approved 2:08 p.m. this 18th day of July, 2016