



NOTICE OF A PUBLIC MEETING
CONCHO VALLEY TRANSIT DISTRICT

1:50 P.M.

WEDNESDAY, JANUARY 10, 2018

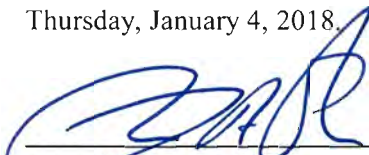
Concho Valley Regional Conference and Training Center
2801 W. Loop 306, Suite A., San Angelo, TX 76904

The meeting place is accessible to persons with disabilities. If assistance is needed to observe or comment, please call the Council office at 944-9666 at least 24 hours prior to the meeting.

BUSINESS

- (1) **DETERMINATION OF QUORUM AND CALL TO ORDER**
- (2) **INVOCATION & PLEDGE OF ALLEGIENCE**
- (3) **APPROVAL OF MINUTES** of December 13, 2017 meeting (See **Attachment A**)
- (4) **APPROVAL OF CHECKS** over \$2,000 written since last meeting (See **Attachment B**)
- (5) **APPROVAL** of CVTD Drug & Alcohol Program Amendments **Resolution 011018 A** (See **Attachment C**)
- (6) **AUTHORIZATION** for the Executive Director to enter into an Interlocal Cooperation Agreement between Concho Valley Council of Governments (CVCOG) and Concho Valley Transit District (CVTD) (See **Attachment D**)
- (7) **REVIEW** Financial Reports/Balance Sheet for the period October 31, 2017 (See **Attachment E**)
- (8) **CVTD General Manager's Report**
- (9) **OTHER** Discussion of Future Agenda Items
- (10) **ADJOURN**

Posted in accordance with the Texas Government Code, Title V, Chapter 551, Section .053, this Thursday, January 4, 2018.



John Austin Stokes, Executive Director

Concho Valley Transit District (CVTD)

Minutes of Meeting for December 13, 2017

The Concho Valley Transit District met on Wednesday, December 13, 2017 in the Concho Valley Regional Conference and Training Center, 2801 W. Loop 306, Suite A, San Angelo, TX.

Board members present:

Steve Floyd, Tom Green County Judge, Chairman
John Nanny, Irion County Commissioner, Vice Chair
Harry Thomas, City of San Angelo Council Member, District 3, Secretary
Charlie Bradley, Schleicher County Judge
Richard Cordes, Menard County Judge
Fred Deaton, Crockett County Judge
Billie DeWitt, City of San Angelo Council Member, District 6
David Dillard, Concho County Judge
Lucy Gonzales, City of San Angelo Council Member, District 4
Leslie Mackie, Sterling County Judge
Danny Neal, McCulloch County Judge
Delbert Roberts, Kimble County Judge
Miguel Villanueva, Sutton County Commissioner

Board members not present:

Roy Blair, Coke County Judge
Larry Isom, Reagan County Judge

Call to Order

Chairman Steve Floyd announced the presence of a quorum and called the meeting to order at 1:31 p.m.

Invocation and Pledge of Allegiance

Chairman Steve Floyd gave the invocation and led the Pledge of Allegiance.

Approval of Meeting Minutes

Upon a motion by Judge David Dillard, seconded by Leslie Mackie, meeting minutes from the December 13, 2017 meeting were unanimously approved.

Approval of Checks over \$2,000 written since last meeting

Upon a motion by Commissioner Miguel Villanueva, seconded by Judge Danny Neal, checks in excess of \$2,000 written since last meeting was unanimously approved.

Authorization for the Executive Director to renew a Lease Agreement with San Angelo Metropolitan Planning Organization

Upon a motion by Judge David Dillard, seconded by Judge Fred Deaton, authorization for the Executive Director to renew a Lease Agreement with San Angelo Metropolitan Planning Organization was unanimously approved.

Review Financial Reports/Balance Sheet

The board reviewed Financial Reports for the period ending September 30, 2017. No action required.

CVTD General Manager's Report

- New routes
 - Implementation schedules in place and completed

- Statistics
 - Missed Trips
 - One
 - Accidents
 - 1 accident first quarter 2017
 - 2 accidents first quarter 2016
 - PM Update
 - 96% compliant

- Centralized Dispatch
 - Phone system challenges
 - Tablets – being utilized/ new software being implemented
 - Shifting assets
 - Drivers assisting clients in making sure their trips are set up
 - Reminders to clients on contacting Dispatch
 - Driver leave

- Disposition
 - All vehicles being dispositioned are 2010 or older
 - 13 Vehicles have met their useful life age
 - Appraisals done
 - Sent to TxDot for approval
 - Still waiting for TxDOT response

- Greyhound 2 Daily Routes
 - From San Antonio to Amarillo – Arrives in San Angelo at 12:15 PM and Departs at 12:30 PM
 - From Amarillo to San Antonio – Arrives in San Angelo at 6:15 PM and Departs at 6:30 PM

- Funding Sources
 - Regional Coordination
 - Coordinated Call
 - ICB
 - Maintenance Facility

- Coordinated Call for Projects
 - Intercity Bus (ICB) - Goals/Objective/Scope
 - Address mobility and transportation gaps
 - Increase connectivity/ accessibility
 - Rural area to ICB (Greyhound)
 - Complement and expand existing services
 - Lobby Hours
 - Public awareness

- McDonald Transit is now – RATP Dev

- CVTD Triennial
 - Passed 3 month evaluation over preventative maintenance
 - Positive improvement in CVTD preventative maintenance

Future Agenda Items - None

Adjournment

The meeting was adjourned at 1:49 p.m. Duly adopted at the meeting of the Concho Valley Transit District of the Concho Valley Council of Governments this 10th day of January 2018.

Judge Steve Floyd - Chairman

Councilman Harry Thomas - Secretary

CVTD
Check/Voucher Register
From 11/1/2017 Through 11/30/2017

Document Number	Document Date	Name	Transaction Description	Document Amount
18073	11/14/2017	SHELL FLEET NAVIGATOR	Fuel bill October	13,356.00
18081	11/29/2017	ANGELO TITAN TECHNOLOGY SYSTEMS, LLC	Final installation of I.T. fit out shell building	9,503.80
18086	11/29/2017	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE	Fuel bill October 2017	19,107.41
18091	11/29/2017	G&G AUTOMOTIVE	1469:replace transmission	6,564.61
18095	11/29/2017	MCDONALD TRANSIT ASSOCIATES, INC	Professional services Nov 2017	11,800.00
Report Total				<u>60,331.82</u>

**Concho Valley Transit District
RESOLUTION 011018 A**

WHEREAS, the Concho Valley Transit District (CVTD) is designated as the grantee for the §5307 and §5311 formula programs and the principal provider of public transportation services to the Concho Valley, and

WHEREAS, the Federal Transit Administration (FTA) requires all fund recipients to implement a drug and alcohol abuse policy in accordance with 49 CFR Parts 655 and 40, and

WHEREAS, on July 9, 2014 at a regular board meeting of the Concho Valley Transit District (CVTD), the Board approved and adopted a revised drug and alcohol policy in compliance with FTA requirements, and

WHEREAS, the Concho Valley Transit District (CVTD) desires to amend the July 9, 2014 Policy as set forth and attached.

Now therefore be it resolved the Board of Directors of the Concho Valley Transit District approve the following:

- 1. The Concho Valley Transit District Board of Directors does hereby adopt the amended CVTD Drug and Alcohol Policy.**

Duly adopted at the meeting of the Board of Directors of the Concho Valley Transit District this 10th day of January 2018.

Judge Steve Floyd, Chairman

Councilman Harry Thomas, Secretary

Concho Valley Transit District
Substance Abuse Policy
Drug and Alcohol Policy

2018

***CONCHO VALLEY TRANSIT
DISTRICT (CVTD)
SUBSTANCE ABUSE POLICY***

SUBSTANCE ABUSE AND CONTRABAND POLICY (SUMMARY)

CONCHO VALLEY COUNCIL OF GOVERNMENTS dba CONCHO VALLEY TRANSIT DISTRICT

In this period of ever increasing concern about safety and health, and due to the nature of our business as well as the need to comply with the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, all rules and regulations of the Department of Transportation (which includes the Federal Transit Administration, the U. S. Coast Guard, the Research & Special Programs Administration and others), other applicable federal laws or regulations, any contractual obligations, and all laws of the states in which we provide transportation services funded by the Federal Transit Administration, Concho Valley Council of Governments transportation department and its staff and any and all sub-contractors, including but not limited to:

The City of Brady, Sutton County, The City of Eden, Concho County, Menard County, Reagan County, Schleicher County, Coke County, Crockett County, Irion County, Kimble County, Kimble County Senior Citizens Building Association, Inc., Sterling City and Tom Green.

Hereinafter collectively referred to as the "Concho Valley Transit District", must maintain strict standards of conduct which include the possible effects of alcohol, drugs in the workplace. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved, hereinafter referred to as "controlled substances".

This statement summarizes Concho Valley Transit Districts' policies and procedures regarding the use, abuse, trade, possession, presence in the system, and sale of alcohol, drugs, and any other controlled substances that may affect an employee's fitness for duty or the safety of those affected by our transit services. This policy applies to all Concho Valley Transit District personnel and all visitors, leased, part-time or contract personnel.

No controlled substance, including but not limited to alcohol, controlled substances, illegal drugs, mind-altering chemicals, depressants, stimulants, and marijuana is allowed "on premises" or in the system of the Transportation Department staff, or the system of contract personnel in safety-sensitive positions.

The off-duty use of controlled substances is prohibited if the off-duty use results in the presence of evidence of the substance in the system of the Transportation staff or the system of contract personnel in safety sensitive positions, when on -duty. Therefore, all Transportation Department staff or contract personnel in safety-sensitive positions should be aware that such substances are detectable in the human body for a substantial period after consumption.

The Transportation Department staff and/or sub-contract transportation personnel who violate this policy is guilty of a major violation of Concho Valley Transit Districts' Drug and Alcohol policy and will be removed from driving duties and/or any other safety sensitive functions within the Transportation Department. Continuation of employment is at the discretion of the particular subcontractor, but may result in disciplinary action, up to and including termination. The Concho Valley Transit District has a 'Zero Tolerance' policy so any functions for the Transit District would be terminated for CVCOG transportation staff or subcontracted personnel.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, CVTD may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's supervisor and Drug Program Manager.

Authorized Concho Valley Transit District representatives, third party provider or agency will from time to time without prior warning conduct testing for substances. Concho Valley Transit District has a random testing program as specified in the CVTD Drug & Alcohol Policy.

At the discretion of Concho Valley Transit, in any situation where such testing is either required by law or contract, or deemed necessary by Concho Valley Transit District, an employee may be chemically tested by urine, saliva, blood or breath. Tests will according to policy be performed for pre-employment, reasonable suspicion, random and post-accident.

Adherence to this policy is a condition of employment and/or assignment to a safety-sensitive function within the Transportation Department of the Concho Valley Transit District. It is also a contractual obligation that must be adhered to by all sub-contractors.

Concho Valley Transit District reserves the right to notify the state agency responsible for unemployment benefits determinations of any controlled substance test result for use in the determination of unemployment benefits.

**DRUG-FREE WORKPLACE ACT
CONCHO VALLEY TRANSIT DISTRICT
NOTICE TO EMPLOYEES
Pursuant to the Drug-Free Workplace Act of 1988**

The unlawful manufacture, distribution, dispensing, possession or use of all controlled substances is prohibited in the workplace. Employees so found will be subject to discipline up to and including termination.

Substance abuse is a major focus on today's society. The effect of this abuse on an employee's job performance is costly to the employee, his/her family, and to the employer. In place is a testing procedure whose purpose is to ensure a drug-free and alcohol-free workplace. No employee who unlawfully uses is impaired by, or under the influence of drugs and/or alcohol ever will be permitted to function in a position where his/her actions would affect the safe operation of a motor vehicle or endanger the safety of fellow workers.

Employees found unlawfully using, impaired, or under the influence of, controlled substance(s) and/or alcohol in the workplace will be immediately discharged. Employees engaged in the unlawful manufacture, distribution, or dispensation, or found in possession, of an unprescribed controlled substance(s) and/or alcohol in the workplace will be subject to the discipline up to and including termination.

All employees must notify CVTD of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after any such conviction. Within 30 days, CVTD will make a determination of action based on the incident. Employees will be subject to discipline up to and including termination.

All employees are expected to abide by CVTD policy on a drug-free workplace.

Concho Valley Transit District (CVTD) will notify the Texas Department of Transportation within 10 days of any drug related convictions for violations in the workplace.

***CONCHO VALLEY TRANSIT
DISTRICT (CVTD)
DRUG AND ALCOHOL POLICY***

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CONCHO VALLEY TRANSIT DISTRICT REGULATION COMPLIANCE

The employer, the grant recipient, and including subcontractors, has a long standing commitment to maintain the highest standards for employee safety and health and to help prevent accidents/injuries resulting from drug abuse and/or the misuse of alcohol by employees who perform covered functions. As an essential element of its commitment to provide safe and reliable transit service and to maintain a safe and healthy work environment for its employees, CVTD has had a drug and alcohol policy in force for a number of years, which has been strictly enforced. In addition, the employer must comply with all DOT regulations and other regulations, which require affirmative actions to eliminate the impact of drug abuse and the misuse of alcohol in the workplace. The purpose of the drug abuse and alcohol misuse prevention plan is to reduce accidents that result from drug abuse and the misuse of alcohol, thereby reducing fatalities, injuries, and property damage. The use or possession of illegal drugs and alcoholic beverages while on the employer's property, or in any of the employer's vehicles, or on the employer's time, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited. The Drug Abuse and Alcohol Misuse Prevention Plan contained herein sets forth the requirements of 49 CFR Parts 655 and 40.

THE USE OF ILLEGAL DRUGS AND/OR MISUSE OF ALCOHOL BY AN EMPLOYEE IS PROHIBITED AND WILL RESULT IN TERMINATION

The use of any illegal drug or substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to; MDMA (Ecstasy), marijuana, amphetamines, **opioids**, phencyclidine (PCP), and cocaine, as well as any substance which causes the presence of these drugs or drug metabolites. Illegal use includes, use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. The "use" of drugs means presence in the body system while you are on duty. A positive test is sufficient to support a finding of "use."

The use of alcohol is defined as having an alcohol test result of 0.04 or greater while on duty, subject to duty, or just after performing a safety-sensitive function, as confirmed by an evidential breath testing device.

Implementation of Drug Abuse and Alcohol Misuse Prevention Plan

The employer has implemented the Federal Transit Administration Regulations as set forth in 49 CFR Part 655 and the Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs as set forth in 49 CFR Part 40. The privacy/ confidentiality of any covered employee subject to this plan must be maintained at all times.

The catalyst for the drug abuse and alcohol misuse plan is Title 49 Code of Federal Regulations (CFR) Part 655 which requires a recipient under Section 3, 9, or 18 of the Federal Transit Act, as amended (FT Act); or Section 103(e)(4) of title 23 of the United States Code to test their safety-sensitive employees under the following work-related conditions:

- | | |
|-------------------|-------------------------|
| a. Pre-employment | d. Reasonable Suspicion |
| b. Post-accident | e. Return-to-Duty |
| c. Random | f. Follow-up |

DRUG POLICY AS REQUIRED BY FEDERAL TRANSIT ADMINISTRATION (FTA)

I. FTA Drug Policy

CONCHO VALLEY TRANSIT DISTRICT (CVTD) meets the compliance efforts of this Drug Policy required by the Federal Transit Administration (FTA) of the Department of Transportation (DOT).

Unlawful manufacture, distribution, dispensing, possession and use of controlled substances are prohibited in the workplace and enforced by this policy.

A. Application of Policy

This policy shall apply to all employees who perform or are called upon to perform safety-sensitive functions. Such employees shall be referred to as "safety-sensitive employees." PARTICIPATION IN THE DRUG AND ALCOHOL TESTING PROGRAM IS A CONDITION OF EMPLOYMENT FOR ALL SAFETY-SENSITIVE EMPLOYEES

B. Definition of Safety-Sensitive Employees

A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL); (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service, (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.

C. Testing of Safety-Sensitive Employees

A safety-sensitive employee shall be tested for drugs as follows:

- (a) Before an applicant or a non-safety-sensitive employee is allowed to perform a safety-sensitive function for the first time;
- (b) After an accident;
- (c) When there is reasonable suspicion to believe a test is necessary;
- (e) On a random unannounced basis;
- (f) For return-to-duty and follow-up purposes.

Safety-sensitive employees will be tested for MDMA(Ecstasy), marijuana, amphetamines, **opioids**, phencyclidine (PCP), and cocaine, as well as any substance which causes the presence of these drugs or drug metabolites, such as hemp-related products, coca leaves or any substance not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes the use of any illegal drug, misuse of legal prescribed drugs, and use of illegally obtained prescription drugs in accordance with DOT and FTA regulations.

ALCOHOL POLICY AS REQUIRED BY FEDERAL TRANSIT ADMINISTRATION (FTA)

II. FTA Alcohol Policy

CONCHO VALLEY TRANSIT DISTRICT (CVTD) meets the compliance efforts of this Alcohol Policy required by the Federal Transit Administration (FTA) of the Department of Transportation (DOT).

A. Application of Policy

This policy shall apply to all employees who perform or are called upon to perform safety-sensitive functions. Such employees shall be referred to as "safety-sensitive employees." Participation in the Drug and Alcohol testing program is a condition of employment for all safety sensitive employees.

B. Definition of Safety-Sensitive Employees

A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL); (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service, (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.

C. Testing of Safety-Sensitive Employees

A safety-sensitive employee shall be tested for alcohol as follows:

- (a) After an accident;
- (b) When there is reasonable suspicion to believe a test is necessary;
- (c) On a random unannounced basis;
- (d) For return-to-duty and follow-up purposes.

D. Use of Alcohol

The misuse of alcohol by any safety-sensitive employee, (as defined in Section 1B relating to drugs), is prohibited and will result in termination. The "use" of alcohol by a safety-sensitive employee is defined as having an alcohol test result of 0.04 or greater while on duty, subject to duty, or just after performing a safety-sensitive function, as confirmed by an evidential breath testing device.

E. Testing Results

Performing safety-sensitive duties with an alcohol concentration of 0.02 or greater is prohibited. A test result of less than 0.02, as evidenced by a breath-testing device shall be considered a "negative" test. If the alcohol concentration is 0.02 or greater, as evidenced by a breath-testing device, a confirmation test will be performed. A confirmation test result equal to or greater than 0.02 but less than 0.04 will result in immediate removal of the employee from safety-sensitive functions for a period of eight hours or until a later re-test shows a concentration of less than 0.02.

A confirmed alcohol test of 0.04 or greater is a "verified positive test." A verified positive test will result in termination. A refusal to be tested for alcohol will result in termination.

F. Possession of Alcohol

Consistent with the Drug-Free Workplace Act of 1988, the possession, purchase, sale, distribution, or consumption of alcohol while on duty, or while on CVTD premises, in a CVTD uniform, or in a vehicle is operated by CVTD prohibited. A violation of this provision will result in termination.

G. Alcohol Consumption

CVTD prohibits the consumption of alcohol by an employee within four hours before reporting for duty and performing safety sensitive functions. (655.33)

Employees are prohibited from consuming alcohol while on call. Employees will be given opportunity to acknowledge the use of alcohol and the inability to perform safety-sensitive functions. (655.33)

Any safety-sensitive employee involved in an accident must refrain from alcohol consumption for eight hours following the accident or until a post-accident alcohol test can be administered. (655.34)

CVTD - FTA Drug and Alcohol Testing Program Guidelines

I. Introduction

At CVTD, safety is the number one priority. Both employees and clients have a right to expect a drug- and alcohol-free workplace. In 1991, the United States Congress passed the Omnibus Transportation Employee Testing Act, which requires drug and alcohol testing of safety-sensitive employees in the mass transit industry. In February 1994, the Department of Transportation published rules requiring agencies such as CVTD to implement specific drug and alcohol testing programs beginning January 1, 1995.

In response to these Federal requirements, and as a means of continuing our commitment to maintaining a safe and productive work environment, CVTD has revised its policies regarding drugs and alcohol to be in compliance with the Federal Transit Administration (FTA) rules on the Prevention of Prohibited Drug Use and Alcohol Misuse (49 CFR Part 655), and Procedures for Transportation Workplace Drug and Alcohol Testing Programs (49 CFR Part 40), as amended.

It is the goal of CVTD to establish a work environment that is free of drugs and alcohol, and to foster a sober and drug-free work force. To achieve the drug-free environment that every transit rider, community member, and employee of CVTD is entitled to, it requires the best efforts of employees and management. The following Guidelines have been developed as a help in administering CVTD Drug and Alcohol Policy. As guidelines, they are not intended to be all-inclusive, nor are they intended to be used as hard fast rules regarding the application of the Drug and Alcohol Policy in any particular case. Cases where substance abuse is at issue must be evaluated on the circumstances of that case and the Drug and Alcohol Policy applied as warranted by those circumstances. However, in those situations governed by regulations promulgated under federal authority, such as the U.S. Department of Transportation, Federal Transit Administration, or as required by state or local law, the applicable law will govern.

II. Contact Person

Questions regarding the Drug and Alcohol Policy or these guidelines should be referred to **Kendall Mahler**, the CVTD Drug and Alcohol Employer Representative at **(325)-947-8729 x 403**.

III. Affected Employees

All CVTD safety-sensitive employees are subject to the Drug and Alcohol Policy, including drug and alcohol testing.

IV. Definitions

For purposes of these Guidelines, the following definitions of terms apply. The definitions are written for explanatory purposes to help in working with this document.

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 at a concentration so high that it is not consistent with human urine.

Alcohol Concentration - is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Alcohol Use - The consumption of any beverage, mixture, or preparation, including medication, containing alcohol.

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

Chain of Custody - Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition.

Confirmation Test - In drug testing, this is a second analytical procedure to identify the presence of a specific drug or metabolite. In alcohol testing, a second test that provides quantitative data of alcohol concentration.

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

EBT - Evidential Breath Testing Device.; A device that is approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

EMIT - An immunoassay test used as the initial drug screening technique to eliminate "negative" urine specimens from further testing.

FTA - Federal Transit Administration; an agency of the United States Department of Transportation.

GC/MS - A drug testing technique called the gas chromatography/mass spectrometry; used to confirm the presence of a specific drug or metabolite in the specimen.

Illegal Drugs - Any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, or is not being used for its prescribed purpose or in the prescribed manner (this includes prescription drugs prescribed to someone else).

Invalid Test - The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified substance has the physical characteristics of or has an endogenous substance at abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

Legal Drugs - Legally obtained drugs (prescription and non-prescription remedies) used according to directions to alleviate a specific condition.

MRO (Medical Review Officer) - A licensed physician with knowledge of substance abuse disorders who is responsible for receiving laboratory results from drug tests; responsible for interpreting and evaluating an individual's confirmed positive test results together with his or her medical history and any other relevant biomedical information.

Metabolite - The specific substance produced when the human body metabolizes a given prohibited drug as it passes through the body and is excreted in urine.

Non-negative Test - A test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites. Non-negative results are considered a positive test or refusal to test *if the MRO cannot determine legitimate medical explanation.*

Positive Alcohol Test - The confirmed presence of alcohol in the body system at a concentration of 0.04 or greater as measured by an Evidential Breath Testing (EBT) device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.

Positive Drug Test - A confirmed test that shows the presence in the body system above the prescribed cut-off levels of a prohibited substance as verified by the MRO. A refusal to take a drug test without a valid medical explanation also constitutes a positive drug test.

Safety-Sensitive Employee - A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL); (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service, (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.

SAP (Substance Abuse Professional) - A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Screening Test - Initial test. In drug testing, an immuno-assay screen to eliminate "negative" urine specimens from further analysis. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

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

Validity Testing - The evaluation of the specimen to determine if it is consistent with normal human urine. 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.

V. Employee Education and Training

CVTD believes that education and training of all employees in the effects and treatment of substance abuse will contribute to a safer and more efficient workplace for everyone. Therefore, educating and informing employees about the dangers of drug abuse or alcohol misuse and the possible penalties for violation of the Drug and Alcohol Policy are essential components of the program.

Safety-sensitive employees are required to undergo at least 60 minutes of training on the effects and consequences of drug use. Additionally, informational material will be distributed to every covered employee on the effects, signs and symptoms of prohibited drug use.

All supervisors making reasonable suspicion determinations shall undergo 60 minutes of training in the detection of probable drug use and 60 minutes of training on alcohol misuse.

VI. Responsibilities

A. Employer

CVTD is responsible for developing and implementing substance abuse policies and programs that include drug and alcohol testing of employees and applicants for employment. The goals of these activities are to enhance productivity and safety for our employees and our clients, and to foster a sober and drug-free workforce.

The Employer will make every effort to maintain a drug-free workplace.

The Employer must notify TXDOT within 10 days of any drug related convictions for violations in the workplace.

B. Employee

Employees at all levels are responsible for reading, understanding, and adhering to the CVTD Drug and Alcohol Policy. This policy will be made available to all employees.

Employees must notify employer within 5 days of any drug related convictions for violations in the workplace. Employees who violate the Drug Free Workplace Act will be terminated.

C. Managers and Supervisors

Managers and supervisors will be held accountable for the consistent application and enforcement of the policy.

VII. Enforcement

For any program to be effective, enforcement of policies is essential. CVTD will rigorously enforce its Drug and Alcohol Policy in order to protect the safety of our employees and customers, as well as to protect the efficiency of our operation.

It is the responsibility of all employees to ensure that the standards of performance contained in the Drug and Alcohol Policy are met.

Drug and Alcohol Testing will be conducted in accordance with DOT Regulations, 49 CFR Part 40, as amended. DOT Regulations, 49 CFR Part 40 (655 Subpart B, Section A), provide detailed explanation of the Testing procedures and are available for review by CVTD employees upon request.

Violations of the policy will result in removal from safety-sensitive duty and discipline up to and including termination.

A. Consequences for Policy Violation

CVTD enforces a "ZERO TOLERANCE" policy for drug and alcohol testing. Safety-sensitive employees who receive a verified positive test result will be removed from the safety sensitive position and will be terminated. Refusal to test is considered a positive test and the employee will be terminated. The employee will be referred to a Substance Abuse Professional.

1. Alcohol

Alcohol testing will be done by a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing Device (EBT), which measures Breath Alcohol Concentration. If a safety-sensitive employee's test result is equal to or greater than 0.02 but less than 0.04, the employee will immediately be removed from performing safety-sensitive duties for at least eight (8) hours or until another breath test is administered, and the result is less than 0.02. If a safety-sensitive employee's confirmed alcohol test result is equal to or greater than 0.04, the employee will be removed from duty, and will be subject to termination.

2. Illegal Drugs

Under the FTA drug testing regulation for safety sensitive employees, the agency shall conduct laboratory testing of urine specimens for five types of drugs. Identification of either a drug or its metabolite in the urine indicates use of a drug in the recent past. A metabolite is a modified form of a drug that has been chemically altered by the body's metabolic system. A positive urine test as defined by the current cut-off limits (see Attachment 4) is sufficient to support a finding of "use" for safety-sensitive employees for the following substances:

- Marijuana
- Cocaine
- Amphetamine (e.g., Amphetamine, Methamphetamine, MDMA*, MDA*, & Ecstasy). MDA will be tested as an initial test analyte.
- Opioids (Morphine, Codeine, 6 - Acetylmorphine, Heroin) to include semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone). Some common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.

- PCP (phencyclidine)

*Methylenedioxyamphetamine (MDMA).

*Methylenedioxyamphetamine (MDA).

If test results are verified positive, the employee will be terminated. A positive dilute test result will be considered a positive test.

3. Refusal to be Tested

If an employee refuses to be tested, he or she will be subject to termination.

The following actions constitute a refusal to be tested by a safety-sensitive employee:

- Failure to appear for any test within a reasonable time
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a urine or breath specimen for any drug or alcohol test required by DOT or FTA regulations;
- In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of your provision of a specimen;
- Failure to provide a sufficient amount of urine or breathe when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Failure or decline to take a second test the collector has directed you to take;
- Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by CVTD as part of the "shy bladder" procedures;
- Failure to follow observer's instructions during observed collection including instructions to raise clothing above waist, lower clothing and underpants, and to turn around to permit detection of any type of prosthetic or device.(40.191(a)(9)), Possess or wear a prosthetic or other device interfering with the collection. (40.191(a)(10))
- Admit to adulterate or substitute specimen. (40.191(a)(11))
- Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process) or verbal or written refusal to provide a required urine specimen.
- Failure to refrain from consuming alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests.
- Failure to remain available for testing following an accident and failure to remain at the scene of an accident prior to submission to drug/alcohol tests without a legitimate explanation.

- Providing false information in connection with a drug test, or if verified to have falsified test results through adulteration, or substitution of a urine specimen.
- Failure or refusal to sign Step 2 of the Alcohol Testing Form.
(Note: Refusing to take a non-DOT test is not a refusal to take a DOT test)

VIII. Circumstances Requiring Testing & Type Of Testing

A. Pre-Employment Testing

All applicants for safety-sensitive positions shall undergo urine drug testing prior to hire or transfer into a safety-sensitive position. All offers of employment for safety-sensitive positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a safety-sensitive position unless the applicant takes a drug test with verified negative results. A non-safety-sensitive employee shall not be placed, transferred or promoted into a covered position unless the employee takes a drug test with verified negative results.

If an applicant fails a pre-employment drug, the conditional offer of employment shall be rescinded. If an employee being placed, transferred, or promoted from a non-safety-sensitive position to a safety-sensitive position fails to pass a drug and/or alcohol test, they shall be subject to disciplinary action. If a test is cancelled, the applicant/employee will be required to re-test with a negative test result. (A negative dilute test result on a pre-employment test will require a re-test.) Applicants are required to report the name and contact information for all DOT covered employers for the previous two years. The applicant is required to provide a written consent statement permitting the previous DOT covered employers to release drug and alcohol test results to the Company. Failure to provide information or provision of inaccurate or misleading information will result in immediate termination and/or rescission of employment offer. The outcome of the investigation may also result in termination and/or rescission of employment. If more than 90 days have elapsed between the time of successfully completing pre-employment tests and the assignment of safety-sensitive duties, another pre-employment test will be required prior to the individual being assigned safety-sensitive duties. Safety-sensitive employees who have been off duty for 90 days or more for any reason, and have been out of the random pool, must successfully pass a pre-employment drug test prior to the performance of a safety-sensitive function.

B. Reasonable Suspicion Testing

Employees are subject to reasonable suspicion testing. Reasonable suspicion testing is designed to provide a tool to identify employees who may pose a danger to themselves and others in the performance of their job duties. Employees may be at work in a condition that raises concern regarding their safety or productivity. A supervisor must then make a decision as to whether reasonable suspicion exists to conclude that substance abuse may be causing the behavior. A safety-sensitive employee may be required to submit to a drug and/or alcohol test, when a trained supervisor or manager reasonably suspects the employee has used a prohibited drug or has misused alcohol. The request to undergo a reasonable suspicion test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the employee. Alcohol testing is permitted only if the observations are conducted just preceding, during or just after the workday of the safety-sensitive employee. If an alcohol test is

not administered within 2 hours of being observed and determined, CVTD will document the reason the test was not performed and still attempt to administer the test. If an alcohol test is not administered within 8 hours following the observation and determination, attempts to administer an alcohol test will be ended and a record will be filed explaining the circumstance surrounding the missed test.

Examples of reasonable suspicion include but are not limited to:

- Physical symptoms consistent with alcohol or drug abuse.
- Evidence of illegal alcohol or drug use, possession, sale, or delivery.
- Altercations (either physical or verbal) with others, or erratic or violent behavior.
- Other unusual acts or unusual behavior that may suggest drug or alcohol use.

C. Post-Accident Testing

1. Definition of Accident

Testing for prohibited drugs and alcohol will be conducted in the case of certain mass transit accidents. An accident, as defined by the FTA, is an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual receives injuries requiring immediate transport to a medical treatment facility, or
- Any time one or more vehicles receive disabling damage. "Disabling damage" does not include damage to headlights, taillights, turn signals, horn, windshield wipers, and tires or other damage that could be remedied temporarily at the scene of the occurrence if special tools or parts were available.

This definition is not directed at vehicle collisions exclusively; it also includes incidents such as passenger or pedestrian injuries when the individual requires immediate transport to a medical treatment facility. Testing for prohibited drugs and alcohol must be conducted when any of the above circumstances exist.

The agency may send an employee for a non-DOT drug and alcohol testing following any accident, which does not meet the above thresholds if the supervisor makes a determination that a test is necessary. (Under Agency Policy) note: non-DOT info. is not in bold type to differentiate from DOT. A negative dilute test result on a pre-employment test will require a re-test.

2. Fatal Accident

Whenever there is a loss of human life, the surviving safety-sensitive employee operating the transit vehicle at the time of the accident must be tested. Safety-sensitive employees not on the vehicle (e.g., maintenance personnel) whose performance could have contributed to the accident (using the best information available at the time of the accident) must be tested.

3. Non-Fatal Accident

Following non-fatal accidents, the vehicle operator will be tested if one or more individuals receive injuries requiring immediate transport to a medical treatment facility or any time one or more vehicles receive disabling damage.

For non-fatal accidents, any other safety-sensitive employee whose performance could have contributed to the accident (as determined using the best information available at the time of the

accident) will also be tested. However if an employee's performance can be completely discounted as a contributing factor, then he or she will not be tested under FTA.

4. Testing Guidelines

FTA post-accident drug and alcohol tests will be performed as soon as possible. Drug tests will be performed within 32 hours following the accident. Alcohol tests will be performed within 8 hours. If an alcohol test is not administered within 2 hours following the accident, CVTD will document the reason the test was not performed and still attempt to administer the test. If an alcohol test is not administered within 8 hours following the accident, attempts to administer an alcohol test will be ended and a record will be filed explaining the circumstance surrounding the missed test. The requirement to test for drugs and alcohol following an accident will in no way delay necessary medical attention for injured people or prohibit an employee from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, the employee must remain readily available, which means that CVTD knows the location of the employee. Failure to remain readily available will be considered a refusal to test.

A safety-sensitive employee involved in an accident must refrain from alcohol consumption for eight (8) hours following the accident or until a post-accident alcohol test can be administered.

When CVTD is unable to perform a post-accident test in accordance with FTA regulations, it will use the results of Post-Accident drug and alcohol tests administered by State or local law enforcement personnel under their independent authority. This is acceptable only under limited circumstances, and the test results must be obtained in conformance with State and local law. (A negative dilute test result on a post-accident test will require a re-test)

D. Random Testing

1. Requirement for Random Testing

FTA regulations require random testing of drugs and alcohol for all safety-sensitive employees. Random testing identifies employees who are using drugs or misusing alcohol but are able to use the predictability of other testing methods to escape detection. More importantly, it is widely believed that random testing serves as a strong deterrent against employees beginning or continuing prohibited drug use and misuse of alcohol.

2. Methodology for Random Testing

A scientifically valid random-number selection method to select safety-sensitive employees will be used. There is no discretion on the part of management or operations in the selection and notification of individuals for random testing. **The number of employees randomly selected for drug/alcohol testing during the calendar year shall be in accordance with FTA regulations, as the required selection percentage can change annually.** The current random testing rate for drugs established by FTA equals twenty-five 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. **However, the CVTD will test at fifty percent.** A slightly higher percentage may be tested to provide for canceled tests. The test dates will be spread reasonably throughout the year. Every effort will be made to conduct testing on different days of the week and at different times throughout the annual cycle to reflect hours and days when safety-sensitive duties are performed. All safety-sensitive employees in the random pool will have an equal chance of being selected for testing and will remain in the pool, even after being tested. It is possible for some employees to be tested several times in one year, and other employees not to be tested for several years.

Note: The current rate for random drug testing in any specific year will be the rate established by the FTA for that year. The current rate for random alcohol testing in any specific year will be the testing rate established for that for year by the FTA.

The process for testing will be unannounced and unpredictable as well as random. Once the employee has been notified that he or she has been selected for testing, he or she must then report immediately to the collection site.

E. Return-to-Duty and Follow-Up Testing

Under CVTD authority, an employee who voluntarily discloses a substance abuse problem, before a disciplinary matter develops and before being selected for a test, will be subject to return-to-duty and follow-up testing. Otherwise, CVTD maintains a "ZERO TOLERANCE" policy: employees who receive a verified positive test result will be terminated. CVTD enforces a "ZERO TOLERANCE" policy for drug and alcohol testing. Safety-sensitive employees who receive a verified positive test result will be removed from the safety sensitive position and will be terminated. Refusal to test is considered a positive test and the employee will be terminated. The employee will be referred to a Substance Abuse Professional. Voluntary Disclosure of a substance abuse problem would require an employee to be subject to return-to-duty and follow-up testing. A negative dilute test result on a return to duty test will require a re-test.

F. Contract Compliance Testing

Any contractual agreement signed by the designated representative requiring drug testing for compliance purposes will be done within the time and specifications outlined within the contract. These tests include conducting DOT or Non-DOT drug and alcohol tests outside of the federally mandated FTA Drug and Alcohol Program.

IX. Drug Testing Procedures

It is not the intent of these guidelines to specify the requirements and protocol of the collection site personnel. DOT Regulations, 49 CFR Part 40 **as amended**, provide detailed explanation of the Testing procedures and are available for review by CVTD employees upon request.

A. Drug Testing Methodology

1. Initial Test

Initial testing will be performed on the primary sample using the EMIT immunoassay technique. If the results are negative, no further testing will be required and a report will be provided to the MRO. The MRO is responsible for collecting, interpreting, and recording results and communicating results.

2. Confirmation Test

Whenever a positive result is obtained on initial testing, confirmation testing will be automatically performed. This testing will also utilize the primary sample. All confirmations will be by quantitative analysis, i.e., Gas Chromatography/Mass Spectrometry (GC/MS). Results of confirmation testing will be immediately reported to the MRO. If the test is positive, the secondary sample will be kept in frozen storage for one year from the date of its receipt to allow re-testing.

B. Applicant/Employee Drug Testing Requirements

- Report to the specimen collection site as soon as possible after notification to report. Refusal to report for collection or refusal to cooperate with the collection process will result in a determination of a refusal to provide a specimen.
- Picture identification must be presented, i.e. driver's license or employee ID. If identity cannot be verified, the collection will not proceed.
- The individual will be required to check his or her belongings and remove any unnecessary outer garments, including purses, briefcases, bulky outerwear (sweaters, jackets, vests, etc.). The collector will request that the individual empty his or her pockets, display the items, and explain the need for them during the collection. The individual may retain his or her wallet. If any of the individual's items could be used as a potential adulterant, the collector may check it with the individual's other personal belongings.
- The individual must rinse his or her hands with water and dry them.
- Under normal circumstances collection site personnel will not observe the specimen collection. A specimen of at least 45 milliliters (about 1-½ ounces) of urine is required. The donor must urinate into the collection cup.
- If the individual is unable to provide at least 45 ml, the collection site technician will instruct him or her to drink not more than 40 ounces of fluids during a period of up to three hours. The individual will then attempt to provide a complete sample using a fresh collection container. The original insufficient specimen will be discarded. If the individual is still unable to provide an adequate specimen, the insufficient specimen will be discarded, testing discontinued.
- The specimen will be sealed and labeled in the presence of the donor. It then will be processed according to specific chain of custody procedures to account for the integrity of the specimen.

C. Observed Drug Collections

Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided. In the following circumstances, the collection personnel must observe the second collection in compliance with FTA regulations:

- The individual has presented a urine sample that falls outside the normal temperature range.
- The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g. substitutes urine in plain view, blue dye in specimen presented, etc.).
- The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to CVTD that there was not an adequate medical explanation for the result.
- The MRO reports to CVTD 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 direct observation must be by a collection site person of the same gender as the employee being tested.

D. Drug Testing Split Sample

The urine specimen collected for FTA testing will be split and poured into two specimen bottles. This provides the employee or applicant with the option of having an analysis of the split sample performed at a second HHS laboratory should the primary specimen test result be verified positive. The employee or applicant has 72 hours after being informed by the MRO of a verified positive test to request a test of the split sample. All requests for split specimen analysis will be processed by the MRO, and sent to a second HHS laboratory. (Should the result of the second test be positive, CVTD will require the employee to reimburse the Company. Applicants are directly responsible for the cost of split sample testing under this provision, if they choose to exercise it.)

X. Alcohol Testing

FTA regulations prohibit an employer from allowing an employee with an alcohol concentration of 0.04 or greater to perform any safety-sensitive duties. An employee with an alcohol concentration of 0.02 or greater but less than 0.04 must be removed from duty for eight (8) hours or until a re-test shows an alcohol concentration of less than 0.02. An employee removed from work based on a violation of these conduct standards will not be paid for time missed. A confirmed alcohol test of 0.04 or greater is a "positive test." A positive test will result in termination.

A. Alcohol Testing Methodology

A safety-sensitive employee may be tested just before, during, and following the performance of a safety-sensitive function, using an evidential breath-testing device (EBT).

B. Breath Alcohol Technician

Alcohol tests will be performed by a breath alcohol technician (BAT) who is trained to proficiency in the operation of the EBT being used and in the alcohol testing procedures specified in the Federal regulations.

C. Applicant/Employee Responsibilities

1. Present picture identification upon reporting for testing.
2. After testing procedures are explained, the employee and the BAT will complete, date, and sign the alcohol testing form. The form indicates that the employee is present and providing a breath specimen. The employee will receive a copy of the form.
3. An individually sealed, disposable mouth-piece will be given to the employee. The employee will be instructed to blow into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained. This initial test is considered a "screening test." The BAT will show the employee the result displayed on the EBT or the printed result.
4. If the result of the screening test is an alcohol concentration of less than 0.02, no further testing is required and the test will be reported to CVTD as a negative test. The employee may return to his or her safety-sensitive position.
5. If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will be conducted at least 15 minutes, but not more than 30 minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth from leading to an artificially high reading. The employee

cannot eat, drink, or put any object or substance in his or her mouth. The employee must not belch to the extent possible while awaiting the confirmation test.

6. If the initial and confirmatory test results are not identical, the confirmation test result is deemed to be the final result.

7. The BAT will sign and date the form. The employee will sign and date the certification statement, which includes a notice that the employee cannot perform safety-sensitive duties or operate a motor vehicle if the results are 0.02 or greater.

8. In the event an individual must be removed from safety-sensitive duties, the BAT will notify CVTD designated employee representative (DER) immediately.

D. Incomplete Tests

If a screening or confirmatory test cannot be completed, the BAT must, if practicable, begin a new test using a new alcohol test form and a new sequential test number.

Refusal by an employee to complete and sign the alcohol testing form (at step 2), to provide breath, to provide an adequate amount of breathe, or otherwise to cooperate with the collection process, will be noted on the form and the test will be terminated.

XI. Medical Review Officer

FTA drug testing laboratory results will be reviewed by a qualified Medical Review Officer (MRO). The purpose of this review is to verify and validate test results. The MRO is a licensed physician responsible for receiving laboratory results generated by CVTD drug testing program. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with the individual's medical history and any other relevant biomedical information.

The MRO will perform various functions, including but not limited to the following:

1. Receive the results of drug tests.
2. Review and interpret an individual's confirmed non- negative test by
 - a) Reviewing the individual's medical history, including any medical records and biomedical information provided;
 - b) Affording the individual an opportunity to discuss the test results; and
 - c) Deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication.
3. Notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen.
4. MRO will require a recollection under direct supervision if the creatinine level is >2 mg/dl but <5 mg/dl. If the creatinine level is >5 mg/dl test considered positive and no recollection or retest administered.
4. If, after the MRO makes all reasonable efforts (see "Employee Prescription and Responsibility"), and the MRO is unable to reach the individual directly, the MRO will contact the designated CVTD representative who will direct the individual to contact the MRO as soon as possible. If after making all reasonable efforts, the designated management official is unable to contact the employee, CVTD may place the employee on mandatory leave status.
5. Report each verified test result to the person designated by CVTD to receive results.

6. Maintain all necessary records and send test results to CVTD drug and alcohol program manager.
7. Protect the employees' privacy and testing program confidentiality.

Employee Prescriptions and Responsibility:

If an employee test positive, then as with any other drug test result that is confirmed by the laboratory, the Medical Review Officer (MRO) will conduct an interview with the employee to determine if there is a legitimate medical explanation for the result. When a tested employee is taking a prescribed medication, the MRO must verify the prescription and if it is a valid prescription, immediately notify the employer of a verified negative result.

In cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO.

As of January 1, 2018, the safety-sensitive employee is responsible for facilitating the contact between the MRO and their prescribing physician. The employee's prescribing physician should be willing to state to the MRO that the employee can safely perform their safety-sensitive functions while taking the medication(s), or consider changing the employee's medication to one that does not make them medically unqualified or does not pose a significant safety risk.

The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk.

If in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

CVTD holds the final right to determine whether or not an employee will be terminated for an MRO related compliance issue.

If you (the safety-sensitive employee) are taking any prescription medications, consider this to be a reminder to have a conversation with your prescribing physician to discuss your safety-sensitive work. Be proactive in ensuring that your prescribing physician knows what type of transportation-related safety-sensitive work you currently perform. For example, don't just provide a job title but describe your exact job function(s) or ask your employer for a detailed description of your job function that you can give to your prescribing physician. This is important information for your prescribing physician to consider when deciding whether and what medication to prescribe for you. It is important for you to know whether your medications could impact your ability to safely perform your transportation-related work.

XII. Substance Abuse Professional (SAP)

A SAP is a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. A SAP is a professional who can determine what assistance, if any, an individual needs in resolving problems associated with prohibited drug use and/or alcohol misuse. A safety-sensitive employee who has a verified positive drug and/or confirmed alcohol test result will be immediately removed from his or her safety-sensitive job duties. In addition, he or she will be advised of the resources available to evaluate and resolve problems associated with drug abuse, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

(Referral to a SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement. Employees may also be referred to a SAP after voluntarily disclosing a substance abuse problem.)

XIII. Rehabilitation

Drug and alcohol abusers must be encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users voluntarily rehabilitating themselves, with the assistance of outside professionals. Employees of CVTD who have problems with drugs or alcohol misuse are strongly encouraged to seek help voluntarily. Voluntary enrollment in a rehabilitation program does not excuse or exempt an employee from discipline if he or she tests positive for drugs while on duty or for alcohol just before, during, or following the performance of a safety-sensitive function.

XIV. Confidentiality

Laboratory reports or test results for FTA testing will not appear in a safety-sensitive employee's personnel file. Information of this nature, however, will be included in a separate confidential medical folder maintained in a confidential manner. The reports or test results may be disclosed to CVTD management on a strictly need-to-know basis and to the tested employee, who has the right to access his own drug and alcohol records, upon request by a written signed release.

Disclosure, without employee consent, may also occur when:

- The disclosure is compelled by legal proceedings, (civil or criminal). These proceedings include a lawsuit (e.g., a wrongful discharge action), grievance (e.g., an arbitration concerning disciplinary action taken by the employer), or administrative proceeding (e.g., an unemployment compensation hearing) brought by, or on behalf of, an employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated, or substituted test results). These proceedings also include a criminal or civil action resulting from an employee's performance of safety-sensitive duties. In such a proceeding, the release of information to the decision maker in the proceeding (e.g., the court in a lawsuit) will only be released with a binding

stipulation that the decision maker to whom it is released will make it available only to parties to the proceeding.

- The information is requested by the DOT, FTA or any DOT agency, or federal, state, or local safety agency with regulatory authority over CVTD or any of its employees.
- The information is requested by a subsequent employer (if the employee has expressly authorized the particular records be transmitted to that employer);
- The information has been placed at issue in a formal dispute between the tested employee or applicant and CVRTD;
- The information is needed by medical personnel for the diagnosis or treatment of the employee or applicant who is unable to authorize disclosure;
- The information is requested by the National Transportation Safety Board during an accident investigation; or
- In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

DRUG AND ALCOHOL ABUSE INFORMATION HELP HOTLINES

Alcohol & Drug Abuse Council for the Concho Valley:

Substance Abuse Professional

(325) 224-3481

Alcohol and Drug Referral Hotline

(800) 252-6465

American Council on Alcoholism Hot Line

(800) 356-9996

Al-Anon

(800) 344-2666

Center for Substance Abuse Treatment

(800) 662-4357

Mothers Against Drunk Driving (MADD)

(800) 438-6233

National Cocaine Hot Line

(800) 262-2463

National Institute on Drug Abuse Hot Line

(800) 662-HELP

HEALTH AND SAFETY ISSUES RELATED TO DRUG ABUSE AND ALCOHOL MISUSE

Substance abuse, the misuse of drugs and alcohol, is not a new issue, but it is one of growing concern to employers. Substance abuse is a problem in the workplace. Research has shown that substance abuse affects organizations, as evidenced by increased medical benefit claims, increased absenteeism, increased worker's compensation claims, and decreased productivity.

Substance abuse poses serious safety and health risks not only to the user, but also to those who work with or come into contact with the user. As a result, employers have become even more concerned about the misuse of drugs and alcohol by employees who perform safety-sensitive functions in the organization, and in functions involving direct contact with the public.

Alcohol Facts

Alcohol, when consumed primarily for its physical and mood-altering effects, is a substance of abuse. As a depressant it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include dulled mental processes, lack of coordination, odor of alcohol on the breath, slowed reaction rate, and slurred speech. The chronic consumption of alcohol over time may result in decreased sexual functioning, dependency, fatal liver disease, kidney disease, and birth defects.

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 judgment can be objectively measured with as little as two drinks in the body. A person who is legally intoxicated is six times more likely to have an accident than a sober person.

Amphetamine Facts

Amphetamines are central nervous system stimulants that speed up the mind and body. Signs and symptoms of use include hyper excitability, restlessness, confusion, panic, talkativeness, inability to concentrate, and heightened aggressive behavior. Regular use produces strong psychological dependence and increasing tolerance to the drug.

Low-dose amphetamine use will cause short-term improvement in mental and physical functioning. With greater use, however, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

Cocaine Facts

Cocaine is abused as a powerful physical and mental stimulant; the entire central nervous system is energized. Signs and symptoms of use include financial problems, increased physical activity and fatigue, isolation and withdrawal from friends and normal activities, unusual defensiveness, anxiety, agitation, and wide mood swings. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart and can lead to ruptured vessels causing strokes or heart attacks.

Extreme mood and energy swings create instability. Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

Marijuana Facts

People use marijuana for the mildly tranquilizing, mood altering and perception altering effects it produces. Signs and symptoms of use include reddened eyes, slowed speech, chronic fatigue, and lack of motivation. Chronic smoking of marijuana causes emphysema-like conditions.

Regular use can cause diminished concentration, impaired short-term memory, impaired signal detection, and impaired tracking (the ability to follow a moving object with the eye).

Marijuana smoking has a long-term effect on performance. Combining alcohol and other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

Opioids (Narcotics) Facts

The following semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone), have been added to the 5-panel test. Opioids (also called narcotics) are drugs that alleviate pain, depress body functions, and when taken in large doses, cause a strong euphoric feeling. Signs and symptoms of use include mood changes, impaired mental functioning, depression and apathy, impaired coordination, and physical fatigue and drowsiness. IV needle users have a high risk for contracting hepatitis and AIDS due to sharing of needles.

Unwanted side effects of opioids such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

Phencyclidine (PCP) Facts

Phencyclidine acts as both a depressant and a hallucinogen, and sometimes a stimulant. Signs and symptoms of use include impaired coordination, severe confusion and agitation, extreme mood shifts, rapid heartbeat, and dizziness. The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP use can cause irreversible memory loss, personality changes, and thought disorders.

EMPLOYEE/SUPERVISORY POSITIONS SUBJECT TO DRUG AND ALCOHOL TESTING (JOB CLASSIFICATIONS/TITLES)

<u>EMPLOYEE TITLES</u>	<u>SUPERVISORY TITLES</u>
Drivers	Road Supervisors
Dispatcher	Maintenance Technician
Customer Service Representative	Operations Manager
Building Maintenance	Maintenance Supervisor
Back Up Driver	Special Projects Manager

Mobility Coordinator

Analysis of Positions:

Driver and Backup Driver- Operate a revenue service vehicle including when not in revenue service (includes non-revenue vehicles that require Commercial Driver License)

Dispatcher – Controls dispatch or movement of a revenue service vehicle, which could impact public safety

Maintenance Supervisor and Road Supervisor- Operates program vehicles or equipment used in revenue service including light repairs, and coordination of repair with 3rd party

Customer Service Representative – Act as backup dispatching function

Operations Manager- Act as backup for dispatching function

Maintenance Technician- Act as backup for dispatching function

Building Maintenance - Operates program vehicles or equipment use in revenue service and backup dispatching function.

Lead Driver- Act as backup to dispatch and can perform safety sensitive position

Special Projects Manager - Controls dispatch or movement of a revenue service vehicle (sending to repair shop), which could impact public safety

Mobility Coordinator - Act as backup dispatching function, schedules trips with Medicaid clients

SUPERVISORY/VOLUNTEER POSITIONS NOT SUBJECT TO DRUG AND ALCOHOL TESTING

FTA defines volunteers as non-employees who perform a service as a charitable act without the expectations of receiving benefit.

Administrative Supervisors are not in a safety-sensitive position and are exempt from Drug and Alcohol testing.

Supervisors are subject to training if they will determine when to administer a reasonable suspicion test. However, all supervisors are provided an opportunity to attend training and given informational material under CVTD authority.

Volunteers are exempt from FTA drug and alcohol testing requirements unless they are required to operate a vehicle that requires a Commercial Driver's License.

General Manager – director of transportation for CVTD – is not a safety-sensitive position.

Director of Transportation– is in a non-safety-sensitive position and exempt from drug and alcohol testing.

Associate Director of Transportation - Planner – is in a non-safety-sensitive position and exempt from drug and alcohol testing. Administrative Assistant to Director of Transportation - is in a non-safety-sensitive position and exempt from drug and alcohol testing

THRESHOLDS AND CUTOFFS FOR DRUG AND ALCOHOL TESTING

CVTD DRUG AND ALCOHOL TESTING CONTACTS

List of Contacts

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

Drug and Alcohol Program Manager (DAPM)

Kendall Mahler

Concho Valley Transit District
1-877-947-8729 x 403

Medical Review Officer

Gregory Johnson, M.D.

SWCT MRO Services

1-325-658-7533

Substance Abuse Professional

Donna Masterson M Ed, LCDC, AAC III

2307 W Harris San Angelo, TX 76901

1-325-947-7729

HHS Certified Laboratory

Kroll Laboratory Specialists

Gretna, LA

1-504-361-8989

FTA DRUG AND ALCOHOL TESTING PROGRAM

CONSORTIUM/THIRD PARTY ADMINISTRATOR (C/TPA)

Name: West Texas Rehab Center
Address: 3001 S. Jackson St., San Angelo, TX 76904
Phone Number: 325-658-9966

DRUG AND ALCOHOL PROGRAM MANAGER (DAPM)

Name: Kendall Mahler
Address: 2801 Loop 306. San Angelo, TX 76904
Phone Number: 1-877-947-8729 x 403

DESIGNATED EMPLOYER REPRESENTATIVE

Name: Kendall Mahler
Address: 2801 Loop 306. San Angelo, TX 76904
Phone Number: 1-877-947-8729 x 403

MEDICAL REVIEW OFFICER (MRO)

Name: Dr. Stephen Kracht
Title: Medical Review Officer
Address: SWCT MRO Services
Phone Number: (855)355-7058

HHS CERTIFIED SUBSTANCE ABUSE MENTAL HEALTH LABORATORY (SAMHSA)

Name: KROLL Laboratory Specialist Inc.
Address: 1111 Newton Street, Gretna LA 70053
Phone Number: 504-361-8989

COLLECTION SITE(S)

Name: West Texas Rehab Center
Address: 3001 S. Jackson St., San Angelo, TX 76904
Phone Number: 325-658-9966

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Name: West Texas Rehab Center
Address: 3001 S. Jackson St. San Angelo, TX 76904
Phone Number: 325-223-6370 FX: 325-223-6327

SUBSTANCE ABUSE PROFESSIONAL (SAP)

Name: Donna Masterson M Ed, LCDC, AAC III
Address: 2307 W Harris San Angelo, TX 76901
Telephone No: (325) 947-7729

THE APPROVED EVIDENTIAL BREATH TESTING DEVICES (EBTS) UTILIZED:

Lifeloc 6.0 (EBT)

**Interlocal Cooperation Agreement
Between the Concho Valley Council of Governments
and
Concho Valley Transit District**

Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Cooperation Agreement (Agreement) is entered into by and between the Concho Valley Council of Governments (CVCOG) a local governmental body and political subdivision of the State of Texas established under Chapter 391 of the Texas Local Government Code and the Concho Valley Transit District (CVTD) a local governmental body and political subdivision of the State of Texas established under Chapter 458 of the Texas Transportation Code.

Purpose. The purpose of this Agreement is to establish CVCOG as the administrative entity of CVTD. Between 1986 and 2006, CVCOG provided and coordinated rural public transportation services in the counties of Coke, Concho, Crockett, Irion, Kimble, McCulloch, Menard, Reagan, Schleicher, Sutton, Sterling and Tom Green, Texas. In 2006, CVTD was formed and began operating the consolidated rural public transportation services and small urban public transportation services in the City of San Angelo, Texas. During this time, CVTD remained a program administered by the Executive Director of CVCOG, as defined in the CVTD By-Laws.

Scope. The scope of this Agreement shall include Administration, Staffing, Procurement and Financial services; however, this Agreement is not limited in scope.

- a) The CVCOG Executive Director shall be the chief administrative officer of the CVTD, as defined in the CVTD By-Laws.
- b) CVCOG shall be responsible for employing, retaining and removing all employees as deemed necessary to provide CVTD public transportation services, including CVTD operations, as defined in the CVTD By-Laws.
- c) CVCOG shall be responsible for the administrative oversight to the purchase of goods or services. The purchase of goods includes the purchase of any services reasonably required for the installation, operation, or maintenance of the goods. All purchases must follow the procurement standards as defined in 2 CFR, Part 200.317 and the CVCOG Procurement Policy.
- d) CVCOG shall authorize CVTD's use of CVCOG *Procurement Approved Vendors* for purchasing goods and services.
- e) CVCOG shall be responsible for securing an annual independent audit of CVTD financial activity, as defined in 2 CFR, Part 200, Subpart F. This audit shall be available for review by each party of the Agreement.
- f) CVCOG shall be responsible for submitting an annual operating budget, work plan and salary schedule to the CVCOG Executive Committee and CVTD Board for approval. Approval by the CVCOG Executive Committee is necessary due to the financial relationship between CVCOG and CVTD.

Commented [N1]: The purpose of this line item is to address West Enterprise, EAN Holdings, Fedex, etc... which are CVCOG vendors so CVCOG pays the invoices.

Commented [N2]: As noted on page 3 of CVTD By-Laws

Interlocal Cooperation Agreement
Between CVCOG and CVTD

- g) CVCOG shall be responsible for negotiating an indirect cost rate with a Federal agency that provides the preponderance of funding as defined in 2 CFR, Part 200.415.
- h) CVCOG shall be responsible for all monthly financial reports and maintaining a financial management system as defined in 2 CFR, Part 200.302.
- i) CVCOG shall assist CVTD in financial reporting to awarding agencies and assist in preparing for program monitoring by the awarding agencies.
- j) CVCOG shall prepare documents and manage preparation of CVTD Board meetings.
- k) CVCOG shall be responsible for insuring property standards are followed as defined in 2 CFR, 200.310 – 200.316 and in the CVTD Maintenance Policy.
- l) CVCOG shall be responsible for insuring record retention, as defined in 2 CFR, 200.333 – 200.337, of all CVTD records.
- m) CVCOG shall be responsible for maintaining P-Card services and authorizing CVTD access.
- n) CVCOG shall assist CVTD in obtaining Legal Counsel to defend any claims against CVTD.

Payment. CVTD hereby warrants that all payments, contributions, fees and disbursements required shall be made from current revenues budgeted and available.

Commented [N13]: Statement required per TAC Chapter 791, Interlocal Agreements

CVTD shall also be responsible for reimbursing CVCOG for any goods or services paid by CVCOG on behalf of CVTD. CVTD shall reimburse CVCOG semi-monthly, but no less than monthly.

Commented [N14]: Addressing the over \$2M paid annually by CVOG on CVTD expenses

Agreement Price. In consideration of services to be provided under this Agreement, CVCOG shall charge using the base of CVTD salaries, wages plus fringe and the current fiscal year Federal cognizant approved indirect cost rate.

Commented [N15]: We are reimbursed by CVTD through the charging of Indirect.

Term. This Agreement is effective on the date this Agreement is signed by the last of the parties. The Agreement shall automatically renew unless terminated in accordance with the provisions of this Agreement.

Termination. This Agreement may be terminated as follows:

- a) Either party may terminate this Agreement by giving 30 days' prior written notice of termination. However, any termination will not relieve either party from fulfilling payment or other performance duties under any existing contractual obligation. Moreover, this Agreement will continue in effect during the term specified in any agreement, letter of commitment, insurance policy, or other contractual obligation entered in to with a service provider under the authority of this Agreement or the September 2003 Agreement between CVCOG and CVTD.
- b) CVTD may terminate this Agreement effective immediately when CVCOG's failure to comply with the terms of this Agreement are so serious that immediate termination is in CVTD's best interest and to protect Federal funds. However, all provisions of this Agreement that impose

Commented [N16]: This was put here to make sure prior obligations for TCDRS are still obligated.

Commented [N17]: This was added for the benefit of FTA and TXDOT

continuing obligations on the parties, including by not limited to payment, agreement purpose and confidentiality shall survive the termination of this Agreement.

Responsibilities. Below lists the responsibilities of both CVCOG and CVTD under this Agreement as it relates to the Scope. As the Scope is not limited under this Agreement, neither are the Responsibilities. Both CVCOG and CVTD agree to work in a cooperative effort to accomplish all tasks necessary to fulfill obligations and meet imposed standards.

a) **Staffing.** CVCOG shall

1. Establish specific standards governing salaries, salary increases, travel, and per diem allowances, and other employee benefits and personnel practices;
2. Assure that only persons capable of discharging their duties with competence and integrity are employed and that employees are promoted or advanced under impartial procedures calculated to improve the CVTD's performance and effectiveness;
3. Guard against personal or financial conflicts of interest;
4. Preclude employees from participating with the performance of their duties, in any form of picketing, protest, or other direct action which is in violation of their law;
5. Verify a background check on all potential new employees and returning employees are done before job offer is made.

All eligible employees of CVCOG are required to participate in a defined benefit pension plan provided by Texas County and District Retirement System (TCDRS). As a result of this requirement, all staffing provided to CVTD participate in TCERS. Under this Agreement, CVTD has a contractual obligation to contribute the necessary resources to meet the pension expenses associated with the staff provided to CVTD.

Commented [N18]: Trying to make it very clear that CVTD has an obligation to cover pension expenses.

b) **Procurement.** CVTD shall establish written procedures in accordance with the "Procurement Standards" as found in 2 CFR, Part 200 and the Concho Valley Council of Governments Procurement Policy and adhere to the standards set fourth therein.

Commented [N19]: Partial from Head Start Delegate Agreement

CVTD is the responsible authority, without recourse to CVCOG regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered into, in support of a grant or other agreement. This includes disputes, claims, and protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law are to be referred to such local, State and Federal authorities as may have proper jurisdiction.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, full and open competition. CVTD shall obtain, where practicable, at least three (3) bids or proposals for all purchases of goods or services of \$3,000 or more bought.

All laborers and mechanics employed by the CVTD in the construction, alteration or repair, including painting and decorating or projects, buildings and works which are federally assisted shall be paid wages at the rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. Sub II, Part A, Ch. 31, Sub VI, Sec 3141-3148) or any other applicable laws, regulations, directives, or Executive Orders affecting the Davis-Bacon Act.

- c) **Annual Audit.** It is mutually agreed by both parties that CVCOG shall make or cause to be made an independent annual audit of CVTD's financial statements in accordance with the Single Audit Act of 1984 (with amendment in 1996) and OMB Uniform Guidance 2 CFR Chapter 1, Chapter 2, part 200, et al. CVCOG shall submit a completed audit and applicable management letters to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period in accordance with OMB 2 CFR, Part 200.512.

Commented [N110]: Taken from the Head Start Delegate Agreement

- d) **Indirect Costs.** Indirect costs are those costs which are not readily identifiable with a particular cost objective (e.g., direct organizational activity or project), but nevertheless are necessary for the general operation of an organization. Examples of indirect costs include the salary and related expenses of individuals working in accounting, personnel, purchasing, rent depreciation and utilities. Indirect costs are generally charged to Federal awards through the development and application of an indirect cost rate.

CVCOG shall use their Federal cognizant approved indirect cost rate to charge CVTD semi-monthly for services provided under this Agreement. CVCOG shall apply the current fiscal year approved indirect cost rate to the salaries, wages and fringe benefits incurred by CVTD on the semi-monthly payroll.

Commented [N111]: More detailed explanation on how CVCOG will bill CVTD for services provided.

- e) **Financial Management System Standards.** The expenditures of CVTD are required to be accounted for in accordance with proper accounting methods. CVCOG shall establish and maintain a consistent system of accounting and fiscal management to assure adequate internal controls that provide for timely, accurate, current and complete disclosure of financial information while providing for oversight and protection of federal funds that must meet the following minimum standards:

Commented [N112]: Taken from the Head Start Delegate Agreement

1. Records must be maintained which identify adequately the source and application of funds for grant supported activities. These records shall, among other things, contain information pertaining to authorizations, obligations, unobligated balances, assets, liabilities, outlays and income.
2. Effective control over and accountability for all grant award funds, property and other assets must be developed and maintained. CVCOG and CVTD shall adequately safeguard all such property and shall assure that it is used solely for authorized purposes.
3. Obligations may not be incurred in a program unless the budget or forecast plan includes an appropriation authorizing the obligation and an unobligated balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current year.
4. The CVCOG finance officer or designee shall either approve or disapprove the necessary disbursement for bills, invoices, or other claims against CVTD when presented for payment. The CVCOG finance officer shall establish procedures to assure compliance with this subsection.
5. CVCOG shall not pay a bill, invoice, salary, or other claim except by a check or draft from an official depository.
6. Separate general ledger accounts shall be established and maintained and identified by the number assigned to the program.

Interlocal Cooperation Agreement
Between CVCOG and CVTD

7. The accounting system must be designed to show in detail CVTD's assets, liabilities, net assets, and actual and budgeted revenues, and expenditures, as established in the budget as originally adopted and subsequently amended.
 8. Written procedures must be designed, implemented and carefully followed in determining the allowability and allocability of eligible costs in accordance with the applicable cost principles prescribed in OMB Uniform Guidance 2 CFR Chapter 1, Chapter 2, part 200, et al, which are applicable to CVTD.
 9. Accounting records must be supported by source documentation, such as cancelled check, paid bills, payrolls, etc... Each entry in the accounting records shall refer to the document that supports the entry and documentation shall be filed in such a way that it can be readily located. All checks, payrolls, invoices, agreements, vouchers, orders or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
 10. The accounting system shall contain an adequate means of internal control and full, accurate reporting of financial information to safeguard assets, to provide separation of duties (i.e. segregation of duties), check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.
 11. All checks or drafts on an official depository shall be signed by CVCOG Executive Director or a properly designated officer and countersigned by a properly designated officer, or a member of the CVCOG Board. Board members designated to sign checks or drafts are appointed by the CVCOG Executive Committee, as are designated officers. The CVCOG Executive Committee shall designate the official depository (bank) and shall record such in its minutes.
 12. All accounting records, supporting documents, statistical records, and other records pertinent to the Agreement are to be kept readily available for examination and or inspection by CVTD and Federal personnel (or other appropriate persons) authorized to examine CVTD grant funds.
 13. CVCOG shall provide a systematic method to assure timely and appropriate resolution of audit findings and recommendations.
- f) **Property Management.** CVCOG's property management standards for expendable personal property shall include the following procedural requirements:
1. Property records shall be maintained accurately and provide the following information:
 - i. A description of the property;
 - ii. Manufacturer's serial number or identification number;
 - iii. Acquisition date and cost;
 - iv. Source of the property;
 - v. Percentage of Federal funds used in the acquisition of the property;
 - vi. Location, use, and condition of the property; and
 - vii. Ultimate disposition data including sales price or method used to determine current fair market value
 2. Physical inventory of property shall be taken and the results reconciled with the property records annually to verify the existence, current utilization and continued need for the property.

Commented [N113]: Taken from the Head Start Delegate Agreement

Interlocal Cooperation Agreement
Between CVCOG and CVTD

3. A control system shall be in effect to insure adequate safeguards to prevent loss, damage or theft to the property. Any loss, damage or theft of nonexpendable personal property shall be investigated and fully documented.
4. Adequate maintenance procedures shall be implemented to keep the property in good condition.
5. Proper sales procedures shall be established for unneeded property which includes provisions for price competitive auctions to the extent practicable.

CVCOG and CVTD shall adhere to all terms and conditions as set forth in 2 CFR, 200.310 – 200.316 (Property Standards).

- g) **Records, Access and Retention.** CVCOG shall maintain time and management records for all personnel. All CVTD financial records, supporting documents, program records, reports, books or other documents, inclusive of computerized records, shall be retained and made available for inspection by CVTD, person or entity providing funding for a period of three (3) years from the date of the final expenditure report and close-out agreement. If any litigation claim or audit is started before the expiration of the three (3) year period the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Records for non-expendable equipment acquired shall be retained for three (3) years after final disposition or replacement or transfer.

Commented [N114]: Taken from the Head Start Delegate Agreement

- h) **Ownership and Confidentiality of Work Product.** The making of payments, including partial payments, by the CVTD to CVCOG under this Agreement shall vest CVTD the title and right to take possession of all reports, studies, surveys, plans, memoranda, and other papers, documents, and materials prepared or assembled by CVCOG under this Agreement up to the time of such payment, and CVTD shall have the right to use or allow others to use the same for any purpose without other or further compensation to CVCOG or to any other person. **CVCOG shall maintain confidential client and applicant files and shall provide access to these files only to persons properly authorized. CVCOG shall observe and abide by all applicable State and Federal statutes and regulations regarding use or disclosure of information.** CVCOG agrees further that none of the above listed materials prepared or assembled pursuant to this Agreement shall be made available to any individual or organization except as expressly authorized by the CVTD.

Commented [N115]: Taken from the Head Start Delegate Agreement

- i) **Lawsuits.** CVTD agrees to report in writing the initiation by or against CVTD of any legal proceedings related to or affecting CVTD as soon as CVTD learns of such action or proceeding. CVCOG agrees to assist CVTD with obtaining Legal Counsel to address any legal actions or proceedings.

Interlocal Cooperation Agreement
Between CVCOG and CVTD

ENTIRE AGREEMENT

This Agreement supersedes all previous contracts and constitutes the entire agreement of whatsoever kind and nature existing between the parties respecting the within subject matter. As between parties, no oral statements or prior written material not specifically incorporated herein shall be of any force or effect. All prior representations or agreements, whether written or oral, not expressly incorporated herein are superseded, and no changes in or additions to this Agreement shall be recognized unless and until made in writing and signed by the other parties hereto.

The parties hereto, acting under authority of their respective governing bodies, have caused this Agreement to be duly executed in several counterparts, each of which shall constitute an original.

Chairman of
Concho Valley Council of Governments

Chairman of
Concho Valley Transit District

Date

Date

ATTEST:

Secretary/Treasurer
Concho Valley Council of Governments

Secretary/Treasurer
Concho Valley Transit District

Date

Date

CONCHO VALLEY TRANSIT DISTRICT
September 2017 through August 2018

URBAN PROGRAM			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TOTAL EXPENSE			203,000.41	210,454.40											413,454.81	3,838,811.00	3,344,023.38	2,930,568.57
Urban - 5307	Grant 711	URB 1701 (07)																
STATE-U-2016-00174	STATE	Period 9/1/16 thru 9/30/17																
Preventative Maint	11.7A.00		-	-	-	-	-	-	-	-	-	-	-	-	-	29,921.00	29,921.00	-
Third Party Contract	11.71.11		-	-	-	-	-	-	-	-	-	-	-	-	-	50,819.00	50,819.00	-
Operating	30.09.01		49,565.00	-	-	-	-	-	-	-	-	-	-	-	49,565.00	131,932.00	181,497.00	-
TOTAL			49,565.00	-	-	-	-	-	-	-	-	-	-	-	49,565.00	212,672.00	262,237.00	-
Urban - 5307	Grant 737	URB 1801 (07)																
STATE-U-2017-00098	STATE	Period 9/5/17 thru 8/31/18																
Preventative Maint	11.7A.00		1,057.00	2,041.00	-	-	-	-	-	-	-	-	-	-	3,098.00	-	78,878.00	75,780.00
Third Party Contract	11.71.11		4,066.00	4,880.00	-	-	-	-	-	-	-	-	-	-	8,946.00	-	50,430.00	41,484.00
Operating	30.09.01		-	87,273.00	-	-	-	-	-	-	-	-	-	-	87,273.00	-	130,924.00	43,651.00
TOTAL			5,123.00	94,194.00	-	-	-	-	-	-	-	-	-	-	99,317.00	-	260,232.00	160,915.00
	Grant 737																	
TX-2017-084-01-00 Y221	FED	Grant Award started September 2017																
Operations	30.09.01		-	-	-	-	-	-	-	-	-	-	-	-	-	-	455,902.00	455,902.00
ADA	11.7C.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	284,746.00	284,746.00
Prev Maint	11.7.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	410,408.00	410,408.00
Capital Bus Equip	11.42.10		-	-	-	-	-	-	-	-	-	-	-	-	-	-	160,000.00	160,000.00
Employee Training	11.7D.02		-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,800.00	8,800.00
Cap Lease	11.46.01		169.00	657.00	-	-	-	-	-	-	-	-	-	-	826.00	-	7,877.00	7,051.00
Lease Yards	11.46.05		-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00
TOTAL	CFDA 20.507		169.00	657.00	-	-	-	-	-	-	-	-	-	-	826.00	-	1,423,733.00	1,422,907.00
	Grant 711,737																	
TX-2016-078-01-00 Y185	FED	Grant Award started October 2016																
Operations	30.09.01		85,150.00	88,324.00	-	-	-	-	-	-	-	-	-	-	173,474.00	710,478.00	1,070,707.00	186,755.00
ADA	11.7C.00		-	-	-	-	-	-	-	-	-	-	-	-	-	139,987.00	139,987.00	-
Prev Maint	11.7.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,949.00	92,949.00
Cap Lease	11.46.01		228.00	-	-	-	-	-	-	-	-	-	-	-	228.00	-	228.00	-
Lease Yards	11.46.05		-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
TOTAL	CFDA 20.507		85,378.00	88,324.00	-	-	-	-	-	-	-	-	-	-	173,702.00	946,465.00	1,399,871.00	279,704.00
	Grant 681,711,737																	
FTA TX-90-Y141	FED	Grant Award started September 2015																
Operations	30.09.01		-	-	-	-	-	-	-	-	-	-	-	-	-	765,637.00	765,637.00	-
ADA	11.7C.00		-	-	-	-	-	-	-	-	-	-	-	-	-	137,585.00	137,585.00	-
Prev Maint	11.7.00		6,783.00	10,871.00	-	-	-	-	-	-	-	-	-	-	17,654.00	327,714.00	362,907.00	17,539.00
Cap Lease	11.46.01		48.00	-	-	-	-	-	-	-	-	-	-	-	48.00	6,470.00	6,518.00	-
Employee Training	11.7D.02		-	-	-	-	-	-	-	-	-	-	-	-	-	3,200.00	3,200.00	-
Lease Yards	11.46.05		-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Prg Suprt Admin	44.21.00		-	-	-	-	-	-	-	-	-	-	-	-	-	4,000.00	4,000.00	-
TOTAL	CFDA 20.507		6,831.00	10,871.00	-	-	-	-	-	-	-	-	-	-	17,702.00	1,340,606.00	1,375,847.00	17,539.00
	Grant 656,681,711,737																	
FTA TX-90-Y123	FED	Grant Award started September 2014																
Operations	30.09.01		-	-	-	-	-	-	-	-	-	-	-	-	-	890,956.00	890,956.00	-
Misc Support Equip	11.42.20		-	-	-	-	-	-	-	-	-	-	-	-	-	20,184.00	51,000.00	30,816.00
ADP Software	11.42.08		-	-	-	-	-	-	-	-	-	-	-	-	-	39,861.00	48,147.00	8,286.00
ADA	11.7C.00		-	-	-	-	-	-	-	-	-	-	-	-	-	137,817.00	137,817.00	-
Prev Maint	11.7.00		-	-	-	-	-	-	-	-	-	-	-	-	-	144,694.00	144,694.00	-
Cap Lease	11.46.01		-	-	-	-	-	-	-	-	-	-	-	-	-	8,341.00	8,341.00	-
Lease Yards	11.46.05		-	-	-	-	-	-	-	-	-	-	-	-	-	96,000.00	96,000.00	-
Short Range Planning	44.24.00		-	-	-	-	-	-	-	-	-	-	-	-	-	1,215.00	1,215.00	-
TOTAL	CFDA 20.507		-	-	-	-	-	-	-	-	-	-	-	-	-	1,339,068.00	1,378,170.00	39,102.00
Total Government Funding			147,066.00	194,046.00	-	-	-	-	-	-	-	-	-	-	341,112.00	3,838,811.00	6,100,090.00	1,920,167.00
OTHER REVENUE																		
Program Revenue			11,872.27	12,668.59	-	-	-	-	-	-	-	-	-	-	24,540.86		160,000.00	135,459.14
Charter			2,960.00	1,860.00	-	-	-	-	-	-	-	-	-	-	4,820.00		110,000.00	105,180.00
Area Agency on Aging			3,576.00	-	-	-	-	-	-	-	-	-	-	-	3,576.00		-	(3,576.00)
Tom Green			54,480.22	-	-	-	-	-	-	-	-	-	-	-	54,480.22		54,500.00	19.78
Sale of Equipment			-	-	-	-	-	-	-	-	-	-	-	-	-		13,000.00	13,000.00
Ram Tram			-	4,789.40	-	-	-	-	-	-	-	-	-	-	4,789.40		-	(4,789.40)
Advertising			-	-	-	-	-	-	-	-	-	-	-	-	-		6,570.00	6,570.00
COSA Funds			-	-	-	-	-	-	-	-	-	-	-	-	-		398,147.00	398,147.00
Medical			-	-	-	-	-	-	-	-	-	-	-	-	-		265,369.88	265,369.88
CVEDD			-	-	-	-	-	-	-	-	-	-	-	-	-		72,157.50	72,157.50
FGP			468.00	432.00	-	-	-	-	-	-	-	-	-	-	900.00		2,600.00	1,700.00
SCP			80.00	118.00	-	-	-	-	-	-	-	-	-	-	198.00		400.00	202.00
TOTAL OTHER REVENUE			73,436.49	19,867.99	-	-	-	-	-	-	-	-	-	-	93,304.48		1,082,744.38	989,439.90

ATTACHMENT E CONT.

RURAL PROGRAM		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
TOTAL EXPENSE		131,761.60	123,731.24	-	-	-	-	-	-	-	-	-	-	255,492.84	510,401.00	1,768,945.20	1,513,452.36
Rural 5311	Grant 738 Suffix	To be received approximately Period: 06/1/18 thru 08/31/19															
Administrative	11.79.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating	30.09.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	312,660.00	312,660.00
TOTAL	CFDA 20.509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	312,660.00	312,660.00
Rural 5311	Grant 712/738 Suffix	Period: 06/13/17 thru 08/31/18															
5311-2017-CVTD-00017	SAF	Period: 06/13/17 thru 08/31/18															
Administrative	11.79.00 A1	7,989.00	4,043.00	-	-	-	-	-	-	-	-	-	-	12,032.00	-	21,500.00	9,468.00
Preventative Maint	11.7A.00 A3	-	4,806.00	-	-	-	-	-	-	-	-	-	-	4,806.00	7,167.00	193,094.00	181,121.00
Operating	30.09.01 A2	58,292.00	52,231.00	-	-	-	-	-	-	-	-	-	-	110,523.00	100,781.00	216,287.00	4,983.00
TOTAL	CFDA 20.509	66,281.00	61,080.00	-	-	-	-	-	-	-	-	-	-	127,361.00	107,948.00	430,881.00	195,572.00
Rural 5311	Grant 712/738	RUR 1702 (07)															
STATE-R-2016-00173	STATE	revised Period: 08/25/17 thru 09/30/17															
Preventative Maint	11.7A.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,822.00	8,822.00	-
Third Party Contract	11.71.11	-	-	-	-	-	-	-	-	-	-	-	-	-	57,120.00	57,120.00	-
Operating	30.09.01	6,670.00	-	-	-	-	-	-	-	-	-	-	-	6,670.00	336,511.00	343,181.00	-
TOTAL		6,670.00	-	-	-	-	-	-	-	-	-	-	-	6,670.00	402,453.00	409,123.00	-
Rural 5311	Grant 738	RUR 1802 (07)															
STATE-R-2017-00097	STATE	Period: 09/5/17 thru 08/31/18															
Preventative Maint	11.7A.00	1,176.00	1,201.00	-	-	-	-	-	-	-	-	-	-	2,377.00	-	14,159.00	11,782.00
Third Party Contract	11.71.11	-	4,880.00	-	-	-	-	-	-	-	-	-	-	4,880.00	-	59,989.00	55,109.00
Operating	30.09.01	-	52,092.00	-	-	-	-	-	-	-	-	-	-	52,092.00	-	343,629.00	291,537.00
TOTAL		1,176.00	58,173.00	-	-	-	-	-	-	-	-	-	-	59,349.00	-	417,777.00	358,428.00
Total Government Funding		74,127.00	119,253.00	-	-	-	-	-	-	-	-	-	-	193,380.00	510,401.00	1,570,441.00	866,660.00
OTHER REVENUE																	
Program Revenue		2,623.63	2,271.56	-	-	-	-	-	-	-	-	-	-	4,895.19		23,213.43	18,318.24
FGP		-	4.00	-	-	-	-	-	-	-	-	-	-	4.00		-	(4.00)
Sale of Equipment		-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	8,000.00	8,000.00
Advertising		-	-	-	-	-	-	-	-	-	-	-	-	-	37,000.00	37,000.00	37,000.00
Reagan County Overage		-	-	-	-	-	-	-	-	-	-	-	-	-	6,000.00	6,000.00	6,000.00
Medicaid		-	208.48	-	-	-	-	-	-	-	-	-	-	208.48	231,924.07	231,715.59	231,715.59
County Cash Match		63,793.41	27,270.93	-	-	-	-	-	-	-	-	-	-	91,064.34	363,767.70	272,703.36	272,703.36
CVEDD		-	-	-	-	-	-	-	-	-	-	-	-	-	39,000.00	39,000.00	39,000.00
TOTAL OTHER REVENUE		66,417.04	29,754.97	-	-	-	-	-	-	-	-	-	-	96,172.01	708,905.20	612,733.19	612,733.19
Total Rural Excess/(Shortage)		8,782.44	25,276.73	-	-	-	-	-	-	-	-	-	-	34,059.17		-	-

TOTAL		CFDA 20.515	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,500.00	22,500.00
ED PROJECTS																			
			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance	
	5310		Period: 09/26/2017 thru 12/31/2018																
5310-2017-00029	Grant 751	Suffix																	
Mobility Management-U	11.7L.00	A2	-	2,726.00	-	-	-	-	-	-	-	-	-	-	2,726.00	-	40,000.00	37,274.00	
TD Credits	TDCs		-	545.00	-	-	-	-	-	-	-	-	-	-	545.00	-	8,000.00	7,455.00	
Medical Funds			-	441.02	-	-	-	-	-	-	-	-	-	-	441.02	-	6,458.00	6,016.98	
TOTAL	CFDA 20.513		-	3,712.02	-	-	-	-	-	-	-	-	-	-	3,712.02	-	54,458.00	50,745.98	
	5310		Period: 09/26/2017 thru 12/31/2018																
5310-2017-00029	Grant 752	Suffix																	
Mobility Management-Rural	11.7L.00	A1	-	2,090.00	-	-	-	-	-	-	-	-	-	-	2,090.00	-	20,000.00	17,910.00	
TD Credits	TDCs		-	418.00	-	-	-	-	-	-	-	-	-	-	418.00	-	4,000.00	3,582.00	
Medical Funds			-	338.20	-	-	-	-	-	-	-	-	-	-	338.20	-	3,234.00	2,895.80	
TOTAL	CFDA 20.513		-	2,846.20	-	-	-	-	-	-	-	-	-	-	2,846.20	-	27,234.00	24,387.80	

CAPITAL PROJECTS

		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL	Less Previous Request	BUDGET	Variance
5339 Urban Grant 726		Period: 2/27/2017 thru 06/08/2018															
VCR 1703(07)03	SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	240,000.00	240,000.00
Replace Bus<30' (3)	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	73,813.00	73,813.00
Shop Equipment	11.42.06	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,763.00	50,763.00
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	364,576.00	364,576.00
5339 Urban Grant 734		Period: 5/9/2017 thru 8/31/2018															
5339-U-2016-CVTD-00261	SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	140,000.00	140,000.00
Replace Bus<30' (2)	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91,092.00	91,092.00
Acquisition Software	11.42.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39,218.00	39,218.00
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	270,310.00	270,310.00
5339 Rural Grant 698		Period: 10/26/2015 thru 05/31/2018															
VCR 1602(07)18	SAF	-	2,250.00	-	-	-	-	-	-	-	-	-	-	2,250.00	4,336.00	41,905.00	35,319.00
Misc Equip	11.42.20	-	2,250.00	-	-	-	-	-	-	-	-	-	-	-	0.57	-	(0.57)
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TD Credits	TDCs	-	450.00	-	-	-	-	-	-	-	-	-	-	450.00	867.00	8,381.00	7,064.00
TOTAL	CFDA 20.526	-	2,700.00	-	-	-	-	-	-	-	-	-	-	2,700.00	5,203.57	50,286.00	42,382.43
Grant 723		Period: 09/01/2016 thru 12/31/2017															
RTAP-2016-00017	SAF	43,709.00	9,503.00	-	-	-	-	-	-	-	-	-	-	53,212.00	-	100,000.00	46,788.00
Training-Rural	43.50.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		0.74	0.80	-	-	-	-	-	-	-	-	-	-	1.54	-	-	(1.54)
TOTAL	CFDA 20.509	43,709.74	9,503.80	-	-	-	-	-	-	-	-	-	-	53,213.54	-	100,000.00	46,786.46
Grant 720 Rural		Period: 10/04/2016 thru 11/30/2018															
TIGER-2016-00259	SAF	-	-	-	-	-	-	-	-	-	-	-	-	-	658,874.00	742,000.00	83,126.00
Replace Bus<30' (13)	11.12.04	-	-	-	-	-	-	-	-	-	-	-	-	-	75,065.00	75,065.00	-
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	0.50	-	(0.50)
TOTAL	CFDA 20.933	-	-	-	-	-	-	-	-	-	-	-	-	-	733,939.50	817,065.00	83,125.50
5339 Rural Grant 733 Suffix		Period: 5/04/2017 thru 12/31/2017															
5339-R-2016-CVTD-2016	Rural	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39,662.00	39,662.00
Acquisition Software	11.42.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,932.00	7,932.00
TD Credits	TDCs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Funds		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	CFDA 20.526	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,594.00	47,594.00

CVTD
Balance Sheet - CVTD Balance Sheet
As of 10/31/2017

ATTACHMENT E CONT.

	Current Period Balance	
Assets		
Wells Fargo CVTD Bank Acct	762,790.59	1117
Greyhound Bank Account	10,832.96	1118
TxDOT RTAP-2016-00017, CFDA 20.509	53,212.00	1233
FTA/TxDOT Urban AR	344,331.00	1241
TxDOT Rural	301,328.00	1242
Grant 698, TxDOT VCR 1602(07)18	2,250.00	1250
TxDOT ED-5310-Mobility Mngt	4,816.00	1251
Account Receivable-Medical Transportation	9,307.90	1300
Coke County	2,980.67	1370
Irion County	1,583.01	1373
McCulloch County	4,762.68	1375
McNard County	15,324.23	1376
Reagan County	5,006.35	1377
Schleicher County	3,429.73	1378
Sterling County	1,139.93	1379
Daily Bread Soup Kitchen (WTCG)	15.00	1381
Workforce Solutions (Arbor ET)	60.00	1382
Angelo State University	4,989.40	1387
CV Foster Grandparent	436.00	1390
Staff Travel Advance	132.00	1392
CV Senior Companion	118.00	1393
Charter Services Receivable	2,000.00	1395
Educare Community Living	600.00	1397
Open Arms CVRCC	30.00	1399
Texas DFPS	360.00	1401
Other Assets - Project Equipment	4,310,990.46	1811
Other Assets - Land	353,098.80	1812
Other Assets - Building	<u>4,577,332.79</u>	1813
Total Assets	<u>10,773,257.50</u>	
Liabilities		
AP	64,392.12	2111
AP Owed to CVCOG	265,072.77	2112
Deferred Income - Charter Payments	200.00	2914
Deferred Income - Insurance Vehicle Repair	52,054.99	2915
Deferred Income-Medical Transportation	<u>55,739.81</u>	2919
Total Liabilities	<u>437,459.69</u>	
Fund Balance		
Unassigned General Fund	1,030,404.45	3101
Investment - Capital Assets	<u>9,241,422.05</u>	3110
Total Fund Balance	<u>10,271,826.50</u>	
Excess Revenue over Expenditures FY 17-18	<u>63,971.31</u>	
Total Liabilities and Fund Balance	<u>10,773,257.50</u>	

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Bank Balance	765,781.79
Less Outstanding Checks/Vouchers	2,991.20
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	762,790.59
Balance Per Books	762,790.59
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18043	10/31/2017	System Generated Check/Voucher	650.99	AL STAFFING INC
18044	10/31/2017	System Generated Check/Voucher	278.40	ANGELO AUTO GLASS
18045	10/31/2017	System Generated Check/Voucher	214.60	ANGELO TIRE AND ALIGNMENT LLC
18046	10/31/2017	System Generated Check/Voucher	97.83	ATMOS ENERGY
18047	10/31/2017	System Generated Check/Voucher	297.66	CITYOF SAN ANGELO UTILITY BILLING
18048	10/31/2017	System Generated Check/Voucher	54.07	FRONTIER COMMUNICATIONS
18049	10/31/2017	System Generated Check/Voucher	376.62	O'REILLY'S AUTO PARTS, INC.
18050	10/31/2017	System Generated Check/Voucher	575.00	ORTEGA MOBILE WASH
18051	10/31/2017	System Generated Check/Voucher	133.85	REPUBLIC SERVICES #691
18052	10/31/2017	System Generated Check/Voucher	60.00	TEXAN TRUCK WASH, LLC
18053	10/31/2017	System Generated Check/Voucher	252.18	WEST TEXAS FIRE EXTINGUISHER INC
Outstanding Checks/Vouchers			2,991.20	

**CVTD
Reconcile Cash Accounts**

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
17965	9/15/2017	System Generated Check/Voucher	330.00	EJS DETAIL
17992	10/5/2017	System Generated Check/Voucher	120.50	AL STAFFING INC
17993	10/5/2017	System Generated Check/Voucher	278.40	ANGELO AUTO GLASS
17994	10/5/2017	System Generated Check/Voucher	1,999.36	ANGELO TIRE AND ALIGNMENT LLC
17995	10/5/2017	System Generated Check/Voucher	36.00	CINTAS
17996	10/5/2017	System Generated Check/Voucher	272.01	CIRRO ENERGY
17997	10/5/2017	System Generated Check/Voucher	116.37	CITYOF SAN ANGELO UTILITY BILLING
17998	10/5/2017	System Generated Check/Voucher	331.08	CITYOF SAN ANGELO UTILITY BILLING
17999	10/5/2017	System Generated Check/Voucher	1,000.00	CONCHO CHRISTMAS CELEBRATION
18000	10/5/2017	System Generated Check/Voucher	3,105.50	CONSTANCIO TIRE AND FLEET
18001	10/5/2017	System Generated Check/Voucher	286.70	CROCKETT COUNTY
18002	10/5/2017	System Generated Check/Voucher	68.58	CTWP
18003	10/5/2017	System Generated Check/Voucher	3,192.65	ENGINE PRO MACHINE LLC
18004	10/5/2017	System Generated Check/Voucher	15.00	FLORES TIRE & AUTO
18005	10/5/2017	System Generated Check/Voucher	53.88	FRONTIER COMMUNICATIONS
18006	10/5/2017	System Generated Check/Voucher	8,029.50	GREYHOUND LINES INC
18007	10/5/2017	System Generated Check/Voucher	155.00	HOME MOTORS, INC.
18008	10/5/2017	System Generated Check/Voucher	728.68	IWG TOWERS ASSETS II INC
18009	10/5/2017	System Generated Check/Voucher	59.95	KAY GEE, INC.
18010	10/5/2017	System Generated Check/Voucher	1,275.00	ORTEGA MOBILE WASH
18011	10/5/2017	System Generated Check/Voucher	511.18	Q's PRINTING & DESIGN, INC.
18012	10/5/2017	System Generated Check/Voucher	30.00	ADRIANA R. SANCHEZ
18013	10/5/2017	System Generated Check/Voucher	60.00	TEXAN TRUCK WASH, LLC
18014	10/5/2017	System Generated Check/Voucher	82.80	TEXAS COMMUNICATIONS, INC.
18015	10/5/2017	System Generated Check/Voucher	2,087.85	TEXAS TRANSIT ASSOCIATION
18016	10/5/2017	System Generated Check/Voucher	132.00	VENEGAS, ROGELIO (ROY)

**CVTD
Reconcile Cash Accounts**

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18017	10/5/2017	System Generated Check/Voucher	336.30	WEST CENTRAL WIRELESS
18018	10/5/2017	System Generated Check/Voucher	0.00	WEST TEXAS FIRE EXTINGUISHER INC
18018	10/5/2017	System Generated Check/Voucher	0.00	WEST TEXAS FIRE EXTINGUISHER INC
18019	10/13/2017	System Generated Check/Voucher	1,176.71	AL STAFFING INC
18020	10/13/2017	System Generated Check/Voucher	125.00	ANGELO BUILDING SPECIALTIES
18021	10/13/2017	System Generated Check/Voucher	2,404.13	ANGELO TIRE AND ALIGNMENT LLC
18022	10/13/2017	System Generated Check/Voucher	43,709.74	ANGELO TITAN TECHNOLOGY SYSTEMS, LLC
18023	10/13/2017	System Generated Check/Voucher	50.00	BUG EXPRESS
18024	10/13/2017	System Generated Check/Voucher	54.00	CINTAS
18025	10/13/2017	System Generated Check/Voucher	19,413.22	CITY OF SAN ANGELO-ACCOUNTS RECEIVABLE
18026	10/13/2017	System Generated Check/Voucher	2,126.20	CONSTANCIO TIRE AND FLEET
18027	10/13/2017	System Generated Check/Voucher	68.58	CTWP
18028	10/13/2017	System Generated Check/Voucher	12.00	DIX KEY SHOP
18029	10/13/2017	System Generated Check/Voucher	9,461.51	ENGINE PRO MACHINE LLC
18030	10/13/2017	System Generated Check/Voucher	434.74	FRONTIER COMMUNICATIONS
18031	10/13/2017	System Generated Check/Voucher	310.00	HOME MOTORS, INC.
18032	10/13/2017	System Generated Check/Voucher	400.00	VICENTE HUERTA
18033	10/13/2017	System Generated Check/Voucher	59.95	KAY GEE, INC.
18034	10/13/2017	System Generated Check/Voucher	11,800.00	MCDONALD TRANSIT ASSOCIATES, INC
18035	10/13/2017	System Generated Check/Voucher	604.16	O'REILLY'S AUTO PARTS, INC.
18036	10/13/2017	System Generated Check/Voucher	60.00	JOYCE GRAY, SAV-A-LIFE SKILLS
18037	10/13/2017	System Generated Check/Voucher	13,627.07	SHELL FLEET NAVIGATOR
18038	10/13/2017	System Generated Check/Voucher	30.00	TEXAN TRUCK WASH, LLC
18039	10/13/2017	System Generated Check/Voucher	82.80	TEXAS COMMUNICATIONS, INC.
18040	10/13/2017	System Generated Check/Voucher	7,679.00	TML INTERGOVERNMENTAL RISK POOL

**CVTD
Reconcile Cash Accounts**

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
18041	10/13/2017	System Generated Check/Voucher	592.24	WEST TEXAS FIRE EXTINGUISHER INC
18042	10/13/2017	System Generated Check/Voucher	805.00	WEST TEXAS REHABILITATION CENTER
Cleared Checks/Vouchers			139,780.34	

**CVTD
Reconcile Cash Accounts**

Detail

**Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open**

Cleared Deposits

Deposit Number	Document Number	Document Date	Document Description	Document Amount
	CRT4236596	10/3/2017	State comptroller doc 1514512 Oct 2017	10,030.59
	CRT4236597	10/3/2017	State comptroller doc 1514513 Oct 2017	5,426.41
	CRT4236615	10/3/2017	Bus Fare 10/03/2017	767.57
	CRT4236613	10/4/2017	Bus Fare 10/04/2017	967.48
	CRT4236604	10/5/2017	State comptroller doc 1556574 Oct 2017	4,760.00
	CRT4236605	10/5/2017	WF Vault adjustment Oct 2017	(42.00)
	CRT4236606	10/5/2017	AMR EMSC 10052017MTAC Oct 2017	5,439.60
	CRT4236616	10/5/2017	Bus Fare 10/05/2017	695.39
	CRT4236610	10/6/2017	Cash Receipts 10/06/2017	440.00
	CRT42361630	10/10/2017	Cash Receipts 10/10/2017	1,845.09
	CRT4236614	10/10/2017	State comptroller doc 1582703 Oct 2017	4,336.00
	CRT4236618	10/11/2017	State comptroller doc 1605793 Oct 2017	15,813.00
	CRT4236617	10/12/2017	State comptroller doc 1616113 Oct 2017	3,657.00
	CRT4236619	10/12/2017	Record AMR EMSC10122017 Oct 2017	11,544.35
	CRT4236622	10/13/2017	Bus Fare 10/12/017	2,036.58
	CRT4236623	10/13/2017	Cash Receipts 10/13/2017	44,305.18
	CRT42361626	10/16/2017	Bus Fare 10/16/2017	1,141.08
	CRT42361628	10/19/2017	Cash Receipts 10/19/2017	2,037.62
	CRT42361641	10/19/2017	AMR EMSC 10192017MTAC Oct 2017	1,024.00
	CRT42361631	10/20/2017	Cash Receipts 10/20/2017	472.59
	CRT42361629	10/23/2017	Cash Receipts 10/23/2017	567.95
	CRT42361637	10/25/2017	Cash Receipts 10/25/2017	1,339.22
	CRT42361640	10/26/2017	AMR EMSC 10262017MTAC Oct 2017	13,090.00
	CRT42361636	10/27/2017	Cash Receipts 10/27/2017	1,171.89
	CRT42361632	10/30/2017	Cash Receipts 10/30/2017	69,063.32
	CRT42361638	10/31/2017	Bus fare 10/31/2017	1,217.69
Cleared Deposits				203,147.60

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1117 Wells Fargo CVTD Bank Acct
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Cleared Other Cash Items

Document Number	Document Date	Document Description	Document Amount
JVT42362386	10/5/2017	Record Funds transferred to CVTD Oct 2017	(120,156.39)
JVT42362440	10/31/2017	Record funds transferred to CVCOG Oct 2017	(117,390.21)
Cleared Other Cash Items			(237,546.60)

CVTD
Reconcile Cash Accounts

Summary

Cash Account: 1118 Greyhound Bank Account
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Bank Balance	11,264.96
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	11,264.96
Balance Per Books	10,832.96
Unreconciled Difference	432.00 *

Click the Next Page toolbar button to view details.

* Deposit 432.00 was made 11/1/2017
This reconciliation is through 10/31/2017

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1118 Greyhound Bank Account
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Cleared Deposits

Deposit Number	Document Number	Document Date	Document Description	Document Amount
	CRT4236608	10/3/2017	Greyhound cash receipt 10/03/2017	136.00
	CRT4236609	10/3/2017	Greyhound cash receipt 10/03/2017	392.20
	CRT4236607	10/4/2017	Greyhound cash receipt 10/04/2017	828.00
	CRT4236611	10/5/2017	Greyhound cash receipt 10/05/2017	826.00
	CRT4236620	10/10/2017	Greyhound cash receipt 10/10/2017	936.25
	CRT4236621	10/12/2017	Greyhound cash receipt 10/12/2017	757.05
	CRT4236625	10/17/2017	Greyhound cash receipt 10/16/2017	372.90
	CRT42361627	10/19/2017	Greyhound cash receipt 10/19/2017	1,304.00
	CRT42361635	10/24/2017	Greyhound cash receipt 10/24/2017	276.50
	CRT42361633	10/25/2017	Greyhound cash receipt 10/25/2017	698.00
	CRT42361634	10/27/2017	Greyhound cash receipt 10/27/2017	199.00
	CRT42361639	10/31/2017	Greyhound cash receipt 10/31/2017	1,141.55
Cleared Deposits				7,867.45

CVTD
Reconcile Cash Accounts

Detail

Cash Account: 1118 Greyhound Bank Account
Reconciliation ID: Reconciliation 10/31/17
Reconciliation Date: 10/31/2017
Status: Open

Cleared Other Cash Items

Document Number	Document Date	Document Description	Document Amount
JVT42362446	10/26/2017	Greyhound ACH period Oct 1-7-2017	(2,838.85)
JVT42362449	10/30/2017	Greyhound bank analysis fee Oct 2017	(55.89)
JVT42362441	10/31/2017	Record Greyhound counterfeit bill Oct 2017	(50.00)
JVT42362447	10/31/2017	Greyhound ACH period Sept 22-30 2017	(2,773.90)
JVT42362448	10/31/2017	Greyhound ACH period Oct 8-14 2017	(880.15)
Cleared Other Cash Items			(6,598.79)

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Accounts Receivable, RTAP-2016-00017
Account 1233

Description	Amount
Sept 17 request submitted 11/22/17	43,709.00
Oct 17 request submitted 12/11/17	9,503.00
	-
Total	<u>53,212.00</u>

Concho Valley Transit District
 Balance Sheet Reconciliation
 October 31, 2017

FTA/TxDOT Urban AR
 Account 1241

Description	Amount	
Sept 2017 request submitted 11/28/17	6,831.00	paid 11/29/17
Oct 2017 request submitted 12/12/17	10,871.00	paid 12/14/17
Sub-total FTA TX-90-Y141	<u>17,702.00</u>	
	-	
Sub-total FTA TX-90-Y123	<u>-</u>	
Sept 2017 request submitted 11/28/17	85,378.00	paid 11/29/17
Oct 2017 request submitted 12/12/17	88,324.00	paid 12/13/17
	-	
Sub-total FTA TX-90-Y185	<u>173,702.00</u>	
Sept 2017 request submitted 11/28/17	169.00	paid 11/29/17
Oct 2017 request submitted 12/12/17	657.00	paid 12/14/17
	-	
Sub-total FTA TX-2017-084	<u>826.00</u>	
Sept 2017 request submitted 11/27/17	5,123.00	paid 12/14/17
Oct 2017 request submitted 12/12/17	94,194.00	
	-	
Sub-total TxDOT 2017-00098	<u>99,317.00</u>	
July 2017 request submitted 7/31/17	3,219.00	paid 12/8/17
Sept 2017 request submitted 11/13/17	49,565.00	paid 11/24/17
Sub-total TxDOT URB 1701(07)	<u>52,784.00</u>	
Grand Total	<u>344,331.00</u>	

Concho Valley Transit District
 Balance Sheet Reconciliation
 October 31, 2017

TXDOT Rural
 Account 1242

Description	Amount	
Aug 2017 request submitted 8/31/17	6,670.00	paid 11/24/2017
Total State-RUR1702 (07)	<u>6,670.00</u>	
Sept 2017 request submitted 11/20/17	1,176.00	paid 12/15/17
Oct 2017 request submitted 12/14/17	58,173.00	
	-	
Total State 2017-00097	<u>59,349.00</u>	
Sept 2017 request submitted 11/21/17	66,281.00	
Oct 2017 request submitted 12/14/17	61,080.00	
	-	
Grant 738 Total State Federal - 5311-2017-CVTD-00017	<u>127,361.00</u>	
July 2017 request submitted 7/31/17	47,438.00	paid 11/6/17
Aug 2017 request submitted 8/31/17	60,510.00	paid 11/16/17
Grant 712 Total State Federal - 5311-2017-CVTD-00017	<u>107,948.00</u>	
Grand Total	<u><u>301,328.00</u></u>	

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Accounts Receivable, TXDOT VCR 1602(07) 18 Rural
Account 1250

Description	Amount
Oct 2017 request submitted 12/19/17	2,250.00
	-
Total	<u>2,250.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Accounts Receivable, TXDOT Mobility 5310-2017-00029
Account 1251

Description	Amount
Oct 2017 Urban request submitted 12/11/17	2,726.00
Oct 2017 Rural request submitted 12/11/17	2,090.00
	-
Total	<u>4,816.00</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Accounts Receivable Medical Transportation
Account 1300

Description	Amount
AMR invoice 08092017	126.60
AMR invoice 08162017	175.00
AMR invoice 8232017	24.20
AMR invoice 8302017	72.60
AMR invoice 08312017	24.20
AMR invoice 09122017	325.70
AMR invoice 09192017	193.60
AMR invoice 09252017	780.00
AMR invoice 10032017	1,025.80
AMR invoice 10112017	450.60
AMR invoice 10172017	406.00
AMR invoice 10252017	5,703.60

Total AMR 9,307.90

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Coke County
Account 1370

Description	Amount		
Record Membership Dues Oct -17	2,980.67	JVT42362631	paid 11/17/17
Total	<u>2,980.67</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Crockett County
Account 1372

Description	Amount
	-
Total	<u>-</u>

Note: Paid twice in May 2017, record Nov invoice but do not mail

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Irion County
Account 1373

Description	Amount	
Record Membership Dues-Oct 17	<u>1,583.01</u>	JVT42362633 pd 11/30/17
	<u>1,583.01</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Kimble County
Account 1374

Description	Amount
	-
Total	<u> </u> - <u> </u>

Note: Paid twice in May 2017, record Nov invoice but do not mail

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

McCulloch County
Account 1375

Description	Amount		
Record Membership Dues Oct- 17	4,762.68	JV42362635	pd 11/17/17
Total	<u>4,762.68</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Menard County
Account 1376

Description	Amount
Record Membership Dues Annual	15,324.23 JVT42362360
	-
Total	<u>15,324.23</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Reagan County
Account 1377

Description	Amount
Membership dues-Oct-17	5,006.35 JVT42362636 pd 11/17/17
Total	<u>5,006.35</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Schleicher County
Account 1378

Description	Amount
Record Membership Dues Oct- 17	3,429.73 JVT42362637
	-
Total	<u>3,429.73</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Sterling County
Account 1379

Description	Amount	
Record Membership Dues Oct-17	<u>1,139.93</u>	JVT42362638 pd 11/17/17
	<u>1,139.93</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Daily Bread Soup Kitchen (WTCG)
Account 1381

Description	Amount	
Inv 10302017-DB	<u>15.00</u>	JVT42362487 pd 11/17/17
	<u>15.00</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Workforce Solutions (Arbor ET)
Account 1382

Description	Amount	
Inv 10302017-WFS Oct 2017	<u>60.00</u>	JV42362490
	<u>60.00</u>	

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Angelo State University - Ram Tram
Account 1387

Description	Amount		
RAM Tram inv 102017	<u>4,789.40</u>	JVT42362621	pd 11/30/17
	<u>4,789.40</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

CV Foster Grandparent
Account 1390

Description	Amount		
Record Inv 10012017-FGP-Oct 17	436.00	JVT42362488	pd 11/30/17
	-		
Total	<u>436.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Staff Travel Advance
Account 1392

Description	Amount	
Rogelio Venegas, Training Travel	132.00	10/10/2017 pd 11/28/17

Total 132.00

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

CV Senior Companion
Account 1393

Description	Amount		
Record Inv 10012017-SCP-Oct 2017	<u>118.00</u>	JVT42362489	pd 11/30/17
Total	<u>118.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Charter Service Receivable
Account 1395

Description	Amount		
SA Chamber 080317	300.00	JVT42361893	pd 11/9/17
SA Chamber 081717	300.00	JVT42361894	pd 11/9/17
Inv 090717-GCT, Chamber of Commerce	300.00	JVT42362480	
Inv 092117-GCT, Chamber of Commerce	300.00	JVT42362481	
Inv 101917-GCT Oct 2017, Chamber of Commerce	300.00	JVT42362514	
Invoice 110417-CCB Oct 2017	500.00	JVT42362439	pd 11/9/17

Total 2,000.00

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Educare Community Living
Account 1397

Description	Amount		
Inv 10272017-ECLC-1 Oct 2017	100.00	JVT42362493	pd 11/9/17
Inv 10272017-ECLC-2 Oct 2017	500.00	JVT42362494	pd 11/9/17
Total	<u>600.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Open Arms CVRCC
Account 1399

Description	Amount		
Inv 103017-OARC Oct 2017	30.00	JVT42362492	pd 11/17/17
	-		
Total	<u>30.00</u>		

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Texas DFPS
Account 1401

Description	Amount	
Sept invoice DFPS 0912017	120.00	JVT42362222
Sept invoice DFPS 09122017	120.00	JVT42362223
Oct invoice DFPS 10262017	120.00	JVT42362454
Total	<u>360.00</u>	

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2017 Through 10/31/2017

Aging Date -
9/1/2017

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
				Past Due	Past Due	Past Due	Past Due	
EJS DETAIL	9/15/2017	081128	90.00	0.00	0.00	0.00	0.00	90.00
	10/16/2017	081144	60.00	0.00	0.00	0.00	0.00	60.00
JOYCE GRAY, SAV- A-LIFE SKILLS	10/12/2017	100317	180.00	0.00	0.00	0.00	0.00	180.00
	10/12/2017	100517	50.00	0.00	0.00	0.00	0.00	50.00
	10/19/2017	101917	120.00	0.00	0.00	0.00	0.00	120.00
DELL MARKETING L.P.	10/22/2017	10197960293	47.49	0.00	0.00	0.00	0.00	47.49
ORTEGA MOBILE WASH	10/22/2017	113	800.00	0.00	0.00	0.00	0.00	800.00
ENGINE PRO MACHINE LLC	10/2/2017	12249	209.80	0.00	0.00	0.00	0.00	209.80
	10/3/2017	12250	221.04	0.00	0.00	0.00	0.00	221.04
	10/4/2017	12255	221.04	0.00	0.00	0.00	0.00	221.04
	10/6/2017	12260	794.42	0.00	0.00	0.00	0.00	794.42
	10/9/2017	12263	1,495.86	0.00	0.00	0.00	0.00	1,495.86
	10/10/2017	12268	346.04	0.00	0.00	0.00	0.00	346.04
	10/11/2017	12276	296.04	0.00	0.00	0.00	0.00	296.04
	10/12/2017	12280	1,342.58	0.00	0.00	0.00	0.00	1,342.58
	10/13/2017	12282	221.04	0.00	0.00	0.00	0.00	221.04
	10/13/2017	12284	221.04	0.00	0.00	0.00	0.00	221.04
	10/13/2017	12285	376.32	0.00	0.00	0.00	0.00	376.32
	10/16/2017	12291	221.04	0.00	0.00	0.00	0.00	221.04
	10/18/2017	12298	1,287.22	0.00	0.00	0.00	0.00	1,287.22
	10/23/2017	12305	221.04	0.00	0.00	0.00	0.00	221.04
	10/23/2017	12306	221.04	0.00	0.00	0.00	0.00	221.04
	10/20/2017	12308	221.04	0.00	0.00	0.00	0.00	221.04
	10/20/2017	12309	221.04	0.00	0.00	0.00	0.00	221.04
	10/21/2017	12310	221.04	0.00	0.00	0.00	0.00	221.04
	10/23/2017	12312	221.04	0.00	0.00	0.00	0.00	221.04
	10/23/2017	12313	221.04	0.00	0.00	0.00	0.00	221.04
	10/25/2017	12319	221.04	0.00	0.00	0.00	0.00	221.04
	10/25/2017	12320	852.73	0.00	0.00	0.00	0.00	852.73
	10/26/2017	12321	221.04	0.00	0.00	0.00	0.00	221.04
	10/31/2017	12330	221.04	0.00	0.00	0.00	0.00	221.04
O'REILLY'S AUTO PARTS, INC.	10/23/2017	1613-379404	251.20	0.00	0.00	0.00	0.00	251.20
	10/24/2017	1613-379543	54.95	0.00	0.00	0.00	0.00	54.95
CONSTANCIO TIRE AND FLEET	10/23/2017	163688	1,280.00	0.00	0.00	0.00	0.00	1,280.00
BARRON PLUMBING	10/23/2017	16905	174.86	0.00	0.00	0.00	0.00	174.86
CITYOF SAN ANGELO UTILITY BILLING	10/25/2017	178813-197384 09-17	86.10	0.00	0.00	0.00	0.00	86.10

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2017 Through 10/31/2017

Aging Date -
9/1/2017

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
				Past Due	Past Due	Past Due	Past Due	
	11/15/2017	178813-197384 10-17	86.10	0.00	0.00	0.00	0.00	86.10
	11/15/2017	178815-48822 10- 17	314.50	0.00	0.00	0.00	0.00	314.50
ANGELO TITAN TECHNOLOGY SYSTEMS, LLC	9/13/2017	18001278.1	9,503.80	0.00	0.00	0.00	0.00	9,503.80
BRUCKNER TRUCK SERVICE	10/30/2017	18136JS	769.09	0.00	0.00	0.00	0.00	769.09
BUG EXPRESS	10/23/2017	20031793	50.00	0.00	0.00	0.00	0.00	50.00
PARDNER'S BODY SHOP	10/11/2017	2524	225.00	0.00	0.00	0.00	0.00	225.00
ANGELO BUILDING SPECIALTIES	10/13/2017	26234	270.00	0.00	0.00	0.00	0.00	270.00
ATMOS ENERGY	11/7/2017	3043372857 10- 17	76.63	0.00	0.00	0.00	0.00	76.63
WEST TEXAS REHABILITATION CENTER	10/31/2017	31137	590.00	0.00	0.00	0.00	0.00	590.00
JIM BASS FORD, INC.	10/18/2017	3241004	880.97	0.00	0.00	0.00	0.00	880.97
	10/13/2017	3241136	300.72	0.00	0.00	0.00	0.00	300.72
LONGHORN OFFICE PRODUCTS, INC	10/31/2017	377898-0	459.89	0.00	0.00	0.00	0.00	459.89
ATMOS ENERGY	11/8/2017	4019946371 10- 17	54.68	0.00	0.00	0.00	0.00	54.68
WEST CENTRAL WIRELESS	10/16/2017	40693191	336.30	0.00	0.00	0.00	0.00	336.30
CINTAS	10/12/2017	439187604	18.00	0.00	0.00	0.00	0.00	18.00
	10/19/2017	439188921	18.00	0.00	0.00	0.00	0.00	18.00
	10/26/2017	439190234	18.00	0.00	0.00	0.00	0.00	18.00
CITY OF SAN ANGELO- ACCOUNTS RECEIVABLE FLORES TIRE & AUTO	10/31/2017	48163	19,107.41	0.00	0.00	0.00	0.00	19,107.41
	10/10/2017	6188	130.97	0.00	0.00	0.00	0.00	130.97
	10/23/2017	6306	128.98	0.00	0.00	0.00	0.00	128.98
	10/23/2017	6308	130.97	0.00	0.00	0.00	0.00	130.97
EJS DETAIL	10/25/2017	866904	120.00	0.00	0.00	0.00	0.00	120.00
CTWP	10/30/2017	909067	68.58	0.00	0.00	0.00	0.00	68.58
ANGELO TIRE AND ALIGNMENT LLC	10/20/2017	93076	264.60	0.00	0.00	0.00	0.00	264.60
HOME MOTORS, INC.	10/2/2017	I05817	175.00	0.00	0.00	0.00	0.00	175.00

CVTD
Aged Payables by Due Date - Outstanding AP
From 9/1/2017 Through 10/31/2017

Aging Date -
9/1/2017

Vendor Name	Invoice Date	Invoice Number	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
				Past Due	Past Due	Past Due	Past Due	
	10/2/2017	I05820	155.00	0.00	0.00	0.00	0.00	155.00
	10/19/2017	I06259	155.00	0.00	0.00	0.00	0.00	155.00
SHELL FLEET NAVIGATOR	11/1/2017	PS303 11012017	13,356.00	0.00	0.00	0.00	0.00	13,356.00
AL STAFFING INC	10/20/2017	SAN 21706	627.60	0.00	0.00	0.00	0.00	627.60
	10/27/2017	SAN 21729	623.68	0.00	0.00	0.00	0.00	623.68
	11/3/2017	SAN21752	627.60	0.00	0.00	0.00	0.00	627.60
VICENTE (VINCE) HUERTA	10/30/2017	VH1017	400.00	0.00	0.00	0.00	0.00	400.00
	10/8/2017	VHTVL 10-8-17	276.00	0.00	0.00	0.00	0.00	276.00
	7/12/2017	VHTVL 7-11-17	0.00	59.00	0.00	0.00	0.00	59.00
	7/12/2017	VHTVL 7-12-17	0.00	138.00	0.00	0.00	0.00	138.00
	8/23/2017	VHTVL 8-23-17	<u>364.84</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>364.84</u>
Report Total			<u>64,195.12</u>	<u>197.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>64,392.12</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

AP Owed to CVCOG
Account 2112

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
10/1/2017	Beginning Balance	239,806.20
10/5/2017	Payment received	(120,156.39)
10/25/2017	Payment received	(117,390.21)
	Grant 018-Expenses paid by CVCOG	1,647.74
	Grant 698-Expenses paid by CVCOG	2,250.00
	Grant 737-Expenses paid by CVCOG	161,504.37
	Grant 738-Expenses paid by CVCOG	91,815.84
	Grant 751-Expenses paid by CVCOG	3,167.02
	Grant 752-Expenses paid by CVCOG	2,428.20
	Total Amount owed to CVCOG	<u>265,072.77</u>

Concho Valley Transit District
Balance Sheet Reconciliation
October 31, 2017

Deferred Income-Deferred Charter Payment
Account 2914

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>
8/31/2017	Charter payment received in advance	200.00 CRT4236532
	Rental for 12/22/17 - BG Sanders	-
	Total	<u>200.00</u>

Concho Valley Transit District
 Balance Sheet Reconciliation
 October 31, 2017

Deferred Income-Insurance Vehicle Repair
 Account 2915

<u>Date</u>	<u>Description</u>	<u>\$ Amount</u>	<u>VIN #</u>	
11/18/2016	E-Deposit TML Ck AU045715 #15-15	54,847.00	4214	CRT10712287
	Bus trans/alt repair	(6,090.89)	7746	JVT42362484
	Total Amount monitored by TxDOT	<u>48,756.11</u>		*
6/2/2017	Deposit TML Ck 5344611 claim PR57172 fence	<u>3,298.88</u>	1800	CRT4236347
	Total Amount owed to CVCOG	<u>3,298.88</u>		**
	Grand Total	<u>52,054.99</u>		

* In process of repairing vehicles, TXDOT approved

** Quotes are in process to repair the fence

Concho Valley Transit District
 Balance Sheet Reconciliation
 October 31, 2017

Deferred Income - Medicaid Transportation
 Account 2919

Description	Amount	
AMR billing 0892017	150.80	JVT42362256
AMR billing 08162017	475.60	JVT42362100
AMR billing 8232017	745.60	JVT42362148
AMR billing 8302017	8,596.40	JVT42362169
AMR billing 08312017	4,021.60	JVT42362225
AMR billing 09082017	1,460.60	JVT42362224
AMR billing 09122017	5,626.90	JVT42362226
AMR billing 09192017	5,512.20	JVT42362286
AMR billing 09252017	5,901.35	JVT42362347
AMR billing 10032017	7,725.40	JVT42362385
AMR billing 10112017	7,100.00	JVT42362393
AMR billing 10172017	6,822.40	JVT42362414
AMR billing 10252017	5,703.60	JVT42362442
AMR billing 05232017 paid in Oct 2017	24.20	JVT42362672
Total Billed	<u>59,866.65</u>	
Recognize Medicaid Grant 018	(1,489.86)	JVT42362508
Recognize Medicaid Grant 723	(0.74)	JVT42362513
Recognize Medicaid Grant 018	(1,647.74)	JVT42362665
Recognize Medicaid Grant 712	(208.48)	JVT42362651
Recognize Medicaid Grant 723	(0.80)	JVT42362616
Recognize Medicaid Grant 751	(441.02)	JVT42362614
Recognize Medicaid Grant 752	(338.20)	JVT42362615, 2667
Total Recognized	<u>(4,126.84)</u>	
Grand Total	<u><u>55,739.81</u></u>	

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2017 Through 10/31/2017

	<u>Current Period Actual</u>	
Revenue		
FTA TX-90-Y141-00, CFDA 20.507	17,702.00	4137
FTA TX-2016-078-00, CFDA 20.507	173,702.00	4138
FTA TX-2017-084-00, CFDA 20.507	826.00	4139
TxDOT VCR 1602(07)18, PO8435, CFDA 20.526	2,250.00	4275
TxDOT RTAP-2016-00017, CFDA 20.509	53,212.00	4283
TxDOT 5310-ED-Mobility Mngt, CFDA 20.513	4,816.00	4284
TXDOT 5311-2017-CVTD-00017, CFDA 20.509	127,361.00	4289
TxDOT U-State-2016-00174	49,565.00	4318
TxDOT State-R-2016-00173	6,670.00	4319
TXDOT State-U-2017-00098	99,317.00	4320
TxDOT State-R-2017-00097	59,349.00	4322
Transportation Toll Credits	1,413.00	4412
Program Income	33,427.05	4522
Local Revenue	59,269.62	4523
Greyhound Lines	19,537.76	4524
Transit Charter Fees	4,820.00	4525
Revenue County Cash Match	91,064.34	4756
Medicaid Tnsp Rev Transit Dist	4,126.84	4759
FGP Vendor Contract	904.00	4762
Transp Aging Vendor Cont	3,576.00	4763
SCP Vendor Contract	198.00	4764
Total Revenue	<u>813,106.61</u>	
Expenditures		
Salaries/Wages	55,908.03	5110
Transit Road Supervisors	10,015.13	5111
Sick Leave	12,461.19	5113
Emergency Leave	296.62	5114
General Overtime Wages	155.38	5118
Holiday Leave	5,068.29	5120
Bereavement Leave	224.40	5121
Vacation Time Allocation	15,529.94	5150
Medicare Tax	4,045.73	5151
OASDI	109.12	5152
Workers Comp Insurance	11,320.11	5172
SUTA	44.48	5173
Health Insurance Benefit	54,970.40	5174
Dental Insurance Benefit	2,272.61	5175
Life Insurance Benefits	2,119.74	5176
Retirement	42,058.98	5181
Indirect Costs	66,654.56	5199
Greyhound Pass-Thru	14,522.40	5204
Driver Wages	180,639.57	5210
Dispatch/Customer Service Wages	14,671.21	5217
Driver Overtime Wages	2,579.88	5218
Dispatch/Customer Service Overtime Wages	48.25	5219
Driver Double Time	659.35	5222
Contract Services	3,827.08	5291
Management Service Fees	24,400.00	5292
Travel-In Region	264.02	5309
Travel-Out of Region	3,344.09	5310
Fuel	65,293.70	5351

CVTD
Statement of Revenues and Expenditures - CVTD Statement of Revenue and Expenditures
From 9/1/2017 Through 10/31/2017

	<u>Current Period Actual</u>	
Lubricant, Oil, Other Fluids(except Fuel)	3,237.35	5352
Unscheduled Vehicle Maintenance	8,616.60	5361
Scheduled Preventative Maintenance	16,073.54	5362
Tires	9,400.13	5363
Rent	2,753.40	5411
Utilities	17.74	5431
Bldg Maintenance	711.88	5451
Supplies	3,201.68	5510
Supplies - Bus/Service Vehicles	267.75	5516
Computers/Software	98.00	5622
Capital Equipment	2,250.00	5623
Copier	321.89	5632
Insurance	13,234.98	5711
Communications - Bus	19,856.25	5712
Cell Phones	1,384.27	5713
Internet	289.72	5714
Printing	511.18	5721
Ads & Promotions	1,000.00	5722
Publications	58.63	5723
Repeater Rental	894.28	5732
Training	53,213.54	5751
Dues and fees	2,419.74	5753
Communications	1,948.39	5761
Postage/freight	476.41	5762
Other	203.52	5791
Coffee Expense	224.51	5792
Safety	2,275.81	5796
Multi-Modal Supplies	650.11	5810
Multi-Modal Insurance	1,781.35	5811
Multi-Modal Internet	3,941.29	5814
Multi-Modal Utilities	1,527.80	5831
Multi-Modal Building Maintenance	1,248.78	5851
Multi-Modal Communications	127.52	5861
Transportation Toll Credits	1,413.00	6999
Total Expenditures	<u>749,135.30</u>	
Excess Revenue over Expenditures	<u>63,971.31</u>	

CVTD
Expenditure Journal - All Grant Exp YTD
From 9/1/2017 Through 10/31/2017

Grant Code	Grant Title	General Ledger Expenditures	Account Payable Expenditures	Total
010	ICB Program	6,548.79	8,029.50	14,578.29
018	Extended Medical Transp Program	3,137.60	0.00	3,137.60
698	Grant 698, VCR 1602(07)18 Rural	2,700.00	0.00	2,700.00
711	Grant 711, CVTD Urban FY 16-17	(433.16)	971.78	538.62
712	Grant 712, CVTD Rural FY 16-17	(224.35)	570.83	346.48
723	Grant 723, RTAP-2016-00017 Rural	0.00	53,213.54	53,213.54
737	Grant 737, CVTD Urban FY 17-18	303,626.00	109,290.19	412,916.19
738	Grant 738, CVTD Rural FY 17-18	180,417.78	74,728.58	255,146.36
751	Grant 751, Mobility Urban 5310-2017-00029	3,712.02	0.00	3,712.02
752	Grant 752, Mobility Rural 5310-2017-00029	<u>2,846.20</u>	<u>0.00</u>	<u>2,846.20</u>
Report Total		<u>502,330.88</u>	<u>246,804.42</u>	<u>749,135.30</u>

SCHEDULE OF REVENUES BY SOURCE
September 1, 2017 - October 31, 2017
CV Transit District

Grant No	Grant Name	Federal	State Administered Federal	State	Program Income	Transit Charter	Transit Medical	FGP Vendor	SCP Vendor	Aging Vendor	Local Revenue	Pass-Thru	Toll Credits	Total Revenue	Total Expenditures	Excess Revenue over Expenditures	Notes
010	ICB Program	-	-	-	3,991.00	-	-	-	-	-	19,537.76	-	-	23,528.76	14,578.29	8,950.47	Funds owed to Greyhound
018	Extended Medical Transp Program	-	-	-	-	-	3,137.60	-	-	-	-	-	-	3,137.60	3,137.60	-	
698	VCR 1602(07)18 Rural	-	2,250.00	-	-	-	-	-	-	-	-	-	450.00	2,700.00	2,700.00	-	
711	CVTD Urban FY 16-17	-	-	-	-	-	-	-	-	-	-	-	-	-	538.62	(538.62)	will bill in Nov
712	CVTD Rural FY 16-17	-	138.00	-	-	-	208.48	-	-	-	-	-	-	346.48	346.48	-	
723	RTAP-2016-00017 Rural	-	53,212.00	-	-	-	1.54	-	-	-	-	-	-	53,213.54	53,213.54	-	
737	CVTD Urban FY 17-18	192,230.00	-	148,882.00	24,540.86	4,820.00	-	900.00	198.00	3,576.00	59,269.62	-	-	434,416.48	412,916.19	21,500.29	excess local revenue, use thru year
738	CVTD Rural FY 17-18	-	127,223.00	66,019.00	4,895.19	-	-	4.00	-	-	91,064.34	-	-	289,205.53	255,146.36	34,059.17	excess local revenue, use thru year
751	Mobility Urban 5310-2017-00029	-	2,726.00	-	-	-	441.02	-	-	-	-	-	545.00	3,712.02	3,712.02	-	
752	Mobility Rural 5310-2017-00029	-	2,090.00	-	-	-	338.20	-	-	-	-	-	418.00	2,846.20	2,846.20	-	
		<u>192,230.00</u>	<u>187,639.00</u>	<u>214,901.00</u>	<u>33,427.05</u>	<u>4,820.00</u>	<u>4,126.84</u>	<u>904.00</u>	<u>198.00</u>	<u>3,576.00</u>	<u>169,871.72</u>	<u>-</u>	<u>1,413.00</u>	<u>813,106.61</u>	<u>749,135.30</u>	<u>63,971.31</u>	