

OLYMPIC REGION CLEAN AIR AGENCY
2940 LIMITED LANE NW
OLYMPIA WA 98502

Finance Committee Meeting

January 12, 2022
9:00 am

Be courteous – Please silence all cell phones

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**
(Ask for any corrections, additions/omissions)

3. **APPROVAL OF MINUTES**

Minutes of October 13, 2021

4. **FINANCE REPORT**
 1. FY2022 Second Quarter Report

5. **UNFINISHED BUSINESS**
 1. Draft Commute Trip Reduction Policy

6. **ADJOURN**

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502

Finance Committee Meeting – via zoom

October 13, 2021

Members present Cynthia Pratt, City of Lacey (Chair)
 Randy Neatherlin, Mason County

Members absent Jim Cooper, City of Olympia
 Bill Peach, Clallam County (alternate)

Staff Present Fran McNair, Executive Director, Lynn Harding, Administrative Services
 Manager, Dan Nelson, Communication Manager, and Debbie Moody, Office
 Manager and Recorder

The meeting was called to order at 9:00 am.

Pratt asked for approval of the Agenda. Neatherlin moved approval, the motion was seconded and carried unanimously.

Pratt asked for approval of the Minutes. Neatherlin moved approval of the Minutes, the motion was seconded and carried unanimously.

FINANCE REPORT

FY2022 Budget Impacts

Harding explained the Board asked for an update of the impacts to our Fiscal Year 2022 budget the Board approved. Specifically, Harding stated, the impacts made by our director leaving and the hiring of a new one.

The Board approved a budget of \$2,721,210 in June. With the additions, it would include \$92,359 in adjustments. This impact includes McNair's most current salary adjustment (from \$165,000 to \$180,000, effective October 1), benefits applied, payout of her sick and vacation with benefits. This amounts to \$53,549. Adding the new director, assuming pay at \$165,000 and a start date of February 1, 2022, it adds another \$68,750 plus benefits of \$22,000. Taking into account the amount we had already budgeted for the year (\$51,940) gives us the \$92,359 impact.

Harding explained we will need to consider a possible budget amendment of \$92,359. Pratt asked where the funds would come from. Harding explained we did have savings due to the additional debt payment made at the end of our previous year (that is in the budget for this year).

Harding did suggest we wait until at least January to decide on the budget amendment. Harding explained the largest payment will happen in April when we pay McNair's sick leave accrual. Harding added not only do we have the \$40,000 debt payment budgeted that we will not expend, but there are also some leasehold improvements (in the amount of \$30,000) that we are not sure if we will use. Harding is hopeful we have enough savings we will not need to do a budget amendment. Also, Harding explained, we do carry a balance in our contingency fund to cover accruals when staff leave. We do need a formal resolution from the Board to transfer those funds to the budget. Pratt noted, we will need two resolutions. One to move the money from the contingency fund to the budget and a second one to do the budget amendment.

Harding stated we will wait until January and bring back a recommendation to the Finance Committee who can then discuss with the full Board. The committee agreed.

FY2022 First Quarter Report

Harding stated the attached document shows our previous year end budget in the first column, this year's approved budget in the second column, and the third column shows our current activity through September. The difference and comparisons are shown after the third column. Harding explained this shows we are basically on target for the first quarter. Revenues are currently at about 34%. McNair noted we are doing a bit better with our registration this year. We had lost a few sources last year, we have picked up a few new ones and they are paying, which is good. We are expecting some major fines this year, McNair explained. There are 2 companies who have knowingly done things without approval, so there will be fines associated with those activities. McNair felt Goodin would discuss this more at the Board meeting. McNair stated we just received our woodstove reduction funds but we have not yet started processing.

McNair explained we are seeing land clearing burning starting up and residential permits are coming in as well. McNair stated she was amazed at the number of burning permits we have.

Pratt asked what Miscellaneous revenue included. Harding explained we budgeted \$500 for miscellaneous and have already received \$268 which includes rebates we received from our new credit card company. There were no further questions on revenue.

On the expenditures, Harding stated, we are about where we should be with payroll and slightly over in the non-payroll because we make an insurance payment at the beginning of the year. We are currently underspent on building maintenance, and as noted previously, the debt service payment will not be happening this year. We will be making a small interest payment, of about \$400, Harding added. Harding explained we do not know how much of the \$30,000 for leasehold improvements we will be using, but we did earmark landscaping, replacement of front door (although we had it fixed instead) and changing out one of the HVAC systems. Harding noted we will see expenditures under the Woodmoke and CPO lines in the next quarter. It was noted we are at about 23% of our expenditure budget. (Neatherlin lost connection at 9:23 am)

Harding continued, going over the Fund Balance Sheet. We started the year with \$1,848,000 and 3 months later we are at \$2,205,000. The contingency reserve levels total come in at just under \$900,000 and our unrestricted balance is \$1,453,000.

Harding stated we have included our long-term liabilities at the bottom of the sheet. We currently owe \$44,273 on our building. We are looking forward to celebrating the pay off of our building. Also included, Harding continued, is the Department of Retirement pension liability. This reflects our share of the state retirement system. Harding explained we are subsidizing the PERS1 system. Pratt asked how many were still in the PERS1 system. Harding stated PERS1 ended in 1977.

There was nothing further for the committee.

The meeting adjourned at 9:29 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held on October 13, 2021, in Olympia, Washington.

ATTEST:

 Francea L. McNair, Executive Director
 Olympic Region Clean Air Agency

 Cynthia Pratt, Chair
 ORCAA Finance Committee

DATED: _____

Olympic Region Clean Air Agency

Comparative Summary of Agency Budget, Revenues, & Expenditures

For the Period Ending December 2021

Comparison
FY2022 | FY2021
6-mos = 50%

Revenue	Fiscal Year 2021	Fiscal Year 2022	7/1/2021-12/31/2021	Difference	Comparison	
	Fiscal Year Actuals	Approved Annual Budget	Year-To-Date Actual		FY2022	FY2021
AOP (Title V)	\$ 426,144.79	\$ 601,075.00	\$ 471,137.11	\$ (129,937.89)	78%	73%
NOC - Major/Minor	273,873.02	140,000.00	91,926.45	(48,073.55)	66%	76%
NOI - Major/Minor	8,820.00	1,000.00	929.00	(71.00)	93%	6%
Annual Registration	388,362.09	387,000.00	373,371.32	(13,628.68)	96%	95%
Assessments	451,908.59	464,582.00	0.00	(464,582.00)	0%	0%
ECY Oversight	11,500.00	15,000.00	0.00	(15,000.00)	0%	0%
Asbestos	145,342.54	125,000.00	63,722.00	(61,278.00)	51%	55%
Land Clearing	33,736.50	20,000.00	14,622.00	(5,378.00)	73%	81%
Woodstove Education Grant	9,939.00	9,939.00	2,151.22	(7,787.78)	22%	22%
Woodsmoke Reduction Grant	156,622.08	150,000.00	20,156.76	(129,843.24)	13%	47%
Ecology Monitoring (PM2.5)	13,500.00	13,500.00	9,522.83	(3,977.17)	71%	23%
EPA - Cheeka Peak Grant	77,093.09	86,077.00	42,312.12	(43,764.88)	49%	46%
Community Scale Air Toxics	37,732.79	0.00	0.00	0.00	0%	104%
CORE-Federal	164,703.00	187,095.00	85,301.00	(101,794.00)	46%	27%
CORE-State	119,152.00	135,371.00	57,974.00	(77,397.00)	43%	27%
EFSEC	24,379.58	47,395.00	10,928.87	(36,466.13)	23%	47%
Fines (Public Education)	159,408.79	55,000.00	154,490.50	99,490.50	281%	123%
Investment Income	15,673.95	15,000.00	5,975.62	(9,024.38)	40%	36%
Miscellaneous Revenue	938.80	500.00	835.94	335.94	167%	49%
Building/Rental Income	58,369.00	58,584.00	29,998.00	(28,586.00)	51%	48%
General Fund Contingency	0.00	209,092.00	0.00	(209,092.00)	0%	0%
Title V Contingency	0.00	0.00	0.00	0.00	0%	0%
Total Revenue	\$ 2,577,199.61	\$ 2,721,210.00	\$ 1,435,354.74	\$ (1,285,855.26)	53%	47%

		YTD
		FY2022
		Revenue
82%	Fees	\$ 1,170,198.38
16%	Grants*	228,346.80
0%	Assessments	0.00
3%	Other	36,809.56
0%	Contingency	0.00
100%		\$ 1,435,354.74
	* Grants-Fed	137,135.95
	* Grants-State	91,210.85

Expenditures	Fiscal Year 2021	Fiscal Year 2022	7/1/2021-12/31/2021	Difference	Comparison	
	Fiscal Year Actuals	Approved Annual Budget	Year-To-Date Actual		FY2022	FY2021
Salaries	\$ 1,486,547.29	\$ 1,553,906.00	\$ 777,195.00	\$ (776,711.00)	50%	50%
Employee Benefits, Payroll Taxes	507,685.14	531,847.00	245,599.01	(286,247.99)	46%	45%
Total Payroll	1,994,232.43	2,085,753.00	1,022,794.01	(1,062,958.99)	49%	49%
Office Supplies/Sm Equip.	\$ 5,523.62	\$ 6,045.00	\$ 2,531.08	\$ (3,513.92)	42%	22%
Gasoline Vehicles	3,187.14	5,200.00	2,381.99	(2,818.01)	46%	28%
Computer Hard/Soft.	16,480.11	15,707.00	7,051.51	(8,655.49)	45%	55%
Bd. Prof. Ser. & Travel Reimb.	0.00	1,200.00	0.00	(1,200.00)	0%	0%
Training & Conferences	4,528.62	15,000.00	1,482.45	(13,517.55)	10%	10%
Professional Srs.	54,376.69	56,200.00	26,253.88	(29,946.12)	47%	54%
Telephone	13,187.09	15,000.00	6,069.82	(8,930.18)	40%	39%
Postage	4,844.15	4,800.00	2,505.25	(2,294.75)	52%	53%
Insurance (Bldg, Veh, Staff)	33,509.00	35,520.00	35,872.00	352.00	101%	105%
Wellness Program	400.06	400.00	436.63	36.63	109%	41%
Public Education	3,331.64	7,250.00	6,758.56	(491.44)	93%	21%
Miscellaneous	149.40	600.00	87.51	(512.49)	15%	4%
Dues & Subscriptions	3,677.59	3,900.00	262.00	(3,638.00)	7%	6%
Audit/Acctg	22,518.75	8,100.00	3,299.52	(4,800.48)	41%	16%
Printing	0.00	0.00	0.00	0.00	0%	0%
Rent-Satellite Office	2,400.00	2,400.00	800.00	(1,600.00)	33%	50%
Maintenance - Copier	1,156.55	1,600.00	662.55	(937.45)	41%	32%
Vehicle Purchase	0.00	20,000.00	0.00	(20,000.00)	0%	0%
Maintenance - Vehicles	1,575.71	2,000.00	992.99	(1,007.01)	50%	8%
Total Non-P/R	170,846.12	200,922.00	97,447.74	(103,474.26)	49%	43%
Principal/Interest - Office Bldg	\$ 88,949.63	\$ 45,109.00	\$ 176.51	\$ (44,932.49)	0%	96%
Alarm Monitoring/Security	1,301.76	2,000.00	489.54	(1,510.46)	24%	51%
Utilities	14,636.19	15,000.00	7,208.53	(7,791.47)	48%	49%
Janitorial & Supplies	10,319.86	12,386.00	4,986.00	(7,400.00)	40%	52%
Maintenance - Office Bldg.	4,108.06	11,200.00	3,840.74	(7,359.26)	34%	19%
Leasehold Improvements	0.00	30,000.00	0.00	(30,000.00)	0%	0%
Total Bldg, Oper./Maintenance	119,315.50	115,695.00	16,701.32	(98,993.68)	14%	54%
WoodSmoke Reduction/Bounty	\$ 119,400.00	\$ 120,000.00	\$ 2,800.00	\$ (117,200.00)	2%	51%
ECY Oversight Fees	11,500.00	15,000.00	0.00	(15,000.00)	0%	0%
Monitor. Equip./CPO	28,920.45	34,500.00	11,214.42	(23,285.58)	33%	27%
Community Scale Air Toxics	168.01	0.00	0.00	0.00	0%	1%
Monitoring-General	4,930.42	5,490.00	458.78	(5,031.22)	8%	18%
Security Deposit Refunds	271.00	0.00	305.00	305.00	n/a	0%
Total Non-Admin. Operational	165,189.88	174,990.00	14,778.20	(160,211.80)	8%	40%
Grand Total Expenditures	\$ 2,449,583.93	\$ 2,577,360.00	\$ 1,151,721.27	\$ (1,425,638.73)	45%	48%
Net Surplus (Deficit)	\$ 127,615.68	\$ 143,850.00	\$ 283,633.47			

		YTD
		FY2022
		Expenditures
89%	Payroll	1,022,794.01
8%	Non Payroll	97,447.74
1%	Bldg/Capital	16,701.32
1%	Operating	14,778.20
100%	Total	\$ 1,151,721.27

Breakdown of Net Surplus (Deficit):	FY 2021	FY 2022
Net Surplus (Deficit) to General Fund FY2021	\$ 127,615.68	TBD
Net Surplus (Deficit) to General Fund FY2022		* \$ 143,850.00

- Notes:**
- Expenses exceeding 10% of a budget category (within each sub-category: P/R, Non-P/R, Bldg, Operating) requires board approval.
 - *FY2022 Net Surplus (following year-end reconciliation) to General Fund FY2022 due to Title V over-spending
- Actual Title V year-end due General Fund is \$144,339.

OLYMPIC REGION CLEAN AIR AGENCY
FUND BALANCE - Actual - Fiscal Year 2022
For The Period Ending December 2021

	General Fund
BEGINNING Fund Balance 07/01/2021	\$ 1,848,692
Plus: Revenue Fiscal Year	\$ 1,435,355
Less: Expenditures Fiscal Year	\$ (1,151,721)
ENDING Fund Balance 12/31/2021	\$ 2,132,325
General Fund Contingency Draw applied to FY Budget	TBD
Title V Funds applied to FY Budget	TBD

*SAO Classifications:	Fund Balance ALLOCATIONS-		Acctg Chart of Accts #	
	Contingency Funds & Capital Funds			
Committed	Less: Expense Contingency (20% FY Budget less Title V)	1021	\$	387,076
Restricted	Less: Title V	1025		See Below
Assigned	Less: Tenants Security Deposits	1040	\$	5,300
Committed	Less for Office Building	1022	\$	90,000
Committed	Less for Monitoring Equipment	1023	\$	20,000
Committed	Less for Database / Equipment	1024	\$	180,000
Unassigned	Less for Vacation/Sick Leave/Comp	1027	\$	213,510
	Contingency Fund			
Unassigned	Title V Contingency (due General Fund)	(Actual)	\$	(144,339)
Unassigned	Ending UNRESTRICTED Fund Balance		\$	1,380,778

Contingency & Capital Funds
\$ 895,886

12/31/2021			
ORCAA Long Term Liabilities...			
-Office Building, Promissory Note to Thurston County	Liability	\$44,108	Balance 12/31/2021
Interest rate 0.703%, Final Payment 12/1/2022			
-Dept. of Retirement Systems, Pension Liability/Asset	Liability	\$495,663	Balance 6/30/2020
Proportionate share of collective pension amounts	Asset	-\$1,116,490	Balance 6/30/2021

"Operating Contingency Funds" defined..... An amount established by board direction.

"Capital Funds" defined..... An amount established by board direction to save for specific long-term capital expenditures (bldg, equipment, database).

"Fund Balance" defined..... *Funds that are held in our bank account with Thurston County Treasurer's Office. ORCAA has one fund with Thurston County and is referred to as the "General Fund".

***The total Fund Balance includes all funds on deposit.**

1/6/2022 A Resolution must be approved by the Board of Directors to appropriate expenditures in Contingency Funds (except for 1025-Title V and 1040 Security Deposits).
 *06/30/2020 SAO established five new categories for reporting cash and investments

Commute Trip Reduction Program – Revision 01122022

CURRENT Policy

D. COMMUTE TRIP REDUCTION INCENTIVE PROGRAM

ORCAA participates in the voluntary State Commute Trip Reduction Incentive Program (CTRIP) and encourages staff to use alternative commute options other than single occupant vehicles (SOV) to get to work. ORCAA encourages staff to carpool, walk, ride your bike, or take the bus.

By choosing a non-SOV commute option a minimum number of times per month staff can earn additional vacation time. All regular-status employees are eligible. The amount of vacation time earned varies depending on how many days staff participates during the month.

4-6 days = 0.25 hrs.

7-8 days = 0.50 hrs.

9-10 days = 0.75 hrs.

11-12 days = 1.00 hr.

13+ days = 2.00 hrs.

To participate, staff need to complete the enrollment form. The Executive Director must receive the enrollment form before you are eligible for the program.

Once enrolled, staff must track their CTRIP days on the CTRIP calendar and must indicate mode of transportation. Earned hours will be added to your vacation time on the accrual sheet at the end of each month. Eligible commutes include round trips to and from work.

REVISED Policy

D. COMMUTE TRIP REDUCTION INCENTIVE PROGRAM

ORCAA participates in the voluntary State Commute Trip Reduction Incentive Program (CTRIP) and encourages staff to use alternative commute options other than single occupant vehicles (SOV) to get to work. ORCAA encourages staff to carpool, walk, ride your bike, or take the bus.

By choosing a non-SOV commute option 60% of the time during the month staff can earn incentive pay. All regular full-time employees are eligible. The incentive rate is \$30/monthly and is considered a taxable cash incentive per IRS.

To qualify for the incentive, you must commute to **work and back** using a method other than a single occupant vehicle. You must report to work the day for which you claim the incentive.

To participate, staff need to complete the enrollment form. The Executive Director must receive the enrollment form before you are eligible for the program.

Once enrolled, staff must track their CTRIP days on the CTRIP calendar and must indicate mode of transportation. You will receive your monthly incentive pay the following month in which you earned it. Eligible commutes include round trips to and from work.

- How is the 60% calculated?
- *The 60% is calculated based on the number of 'working' days in the month; January 2022 has 20 working days (20 days x 60%=12 days of non-SOV is required to earn the incentive), March has 23 working days, April has 21 working days (Formula: working days x 60% = minimum number of days required of non-SOV commute options). Note: All ORCAA staff work Monday-Friday)*

Commute Trip Reduction Program

Purpose: report on Commute Trip Reduction (CTR) programs of air agencies and government agencies.

The following agencies provide CTR incentives:	Commute alternatives	Incentives / Monthly Maximums	Other
ORCAA	Bus, walking, vanpooling, car, bicycle	earn .25 - 2.00/hrs per month if commutes 4 - 13 times per month	See below for CY2019 and CY2020 actual costs
Northwest Clean Air	Bus	pays for bus passes	
Puget Sound Clean Air	Bus	pays for bus and ferry passes	
Spokane Clean Air Agency	Bus, vanpool, carpool	reimbursement of 50% of bus costs, or choice of gift card with maximum of \$30/month; follows Commute SMART program	work at least .80 FTE and commute at least 60% of time during the month
State agencies: WSP, Conservation Commission, Agriculture, Corrections, ESD, etc.	Varies by agency: bus, vanpooling, carpooling subsidy, bicycle	based on departments with less than 24 employees, the monthly incentive/subsidy for bus, bicycling, or walking was \$35-\$50	Information provided by TRPC; COVID has halted many agencies offering incentives
Majority of State Agencies in Thurston County Ecology	Bus with the STAR Pass Program	The State Agency Rider Pass program is a contracted bus pass service which allows state employees within Thurston County to <u>ride fare free</u> wherever Intercity Transit operates.	
City of Olympia, Tumwater, Lacey	Bus, vanpool, carpool, bicycle	\$20/month incentive, commute at least 60% of time	
City of Olympia, Tumwater, Lacey	Bus, van/car pooling, walking, biking	incentives varies by city and department	Free bus service through December 2024
Does not offer CTR programs:			
-Yakima Clean Air	-TRPC rescinded CTR program (due to COVID) and now offers telework		
-Benton Clean Air	(Per TRPC, unlikely to offer CTR program in the future.)		
-Southwest Clean Air			

Jurisdiction "Zero" fare for bus service:		Exploring Commute Options
Thurston County	Free through December 2024	ThurstonHereToThere.org Thurston Here to There is a collection of transportation and commute alternative resources available in Thurston County. Share this site with anyone looking to explore their transportation options.
Mason County	Free until further notice	
Jefferson County	Free until further notice	
Grays Harbor County	Free through December 2022	
Jurisdiction fare for bus service:		RideshareOnline.com RideshareOnline.com assists commuters by providing free carpool, vanpool and bicycle ridesharing services, bus/rail options, SchoolPool carpooling programs for parents, and information about the benefits of teleworking from home.
Clallam County	\$36 - \$54/month bus fare	
Pacific County	\$20/month bus fare, fares recently resumed June 2021	

Options for ORCAA:	Incentive	Costs	
1) <u>reimburse</u> for bus pass	free bus service thru December 2024	Zero costs for the next 3.25 years in Thurston County; 13 of 16 ORCAA employees live in Thurston County, 2 Pierce, 1 Pacific, same rate for all employees	Intercity Transit plans to review free fare service at end of 5-year pilot (Dec. 2024)
2) <u>adopt</u> new program	earn \$1/per trip per month	Monthly maximum incentive \$30 per employee/per month; same rate for all employees	work at least .80 FTE and commute at least 60% of time during the month
3) <u>continue</u> with ORCAA's current policy	earn vacation time .25 - 2/hrs month	up to 3 days vacation per year per employee, costs vary by employee, based on employee's hourly rate	Telework time does not count towards CTR program

ORCAA CTRIP Costs for Calendar Year:	2019	2020	2021
# of Employees Participating	5	2	2
Annual Costs to ORCAA	\$6,902	\$2,755	\$2,366

Additional certification and note:

When signing your timesheet, you are certifying that the information reported is a true and correct claim for the commute trip reduction incentive, that no payment has been received on account thereof, and that it is the employee's responsibility to inform the Administrative Services Manager of any changes. Also, you understand that providing incorrect information may result in denial and/or a return of incentive received.

The agency assumes no liabilities for any accidents or incidents occurring while employees are participating in the CTR program or alternative-mode commute activities. Eligible commute option users are exempt from industrial insurance coverage or workers' compensation during the time that they spend in an alternative commute mode (RCW 51.08.013).

ORCAA reserves the right to terminate this program at any time.

FAQs:

- I drove an SOV to work but got home via a non-SOV mode, does that count?
- *No, the trip to work **and** back is used for a qualifying commute for purposes of this policy.*

- How is the 60% calculated?
- *The 60% is calculated based on the number of 'working' days in the month; January 2022 has 20 working days (20 days x 60%=12 days of non-SOV is required to earn the incentive), March has 23 working days, April has 21 working days (Formula: working days x 60% = minimum number of days required of non-SOV commute options). Note: All ORCAA staff work Monday-Friday)*

- I drove an SOV to work, drove home at lunch, and walked or bicycled back to work after lunch, does that count?
- *No, to qualify the initial trip to work and back are used for a qualifying commute for purposes of this policy.*

- I have an agency assigned vehicle assigned to me that I drive to/from work, do I qualify?
- *Depends, driving your Agency-assigned vehicle as a single occupant is still a single occupant vehicle.*

- Does taking my child to school/daycare count?
- *To qualify for the program, your trip must be a non-SOV mode. To qualify as a non-SOV commute, at least one other person in the car with you must be at least 16 years of age, and that person needs to be in the car with you for at least 50% of your commute.*

- Does taking my spouse/domestic partner/friend to work count?
- *As long as the commute takes a vehicle trip from the roadway, the identity of the passenger does not matter, but they are subject to the minimum age requirement of 16 in order to be a non-SOV commute.*

- My carpool is with another Agency employee, who gets the incentive pay?
- *Potentially, both employees. As long as both carpoolers otherwise qualify (50+% of trip, regular-status employee, etc.) both employees can claim the trip as a qualifying carpool commute.*

- I carpooled/vanpooled to work and now I need to leave work due to an emergency, what do I do?
- *The Agency recognizes that certain emergency situations (illness, family emergency, acts of nature, etc.) will occur. An employee in this situation is encouraged to talk to their supervisor to find out what alternatives there may be for transportation home. If the employee is the driver of the carpool or vanpool, he or she will want to contact the passengers of the vehicle and/or follow pre-arranged protocols. If the employee is a passenger of the carpool or vanpool, another staff member may be able to take the employee home in a personal vehicle. Other options include the bus or a taxi, at the employee's expense.*

- Who verifies that I really had a non-SOV commute?
- *When your supervisor signs your timesheet he/she is verifying that all information on the timesheet is accurate. If someone believes that another individual is receiving an incentive and doesn't qualify for it, they should report the apparent discrepancy to the Executive Director.*

An employee who is found to be willfully misusing the program and, therefore, falsifying his/her timesheet may be subject to disciplinary action provided for in the Agency's Personnel Policies.