

1 **Jefferson Transit Authority**  
2 **Resolution No. 18-12**  
3

4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 Transportation Benefit Area, hereinafter called the "Authority," for the  
6 Purpose of Adopting a Commemorative and Donation Policy  
7

8 **WHEREAS**, the Authority is responsible for setting a Commemorative and  
9 Donation Policy for Jefferson Transit Authority; and  
10

11 **WHEREAS**, the purpose of this policy is to provide a framework for the  
12 installation of bronze plaques on JTA properties to honor and remember JTA  
13 employees, and to establish guidelines for the consistent decision-making process  
14 related to the acceptance of cash, placement, and long-term maintenance of such  
15 commemoratives; and  
16

17 **WHEREAS**, the Authority hereby authorizes the General Manager to execute the  
18 Commemorative and Donation Policy and to carry out and fulfill the conditions and  
19 provisions as contained therein to the best interest and benefit of Jefferson Transit  
20 Authority,  
21

22 **NOW, THEREFORE, BE IT RESOLVED**; The Authority does hereby adopt the  
23 Commemorative and Donation Policy which is attached to this Resolution and made a  
24 part thereof by this reference.

25 **CERTIFICATION**

26 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
27 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
28 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
29 Transit Authority Board held on August 21, 2018.  
30

Chair



Member

Member

Absent

Vice Chair



Member

Attest:



Clerk of the Board

Title: <b>Commemorative and Donation Policy</b>	Resolution: <b>18-12</b>
Author: <b>Tammi Rubert, General Manager</b>	Effective Date: August 21, 2018



*Jefferson Transit Authority*

**Commemorative and Donation Policy**

**Effective August 21, 2018**

**Purpose:**

The purpose of this policy is to provide a framework for the installation of bronze plaques on shelters, at 63 4 Corners Road, or at the Haines Place Transit Center. Plaques are intended to honor and remember Jefferson Transit employees. The policy is designed to establish guidelines for the consistent decision-making process related to the acceptance of cash, placement, and long-term maintenance of such commemoratives.

**Program Eligibility:**

Any individual can donate funds to purchase a plaque through Jefferson Transit’s Commemorative program. However, the individual being honored and remembered must have been employed with Jefferson Transit.

Jefferson Transit does not accept donations of commemorative benches, commemorative monuments, and other commemorative furnishings. Jefferson Transit will accept donations to purchase a 12” wide x 6” high plaque, including installation, maintenance and administration costs. The cost will be determined at the time of the request.

**Donation and Gifts:**

Request to add a plaque will be carefully assessed to ensure what is being proposed complies with the purpose and procedure of Jefferson Transit’s policy concerning donations.

**Donors:**

Those wishing to donate must complete a written proposal to the General Manager for consideration. Donors are encouraged to speak with the General Manager to discuss potential areas for placement within the system and cost per plaque.

**Proposals:**

The proposal should include information necessary for Jefferson Transit to determine whether the proposed donation complies with Jefferson Transit’s Donation Policy. The proposal must address such things as whether the gift is restricted or unrestricted as well as suggested location, wordage, maintenance, etc. prior to acceptance.

Donation proposal submittal:

Mail to: Jefferson Transit Authority  
General Manager  
63 4 Corners Road  
Port Townsend, WA 98368

Email to: [custserv@jeffersontransit.com](mailto:custserv@jeffersontransit.com)

**Review:**

The General Manager will review and determine the appropriateness of the proposal as measured by the policy and the guidelines herein. If the donation falls outside of the approved policy, the proposal will be presented for further discussion and decision to the Authority Board. Donors are invited to the Authority Board Business meeting.

**Decision:**

Jefferson Transit staff will notify the Donor, in writing, within 60 business days of the review decision, identifying any final conditions of approval.

**Implementation:**

With a positive review decision, Jefferson Transit staff will initiate and finalize the Donation Agreement between Jefferson Transit Authority and the Donor. Approval must be received, the agreement signed, and donation received before ordering and installation of the plaque. Jefferson Transit shall be responsible for the coordination of installation, maintenance, and protection of the donation, within reason.

**Acceptance:**

Once the donation is accepted, and installation complete, it will be deemed property of Jefferson Transit Authority until such time that it is removed from Jefferson Transit property. Jefferson Transit Authority is in no way obligated to replace the plaque if damaged, stolen, vandalized, worn out, or destroyed.

**Removal:**

Jefferson Transit reserves the right to remove and/or relocate plaques when (a) they interfere with the safety, maintenance, or construction activities, (b) become unsightly due to vandalism or if the plaque is past its useful life.

**Policy:**

It is the policy of the Jefferson Transit Authority:

1. To encourage and facilitate public and private donations that are to be used to purchase, install and maintain employee commemorative plaques.
2. To accept only those donations that are consistent with the donation guidelines.
3. To accept only donations given with no contingencies and the full understanding that they become the property of Jefferson Transit Authority.
4. To enter into a written Donation Agreement with the Donor, that specifies the terms of any restricted donation, which may include provisions regarding maintenance, lifespan, and Donor recognition.
5. To control and manage the placement, spacing, location, and number of plaques.

6. To accept only donations with the knowledge that Jefferson Transit Authority is in no way obligated to replace the plaque if stolen, damaged, vandalized, worn out or destroyed.
7. To calculate the cost of administering, installing, maintaining and removing plaque for its projected lifespan, and require the Donor to cover the full cost for the purchase, installation, and maintenance during the expected lifespan.
8. To review requests for plaques which accompany donations for recognition of employees, plaque text shall be limited to the name of the employee being honored, and the years of service to Jefferson Transit. The name of Donor may also be requested. Recommended wording for a plaque is shown below:

Donated by the Friends or Family of  
(name of employee)  
(years of service)

While Jefferson Transit respects the desire of individuals to commemorate their loved ones, it also recognizes the desire of other community members not to be burdened with a constant reminder of death in public areas. Care must be taken to recognize and remember loved ones in a discreet manner. The use of words “In memory of” or use of birth and death dates are not permitted. The words “In honor of” may be used. Consistency and standards in size shall be maintained.

9. To decline to accept a donation if such donation is not consistent with the policies, or is contrary to law.

**Donation Program Application**

Jefferson Transit Donation Proposal

Donor Name:  Date:

Address:

City:  State:  Zip Code:

Amount Donate \$

Reason for Making Donation:

Do you wish to be present when plaque is installed?  Yes  No

Plaque wording requested:

Donor Signature:  Date:

**For Jefferson Transit official use**

Date Approved:  Approved By:

Approximate Cost of Plaque, administration cost, installation, and maintenance \$

Donor Notified of Disposition:

By Phone  By Letter  In Person Date:

Date Completed:  Completed by:

Jefferson Transit Authority  
Commemorative and Donation Policy  
Adopted by JTA Authority Board 8/21/18