

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF MEMBERS**
- 4. PUBLIC COMMENT**
- 5. CONSENT / ACTION ITEMS**

All matters listed within the Consent Agenda have been distributed to each member of the Skagit Transit Board of Directors for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from Consent Action Items and placed on Regular Action Items by request.

- a) Approval of December Meeting Minutes Page 2-5
- b) Approval of Claims and Payroll
- January Payroll Direct Deposit and Checks #15940 - #15948 \$589,330.83
- January Direct Federal withholding transfer..... \$142,920.45
- January Claims Checks and ACH #34758 - #34951..... \$792,139.32

6. FULL DISCUSSION/ACTION ITEMS

- a) Monthly Budget Update Report..... Page 6
- b) Award Security Guard Services Contact #17-023-F..... Page 7
- c) Approve Resolution 2018-01 Revision of Wellness Program Policy Page 8-21

7. COMMUNITY ADVISORY COMMITTEE REPORT

8. EXECUTIVE DIRECTORS REPORT

- a) Ride Pass Program Recap Page 22-23

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT

**RECORD OF THE PROCEEDINGS
SKAGIT TRANSIT BOARD OF DIRECTORS**

Wednesday, January 17, 2018

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Chair Dahlstedt called the meeting to order at 1:01 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Ken Dahlstedt, Skagit County Commissioner (Chair)
Lauri Gere, City of Anacortes, Mayor (Vice Chair)
Jill Boudreau, City of Mount Vernon, Mayor
Ron Wesen Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Germaine Kornegay, Councilmember, City of Sedro Woolley
Steve Sexton, City of Burlington, Mayor
Rick DeGloria, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember
Marge Root, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Motoko Pleasant, Manager of Finance & Admin
Brad Windler, Service Development Planner
Chris Chidley, IT Manager
Penny Roodzant, Human Resources Manager
Troy Fair, Operations Manager

Members Absent:

Member of Public:

Fred and Ginny Barnum, Mount Vernon

Providing Legal Counsel:

I Public Comment:

Ginny Barnum of Mount Vernon informed the Board her and her husband Fred Barnum own and operate a coffee shop at Skagit Station. Ms. Barnum described the current environment at Skagit Station that causes her great concern. Ms. Barnum stated she has observed homeless people sleeping on the cement outside the deli door and windows. The entrance doors are blocked by sleeping bags, tarps, tents, and barking dogs and transit and train passengers have to navigate around the homeless and their belongings. Ms. Barnum informed the Board there are people frequently begging for food and money, and arguments among the homeless. Ms. Barnum noted Mr. O'Brien and staff are making improvements and hopes the positive changes continue.

II Consent / Action Items:

- a) Approval of December Meeting Minutes
- b) Approval of Claims and Payroll
 - December Payroll Direct Deposit and Checks #15932 - #15939.....\$720,635.80
 - December Direct Federal withholding transfer\$142,537.33
 - December Claims Checks and ACH #34633 - #34757\$278,567.19

Ms. Boudreau moved to approve all Consent / Action items. Mr. Wesen seconded the motion. The motion passed unanimously.

III Full Discussion/Action Items:

- a) Monthly Budget Update for October and November

Ms. Pleasant stated Skagit Transit received \$ 991,655 sales tax revenue in the month of December. This compares with \$876,136 in December of 2016. Ms. Pleasant stated this is a 13.19 % or \$115,519 increase over last year with a year to date increase of a 7.41%, or \$806,058. Ms. Pleasant stated Skagit Transit also received \$71,093 state and federal grant reimbursement.

Ms. Pleasant reported capital expenses included Trapeze Streets Software Enhancement and Website Enhancement. Ms. Pleasant noted fuel is within budget.

Ms. Boudreau moved to approve the December Monthly Budget Update. Ms. Gere seconded the motion. The motion passed unanimously.

b) Approve Interlocal Agreement between Skagit Transit and Skagit County (Skagit Transit No. 18-002)

Mr. O'Brien stated on December 19, 2007, the Board appointed Motoko Pleasant, Skagit Transit's Manager of Finance and Administration, to serve as the Treasurer and Auditor of Skagit Transit.

Mr. O'Brien noted every three years, Skagit Transit and Skagit County execute an Interlocal Agreement for the purpose of delegating the receipt and deposit of funds, disbursement of funds to Skagit Transit, and the investment of surplus funds to the Skagit County Treasurer. The existing Agreement expires February 28, 2018. Mr. O'Brien stated Skagit Transit and Skagit County desire to enter another three-year term Agreement effective March 1, 2018 through February 28, 2021.

Ms. Boudreau moved to approve the Interlocal Agreement between Skagit Transit and Skagit County. Mr. DeGloria seconded the motion. The motion passed unanimously.

c) Request to Hire Security Supervisor

Mr. O'Brien stated Skagit Transit is experiencing a large increase in homeless individuals loitering at Skagit Station at all hours of the day. It has risen to the point that it has become a public nuisance and has had a direct effect on local and regional ridership. Amtrak and Greyhound customers are complaining that they do not feel safe in the lobby while they wait for the train or the bus to arrive. Mr. O'Brien also stated, as the board is aware, we have a company leasing space operating a Deli at Skagit Station. We have received complaints from our tenants that there are days they feel uncomfortable being open for business. Mr. O'Brien reported staff has implemented several new procedures to control this growing problem, which have been successful the last few weeks. In order to maintain the improvements and keep the problem under control staff is asking that the board approve hiring of a security supervisor to oversee our contracted security service. This will insure that we have a unified force maintaining a safe and comfortable facility for the public using public transportation.

Mr. O'Brien presented photos of individuals camping and sleeping on the train platform at night and sitting inside the station with their belongings and sleeping bags. Mr. O'Brien explained homeless individuals wash their clothes in the restrooms and hang them to dry in the lobby.

There was discussion of the additional staffing impact on the budget and the contract with the current security vendor.

Ms. Janicki moved to approve request to hire a security supervisor. Ms. Gere seconded the motion. The motion passed unanimously.

d) Approve Wellness Day Off

Ms. Roodzant stated employers striving to manage their overall spending on employee health care and reduce the amount of productivity lost due to employee absences often institute employee wellness incentives to promote preventive care and foster a healthier workplace. Ms. Roodzant explained employees earn credits for participating in wellness activities, such as joining a gym, taking a nutrition class and participating in health-related activities of the wellness program. Credits are redeemed for cash or time off from work, boosting not only health awareness but employee morale. Ms. Roodzant requested for the Board approval of wellness incentives for regular full and part time represented and non-represented employees who have earned eligible wellness credits for participating in wellness activities in a calendar year may choose to redeem credit for one wellness day off in the following calendar year. Ms. Roodzant noted the Wellness Day is to be scheduled 30 days in advance and is subject to availability. The Wellness Day will be paid according to scheduled work hours for the requested day off. Ms.

Roodzant explained the holiday must be taken within the year it is awarded and may not be carried forward to the following year and there will be no cash payout for time not taken.

Ms. Roodzant stated the Wellness Committee is an active body of members who perform multiple tasks in addition to their normal workload for the health benefit of their fellow employees, and for the benefit of the employer by reducing and loss of productivity. Committee members who meet or exceed expectations as outlined in the Wellness Committee General Requirements are awarded one wellness day off for each year for excellent service. Ms. Roodzant noted the Wellness Day is to be scheduled 30 days in advance and is subject to availability. The Wellness Day will be paid according to the scheduled work hours for the requested day off. The holiday must be taken within the year awarded and may not be carried forward to the following year. Ms. Roodzant stated there would be no cash payout for time not taken.

Mr. Wesen inquired about the budget impact and how many days an employee can take. Ms. Roodzant reiterated that employees who qualify could choose between \$360.00 per year for their attendance at a gym or one paid day off per year, and it is within budget. There was a discussion of what other agencies are offering as an incentive for wellness program participation.

Ms. Boudreau suggested reviewing the Wellness Program Policy before taking action on this item.

Ms. Janicki moved to table approving Wellness Day Off and the Revision of the Wellness Program Policy to the February Board meeting. Ms. Boudreau seconded the motion. The motion passed unanimously.

e) Approve Revision of Community Advisory Committee Bylaws

Mr. Windler stated The Bylaws of the Skagit Transit Community Advisory Committee (CAC) have been reviewed and revised by the Committee. Mr. Windler noted the revisions include minor adjustments to the Code of Conduct, establishes a Special Projects Assistant, clarifications to how meeting agendas will be set, and directs CAC members to talk with the CAC Staff Liaison if there are issues or questions regarding policy.

Ms. Boudreau moved to approve Revision of Community Advisory Committee Bylaws. Mr. Sexton seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. Windler reported the committee met on January 10, 2018 and discussed the agenda items for the year that include participating in strategic plan development and volunteers in outreach activities.

V Executive Directors Report

Mr. O'Brien reported staff has reviewed a draft fee summary from the design engineer consultant for MOA2. Ms. Pleasant has been reviewing the cost proposals, which will be discussed with the consultant the week of February 5th. Mr. O'Brien stated our attorney filed a petition with Skagit County Superior Court since the current property owner of the additional three acres is contesting the price. Mr. O'Brien noted both parties would bring forward expert appraisals for the property.

VI Information Items:

VII Unfinished Business:

VIII New Business:

Chair Dahlstedt adjourned the meeting at 1:47p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Mary Lozeau,
Clerk of Skagit Transit Board

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors
FROM: Motoko Pleasant, Manager of Finance and Administration
SUBJECT: Budget Update for January 2018

INFORMATION:

The monthly budget reports are presented for your review. Items of interest are:

Revenues:

Skagit Transit received \$940,150 sales tax revenue in the month of January. This compares with \$ 875,031 in January of 2017. This is a 7.44% or \$65,119 increase over last year with a year to date increase of the same.

Expenses:

- Annual Software Maintenance Fee - MiTel Phone System Software
- Annual membership and Dues – SCOG and WSTA
- Capital Expenses
 - ◆ Remix Software License
- Fuels – Currently within budget.

All other expenses were as expected.

The Reserve Accounts currently are:

	<u>January 2018</u>	<u>January 2017</u>
Operating	\$2,126,587	\$2,105,847
Facilities	400,000	400,000
Capital Replacement	3,924,750	3,882,046
Non-Designated	2,199,246	2,177,768
Total Reserves =	\$ 8,650,583	\$ 8,565,661

RECOMMENDATION:

Staff recommends the Board approve the monthly budget reports.

BUDGET IMPACT:

None.

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Dale O'Brien, Executive Director

SUBJECT: Award Security Guard Services Contract #17-023-F

INFORMATION:

Skagit Transit's existing Security Guard Services Contract #14-001-F with G4S Secure Solutions (USA), Inc. expires March 31, 2018. Although one additional renewal term is available, Skagit Transit gave notification to G4S that it will not be renewing this federally funded contract due to many challenges and reoccurring performance issues experienced over the past several months.

Request For Proposals (RFP) #17-023-F was published December 11, 2017 to solicit responses for a new contract. Notices were sent to 19 potential security guard companies. The RFP was advertised in our Official Newspaper of Record (SVH) and public notices were posted at the MOA, Skagit Station, and on Skagit Transit's website. Seven companies requested to be placed on the Planholders' List but only three were represented at the Pre-Proposal Conference held at Skagit Station on December 18, 2017. Five proposals were received but one was rejected as non-responsive for failure to comply with and adhere to RFP requirements.

A three-member Evaluation Committee met at the MOA on February 25, 2018 to interview all four responsive Proposers and then conduct evaluations. Committee Members were: Troy Fair, Operations Manager; Bill Maikai, Security Supervisor; and Aggie Juarez, Facilities Supervisor. Out of a possible 300 total points (100 pts. max. per Proposer), the Final Score Tabulation is:

PROPOSER	TOTAL PTS
Pacific Security (Parker Corporate Services, Inc.)	278
Securitas, Inc. (Securitas Security Services USA, Inc.)	262
PPC Solutions, Inc. (Phoenix Protective Corporation)	257
KnightHawk Protection (Veteran Infrastructure Products, LLC)	244

RECOMMENDATION:

Award the Security Guard Services Contract #17-023-F to the highest scoring Proposer, Parker Corporate Services, Inc. dba. Pacific Security.

BUDGET IMPACT:

2018 Approved Budget for Security Guard Services	\$109,500
Average Annual Cost, Current Contract	\$ 99,402
YTD (4/1/14 – 1/26/17) Cost Current Contract	\$397,607

SKAGIT TRANSIT

TO: Skagit Transit Board of Directors

FROM: Penny Roodzant, Human Resources Manager

SUBJECT: Approve Resolution 2018-01 Revision of Wellness Program Policy

INFORMATION:

Skagit Transit's current Wellness Program Policy was approved in 2014. Staff is proposing the following revisions to the policy;

- Removal of the composition and procedures concerning the Wellness Committee. Committee requirements have been placed into a separate document titled "Wellness Committee General Requirements" and is referenced in the policy under Wellness Program Administration.

Modifications to the program elements.

- Renaming Fitness Club reimbursement to Wellness Activity reimbursement;
- Addition of eligible reimbursement activities at a rate of 50% of fees for classes/lessons, event registrations, educational classes and fitness equipment;
- Addition of an option to exchange the maximum cash reimbursement each calendar year for a wellness day off to be taken in the following year;
- Addition of Wellness Committee Wellness Day Off for exceptional service to Skagit Transit employees while serving on the committee.
Committee members are volunteers, the work performed for the committee is often above and beyond their assigned duties. Committee members meeting or exceeding the general committee expectations in a calendar year would earn a wellness day off the following year.

RECOMMENDATION:

Approve Resolution 2018-01 Revision of Skagit Transit's Wellness Program Policy.

BUDGET IMPACT:

Under the current policy the agency commits to reimburse eligible employees \$30 per month up to a maximum of \$360 per year for eligible fitness club fees. The modifications presented for approval will not change the maximum reimbursable amount per employee per year of the current policy.

RESOLUTION NO. 2018-01

A RESOLUTION OF THE SKAGIT TRANSIT BOARD OF DIRECTORS AUTHORIZING REVISION OF THE WELLNESS PROGRAM POLICY

WHEREAS, Skagit Transit's current Wellness Program Policy was approved by the Board in 2014; and

WHEREAS, the removal of procedural information concerning the wellness committee and placement in a separate document is necessary for keeping up with agency and personnel changes as housekeeping measures; and

WHEREAS, expanding wellness activities eligible for reimbursement and reimbursement options will assist in goals of the program and;

WHEREAS, recognizing excellent service to promote health and wellbeing to Skagit Transit employees through rewards for dedicated service by Wellness Committee members and;

WHEREAS, the current policy must be revised to reflect this changes;

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that the Skagit Transit Board of Directors hereby approves the revised Skagit Transit Wellness Program Policy.

PASSED in open public meeting this 21st day of February 2018.

**SKAGIT TRANSIT SYSTEM
SKAGIT COUNTY, WASHINGTON**

By _____
Kenneth A. Dahlstedt, Chair

By _____
Dale S. O'Brien, Executive Director

ATTEST TO FORM:

Mary Lozeau
Clerk of Skagit Transit

APPROVED AS TO FORM:

Dannon C. Traxler
Counsel to Skagit Transit

Skagit Transit Wellness Program Policy

Policy Purpose

The purpose of this policy is to provide the framework for the administration and purpose of Skagit Transit's Wellness Program. This includes defining the mission, goals, administration, participation and program elements, it also defines membership requirements of the Wellness Committee.

Mission and Goals

The purpose of the Wellness Program is to assist employees in the VOLUNTARY adoption and maintenance of healthy lifestyle choices.

Skagit Transit recognizes employees are critical to the quality and efficiency of Skagit Transit services. Skagit Transit also recognizes its need to contribute in a positive way to the health and well-being of its employees fortifying their ability to perform their job duties and provide services to Skagit Transit customers.

The goals of the program:

1. To create an environment that is supportive of positive health practices.
2. To offer opportunities for employees to learn the skills they need to optimize their health and well-being to ensure that the beneficiaries of Skagit Transit services receive the benefit of more productive employees in the workplace.
3. To provide tools and resources for employees to make wise health conscious choices in order to reduce long-term costs related to treatment of illness and accidents.
4. To ensure that all employees have the opportunity to be involved, wellness committee represent various authority levels and every department.

Wellness Program

Administration: The Wellness Program is administered by the Wellness Coordinator, appointed by the Executive Director and has its own budget. A voluntary employee Wellness Committee as described below assists with the planning, oversight, management, promotion and execution of the program activities.

Participation: *Any participation in the programs and activities of the Wellness Program is on a voluntary basis.* All employees who are members of the AWC (Association of Washington Cities Trust) covered under medical benefits through employment by Skagit Transit may participate in incentive awarded programs of AWC sponsored programs and events. Non-AWC benefited employees are encouraged and allowed to participate in wellness events but may not receive AWC funded incentive awards. Typically, other incentives may be awarded to non-benefited employees.

- Spouses may participate in some of the programs sponsored by AWC,
- Eligible dependents may participate in some programs offered by Skagit Transit,
- Some programs will be offered during work time such as the AWC health screening,
- All programs will include an evaluation for employees or spouses to complete.

Program Elements:

The following will be included into the Wellness Program:

- Behavior change programs such as nutritional information, stress reduction, smoking cessation and weight management.
- Motivational programs such as interdepartmental and employee group challenges and incentives for healthful eating, exercising and stress reduction programs.
- Information and awareness programs such as flyers, paycheck stuffers, newsletter inserts, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
- Additional wellness incentives and policies that contributes to the health and well-being of employees and their families.
- Health Club reimbursements – Skagit Transit agrees to reimburse up to \$30.00 per month toward the cost of usage of an approved Fitness Center for authorized employees on the following conditions:

To be Eligible:

1. Employee must work at least 20 hours per week
2. Employee must be employed as an active regular full-time or part-time employee.
3. Temporary employees are not eligible to participate
4. Terminated employees are not eligible.
5. Employee must use the fitness facility a minimum of 8 times for at least one-half hour each during the calendar month in order to be reimbursed \$30.00 per month per person.

See Fitness Center Reimbursements Procedures for details of approved fitness centers and submittal requirements for the reimbursement of fees.

The employee is under no obligation to participate in any of the fitness clubs or may terminate the participation at any time. Employees are responsible for notifying the facility of their withdrawal from the program and paying any associated fees. Skagit Transit is not required to pay any start-up or initiation fees associated with the health club.

Wellness Committee

A voluntary employee Wellness Committee as described below assists with the planning, oversight, management, promotion and execution of the program activities.

General Staffing Requirements.

1. The Committee has a total of 9 members, 7 rotational, 1 permanent and the Wellness Program Coordinator.
2. The term for rotational members will be two years with rotations occurring every other year.¹
If any member must relinquish their position for any reason, the responsible department will have four weeks to replace this member. If less than a year is remaining in the departing member's term the new member will complete the previous term as well as their own two year term.
3. The permanent Committee member will serve executive functions and will not be subject to the two year term limit. The Executive Director will provide one permanent member to the Committee.
4. Departments will provide the seven rotational members which represent various authority levels and departmental divisions² to the Committee in accordance with the following allocations:

Operations - 3

Maintenance - 3

Administration – 1

General Committee Requirements:

1. All meetings will start promptly and end on time.
2. All committee members are equal participants and have equal right and responsibility to voice opinions and ideas and share in the success in this program.

¹ 3 of 7 initial committee members will serve three years, this will help in facilitating the every other year rotation schedule

² Example of departmental division – Operations department is made up of fixed route and dial-a-ride operators, dispatchers/schedulers, support staff and supervisors. Maintenance is made up of facilities, mechanics, and servicers.

3. Meetings will be held once each month.
4. Each department head will attend a wellness meeting during the year to show support and encouragement.

Member Expectations:

1. Attend wellness team meetings each month. Team members will be allowed 1-2 hours per month during work time to attend meetings and help facilitate programs.
2. Inform another team member or leader if unable to attend.
3. Lead and promote one program throughout the year.
4. Assist (as needed) with wellness programs and activities.
5. Represent your department and share information educating them of the various Wellness activities.
6. Fully support all agreed upon decisions by the Committee.
7. Work in conjunction with management and AWC to increase awareness about the benefits of healthy living.
8. Team members may be asked to lead a meeting throughout the year.

Permanent Staff Expectations:

1. Attend wellness team meetings each month.
2. Prepare agenda and minutes for each meeting and forward them to the wellness team.
3. Update and manage wellness news each month.
4. Apply for, obtain and manage annual grant requirements.
5. Manage the budget and financial program, ensure all activities including vendors and materials do not exceed the designated annual budget.
6. Attend conferences and retreats established by AWC when possible.
7. Prepare and submit all required reports to AWC, Human Resources and Finance Manager.
8. Conduct periodic assessments on employee interest/needs, facilities, and culture of the program.
9. Leads evaluations of programs and reports results to the Wellness Committee and Management.

Coordinator Expectations:

In addition to permanent staff requirements listed above;

1. Liaison between agency and AWC, communicates requirements of the program to Executive Director, Human Resources and Finance Manager.

Annual Program Expectations:

The following elements will be conducted annually by the Wellness Committee together with the Coordinator -

- Surveys to help the wellness team evaluate and measure the level of satisfaction with the program and assist in the planning of future activities.
- Determine three targeted area for improvement indicated on the Health Screening Management Report.
- Design a program timeline and schedule that includes all wellness program activities and any other events which will conflict with, support or otherwise influence the program.
- Utilize at least two programs from the AWC in order to provide cost effective and quality programs for employees.
- Explore internal and external low-cost resources for programming including AWC resources,

Consent Form

Prior to the participation in the exercise or fitness programs and activities, the employee will be required to sign a consent form.

Skagit Transit Wellness Program Policy

Policy Purpose

The purpose of this policy is to provide the framework for the administration and purpose of Skagit Transit's Wellness Program. This includes defining the mission, goals, administration, participation and program elements..

Mission and Goals

The purpose of the Wellness Program is to assist employees in the VOLUNTARY adoption and maintenance of healthy lifestyle choices.

Skagit Transit recognizes employees are critical to the quality and efficiency of Skagit Transit services. Skagit Transit also recognizes its need to contribute in a positive way to the health and well-being of its employees fortifying their ability to perform their job duties and provide services to Skagit Transit customers.

The goals of the program:

1. To create an environment that is supportive of positive health practices.
2. To offer opportunities for employees to learn the skills they need to optimize their health and well-being to ensure that the beneficiaries of Skagit Transit services receive the benefit of more productive employees in the workplace.
3. To provide tools and resources for employees to make wise health conscious choices in order to reduce long-term costs related to treatment of illness and accidents.
4. To ensure that all employees have the opportunity to be involved, the wellness committee is representative of various authority levels and every department.

Wellness Program

Administration: The Wellness Program is administered by the Wellness Coordinator, appointed by the Executive Director and has its own budget. A voluntary employee Wellness Committee, as described in a separate document titled "Wellness Committee General Requirements", assists with the planning, oversight, management, promotion and execution of the program activities.

Participation: *Any participation in the programs and activities of the Wellness Program is on a voluntary basis.* All employees who are members of the AWC (Association of Washington Cities Trust) covered under medical benefits through employment by Skagit Transit may participate in incentive awarded programs of AWC sponsored programs and events. Non-AWC benefited employees are encouraged and allowed to participate in wellness events but may not receive AWC funded incentive awards. Typically, other incentives may be awarded to non-benefited employees.

- Spouses may participate in some of the programs sponsored by AWC,
- Eligible dependents may participate in some programs offered by Skagit Transit,
- Some programs will be offered during work time such as the AWC health screening,
- All programs will include an evaluation for employees or spouses to complete.

Program Elements:

The following will be included into the Wellness Program:

- Behavior change programs such as nutritional information, stress reduction, smoking cessation and weight management.
- Motivational programs such as interdepartmental and employee group challenges and incentives for healthful eating, exercising and stress reduction programs.

- Information and awareness programs available through distribution of flyers, paycheck stuffers, newsletter inserts, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
- Additional wellness incentives and policies that contributes to the health and well-being of employees and their families.
- Wellness Activity reimbursements – Skagit Transit agrees to reimburse up to \$360 per employee per year toward the cost of eligible wellness activities fees for authorized employees on the following conditions:

To be Eligible:

1. Employee must work at least 20 hours per week
2. Employee must be employed as an active regular full-time or part-time employee.
3. Temporary employees are not eligible to participate
4. Terminated employees are not eligible.
5. Employee must submit proof of payment and any required minimum attendance records for eligible wellness activities to receive reimbursement.

Reimbursements have the following maximum limits:

- \$30 per month for Fitness Club monthly membership fees, minimum attendance required.
- 50% of registration fees for Wellness Activity classes/lessons, event registrations and sports league fees, health/wellness and holistic education classes and fitness equipment purchases.

Maximum annual employee reimbursement - \$360.00

At the end of each calendar year any employee qualifying for the maximum reimbursable amount (\$360) may elect to exchange the cash reimbursement for a Wellness Day to be taken in the following calendar year. The Wellness Day off must be requested at least 30 days in advance and have supervisor approval. The Wellness Day is not available for cash out for any reason and does not transfer into the following year (use or lose status).

Employees separating prior to the end of the calendar year will be reimbursed \$30 for each full month of employment prior to the separation date for eligible wellness activity fees at the maximum rate of reimbursement shown above.

See Wellness Activities Program Document for details of eligible wellness activity fees and submittal requirements for the reimbursement of fees.

The employee is under no obligation to participate in the Wellness Activity Reimbursement Program or may terminate participation at any time. Employees are responsible for notifying the facility of their withdrawal from the program and paying any associated fees. Skagit Transit is not required to pay any start-up or initiation fees.

Consent Form

Prior to the participation in the exercise or fitness programs and activities, the employee will be required to sign a consent form.

Wellness Committee Wellness Day Off

Committee members actively involved in the administration of Skagit Transit's Wellness Program can earn a wellness day off by meeting or exceeding the general requirements of a Wellness Committee Member as described in the Wellness Committee General Requirements.

To be eligible for a wellness day off committee members must within the calendar year:

- Attend 10 of 12 monthly meetings,
- Lead one wellness activity,
- Participate in the administration of two (2) wellness program sponsored activities,
- Participate in four (4) activities sponsored by the Wellness Committee.

Wellness Committee General Requirements

This document outlines the committee composition and expectation of committee member involvement in the Wellness Program.

A voluntary employee Wellness Committee as described below assists with the planning, oversight, management, promotion and execution of the program activities.

General Staffing Requirements.

1. The Committee is composed of up to nine (9) members including the Wellness Coordinator. The minimum composition is three (3) members including the Wellness Coordinator.
2. The term for members will be two years. If any member must relinquish their position for any reason, the committee will seek volunteers from the same department of the departing member to keep representation status, the position will remain open until filled by any volunteer.
3. The committee will seek volunteers that represent the diversity of Skagit Transit by working to recruit members from all departments of the agency. Departments will provide members which represent various authority levels and departmental divisions.

General Committee Requirements:

1. All meetings will start promptly and end on time.
2. All committee members are equal participants and have equal right and responsibility to voice opinions and ideas and share in the success of this program.
3. Meetings will be held once each month.
4. Each department head will strive to attend a wellness meeting during the year to show support and encouragement.

Member Expectations:

1. Attend wellness team meetings each month. Team members will be allowed 1-2 hours per month during work time to attend meetings and help facilitate programs. Member is responsible to notify the Coordinator as soon as it is known if they are unable to attend the next scheduled meeting.
2. Lead and promote one program throughout the year.
3. Assist (as needed) with wellness programs and activities.
4. Participate in activities promoted by the committee, represent your department, share information and offer assistance concerning the various Wellness activities.
5. Fully support all agreed upon decisions by the Committee.
6. Work in conjunction with management and AWC to increase awareness about the benefits of healthy living.
7. Team members may be asked to lead a meeting throughout the year.

Coordinator Expectations:

1. Liaison between agency and AWC, communicates requirements of the program to Executive Director, Human Resources and Finance Manager.
2. Attend wellness team meetings each month.
3. Prepare agenda and minutes for each meeting and forward them to the wellness team.
4. Update and manage wellness news each month.
5. Apply for, obtain and manage annual grant requirements.
6. Manage the budget and financial program, ensure all activities including vendors and materials do not exceed the designated annual budget.
7. Attend conferences and retreats established by AWC when possible.
8. Prepare and submit all required reports to AWC, Human Resources and Finance Manager.

9. Conduct periodic assessments on employee interest/needs, facilities, and culture of the program.
10. Leads evaluations of programs and reports results to the Wellness Committee and Management.

Annual Program Expectations:

The following elements will be conducted annually by the Wellness Committee together with the Coordinator -

- Surveys to help the wellness team evaluate and measure the level of satisfaction with the program and assist in the planning of future activities.
- Determine three (3) targeted areas of health risks as determined by the AWC sponsored Skagit Transit Management Report for improvement.
- Design a program timeline and schedule that includes all wellness program activities and any other events which will conflict with, support or otherwise influence the program.
- Utilize at least two programs from the AWC in order to provide cost effective and quality programs for employees.

Explore internal and external low-cost resources for programming including AWC resources.

Committee members meeting or exceeding the general requirements within a calendar year are eligible for a Wellness Day off to be taken in the following calendar year. The Wellness Day off must be approved by the members supervisor, requested 30 days in advance and used in the calendar year it is awarded.

WELLNESS ACTIVITY PROGRAM DOCUMENT

Date: _____

Employee Name: _____

Wellness Coordinator Signature: _____



January—June 2018

(deadline to submit for reimbursement is July 16, 2018)

	Amount Claimed
AWC Campaign - Spring Campaign \$40.00 *	
Fitness Club Membership** \$30.00 per month Must meet minimum requirement of 8 visits per month	
Classes/ Lessons*** 50% of the registration fee	
Event Registrations and Sports League Fees **** 50% of the	
Health, Wellness, Holistic Education ***** 50% of the registration	
Equipment ***** 50% of equipment purchase If your reimbursement exceeds the maximum reimbursement (\$180) for Jan-June you will be reimbursed \$180 and the remaining balance up to \$180 will be paid out in the July—Dec reimbursement period.	

* For AWC Campaigns, print out of participation is required. (see Wellness Coordinator for details)
** Payment and attendance records must be attached.
*** Itemized receipts and proof of payment/ completion of class must be attached.
**** Itemized receipts and proof of payment must be attached.

Employees may opt to trade cash reimbursements totaling \$360 in a calendar year for a Wellness Day off to be used in the following calendar year.

The Wellness day off must be approved by employees supervisor, requested 30 days in advance and used in the calendar year it is awarded.

Separated employees submitting records of payment and attendance will be reimbursed at a rate of \$30.00 for each full month of employment, minus any reimbursement already processed.

Annual Maximum \$360

Jan - June Total _____

(Maximum reimbursement Jan - June \$180)

WELLNESS ACTIVITY PROGRAM DOCUMENT



What is Reimbursable?

Category 1, AWC Campaigns

Participate in one or two AWC Campaigns each year, Members must provide proof of completion to be eligible for the reimbursement. \$40 per campaign.

Category 2, Fitness Club Reimbursement

Get reimbursed up to \$30.00 per month up to the annual limit for individual monthly membership fees of approved fitness clubs. An approved fitness club has certified instructors on site and offers exercise equipment or routines that provide aerobic exercise, tones, stretches and/or strengthens muscles.

The employee must attend a minimum of eight (8) times per month for each qualifying month.

Category 3, Classes

Get reimbursed 50% of registration fees up to annual limit for classes taught by certified instructors of such categories as martial arts, Pilates, tennis, swimming, dancing. Must show proof of completion of the course/class.

Category 4, Event Registrations and Sports League Fees

Get reimbursed 50% of registration fees up to the annual limit for participation in marathons, 5K runs, Relay for Life. Reimbursement will be allowed for sports leagues which maintain activity over a sustained period of time. (i.e. six week softball league).

Category 5, Health, Wellness and Holistic Education

Get reimbursed 50% of class registration fees up to the annual limit for classes in nutrition, healthy cooking, meditation, diabetes management, heart health, and stress management.

NOT COVERED—food (unless it is included in the registration fee), vitamins, supplements or clothing.

Category 6, Equipment

Get reimbursed 50% of purchase price of health or wellness equipment or training materials up to the annual limit. This category would contribute to purchases of large fitness equipment such as treadmills, elliptical, bicycles as well as smaller items such as yoga mats, exercise DVD's meditation DVD's, etc.

NOT COVERED—gaming equipment, clothing, or food preparation appliances.

Equipment for which you received reimbursement must have met its useful life before you will be reimbursed for another of the same (i.e. a treadmill has a useful life of 10 years, you will not be reimburse for another purchase of a treadmill sooner than 10 years).

If an activity or item doesn't fit into one of the categories listed above contact the Wellness Coordinator, Marcy Smith 757-1377, to ensure eligibility for reimbursement. The Wellness Committee will review with the agency's internal auditor any questionable reimbursement requests and issue the final disposition.

Skagit Transit Fitness Club Reimbursement Program (FCRP)

Participation and Cost Data 2014-2017

2014 Partial Year July-December

Total # Eligible Employees	# Non Rep Participants in FCRP	# Represented Participants in FCRP	Total Participation FCRP	Percentage of Population	Total Cost
120	9	6	15	16%	\$1703

Reimbursements of maximum amount in reimbursement period (6 months) 4

January – December 2015

Total # Eligible Employees	# Non Rep Participants in FCRP	# Represented Participants in FCRP	Total Participation FCRP	Percentage of Population	Total Cost
120	5	15	20	16%	\$2753

Reimbursements of maximum amount in reimbursement period (6 months) 9

January – December 2016

Total # Eligible Employees	# Non Rep Participants in FCRP	# Represented Participants in FCRP	Total Participation FCRP	Percentage of Population	Total Cost
126	11	15	26	21%	\$3364

Reimbursements of maximum amount in reimbursement period (6 months) 9

January – December 2017

Total # Eligible Employees	# Non Rep Participants in FCRP	# Represented Participants in FCRP	Total Participation FCRP	Percentage of Population	Total Cost
130	13	11	24	18%	\$2449

Number of reimbursements of the maximum amount allowed in reimbursement period (6 months) was five (5).

Cost projections of Modifications to the Reimbursement Program

The goal of modifying the reimbursement program is to increase participation by Skagit Transit employees by 50% of the current participation rate by expanding the activity fees that are eligible for reimbursement. Conceivably attracting more participants through more choices, and fostering a culture that encourages healthy lifestyles.

Under the current policy the agency financial commitment to the Fitness Club Reimbursement Program is \$360 per employee per year.

The Association of Washington Cities provides wellness program guidance through a targeted program outline and incentives to all members. Members who meet the WellCity requirements receive a 2% discount on health insurance premiums and up to \$500 dollars in grant funds for use in their Wellness programs. These rewards assist in carrying out Skagit Transit's Wellness Program.

The proposed modifications do not increase the financial commitment of the agency as the maximum reimbursement amount under the new Wellness Activity Reimbursement Program is \$360 per year, per employee.

The option of trading the annual maximum cash reimbursement (\$360) for a Wellness Day off would not increase the financial commitment of the agency.

- The maximum 2018 hourly wage of a Skagit Transit Fixed Route Operator is \$27.14
- The maximum 2018 hourly wage of a Skagit Transit Paratransit Operator is \$26.22
- The maximum hourly wage of a non- represented hourly employee (maintenance, operations support and administration staff) is \$32.67
- The longest schedule shift is 10 hours.
- To calculate the maximum cost for a wellness day off, the maximum pay per hour per classification is multiplied by the longest scheduled shift, 401a and Social Security taxes percentages are applied to that total. The following are the calculation results:
- Fixed Route Operator – \$305
- Paratransit Operator - \$295
- Non Represented Hourly Employee (8 hour shift) - \$295

Research on Washington Agencies Wellness Programs

Information provided by local cities/agencies through peer to peer request for information:

City of Oak Harbor Wellness incentives include fitness club membership fee reimbursement and participation in the wellness program activities to earn points for a Wellness Day off.

Port of Anacortes is interested in learning more about this incentive. They currently offer \$75 per month/\$900 per year per employee for fitness club reimbursement.

City of Anacortes offers fitness club reimbursement to all regular and part time employees (20 hours or more per week). Spouses, domestic partners and other dependents eligible for the City's medical insurance and Volunteer Fire Fighters are included in the program.

Whatcom Transit Authority - reimbursements for various membership fees, registrations for events, classes and equipment purchases. - \$360 per employee and spouse per year.

Information provided by Association of Washington Cities (AWC) on cities with Wellness Day incentives:

Newcastle – Wellness Day off earned through points. Participation in various program activities earn points towards one Wellness Day off per calendar year.

City of Kennewick - Wellness Day off earned through points. Participation in various program activities earn points towards one Wellness Day off per calendar year.

City of Bainbridge Island – Wellness Day off earned through points. Participation in various program activities earn points towards one Wellness Day off per calendar year.

City of Mill Creek – Wellness Day off earned through points. Seventy five percent of the points must be earned by exercising on employees own time.

City of Lacy – Incentives including a Wellness Day off earned through points. Employees earn miles, milestones mark a monetary amount. Employees must earn the maximum amount of miles to earn the Wellness Day off.

Mercer Island – Wellness Day earned through reduction in sick leave pay taken by the employee. They earn hours of vacation leave (up to 18 hours) to be used in the following calendar year. The less sick leave taken the more hours of vacation earned.

SKAGIT TRANSIT 2017 RIDE PASS PROGRAM RECAP

Skagit Transit Board of Directors Meeting February 21, 2018 Informational Item

Background

In 2014 Skagit Transit Board of Directors approved The Ride Pass Grant Program -10,000 passes per year to government and 501(c)3 non-profit agencies whose programs assist low income and infirm clients.

Applications are accepted once each year in October for the following calendar year, awards and distribution of passes occurs each December.

A mid-year review is performed to redistribute passes from agencies that presume an excess to agencies that are in need of additional passes.

Number of Awarded Agencies

- ❖ 2015 – 10
- ❖ 2016 – 15
- ❖ **2017 – 21**

Number Passes Requested

- ❖ 2015 - 15,030
- ❖ 2016 - 10,865
- ❖ **2017 - 13,380**

2017 Agencies Supported

Anacortes Family Center
Anacortes Police Department
Brigid Collins Family Support Center
Catholic Community Services
Chinook Enterprises
City of Mount Vernon and Burlington Public Defense Office
Community Action
DSHS
Friendship House
Family Promise of Skagit Valley
Northwest Workforce Council
Northwest Youth Services
Pregnancy Choices
Sea Mar Clinic
Seattle Goodwill Industries
Skagit County Public Defender
Skagit Regional Health
Skagit Valley Family YMCA
St. Vincent de Paul
WSU Skagit County Extension
Washington Vocation

2017 Programs Supported

Anacortes homeless shelter
Anacortes Police assisting transient access to needed services
Parenting support services
Chemical dependency recovery
Job development and placement services for special needs population
Transportation to court dates ending the cycle of court penalties.
Skagit County homeless shelter
Employment placement special needs
Homeless Youth
Unplanned pregnancy assistance
Out-patient follow up
Homeless Youth
Nutrition Education

Programs managed by State government agencies and larger Non-Profit organizations providing assistance in:

- ❖ Emergency Housing
- ❖ Assistance for food, daycare, utilities, housing, rent
- ❖ Job development and placement
- ❖ Family counseling
- ❖ Dependency counseling
- ❖ Utility Assistance

Of the 10,000 passes distributed to the awarded agencies, 325 remained unused at the end of 2017.

The 2018 Program is underway, 29 agencies were awarded passes. The number of passes requested for the 2018 program was 13,480.