

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

Wednesday, April 18, 2018

The Skagit Transit Board of Directors met in regular session in Burlington, WA. Mayor Boudreau called the meeting to order at 1:04 p.m. followed by the Pledge of Allegiance, Roll Call, and Introductions.

Members Present:

Jill Boudreau, City of Mount Vernon, Mayor
Steve Sexton, City of Burlington, Mayor
Kenneth Dahlstedt, Skagit County Commissioner (Chair)
Julia Johnson, City of Sedro Woolley, Mayor
Ron Wesen Skagit County Commissioner
Lisa Janicki, Skagit County Commissioner
Rick DeGloria, City of Burlington, Councilmember
Mary Hudson, City of Mount Vernon, Councilmember
Melinda Hunter, Labor Representative (non-voting member)

Staff Present

Dale O'Brien, Executive Director
Allan Schaner, Maintenance/Facilities Manager
Motoko Pleasant, Manager of Finance & Admin
Penny Roodzant, Human Resources Manager
Whitney Fernandes, Clerk to the Board
Joe Macdonald, Interim Operations Manager

Members Absent:

Lauri Gere, City of Anacortes, Mayor (Vice Chair)

Member of Public:

None

Providing Legal Counsel:

None

I Public Comment:

None.

II Consent / Action Items:

- a) Approval of March Meeting Minutes
- b) Approval of Claims and Payroll
 - March Payroll Direct Deposit and Checks #15958 - 15968\$669,106.39
 - March Direct Federal withholding transfer.....\$131,182.48
 - March Claims Checks and ACH #35087- #35226.....\$283,806.96

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

III Full Discussion/Action Items:

- a) Monthly Budget Update for March 2018

Ms. Pleasant stated Skagit Transit received \$902,748 sales tax revenue in the month of March which compares with \$792,993 in March of 2017. Ms. Pleasant stated this is a 13.84% or \$109,755 increase over last year with a year to date increase of 7.15% or \$200,596.

Ms. Pleasant stated capital expenses were Mobil Radio and Radio Repeaters and a bus was system. Ms. Pleasant stated fuels are currently at budget and all other expenses were as expected.

Ms. Pleasant stated reserve accounts currently are:

	<u>Mar 2018</u>
Operating	\$ 2,131,737
Facilities	400,000
Capital Replacement	3,935,328
Non-Designated	2,204,576
Total Reserves =	\$ 8,671,641

Ms. Janicki inquired what caused a decrease of \$60,772.49 in medical insurance expenses. Ms. Pleasant stated Skagit Transit transitioned from a monthly pay period to bi-monthly pay period so the benefit expenses in this quarterly report are only showing for two and a half months because the report is done on cash basis.

Ms. Janicki moved to approve the March Monthly Budget Update. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

b) Approve Purchase of Three (3) Cutaway Buses

Mr. Schaner stated the 2018 Capital Budget provides for the purchase of 3 Cutaway type buses to replace Paratransit Buses #748, 749, and 750.

Mr. Schaner stated Skagit Transit maintains a Master Contracts Usage Agreement (MCUA) with the State Department of Enterprise Services (DES) in order to utilize their competitively let contracts for various items and services, in accordance to State and federal procurement regulations.

Mr. Schaner stated State Contract #04115 is available for the purchase of light to medium duty Cutaway vehicles meeting federal requirements and was awarded to 4 contractors. Mr. Schaner stated Skagit Transit intends to purchase 3 propane fueled El Dorado Aerotech buses from Schetky Northwest Sales, Inc.

Mr. Schaner stated the budget impact total for 3 replacement buses would be \$384,829 (\$128,276/each).

Mr. DeGloria inquired if the cutaway buses were for paratransit service. Mr. Schaner stated that was correct.

Mr. Dahlstedt moved to approve the purchase of three (3) cutaway buses. Mr. DeGloria seconded the motion. The motion passed unanimously.

c) Approve Tobacco Free Campus Policy at Skagit Station, MOA, MOA-2

Mr. Schaner stated Skagit Transit recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

Mr. Schaner stated this policy covers the use of any tobacco product, including smokeless tobacco products; also the smoking of any product regardless of tobacco content to include vaping devices, and it applies to employees, contractors, and non-employee visitors of Skagit Transit's facilities.

Mr. Schaner stated no use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes/vaping products, will be permitted within or on Skagit Transit's property at Skagit Station, MOA, MOA-2 any time.

Mr. Schaner stated staff, visitors, and clients will be informed of the Skagit Transit Tobacco and Smoke Free Policy through signs posted throughout the three properties owned and operated by Skagit Transit.

Mr. Schaner stated the start date of this policy is set for June 1st 2018, as this will allow required signage to be in-place, and tobacco cessation information disseminated to Skagit Transit employees.

Mr. Schaner stated the budget impact for this policy would be \$800 for estimated cost of permanent signage.

Ms. Boudreau inquired who would be tasked with enforcing this policy. Mr. Schaner stated the MOA and MOA-2 locations would be enforced by managers, supervisors and employees. Mr. Schaner stated at Skagit Station, security supervisor Bill Maikai, as well as the contracted Pacific Security company and any employees that witness tobacco use will be the ones to enforce the policy.

Mr. Wesen inquired if Skagit Transit had a previous no smoking policy. Mr. O'Brien stated the only prior policy was Washington State RCW that does not allow smoking within 25 feet of doorways.

Ms. Hudson inquired if this policy would move smokers to the North end of the property near the Grainery building. Mr. O'Brien stated that would be a possibility, and Skagit Transit would move the cigarette container to be near the dumpster. Ms. Boudreau requested Skagit Transit make contact with the tenants of those businesses to make them aware of these changes, and give them contact information for security if they should encounter any issues due to this policy. Mr. O'Brien stated he would meet with the business owners, in addition to a meeting with Sergeant Thompson where he will discuss this policy with him as well.

Mr. Sexton inquired if this policy would include chewing tobacco, and would require passengers to dispose of tobacco prior to riding a bus. Mr. Schaner stated chewing tobacco is included in this policy, and is already not allowed on the buses. Ms. Boudreau asked if there had been previous issues with chewing tobacco. Mr. O'Brien stated chewing tobacco has not been a previous issue, and this policy would encompass all tobacco products.

Ms. Hudson moved to approve the Tobacco Free Campus Policy. Ms. Janicki seconded the motion. The motion passed with Mr. Sexton opposed.

d) Approve Resolution 2018-01 Wellness Program Policy Revision

Ms. Roodzant stated Skagit Transit's current Wellness Program Policy was approved in 2014 and staff has revised the policy to remove procedures concerning the fitness reimbursement program and the wellness committee from the policy and place them into separate documents. Ms. Roodzant stated this allows staff to revise procedures, keep pace with the agency changes and changes in the personnel on the committee, and facilitate any changes to fitness programs as housekeeping measures. Ms. Roodzant stated there would be no impact to the budget.

Ms. Janicki inquired if the revision included awarding time off for serving on the committee. Ms. Roodzant stated the policy revision did not include the wellness committee time off, as well as it does not include any time off for employees. Ms. Roodzant stated this policy includes reimbursement for alternate physical activities other than gym memberships. Ms. Janicki clarified this was revenue neutral. Ms. Boudreau clarified this would allow employees to be reimbursed for activities such as yoga classes, baseball or other activities. Ms. Roodzant confirmed this revision would allow the reimbursement program to be more inclusive of healthy lifestyle activities. Ms. Janicki inquired if this allowed an alternate reward of a day off. Ms. Roodzant stated the policy did not award a day off.

Mr. Wesen inquired if there was an annual report that could track the progress of this program that could be brought back to the Board. Ms. Roodzant stated there is an internal report that Skagit Transit keeps showing how many employees participate, and how many more employees are requesting reimbursement that can be presented to the Board.

Mr. Dahlstedt moved to approve Resolution 2018-01 Wellness Program Policy Revision. Ms. Hudson seconded the motion. The motion passed unanimously.

e) Approve Resolution 2018-02 Wellness Committee Wellness Day-Off

Ms. Roodzant stated Skagit Transit's Wellness Committee is a very active committee where members are leading, assisting, encouraging and educating all employees in many health related activities and informational campaigns throughout the year. Ms. Roodzant stated committee members perform these duties in addition to their regular job requirements.

Ms. Roodzant stated in order to assist in the recruitment of volunteers for this active Committee and to help balance the workload among Committee members, staff is recommending a Wellness Day Off for Committee members who meet or exceed the Wellness Committee General Requirements in a calendar year.

Ms. Roodzant stated the Wellness Day-Off request must meet supervisory approval, be requested 30 days in advance, is not eligible for cash out for any reason and must be taken within the year it is awarded.

Ms. Roodzant stated there is no impact to the 2018 budget, the 2018 award for excellent service on the Committee will be based on activities completed throughout 2018 and awarded in 2019. Ms. Roodzant stated the funding for awards will be included in the Wellness budget beginning in 2019, with the budget varying based on the individual Committee members pay and the number of members who are eligible for the award.

Ms. Boudreau inquired how many committee members were desired. Ms. Roodzant stated the program states up to nine members, with a minimum of three. Ms. Boudreau inquired what the general requirements are for a committee member. Ms. Roodzant stated in order to earn the day off, committee members would have to attend 10 out of the 12 meetings, lead an activity, participate in the administration of two activities and participate in four activities.

Mr. Wesen inquired when the meetings take place. Ms. Roodzant stated the meetings take place during the day, which requires coach operators to get off shift to attend the meetings, as well as covering dispatch for members in those positions. Ms. Roodzant stated there are currently three coach operators and one dispatch personnel on the committee. Ms. Roodzant stated committee members are expected to spend time during weekends and after hours when hosting activities such as hikes to earn the day off. Mr. Wesen inquired if the day off was an incentive to get members to join the committee. Ms. Roodzant stated that it is very hard to get members active in the committee and this should help with dispersing work among all members instead of only a few doing the work of the entire committee. Mr. Wesen inquired if the committee would cease to exist if the minimum three members could not be obtained. Ms. Roodzant stated a reevaluation would be considered if the minimum members could not be met. Ms. Roodzant stated this committee is tied to the AWC medical plan and Skagit Transit needs the Wellness Program in order to keep the 2 percent discount on health insurance premiums.

Ms. Janicki stated that she is in favor of this policy with the understanding that several of the Wellness activities occur outside of work hours and there is an issue getting leadership in activities. Mr. Wesen inquired if other cities had Wellness Committees, and what their participation challenges were. Ms. Boudreau stated the City of Mount Vernon has a committee and members are given time during the day to come together and plan activities, however they also face an issue getting all members to be active in leadership roles. Ms. Boudreau stated the City of Mount Vernon is looking into incentives for committee members to encourage participation and leadership. Ms. Johnson stated the City of Sedro Woolley has a Wellness Committee with an employee that has been awarded extra pay to facilitate the committee. Mr. Sexton stated the City of Burlington rotates members, their activities include hikes and BBQ's that allow time together for team building and bonding.

Ms. Janicki moved to approve Resolution 2018-02 Wellness Committee Wellness Day-Off. Mr. Dahlstedt seconded the motion. The motion passed unanimously.

f) Approve Resolution 2018-03 Healthy Meetings Policy

Ms. Roodzant stated in order to support a culture of wellness for Skagit Transit employees, clients and guests Skagit Transit has adopted a Healthy Meeting Policy. Ms. Roodzant stated the policy will offer a guide for meetings hosted by Skagit Transit concerning food/beverages and physical activity. Ms. Roodzant stated the policy applies to all meetings and events where Skagit Transit employees, interns and volunteers will be using Skagit Transit funds to provide food and beverages to staff, clients, guests and the public. Ms. Roodzant stated physical activity considerations are an integral piece of the policy as well. Ms. Roodzant stated this policy will not cover meetings or events where Skagit Transit funds are not used. Ms. Roodzant stated there is no budget impact with this policy.

Ms. Hudson moved to approve Resolution 2018-03 Healthy Meetings Policy. Ms. Johnson seconded the motion. The motion passed unanimously.

IV Community Advisory Committee Report

Mr. O'Brien stated the CAC meeting was held Tuesday April 10, and time was taken to discuss the upcoming surveys to determine the level of service increases that may come toward the end of the year or beginning of next year.

V Executive Directors Report

Mr. O'Brien shared a letter received from a client that used the paratransit service. Mr. O'Brien stated it was an Anacortes resident that used Skagit Transit service to get to physical therapy appointments. Mr. O'Brien shared her letter thanked drivers for being very polite, friendly and prompt.

VI Information Items:

Mr. O'Brien stated local ridership is up 5.3% whereas industry wide, ridership is down. Mr. O'Brien stated the 90X which provides service to Everett had an additional 818 riders in March 2018 in comparison to riders in March of 2017. Mr. O'Brien stated the 80X route that provides service to Bellingham has seen a decrease of 281 riders in comparison to the previous year. Mr. O'Brien stated this could be due to passengers riding during WTA's hours of the route. Mr. O'Brien stated the 40X which runs directly from Skagit Station to March's Point has seen an increase of 1,073 riders in comparison to last year. Mr. O'Brien stated ridership is doing well and the mobility outreach team is doing a good job of getting passengers off of the paratransit system and onto fixed route buses.

Mr. O'Brien stated Skagit Transit is still in the process of closing on the property next to the new MOA, but have not gotten through the final stage yet.

VII Unfinished Business:

VIII New Business:

Mayor Boudreau adjourned the meeting at 1:30 p.m.

Commissioner Kenneth Dahlstedt, Chair
Skagit Transit Board of Directors

Attest:

Whitney Fernandes,
Clerk of Skagit Transit Board