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WASHTENAW AREA TRANSPORTATION STUDY

705 NORTH ZEEB ROAD 2ND FLOOR
ANN ARBOR, MICHIGAN 48103-1560
PHONE: (734) 994-3127 FAX: (734) 994-3129
WEBSITE: WWW.MIWATS.ORG
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NOTICE OF MEETING

POLICY COMMITTEE

DATE: Wednesday, January 19, 2011

TIME: 9:30 a.m.

PLACE: WATS meeting space – 705 N Zeeb, 2nd Floor – Access through WATS

AGENDA:

1. Call to Order / Introductions
2. Changes/Approval of Agenda
3. Public Participation
4. Approval of Minutes – November 17, 2010 WATS Policy Committee (attached) – Action
5. Communications and Announcements
6. Approval of Bills over \$500
7. Old Business
 - A. Report on Stadium Bridges TIP Amendment - Information
 - B. Report from Personnel Committee
 - (1) Personnel Policies (2 files attached) – Action
 - (2) Extension of Employee Contracts – Action
8. New Business
 - A. FY 2011-2014 Surface Transportation Urban Program (attachments) – Action
 - B. FY 2011-2014 Surface Transportation Rural Program (attachment) – Action
 - C. FY 2011 2nd Quarter Financial Statement (to be distributed) – Action
 - D. Amendment of FY 2011 Unified Planning Work Program (attached) – Action
 - E. Green Streets Presentation – Kelly Karl – Information

POLICY COMMITTEE MEMBERS

• CITY OF ANN ARBOR • ANN ARBOR DDA • ANN ARBOR TRANSPORTATION AUTHORITY • ANN ARBOR TOWNSHIP •
• CITY OF CHELSEA • VILLAGE OF DEXTER • DEXTER TOWNSHIP • EASTERN MICHIGAN UNIVERSITY •
• MICHIGAN DEPARTMENT OF TRANSPORTATION • CITY OF MILAN • NORTHFIELD TOWNSHIP • PITTSFIELD TOWNSHIP • CITY OF SALINE •
• SCIO TOWNSHIP • SOUTHWEST WASHTENAW COUNCIL OF GOVERNMENTS • SUPERIOR TOWNSHIP • UNIVERSITY OF MICHIGAN •
• WASHTENAW COUNTY BOARD OF COMMISSIONERS • WASHTENAW COUNTY ROAD COMMISSION • CITY OF YPSILANTI •
• YPSILANTI TOWNSHIP • EX OFFICIO: FEDERAL HIGHWAY ADMINISTRATION • SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS •

AN INTERMUNICIPALITY COMMITTEE ORGANIZED UNDER ACT 200 OF PUBLIC ACTS OF MICHIGAN (1957)
REPRESENTING WASHTENAW COUNTY

9. Agency Reports

City of Ann Arbor
Ann Arbor Township
Dexter Township
City of Milan
Pittsfield Township
SEMCOG
Superior Township
WCRC

Ann Arbor DDA
City of Chelsea
EMU
MDOT Planning
Northfield Township
SWWCOG
U of M
City of Ypsilanti

AATA
Village of Dexter
FHWA
MDOT TSC/Region
City of Saline
Scio Township
WCBC
Ypsilanti Township

10. Adjournment



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MINUTES OF MEETING

POLICY COMMITTEE

DATE: December 15, 2010

TIME: 9:30 a.m.

PLACE: WATS Meeting Space, 705 N. Zeeb Road, Ann Arbor, MI 48103

Members Present: Village of Dexter – Jim Carson, Chair
Dexter Township– Pat Kelly, Vice-Chair
City of Ann Arbor – Carsten Hohnke, Secretary-Treasurer
WCRC – Doug Fuller
Pittsfield Township – Mandy Grewal
WCBC – Wes Prater
EMU – Leigh Greden
City of Ypsilanti – Peter Murdock
AATA – Anya Dale
City of Chelsea – Ann Feeney (for Jason Lindauer)
SWWCOG – Ron Mann
City of Milan – Mike Armitage
MDOT Statewide Planning – Kari Martin (for Pam Boyd)
Scio Township – Nancy Hedberg
Northfield Township – Deb Mozurkewich

Members Absent: University of Michigan – Hank Baier
Superior Township – Bill McFarlane
City of Saline – Gretchen Driskell
Ypsilanti Township – Brenda Stumbo
Ann Arbor Township – Mike Moran
City of Ann Arbor DDA – John Mouat
FHWA – Rachael Tupica

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Others Present: WATS – Terri Blackmore, Ryan Buck, Mark Ferrall
MDOT – Mark Geib
SEMCOG – Carmine Palombo
City of Ypsilanti – Michael Bodary

1. Call to Order

Chair Carson called the meeting to order at 9:37 a.m. He asked those present to introduce themselves.

2. Approval of the Agenda

Mr. Prater made a motion to approve the agenda. Mr. Mann supported and the Committee approved the agenda.

3. Public Participation

Chair Carson asked if any members of the public wished to address the Committee. No one wished to address the Committee and Chair Carson closed public participation.

4. Approval of the November 17, 2010 Policy Committee Minutes

Mr. Greden made a motion to approve November 17, 2010 Policy Committee Minutes. Ms Mozurkewich supported and the Committee approved the minutes.

5. Communications and Director's Report

Ms. Blackmore reported that the US DOT reallocated high-speed rail funding, previously allocated to the states of Ohio and Wisconsin after the newly elected Republican governors of those states terminated the rail projects. Ms. Blackmore stated over \$1.19B was reallocated to projects in 14 different states but Michigan did not receive any funding.

Ms. Blackmore reported that the Governor has appointed the entire 18 member Complete Streets Advisory Council. She added Washtenaw County has three representatives: Chris White, AATA representing transit, Andrea Brown, Michigan Association of Planning representing planning, and Jim Magyar, Center for Independent Living representing disabled persons organizations.

Ann Arbor to Detroit Rapid Transit Service –SEMCOG reports that FHWA received a notice of intent from the project team (MDOT/SEMCOG) to proceed with completion of an environmental assessment with public meetings in early 2011. MDOT received Round Two ARRA funding totaling \$161 million with \$150 million to purchase the rail line between Kalamazoo and Dearborn, \$7.8 million for the west Detroit connection track project that will result in reduced travel time and a more efficient line, and \$3 million for additional planning and engineering. These high-speed rail investments will result in a direct benefit to the proposed commuter rail service and reduce the funding necessary to implement passenger service. The

MDOT Rail Safety team along with SEMCOG, the City of Ypsilanti, representatives of Wayne County, and officials from Norfolk Southern railroad met at each proposed station site in the corridor to determine safety requirements for boarding platforms and other station amenities.

North – South Rail Coalition – The WALLY Coalition held a meeting on December 6 with good attendance from most communities. The Station Committee will begin meeting to initiate station design.

Asset Management – WATS, MDOT, and WCRC collected two years of data in 2010 and the agencies will not collect data in 2011.

Traffic Counts – The WCRC has offered to help WATS prepare the recently received electronic City of Ann Arbor counts in a format similar to WCRC's.

HPMS – WATS will complete the HPMS submission in January once staff analyzes and incorporates the City of Ann Arbor data.

Plan Reviews – WATS continues to assist to Pittsfield Township during their Master Plan Update. WATS is also assisting the interns working on the CAPT/DART Access Plan. WATS has received the City of Saline and Dexter Township Master Plans for review and a copy of the City of Ann Arbor Parks and Recreation plan for review.

Project Assistance – WATS is assisting Northfield Township as they initiate development of a Non-motorized plan. WATS is assisting the Reimagining Washtenaw committee during Anya Dale's absence.

Transportation Profile – WATS has nearly completed the data collection for the 2009 Transportation Profile. An intern will assist with the data collection and drafting portions of the report.

Federal Funding Program Management – WATS issued the final 2035 Plan amendment call on December 7. The WATS Federal Aid Urban Committee met on December 1 at 9:00 am to amend the program. The Technical and Policy Committees will act on the amended program at their January meetings. WATS will call the next TIP amendment in early January.

Complete Streets Plan – WATS kicked off development of its Complete Streets Plan on December 1. The Complete Streets Committee plan will meet on the second Wednesday each month (unless cancelled) at the County LLRC at 10:30 am.

Implement the Countywide plans –

WATS hosted a workshop on Reimagining Washtenaw on Monday November 29 and most of the communities had several representatives. The City of Ypsilanti and Pittsfield Township have passed resolutions of support for the Reimagining Washtenaw Strategy and intent to form a CIA.

WATS is participating in an effort to make Ann Arbor – Ypsilanti Service improvements to improve the existing service provide economic benefit to both the City of Ann Arbor and the City of Ypsilanti. WATS is providing and analyzing data on the work commuters traveling between the two cities and adjacent townships.

WATS provides educational support to Partners for Transit though development of the Partners newsletter. WATS is coordinating an effort to staff Partners for Transit table at each of the AATA Transit Master Plan Public meetings. WATS is providing assistance on the AATA Transit Master Plan and the Blake Transit Center. WATS provided assistance on the evaluation of alternatives.

6. Approval of Bills over \$500

1. \$1,045.25 – Intern for November 15 to December 10
2. \$565.39 – Blackmore for travel, email, bulb for projector

Mr. Fuller made a motion to approve the bill over \$500. Mr. Prater supported and the motion passed.

7. Old Business

A. Report from Personnel Committee

Mr. Carson reported that the personnel committee, comprised of Mr. Carson, Ms. Kelly, Mr. Hohnke, Mr. McFarlane and Mr. Greden met to discuss the personnel policies. Mr. Carson noted that Ms. Grewal was unable to attend. He stated that the group met for approximately three hours and produced recommended changes to the personnel policies. Mr. Carson reported that the committee would meet one more time and bring forward a final set of recommendations for Policy Committee consideration in January.

Mr. Prater stated that the committee is discussing significant changes and accountability is critical. He stated a review process needs to be established and that the Committee needs specific measures to be able to evaluate performance. Mr. Prater stated that the county received an ISO 9000 certification and has a presentation on internal controls he would provide.

Ms. Kelly stated that much of the personnel committee discussion has been about the review process.

Mr. Carson stated that during his time as Chair of the Policy Committee he has witnessed the amount of WATS undertakes and how much the Agency produces.

Ms. Mozurkewich thanked members of the personnel committee for their time and effort on this important process.

8. New Business

A. FY 2011-2014 TIP Amendments – Action

Ms. Blackmore reported that the City of Ann Arbor requested an amendment to the FY 2011-2014 TIP to include additional federal dollars made available to the City through the TIGER II grant program. She noted that the amendment would remove the STP Urban funds, add the TIGER II funds, and add a Right of Way phase to the project.

Mr. Prater made a motion to approve the FY 2011-2014 TIP amendment. Mr. Armitage supported and the motion passed.

B. Financial Policy Amendment– Action

Ms. Blackmore reported that the Agency has not updated its financial policy since 2001. Ms. Blackmore stated that the banking industry and standards have changed significantly since the policy was developed and staff recommends several changes. Ms. Blackmore stated that the purpose was to maximize the returns on local investments through safe, secure, and reputable banking institutions. She added that interest on investments has helped subsidize agency dues but that higher interest rates are difficult to attain given the current policy.

Ms. Blackmore reported that each Committee member received a copy of the investment policy with recommended changes. The major substantive change requires a rating of three, four, or five stars using bankrate.com's Safe and Sound rating system.

Ms. Blackmore also noted that the Agency currently uses TCF bank for its checking account but that TCF only has a three star rating.

Ms. Grewal recommended allowing the Agency to continue with TCF provided it is for daily banking only.

Ms. Kelly asked if there were other rating sources that could or should be used.

Ms. Blackmore reported Mr. Lindauer who has a strong financial background and works in the investing business noted that bankrate.com was a trusted source.

Mr. Fuller stated that he prefers banks in Washtenaw County where he can go in and talk to a real person.

Mr. Hohnke affirmed that bankrate.com is the standard and reputable.

Mr. Greden recommended additional modifications to clarify the Agency's policy as it relates to potential changes in FDIC insured levels.

Mr. Mann made a motion to approve the Financial Policy as amended. Ms. Grewal supported and the motion passed.

C. Extension of 2010 Contracts – Action

Mr. Carson stated that much of the discussion on this item had already taken place under Old Business. He stated that there was a proposal to extend the current employee contracts through the end of January 2011.

Ms. Kelly made a motion to extend current staff contracts through January 2011. Ms. Hedberg supported and the motion passed.

9. Agency Reports

A. City of Ann Arbor

Mr. Hohnke reported that the City of Ann Arbor needs many road improvements, citing the the City's Asset Management Summary sheet provided by WATS.

B. AATA

Ms. Dale reported that an exciting second round of Master Plan public involvement meetings have been scheduled for early 2011. She reported that AATA is examining the possibility of taking over the Mich-i-van service. She added that AATA was expecting final designs on the Blake Transit center in February. Ms. Dale reported that Chris White has been working extensively with McKinley to add a park and ride lot at the Glencoe Crossing shopping center.

C. Ann Arbor Township

A representative was not present.

D. City of Chelsea

Ms Feeney reported that the Chelsea hospital system would be investing 60 million dollars at the Chelsea medical complex. She added that the City is hoping to perform roadwork on McKinley Street soon.

E. Dexter Village

Mr. Carson reported that the Village now allows the sale of alcohol before noon on Sundays.

F. Dexter Township

A representative was not present.

G. Eastern Michigan University

Mr. Greden reported that Ypsilanti City Council approved the Congestion Mitigation/Air Quality grant for the intersection of Oakwood and Washtenaw.

Mr. Greden recommended WATS convene a special Legislative session and invite Washtenaw County Congressional and State Legislative representatives along with other key players.

H. FHWA

A representative was not present.

I. City of Milan

Mr. Armitage had nothing to report.

J. Northfield Township

Ms. Mozurkewich reported the Township is preparing a Connecting Communities Grant Application. She also invited everyone to the Northfield Township Open House from 2:00 to 4:00 pm on December 20.

K. Pittsfield Township

Ms. Grewal reported that the Road Commission has sent out an RFP for the State Street Environmental Assessment on the Township's behalf.

L. MDOT Planning

Ms. Martin reported that the Transportation Commission approved the Draft 5 Year Plan and that the comment period closes December 31. She expects approval of the document in January 2011 but that if a no new funding becomes available there will be no new projects in the region in 2012 and no new bridge jobs in the State in 2013.

M. MDOT Region/TSC

Mr. Geib complimented the Washtenaw County Road Commission on their work to clear snow and ice from roads following the recent storm.

N. City of Saline

A representative was not present.

O. SWWCOG

Mr. Mann reported that a group of residents approached the Manchester Village Council as well as the Joint Planning Commission about constructing a two-mile non-motorized path including a crossing over the River Raisin. Mr. Fuller suggested that perhaps they could use the unused Bell Road Bridge

P. SEMCOG

Mr. Palombo reported that they hope to offer Ann Arbor-Detroit event train service to the Detroit Tigers opening day game.

Q. Scio Township

Ms. Hedberg reported that the township held a meeting last night with a presentation on the Connecting Communities grant application. She added that the meeting was well attended and not everyone supports the path.

R. Superior Township

A representative was not present.

S. University of Michigan

A representative was not present.

T. County Board of Commissioners

Mr. Prater reported that the Board is working on the 2012 budget and that currently there is a \$20 million shortfall.

U. WCRC

Mr. Fuller reported that the Road Commission has copies of a brochure outlining snow removal policies. Mr. Fuller reported that the Ford Road Bridge will be improved in 2013. Mr. Fuller added that many local bridges are deteriorating quickly and stated that the Austin Road Bridges were among his top priorities.

V. Ypsilanti Township

A representative was not present.

W. City of Ypsilanti

Mr. Murdoch reported that the City looks forward to improvements at the intersection of Oakwood and Washtenaw.

10. Adjournment

Chair Carson adjourned the meeting at 10:40 A.M.



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Draft
WATS Personnel Policies

The mission of the Washtenaw Area Transportation Study (WATS) is to provide transportation planning services to the Washtenaw County communities by completing all of the federal and State of Michigan transportation planning requirements with an open and inclusive process.

The vision of the WATS is to provide the background transportation planning that allows each community to provide the most efficient and effective transportation system that encourages sustainable land use and economic growth.

All Employees of WATS are at will employees. The following policies shall apply to all full-time employees of WATS:

Benefits:

1. Vacation

Employees shall be allowed vacation leave, with pay, in accordance with the following schedule:

- Employees in their first year of continuous employment shall earn one (1) day per month, or a total of twelve (12) vacation days per year.
- Employees in their second through fifth year of continuous service but less than six years shall earn one and one-quarter (1¼) days per month, for a total of fifteen (15) days per year.
- Employees in their sixth through tenth year of continuous service, but less than eleven years shall earn one and one-half (1½) days per month, for a total of eighteen (18) days per year.
- Employees in their eleventh through fifteen year of continuous service, but less than sixteen years shall earn one and two-thirds (1 2/3) days per month, for a total of twenty (20) days per year.

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- Employees in their sixteenth through twenty-first year of continuous service but less than twenty-two years shall earn one and five-sixths (1 5/6) days per month, for a total of twenty-two (22) days per year.
- Employees in their twenty-second or more years of continuous service shall earn two and one-twelfth (2 1/12) days per month, for a total of twenty-five (25) days per year.

In no case shall an employee accrue more than twice the amount of annual vacation to which he/she is entitled as of January 1. Any amount in excess of twice the amount of annual leave shall be paid to the employee at 100 percent of straight time pay. Upon termination of employment if the employee has provided notice as described below, accumulated vacation days shall be paid at a daily rate of pay determined by dividing total current annual compensation by the number of workdays in that year.

- Four weeks notice – 100 percent of vacation time
- Three weeks notice – 75 percent of vacation time
- Two weeks notice – 50 percent of vacation time
- One week notice – 25 percent of vacation time

2. Sick Leave

Employees shall accrue one sick day with pay for each full month of service. In addition, in no case shall an employee accrue more than twenty-four (24) sick days as of January 1. If the amount of accrued sick days exceeds twenty-four (24) as of January 1, any accrued days beyond twice the annual amount shall be paid to the employee at one hundred (100) percent into a Retirement Health Savings (RHS) account using the employee's straight time pay rate. Upon termination of employment if the employee has provided notice as described below, accumulated sick days shall be paid at one hundred (100) percent into a Retirement Health Savings (RHS) account using the employee's straight time pay rate determined by dividing total current annual compensation by the number of work days in that year.

- Four weeks notice – 100 percent of sick time
- Three weeks notice – 75 percent of sick time
- Two weeks notice – 50 percent of sick time
- One week notice – 25 percent of sick time

3. Leave of Absence and Family and Medical Leave Act (FMLA)

Employees are entitled to up to 12 workweeks of unpaid FMLA unpaid leave if they meet the following eligibility requirements:

- Have worked for WATS for at least 12 months; and

- Have worked at least 1250 hours during the 12 months prior to the start of the FMLA leave; and

For one of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child;
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent but not a parent “in law”) with a serious health condition; and
- when the employee is unable to work because of a serious health condition.

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances as noted below:

- Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition.
- Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer's approval.

Employees may substitute paid leave if they or WATS requires as governed by these policies.

Employees are required to submit a written request, using the approved FMLA form found in medical forms on WATS’s server, 30 days in advance of a foreseeable event. Employees will be required to provide a medical certification for a serious health condition of the employee or the employee’s immediate family within 15 days. Providers eligible to provide the certification include:

- doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices;
- podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice under State law;
- nurse practitioners, nurse-midwives, and clinical social workers authorized to practice under State law and performing within the scope of their practice as defined under State law;
- any health care provider recognized by the employer or the employer's group health plan's benefits manager; and,

- a health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

WATS will continue group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.

The employee must make arrangements when taking unpaid FMLA leave to pay their share of health insurance premiums. Such payments may be made under any arrangement voluntarily agreed to by WATS and employee. The cash payment in lieu of health care will not be continued during FMLA leave. All other benefits will not accrue or will be prorated during the FMLA leave.

Employees shall be allowed non-FMLA leave of absence, without pay, in accordance with the following guidelines:

- The ED or Policy Committee Chair in the case of a leave of absence for the ED must approve the leave of absence in advance.
- A request for a leave of absence must be submitted in writing to the ED or Policy Committee Chair at least ten working days in advance.
- A leave of absence shall be limited to a minimum of three and a maximum of ten working days.
- Approval of a leave of absence will be based on Agency workload and related schedules.
- A proportionate reduction to the employee's salary, based on the employee's daily rate of pay and length of the leave of absence, shall be made in the same or immediately following pay period. Vacation and sick days will not accrue during the leave of absence and will be prorated for the remainder of the month.

4. Holidays

Holidays observed by WATS shall be New Year's Eve and New Year's Day, Martin Luther King's Observed Birthday, President's Day observed, Columbus Day observed, and Veteran's Day, Good Friday afternoon, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve and Christmas Day. When Christmas and New Year's Day fall on Sunday (Christmas Eve and New Year's Eve on Saturday) the holiday will be observed on the following Monday.

5. Insurance Benefits

WATS agrees to provide employees the following insurance benefits:

High Deductible Medical Insurance including funds that employees may use for Dental and Optical expenses

Life Insurance
Disability Insurance
Worker's Compensation Insurance

WATS shall provide \$100,000 in life insurance coverage for full time employees with the exception of the ED. WATS shall provide \$200,000 in life insurance coverage for the ED. At their option, all covered employees may increase life insurance coverage of WATS policy beyond the levels provided by WATS. The cost of this additional coverage shall be the responsibility of the employee.

WATS shall provide the entire deductible amount and \$800 for dental and optical in the employee's Health Savings Account. WATS will pay the deductible and D/O in monthly installments and the employee will control the account. The employer will also pay the monthly service fees for the employees Health Savings Account.

WATS and the ED shall negotiate the amount and benefit level of coverage under other items above annually.

WATS agrees to offer medical insurance to all full-time employees as well as their dependents. WATS agrees to pay 100 percent of the employee's insurance and 75 percent of the employee's dependents insurance costs. Employees, for whom medical insurance coverage would be generally duplicative of coverage provided by spouse's insurance, may waive this negotiable coverage and receive an additional \$1200 compensation for each waiver. This waiver compensation shall be prorated and paid as part of compensation in each pay period.

6. Sick Day Conversion for Personal Business use

Employees, at their option, may convert two (2) of their sick leave days annually.

7. Work Hours

The office is open a minimum of 8:30 am to 5:00 pm Monday through Friday. Employees may at the discretion of the ED work flexible hours based on an agreement that renews annually and reviewed after six months.

8. Tuition Reimbursement

WATS will reimburse its employees fifty percent (50%) of tuition upon satisfactory completion of an approved course or program of study. Courses must be directly related to the assigned duties of the employee or be in preparation for possible future duties. Courses must be approved by the ED prior to starting classes. In the case of the ED, the Policy Committee Chair must approve courses. The time employees are away from work must be made up. Courses and related work must be completed within six months from starting classes, and a grade of "B" or better is required for reimbursement.

WATS expects that an employee will continue employment for at least one (1) year following completion of classes or program of study. If an employee voluntarily terminates employment before one year has passed, that employee will reimburse WATS the full amount received. If the employee does not repay, WATS may withhold an equal amount from that employee's final paycheck.

Reimbursement is for tuition/registration only and does not include books, supplies, transportation, or other costs of attending classes.

9. Employee Pension

WATS will participate in a Simplified Employee Pension Program for each full-time employee and will contribute an amount equal to twelve and a half percent (12.5%) of each full-time employee's salary to a SEP program selected by the employee. WATS will contribute an additional two and a half percent (2.5%) if the employees match the contribution. Employees immediately vest and the pension is the responsibility of the employee when terminated.

10. Flexible Spending Accounts Program

In accordance with guidelines detailed in the Internal Revenue Service (IRS) Code, section 125, WATS shall allow the establishment of employee funded Flexible Spending Accounts as detailed below. Medical flexible spending accounts are not an option when employees participate in a High Deductible medical plan with a Health Savings Account.

- The participating employees shall fund Flexible Spending Accounts entirely by salary deferrals.
- The benefit period for all Flexible Spending Accounts shall be limited to an employee's contract year, January 1 – December 31 with a three-month grace period that ends March 31 the following year.
- Participating employees must identify their Annual Benefit election for each account in writing, to the ED by December 15 of each year. The annual benefit is the total amount withheld per account from a participating employee's salary.
- WATS will withhold the total Annual Benefit for each account in twenty-four equal installments from the salary of participating employees. WATS shall pay benefits upon receipt of proper verification a monthly schedule.
- Participating employees must submit written verification of allowable expenses (IRS Code, section 125) a minimum of five working days before payment is scheduled. Verification must include the monthly expense, as well as the name, address, phone number, and tax identification number of the entity receiving payment.
- In Accordance with the IRS guidelines, the employee will forfeit elected benefit amounts not used during the plan year including the grace period. Employees have three months past the end of the year to submit verification for reimbursement.

- The employer shall designate an employee's elected amount for each flexible spending account on the appropriate IRS forms. The employer is further required to file IRS form 5500 on an annual basis.

11. Deferred Compensation 457 Plan

All full time employees of the Washtenaw Area Transportation Study (WATS) may contribute pre-tax compensation to a 457 plan monthly with notification of deposit amount provided to the ED no later than the 1st of the month of the deposit. The minimum monthly deposit is \$10.00. All employees will be immediately vested and eligible to receive benefits at termination of employment. Emergency withdrawals will be available per IRS rules and the emergency withdrawal packet as provided to the employees. Funds deposited into a 457 account by employees are still subject to Medicare tax.

12. Retirement Health Savings (RHS) plan

The Retirement Health Saving Plan is a way to save for health expenses in retirement. If WATS does not contribute the Medicare tax on behalf of any employee, WATS will contribute an amount equivalent to Medicare payments to the RHS monthly on behalf of that employee who must match the contribution. In addition to the above employer contribution, employees must contribute in two ways.

1. All full time employees must contribute any excess sick time to the RHS when exceeding the maximum carryover.
2. All full time employees must also contribute any sick time remaining on termination of employment to the RHS program if they meet the notice of voluntary termination requirement.

All employees are immediately vested and eligible to receive benefits at termination of employment.

Work Rules/Policies

13. Dress Code

WATS expects employees to wear business casual clothing on non-meeting workdays. If the employee has a meeting including attendees from outside WATS, general business clothing (Men: shirt, tie, and dress trousers with optional jacket; Women: tailored pantsuits, businesslike dresses, and coordinated dressy separates with jacket or sweater) shall be worn. Employees may wear business casual to a more informal meeting, including attendees from outside WATS, if the ED provides prior approval. Fridays will be casual when there are no meetings. When working in the field, an employee may wear casual attire on any day. Employees may wear shorts only when collecting fieldwork. Employees may wear athletic shoes on casual Fridays or when collecting field data. WATS does not consider athletic shoes business casual. If there are any

questions about the dress code, an employee should request clarification from the ED and the ED will respond to all employees.

14. Expense Reimbursement

Reasonable expenses incurred on behalf of WATS shall be reimbursed based on actual expenditure except where rates (such as mileage) have been established. To the extent possible, receipts shall be submitted to document expenditures.

15. Discipline Policy

All WATS employees are at will employees. WATS will discipline employees for unprofessional behavior that causes harm to another employee or to WATS and its reputation. The ED and a WATS officer or two WATS officers will evaluate each incident on a case-by-case basis and each incident may not require each step of the disciplinary policy. An employee may report directly to a WATS Policy Committee Officer if the incident involves an issue with the ED. The ED or WATS Policy Officer will then determine what and if any of the disciplinary steps need to be initiated.

Disciplinary Steps

WATS reserves the right to use less than all of the disciplinary steps if the infraction or behavior is serious and requires a more advanced step. Employees who feel that their behavior did not warrant the disciplinary step taken may follow the Problem Resolution Process to appeal their disciplinary finding and action.

- a. The employee will receive a verbal warning for a first occurrence of an incident the ED or a WATS Policy officer considers minor.
- b. The ED or a WATS Policy officer will include a written warning in the employee's personnel file and provide it to the employee. The ED or member of the WATS Policy Personnel Committee working with the employee will create an action plan so the employee does not repeat the behavior. The ED or a WATS Policy officer will use this step for the second occurrence of the same minor incident or the first occurrence of a more serious incident.
- c. A written warning and the ED or a WATS Policy officer will refer the employee to the County's Employee Assistance Program (EAP) or other similar services. The ED or a WATS Policy officer will allow the employee to return to work once the employee completes the agreed to services and a plan is developed to ensure that the employee does not repeat the offense(s). WATS will use this step for a third occurrence of the same minor incident or as the first step used for a more serious offence.
- d. The ED or a WATS Policy officer will terminate the employee.

16. Problem Resolution Process

Any employee with a work related grievance should immediately request a meeting with the ED and the WATS Policy Chair or the WATS Policy Chair and Vice-Chair (if the grievance involves the ED) and provide a written summary of the issue or concern at the time of request.

The ED and the WATS Policy Committee Chair or their designee will meet with the employee to hear the grievance and recommend a strategy for resolution.

If the issue is still a concern and if the ED does not respond at all within a reasonable amount of time, the employee should then request a meeting with the Policy Chair and other officer based on availability. The employee must provide the original issue summary, a summary of what the ED has or has not done to resolve the issue, and how the follow up meeting with the ED and WATS Policy Committee Chair or their designee's actions as reported at the meeting did not resolve the issue.

The employee is required to follow the problem resolution process if possible unless there is a concern for safety. The employee may contact the WATS Policy Committee Chair or other officer if the ED or chair is not available or there is an immediate cause for concern for employee safety.

17. Computer Policy

The computers provided by WATS belong to WATS and are preloaded with all but the specialized software. Employees are not to download or load any software without prior approval from the ED. Employees must use their own WATS login and their own assigned computer or obtain permission from another employee or the ED to use another computer. All email is the property of WATS and employees should not assume they have any right to privacy.

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Employees may download only software registered through WATS. No employee may load any software on the WATS computers, by any means of transmission, unless authorized in advance by the ED.

Electronic media cannot be used for knowingly copying, transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
 - Derogatory to any individual or group;
 - Obscene, sexually explicit, pornographic, defamatory or threatening;
 - In violation of any license governing the use of software;
 - Engaged in for any purpose that is illegal or contrary to WATS policy or in a manner contrary to the best interests of WATS, in any way that discloses confidential or proprietary information of the WATS or third parties, or for personal or pecuniary gain;
- or

- Protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Any employee who abuses the privilege of their access to email or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

18. Non-Discrimination Policy

It is the policy of the Washtenaw Area Transportation Study (WATS) that no employee shall engage in any activity that discriminates against another employee in the context of his/her employment on the basis of race, religion, color, national origin, age, sexual orientation, height, weight, marital status, disability, or veteran status.

Discrimination will not be tolerated at the Washtenaw Area Transportation Study. Any employee who is witness to, victim of, or has information regarding discrimination has an obligation to report it to the ED or the Chair of the Policy Committee of WATS within five (5) working days.

Following an investigation by the ED and/or the Officers of the WATS Policy or Personnel Committee, disciplinary action leading up to termination and/or prosecution by law will be taken.

Further, no employee shall engage in any conduct designed or intended to be in retaliation of a discrimination complaint.

19. Drug-Free Workplace Policy

The Washtenaw Area Transportation Study (WATS) will provide a drug-free workplace and environment. In accordance with the regulations set forth in Title 41, Chapter 10, Section 702 (Public Contracts/Drug-Free Workplace Grant recipients), WATS prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term "controlled substance" means a controlled substance in schedule I through V of the section 202 of the Controlled Substances Act (21 U.S.C. 812), refers to all illegal drugs and to legal drugs used without a physician's order. It does not prohibit taking prescribed medication under the direction of a physician. However, any employee taking prescribed medication whose possible side effect may adversely affect work performance or safety must report such medications to his/her supervisor.

All employees are required to submit to any test required for insurance purposes. Failure to do so will result in the employee forfeiting the insurance benefit.

All WATS employees will, as a condition of their employment, abide by the terms in this statement. Those individuals who are found to be in violation of this policy are engaged in serious misconduct and are subject to disciplinary action or dismissal.

(Revised December 18, 2002, August 17, 2005, January 2006,
and April 2007)

ACKNOWLEDGMENT FORM

I acknowledge that I have received and read the WATS personnel manual. I agree to follow all policies and procedures outlined in the WATS personnel manual.

I acknowledge and agree – notwithstanding anything contained in the WATS personnel manual and/or any verbal statements made to me – that my employment with WATS is at-will, meaning that either I or WATS may terminate the employment relationship at anytime with or without cause and with or without notice. I acknowledge and agree that the at-will employment policy may only be modified if such modification (1) explicitly disclaims this at-will employment policy, and (2) is executed in a written document signed by me, the Executive Director of WATS, and the Chairperson of the WATS Policy Committee.

I agree that I must bring any action or suit against WATS arising out of my employment or termination of employment – including, but not limited to, claims arising under State or Federal civil rights statutes – within 180 days of the event giving rise to the claim or within the applicable limitations period, whichever period is shorter, or else such claim is forever barred. I waive any longer limitation periods to the contrary.

Staff

Date



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E-MAIL: WATS@MIWATS.ORG

WATS Personnel Policies
(Revised December 18, 2002, August 17, 2005, January 2006
and April 2007)

The following policies shall apply to all full-time employees of the Committee:

1. Vacation

Employees shall be allowed vacation leave, with pay, in accordance with the following schedule:

- Employees in their first year of continuous employment shall earn one (1) day per month, or a total of twelve (12) vacation days per year.
- Employees in their second through fifth year of continuous service but less than six years shall earn one and one-quarter (1 $\frac{1}{4}$) days per month, for a total of fifteen (15) days per year.
- Employees in their sixth through tenth year of continuous service, but less than eleven years shall earn one and one-half (1 $\frac{1}{2}$) days per month, for a total of eighteen (18) days per year.
- Employees in their eleventh through fifteen year of continuous service, but less than sixteen years shall earn one and two-thirds (1 $\frac{2}{3}$) days per month, for a total of twenty (20) days per year.
- Employees in their sixteenth through twenty-first year of continuous service but less than twenty-two years shall earn one and five-sixths (1 $\frac{5}{6}$) days per month, for a total of twenty two (22) days per year.
- Employees in their twenty-second or more years of continuous service shall earn two and one-twelfth (2 $\frac{1}{12}$) days per month, for a total of twenty-five (25) days per year.

Upon termination of employment if the employee has fulfilled and honored their contract, accumulated vacation days shall be paid at a daily rate of pay determined by dividing total current annual compensation by the number of workdays in that year. In no case shall an employee accrue more than twice the amount of annual vacation to which he/she is entitled as of January 1. Any amount in excess of twice the amount of annual leave shall be paid to the employee at 100 percent of straight time pay. In the event the employee does not honor the

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terms of their contract, vacation time equal to the lack of notice will be forfeited. If the vacation time does not fulfill the forfeiture, sick time will also be used. Any time remaining after the forfeiture for lack of contract compliance will be paid out according to the personnel policies.

2. Sick Leave

Employees shall receive one working day with pay for each full month of service. Upon termination of work contract if the employee has fulfilled and honored the terms of their contract, accumulated sick days shall be paid at one hundred (100) percent into a Retirement Health Savings (RHS) account using the employee's straight time pay rate determined by dividing total current annual compensation by the number of work days in that year. In addition, in no case shall an employee accrue more than twenty-four (24) sick days as of January 1. If the amount of accrued sick days exceeds twenty-four (24) as of January 1, any accrued days beyond twice the annual amount shall be paid to the employee at one hundred (100) percent into a Retirement Health Savings (RHS) account using the employee's straight time pay rate. In the event the employee does not honor the terms of their contract, any sick time required to make up the total time of notice (in addition to vacation time) due to them will be forfeited. Any time remaining after the forfeiture for lack of contract compliance will be paid out according to the personnel policies.

3. Leave of Absence

Employees shall be allowed a leave of absence, without pay, in accordance with the following guidelines:

- The Executive Director must approve the leave of absence in advance.
- A request for a leave of absence must be submitted in writing to the Executive Director at least ten working days in advance.
- A leave of absence shall be limited to a minimum of three and a maximum of ten working days.
- Approval of a leave of absence will be based on Agency workload and related schedules.
- A proportionate reduction to the employee's salary, based on the employee's daily rate of pay and length of the leave of absence, shall be made in the same or immediately following pay period.

4. Holidays

Holidays observed by the Committee shall be New Year's Eve and New Year's Day, Martin Luther King's Observed Birthday, President's Day, Columbus Day, and Veteran's Day, Good Friday afternoon, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve and Christmas Day. When Christmas and New Year's Day fall on

Sunday (Christmas Eve and New Year's Eve on Saturday) the holiday will be observed on the following Monday.

5. Expense Reimbursement

Reasonable expenses incurred on behalf of the Committee shall be reimbursed based on actual expenditure except where rates (such as mileage) have been established. To the extent possible, receipts shall be submitted to document expenditures.

6. Insurance Benefits

The Committee agrees to provide employees the following insurance benefits:

- Medical Insurance
- Dental/Optical Insurance
- Life Insurance
- Disability Insurance
- Worker's Compensation Insurance

The Committee shall provide \$100,000 in life insurance coverage for full time employees with the exception of the Executive Director. The Committee shall provide \$200,000 in life insurance coverage for the Executive Director. At their option, all covered employees may increase life insurance coverage of the Agency policy beyond the levels provided by the Committee. The cost of this additional coverage shall be the responsibility of the employee.

The Committee shall provide \$1,250 in dental/optical insurance per year for each employee. The coverage shall be accrued monthly and provided directly to the individual providing the dental/optical work or to the employee on a reimbursement basis with receipts. The \$1,250 will be for a calendar year and will not carry over.

The Committee and the Executive Director shall negotiate the amount and extent of coverage under other items above annually. However, in no case shall the Committee decrease the amount and extent of coverage on any item covered in this section without prior written approval of the affected employees.

The Committee agrees to offer medical insurance to all full-time employees as well as their dependents. The Committee agrees to pay 100 percent of the employee's insurance and 75 percent of the employee's dependents insurance costs. Employees, for whom health or dental/optical insurance coverage would be generally duplicative of coverage provided by spouse's insurance, may waive this negotiable coverage and receive additional \$500 compensation for each waiver. This waiver compensation shall be paid in the first payment period of the contract year.

7. Sick Day Conversion for Personal Business use

Employees, at their option, may convert two (2) of their sick leave days annually in January to compensatory hours (7.5 per day) for personal business use.

8. Overtime Compensation

Full time employees other than the Executive Director shall work thirty-seven and one-half (37.5) hours per week, subject to other provisions of these policies. The scheduling of these hours is flexible, subject to the approval of the Executive Director. Employees other than the Executive Director are to be compensated for all authorized overtime in excess of 37.5 hours per week. This compensation is to be in the form of compensatory time off at a one-to-one ratio. Compensatory time must be used by the end of the calendar year and at termination, any time remaining on the books, will not be paid out.

9. Tuition Reimbursement

WATS will reimburse its employees fifty percent (50%) of tuition upon satisfactory completion of an approved course or program of study. Courses must be directly related to the assigned duties of the employee or be in preparation for possible future duties. Courses must be approved by the Executive Director prior to starting classes. In the case of the Executive Director, the Policy Committee Chair must approve courses. The time employees are away from work must be made up. Courses and related work must be completed within six months from starting classes, and a grade of “B” or better is required for reimbursement.

The Committee expects that an employee will continue employment for at least one (1) year following completion of classes or program of study. If an employee voluntarily terminates employment before one year has passed, that employee is expected to reimburse the Committee the full amount received. If such repayment is not made, the Committee may withhold an equal amount from that employee’s final paycheck.

Reimbursement is for tuition/registration only and does not include books, supplies, transportation or other costs of attending classes.

10. Longevity Pay

Employees shall be entitled to receive longevity pay in accordance with the following with schedule:

Continuous Service	Percentage of Form W-2 Gross Earnings
5 or more and less than 10 years	Three percent (3%)
10 or more and less than 15 years	Four percent (4%)
15 or more and less than 20 years	Six percent (6%)
20 or more years	Eight percent (8%)

Payment of longevity pay shall be made in two installments, in June and December. Should an employee leave employment for any reason, the employee's longevity shall be paid on a prorated basis.

11. Employee Pension

The Committee will participate in a Simplified Employee Pension Program and will contribute an amount equal to fifteen percent (15%) of each full-time employee's salary to an SEP program selected by the employee. Employees are immediately vested and the pension is the responsibility of the employee when terminated.

12. Flexible Spending Accounts Program

In accordance with guidelines detailed in the Internal Revenue Service (IRS) Code, section 125, the Committee shall allow the establishment of employee funded Flexible Spending Accounts as detailed below:

- The Flexible Spending Accounts shall be funded entirely by salary deferrals of participating employees.
- The benefit period for all Flexible Spending Accounts shall be limited to an employee's contract year, January 1 – December 31.
- Participating employees must identify their Annual Benefit Election for each account in writing, to the Executive Director by December 15 of each year. The Annual Benefit is the total amount to be withheld per account from a participating employee's salary.
- The total Annual Benefit for each account shall be withheld in twelve equal installments from the monthly salary of participating employees and shall, upon receipt of proper verification, be paid on a monthly schedule identical to regular employee salary payments.
- Participating employees must submit written verification of allowable expenses (IRS Code, section 125) a minimum of five working days before payment is scheduled. Verification shall include: the monthly expense, as well as the name, address, phone number, and tax identification number of the entity receiving payment.
- In Accordance with the IRS guidelines, elected benefit amounts that are not used by the employee during the plan year shall be forfeited.
- The employer shall designate an employee's elected amount for each flexible spending account on the appropriate IRS forms. The employer is further required to file IRS form 5500 on an annual basis.

13. Deferred Compensation 457 Plan

All full time employees of the Washtenaw Area Transportation Study (WATS) may contribute pre-tax compensation to a 457 plan monthly with notification of deposit amount to be provided to the Executive Director no later than the 1st of the month of the deposit. The minimum monthly deposit is \$10.00. All employees will be immediately vested and eligible to receive benefits at termination of employment. Emergency withdrawals will be available per IRS rules and the emergency withdrawal packet as provided to the employees.

14. Retirement Health Savings (RHS) plan

The Retirement Health Saving Plan is a way to save for health expenses in retirement. If WATS does not contribute the Medicare tax on behalf of any employee, the Agency will contribute an equivalent amount to the RHS monthly on behalf of that employee who must match the contribution. In addition to the above employer contribution employees must contribute in two ways.

1. All full time employees must contribute any excess sick time to the RHS when exceeding the maximum carryover as described in Section 2.
2. All full time employees must also contribute any sick time remaining to the RHS program on termination of employment.

All employees are immediately vested and eligible to receive benefits at termination of employment.

15. Non-Discrimination Policy

It is the policy of the Washtenaw Area Transportation Study (WATS) that no employee shall engage in any activity that discriminates against another employee in the context of his/her employment on the basis of race, religion, color, national origin, age, sexual preference, height, weight, marital status, handicap, or veteran status.

Discrimination will not be tolerated at the Washtenaw Area Transportation Study. Any employee who is witness to, victim of, or has information regarding discrimination has an obligation to report it to the Executive Director or the Chair of the Policy Committee of WATS within five (5) working days.

Following an investigation by the Executive Director and/or the Officers of the WATS Policy Committee, disciplinary action leading up to termination and/or prosecution by law will be taken.

Further, no employee shall engage in any conduct designed or intended to be in retaliation of a discrimination complaint.

16. Drug-Free Workplace Policy

The Washtenaw Area Transportation Study (WATS) will provide a drug-free workplace and environment. In accordance with the regulations set forth in Title 41, Chapter 10, Section 702 (Public Contracts/Drug-Free Workplace Grant recipients), WATS prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance in the workplace. The term “controlled substance” means a controlled substance in schedule I through V of the section 202 of the Controlled Substances Act (21 U.S.C. 812), refers to all illegal drugs and to legal drugs used without a physician’s order. It does not prohibit taking prescribed medication under the direction of a physician. However, any employee taking prescribed medication whose possible side effect may adversely affect work performance or safety must report such medications to his/her supervisor.

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MEMORANDUM

To: Policy Committee
From: Terri Blackmore, Executive Director
Date: January 7, 2011
Re: Amendment of FY 2011-2014 STP Urban Program

Background

WATS held an Urban Federal Aid Committee (FAC-U) meeting on Wednesday December 1 to review and amend the FY 2011-2014 Urban Surface Transportation Program. At the meeting, the FAC-U made the following changes to the approved program (attached):

Changed the FY 2011 Stadium Bridges to Major Street Resurfacing – AAC
State Street EA increased to \$100,000 in FY 2011 and deleted from FY 2012 – WC
Delayed Border to Border to FY 2012 – WC
Reduced FY 2011 Ford Blvd to \$222,000 – WC
Deleted FY 2011 Preventive Maintenance – WC
Changed FY 2011 Preventive Maintenance to Cross (River to Prospect) – YC
Increased FY 2011 Holmes III to \$1,300,000 and deleted from FY 2012 – WC
Delayed FY 2011 Carpenter to FY 2012 – WC
Changed FY 2012 Preventive Maintenance to Cross (Washtenaw to Wallace) – YC
Changed FY 2012 Stadium Bridges to Dexter (Huron to Maple) – AAC
Reduced FY 2012 Plymouth (Dixboro to M-153) to \$425,000 – WC
Increased FY 2012 Preventive Maintenance to \$104,708
Changed FY 2013 Stadium Bridges to Miller (Maple to Newport) – AAC
Increased FY 2013 Plymouth (Dixboro to M-153) – WC
Decreased FY 2013 Preventive Maintenance to \$487,248 – WC
Changed FY 2014 Stadium Bridges to Major Street Resurfacing – AAC
Deleted FY 2015 Green Road Resurfacing – AAC

POLICY COMMITTEE MEMBERS

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Action

The Technical Committee recommends Policy Committee approval of the attached amendments to the FY 2011-2014 Urban Surface Transportation Program.

**Urban Surface Transportation Program
FAC U 12/1/2010**

	Washtenaw County UA	Livingston County UA
FY 2010	\$ 4,322,517	\$ 134,828
Ending Balance	\$ -	\$ 603,058
FY 2011	\$ 4,322,517	\$ 134,828
Major Street Resurfacing - AA	\$ 1,186,623	
State St EA - WC	\$ 104,518	
Ford Road Bridge PE	\$ 24,478	
Ford Blvd 4 to 3 w bike (Ecorse to US-12) - WC	\$ 222,000	
N University Transit Center (Church Street to Ni	\$ 780,644	
Golfside (Packard to Clark) 4/3 w/ sidewalk gap	\$ 344,687	
Cross Street (River and Prospect) - YC	\$ 359,567	
Holmes III - WC	\$ 1,300,000	
Total	\$ 4,322,517	\$ -
Ending Balance	\$ -	\$ 737,886
FY 2012	\$ 4,460,837	\$ 139,142
Cross (Washtenaw to Wallace)- YC	\$ 244,586	
Carpenter (Washtenaw to Packard) - WC	\$ 449,478	
Border to Border - WC/WCPRC	\$ 100,000	
Dexter (Huron to Maple) - AA	\$ 2,353,425	
Ford Road Bridge PE (Norfolk Southern) - WC	\$ 125,522	
Plymouth (Dixboro to M-153) - WC	\$ 425,000	
Waters (Wagner to Township Line) - WC	\$ 200,000	
Preventive Maintenance - WC	\$ 104,708	
Mill Pond NM (Dexter Main Bridge to HCMA) &	\$ 458,119	
Total	\$ 4,460,838	\$ -
Ending Balance	\$ (0)	\$ 877,028
FY 2013	\$4,603,584	\$ 143,595
Miller Ave (Maple to Newport) - AA	\$ 2,821,336	
Border to Border NM (Dexter to AA City) -WC	\$ 100,000	
Plymouth (Dixboro to M-153) - WC	\$ 675,000	
Preventive Maintenance - WC	\$ 487,248	\$ 300,000
Urban Resurfacing - WC	\$ 450,000	\$ 150,000
Bemis PE (Stony Creek to Hitchingham) - WC	\$ 70,000	
Total	\$ 4,603,584	\$ 450,000
Ending Balance	\$ 0	\$ 570,624

Key AA - Ann Arbor DV - Dexter SC - Saline YC - Ypsilanti WC - Washtenaw County Road Commission

* Note the Livingston County funds must be spent each year and are included in the County allocation.

	Washtenaw County UA	Livingston County UA
FY 2014	\$4,750,899	\$ 148,190
Bemis (Stony Creek to Hitchingham) - WC	\$ 530,000	
Liberty NM (State to City Limit) AA	\$ 107,875	
Central Street (Fifth to Village Limit) -DV	\$ 100,000	
N. Ann Arbor (Bennett to Tower) - SC	\$ 369,000	
Major Street Resurfacing- AA	\$ 1,638,616	
Ellsworth (Fairhills to Hewitt) - WC	\$ 400,000	
Hewitt (Michigan to Packard) - WC	\$ 400,000	
Urban Resurfacing - WC	\$ 330,000	
E. Stadium (Seventh to White) -AA	\$ 500,000	
Urban Preventive Maintenance - WC	\$ 325,408	
Urban Sign Replacement - WC	\$ 50,000	
Total	\$ 4,750,899	\$ -
Ending Balance	\$ 0	\$ 718,814

Key AA - Ann Arbor DV - Dexter SC - Saline YC - Ypsilanti WC - Washtenaw County Road Commission

* Note the Livingston County funds must be spent each year and are included in the County allocation.

FY 2015

Major Street Resurfacing -AA	\$ 2,353,425	
Seven Mile (Main to Sunflower) - WC	\$ 800,000	\$800,000
	\$ 3,153,425	

FY 2016



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MEMORANDUM

To: Policy Committee
From: Terri Blackmore, Executive Director
Date: January 7, 2011
Re: Amendment of FY 2011-2014 STP Rural and TEDF-D Programs

Background

WATS held a Rural Federal Aid Committee (FAC-R) meeting on Tuesday January 4, 2011 to review and amend the FY 2011-2014 Rural Surface Transportation Program. At the meeting, the Committee amended the STP Rural program (attached) to:

- Delay Willis (Hitchingham to Whittaker) until FY 2012
- Increase the Road Commission's Preventive Maintenance to \$337,877
- Provided an option for People's Express to change his bus purchase to rehabilitate a building.
- Added N. Territorial/Whitmore Lake Intersection for \$100,000 to FY 2012
- Reduced Preventive Maintenance to \$66,209

Changes to the Transportation Economic Development Fund – Category D (TEDF-D) program include:

- Delayed Willis (Hitchingham to Whittaker) until FY 2012

Action

The Technical Committee recommends Policy Committee approval of the attached amendments to the FY 2011-2014 Rural Surface Transportation Program.

POLICY COMMITTEE MEMBERS

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AN INTERMUNICIPALITY COMMITTEE ORGANIZED UNDER ACT 200 OF PUBLIC ACTS OF MICHIGAN (1957)
REPRESENTING WASHTENAW COUNTY

Washtenaw County
Surface Transportation Program - Rural
January 4, 2011

FY 2011 **Allocation* \$ 416,103**

Preventive Maintenance - WC	\$	337,877
1 small bus purchase/Hybrid - PE	\$	78,226
rehabilitate building for PE building - PE		
Total	\$	416,103
Ending Balance	\$	0

FY 2012 **Allocation* \$ 429,418**

Sign Replacement - WC	\$	30,000
Preventive Maintenance - WC	\$	66,209
Willis (Hitchingham to Whittaker) - WC	\$	106,916
North Territorial/Whitmore Lake Intersection - WC	\$	100,000
Small Bus - WV	\$	126,293
Total	\$	429,418
Ending Balance	\$	-

FY 2013 **Allocation* \$ 443,160**

Preventive Maintenance - WC	\$	140,586
3R Various w NM - WC	\$	302,574
Non-motorized	\$	-
Total	\$	443,160
Ending Balance	\$	0

FY 2014 **Allocation* \$ 457,340**

Rural Resurfacing - WC		\$157,340
Rural Preventive Maintenance - WC		\$250,000
Rural Sign Replacement - WC		\$50,000
Total	\$	457,340
Ending Balance	\$	-

Agency Key

CC - Chelsea City MV - Manchester Village PE - People's Express
 WC - Washtenaw County Road Commission WV- WAVE

**Washtenaw County
Transportation Economic Development Fund -D
January 4, 2011**

		Washtenaw County
FY 2011 Allocation*	\$403,352	\$ 755,532
Preventive Maintenance - WC		\$ 308,586
Total		\$ 308,586
Ending Balance		\$ 446,946
FY 2012 Allocation*	\$410,725	\$ 857,671
3R Various Roads - WC		\$ 280,000
Willis (Hitchingham to Whittaker) - WC		\$ 300,000
Preventive Maintenance - WC		\$ 130,725
Total		\$ 710,725
Ending Balance		\$ 146,946
FY 2013 Allocation*	\$418,334	\$ 565,280
Preventive Maintenance - WC		\$ 418,334
Total		\$ 418,334
Ending Balance		\$ 146,946
FY 2014 Allocation*	\$426,186	\$ 573,132
Various All season Road - CC		\$ 300,000
Rural Preventive Maintenance - WC		\$ 126,186
Total		\$ 426,186
Ending Balance		\$ 146,946

Agency Key

CC - Chelsea City MV - Manchester Village PE - People's Express
 WC - Washtenaw County Road Commission WV - WAVE

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WASHTENAW AREA TRANSPORTATION STUDY

705 NORTH ZEEB ROAD 2ND FLOOR
ANN ARBOR, MICHIGAN 48103-1560
PHONE: (734) 994-3127 FAX: (734) 994-3129
WEBSITE: WWW.MIWATS.ORG
E-MAIL: WATS@MIWATS.ORG

Memorandum

To: Policy Committee
From: Terri Blackmore
Date: January 7, 2011
Re: Amendment of Unified Planning Work Program (UPWP)

Background

The WATS FY 2011 Fiscal year began July 1, 2010. As part of the work plan, WATS intends to make improvements to its Travel Model to provide improved assistance to the many transit initiatives underway in the County. The Michigan Department of Transportation has agreed to provide WATS with \$7,500 in federal State Planning and Research funds (SPR) for the model improvement contract with LSA to complete minor improvements (less than \$25,000).

The improvements include an update to WATS model interface to reflect the new Windows 7 operating system and new TransCad modeling software. Other improvements that will be completed include the ability to segment income by TAZ, a transit income adjustment tool to allow more accurate transit ridership forecasts, training on the use of the “shadow pricing” for transit ridership from park and ride lots, and the analysis of premium transit modes that are under consideration in Washtenaw County. All of the new components will be analyzed using additional model sensitivity tests to ensure results are intuitive and reflect current ridership in the base year.

In order to use the SPR funds, WATS needs to amend its FY 2011 UPWP to include the SPR funds. WATS will move some of the funds replaced by the SPR dollars from Plan Development to Administration to offset some of the additional cost of administering the funds.

POLICY COMMITTEE MEMBERS

- CITY OF ANN ARBOR • ANN ARBOR TRANSPORTATION AUTHORITY • ANN ARBOR TOWNSHIP • CITY OF CHELSEA • VILLAGE OF DEXTER •
- DEXTER TOWNSHIP • EASTERN MICHIGAN UNIVERSITY • MICHIGAN DEPARTMENT OF TRANSPORTATION • NORTHFIELD TOWNSHIP • PITTSFIELD TOWNSHIP •
- CITY OF SALINE • SCIO TOWNSHIP • SOUTHWEST WASHTENAW COUNCIL OF GOVERNMENTS • SUPERIOR TOWNSHIP • UNIVERSITY OF MICHIGAN •
- WASHTENAW COUNTY BOARD OF COMMISSIONERS • WASHTENAW COUNTY ROAD COMMISSION • CITY OF YPSILANTI • YPSILANTI TOWNSHIP •
- EX OFFICIO: FEDERAL HIGHWAY ADMINISTRATION • SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS •

AN INTERMUNICIPALITY COMMITTEE ORGANIZED UNDER ACT 200 OF PUBLIC ACTS OF MICHIGAN (1957)
REPRESENTING WASHTENAW COUNTY

Expense Category	Adopted budget	Increase in matched Funds	in SPR	Change in PL 112 Funds	Revised Budget
Plan Monitoring	\$75,997	\$0		0	\$75,997
Plan Development	\$199,883	\$9,375		-\$2,500	\$206,758
Planning Services	\$78,884	0		0	\$78,884
Plan Implementation	\$187,356	0		0	\$187,356
Program Administration	\$59,509	0		\$2,500	\$62,009
Total Staff Budget	\$599,129	\$9,375		\$ 0	\$611,004

Action Requested

Staff requests the WATS Policy Committee approve the use of SPR funds and increase the budget by \$9,375 to \$611,004 and transfer of funds between the WATS Program accounts.