



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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Minutes of the  
Executive Committee Meeting  
July 26, 2018  
WSTIP Office ~ Olympia, WA

Executive Committee Members Present	Staff Present
Diane O'Regan, President, C-Tran Staci Jordan, Vice-President, Island Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Paul Shinnars, Past President, Kitsap Transit Kevin Hebdon, Large Member Rep, Ben Franklin Transit Nick Covey, Medium Member Rep, Link Transit (v) Amy Asher, Small Member Rep, RiverCities Transit (v) Danette Brannin, At-Large Member Rep, Mason Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager
Board Members Present	
Dale O'Brien, Skagit Transit	
Guests Present	
Joe Macdonald, Skagit Transit Tiffany Woods, Washington Cities Insurance Authority	Kara Turner, Turner HR Services

## Call to Order

President O'Regan called the meeting to order at 10:15 am. O'Regan welcomed all participants as a sign in sheet was passed around the room. Introductions of Macdonald, Woods, and Turner took place. O'Regan called for changes to the agenda, hearing none she asked for a motion to approve the agenda. **Hebdon moved to approve the agenda. Jordan seconded the motion and the motion passed.**

## Consent Agenda

Minutes – June 28, 2018, June 2018 Administrative Vouchers/Checks<sup>i</sup>, June 2018 Claims Vouchers/Checks<sup>ii</sup>

O'Regan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Shipman moved to approve the consent agenda. Shinnars seconded the motion and the motion passed.**

## Discussion Items

2018 Executive Committee Work Plan, Strategic Plan and Retreat Outcomes

Christianson explained the work plan and the strategic plan are included for informational purposes only. There were no questions.

## Salary Survey

Staff handed out the completed salary survey information. The survey information was sent to virtual attendees prior to the meeting ([click here](#) to download the salary survey). (Adams, Kerrigan, Woods, and Powell left the room). Turner went through the compensation philosophy and the market data received. Turner then explained the appendices, how she banded employees with similar levels of responsibility together and how employees were either below, above, or at market average for each position. There

was lengthy discussion regarding paid time off and benefits. Some members felt employees should pay a percentage of the dependent coverage. Christianson reminded them it would take time to implement the change to employee health benefits. She also reminded them there is a stipend which goes into a health savings account for those employees who choose to get their benefits from a spouse. One member was concerned that transit data wasn't included in the benefits survey as she didn't think it was fair and equitable that Pool staff get paid dependent benefits while transit staff pay dependent portions. Other committee members said we appreciate what staff does and want to convey the change has nothing to do with performance but more about where the market is going and what is sustainable in the future. Christianson said she would like to report back with the stipend and see if that affects the benefits package decision. She recommended if they were going to change the paid time off to change it before current employees hit the 15-year anniversary as currently she is the only one above 15 years of service. Some committee members didn't want to change the paid time off as it is a bank of both sick and vacation time. They also discussed the paid time off carryover limit and this limit will likely change during the next employee handbook revision to give staff time to get below the carryover limit.

Turner brought everyone's attention back to the salaries and recommended a conservative implementation. Each staff member will go to the nearest step allowing a two percent increase. The fiscal impact to the budget would be approximately \$112,000. She explained, the yellow box is where the staff position would be on January 1, the blue box is where they go on their anniversary date. These ranges do not include a general wage increase as Intercity Transit does not have their general wage increase data available. We did estimate a two percent general wage increase as a place holder (which is what the comparable pools reported). The Board will be able to say yes or no to the general wage increase.

***Jordan moved to accept Appendix B and the methodology of the salary survey effective January 1, 2019, understanding a general wage increase may be added during the budget process. Shinnors seconded the motion.*** Discussion: Brannin asked if salary ranges could go up if we (the Board) implement a general wage increase. Christianson said correct. ***O'Regan called for a vote and the motion passed.***

Staff will bring back data regarding the healthcare stipend, and there will be further discussions regarding leave amounts and the carryover cap. Hebdon requested that WSTIP data be added to the colorful market data comparison page of the salary and benefits survey. The Committee thanked Turner for her work and appreciated the straight forwardness of the survey.

The committee recessed at 11:45 am and resumed their meeting at 12:00 pm.

### Road Show: Communication Program

Christianson and Kerrigan presented their slides as a pilot to the Executive Committee members (see [2018-07-26 WSTIP EC Supplement](#)). Committee members suggested changes to the slides and made suggestions to the message they want the audience to hear, as well as optional titles for the presentation. Kerrigan and Christianson will continue working on the roadshow presentation. Pierce and Intercity volunteered to be the first agencies they go to and agree to give actionable feedback. We have data back from MunichRe on the Loss Detect information for Kitsap and Link as well.

Hebdon left at 12:34 pm. The committee recessed at 1:09 pm and resumed their meeting at 1:19 pm.

### Emerging Risks and Opportunities Committee Recommendation

Kerrigan explained the Emerging Risks and Opportunities Committee had been tasked with coming up with a process for agencies to work through when asking for financial assistance to partner on loss prevention projects. This topic came about when Pierce asked WSTIP to partner with them on their Lytx

DriveCam project in 2016. She explained she took the feedback from the last Executive Committee meeting and cleaned up the information in the application and guidelines, removed redundancies and tried to streamline it wherever possible. She asked the committee to clarify if the funding would be only available for new technologies or for proven technologies. for example, Lytx DriveCam. The committee discussed the topic at length and the conclusion was that if it is new technology to your agency and helps prevent losses from occurring then it should be eligible. For example, cameras do not prevent losses from happening whereas driver monitoring type products are an investment in loss prevention or trying to prevent losses from ever happening in the first place and thus more potential for reduction in losses.

Kerrigan also asked if Members who are on the Member Improvement List (MIL) should be awarded extra points when their application is evaluated. Committee members discussed the MIL and preferential treatment and felt that they should not get extra points as it may not be a financial reason they are on the MIL. Kerrigan asked if the committee was comfortable with \$250,000 for this grant program in the 2019 budget knowing that some of these projects may fail to reduce losses. Committee members were ok with the \$250,000.

## Action Items

### Employee Handbook

Christianson went through each of the changes in the employee handbook and asked the Executive Committee to adopt the handbook as presented reminding them it will come back up for review when the family leave laws take effect. **Shipman moved to approve the employee handbook as presented. Brannin seconded the motion. The motion passed.** Christianson thanked the Executive Committee and Turner for her assistance. O'Regan said Turner did a lot of clean up and a great job on the handbook.

### Governance Policy – Actuarial Policy

**Jordan moved to adopt the Actuarial Policy. Brannin seconded the motion and the motion passed.**

## Staff Reports

### Executive Staff Report

Christianson said Halsall from Governmental Entities Mutual, Inc. (GEM) had stopped by and said to tell everyone hello. GEM has made some changes in their claims department by reducing on-site staff and contracting with a third-party administrator (TPA). We have not noticed any change in service level, she will update on GEM Board activity next month. PriceWaterhouseCoopers has started the capital funding study and mid-year actuarial study. Staff have begun 2019 budget discussions. If you have anything you would like to forward, please let her know. She is asking the Governance Policy Committee to consider changing the expense reimbursement policy to include reimbursement for all sub-committee meetings. The Committee briefly discussed this topic with a general positive consensus. She has been presenting Above and Beyond awards at member Board meetings, and reported the recipients are very grateful for WSTIP's recognition. Powell reported the property appraisal project is ongoing, the WSTIP network move to the cloud has been completed and will be asking to surplus the remaining servers. She also let committee members know they can email the small, medium, and large groups individually in addition to the Board. The addresses are [small@wstip.org](mailto:small@wstip.org), [medium@wstip.org](mailto:medium@wstip.org), and [large@wstip.org](mailto:large@wstip.org). Kerrigan reminded everyone Jeffrey S. Ristau Scholarships are available, DeVoll has been out visiting members and has developed a Road Supervisor Training program which was well received and will begin offering the training regionally. Christianson and Adams gave an update on claims, interviews are being scheduled for the Defense Counsel, Employment Investigations, and Adjuster Requests for Proposals and reported collecting over \$180,000 in subrogation funds for the month of June. Adams also shared videos of some recent alarming events involving motorcycles, pedestrians, and bicyclists.

## Sub-Committee Reports

### Governance Policy Committee

No report meeting scheduled after the Executive Committee meeting.

### Board Development Committee

No report meeting scheduled after the Executive Committee meeting.

### Emerging Risks and Opportunities Committee Report

See above discussion item. Next meeting August 28 @ WSTIP.

### Data Governance Committee

No report. Next meeting July 31 @ WSTIP.

### Coverage Review Committee

Shinners reported on progress the committee is making. The public officials liability coverage document is being reviewed by outside coverage counsel. Next meeting is August 13<sup>th</sup> at WSTIP. The committee will have a work product for review at the August Executive Committee meeting.

## Recap and Adjournment

***Jordan moved to adjourn the meeting at 2:12 pm. Shinners seconded the motion and the motion passed.***

Submitted this 23rd day of August 2018.

Approved:   
184DD4B0640E418...  
Shonda Shipman, Secretary

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<sup>i</sup> Check numbers 27762 through 27810 in the amount of \$77,804.21. Internet transfers of \$45,512.74 for the 06/15/2018 payroll; \$46,814.23 for the 06/30/2018 payroll; and \$13,401.06 for the 06/2018 staff benefits. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$27,924.22. Total voucher approval, including June 2018 staff payroll and Internet and ACH payments is \$211,456.46.

<sup>ii</sup> Check numbers 11084 through 11213 in the amount of \$411,610.53. Total voucher approval is \$411,610.53.