

# CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



## WSTIP Activity Report

October 29, 2006 – Executive Committee Meeting

***This Activity Report is an effort to keep all Board and Associate Members informed on recent and ongoing WSTIP activities. Feel free to pass this information on to any and all interested parties.***

The Washington State Transit Insurance Pool Executive Committee met at the WSTIP office in Olympia, Washington on October 26, 2006. Committee members present were: Lynn Bourton, Link Transit; Jamie Collier, Clallam Transit; Ernie Graichen, Twin Transit; Dale O'Brien, Skagit Transit; Jim Plaster, Spokane Transit; and Jeff Ristau, Community Transit (virtually). Staff members in attendance were: Anna Broadhead, Tracey Christianson, Ron Franz, Al Hatten, and Jerry Spears.

President Bourton called the meeting to order at 10:00 am. Changes to the agenda included moving the Executive Committee Self Evaluation from Other Business to before the Consent Agenda, and deferring the financial and staff reports.

***Executive Committee Self-Evaluation*** – The Executive Committee discussed the results of the latest self-evaluation. Overall it appears that they are getting better with time management even though they sometimes get stuck on a topic. It was suggested that perhaps if there were some ground rules they could improve. They discussed having ground rules as part of an ongoing orientation. They suggested creating an ad hoc committee to put together a formal Board orientation manual. One suggestion was to give a new trustee a mentor to ask questions such as what makes the Board tick. Lynn said there are several Board members that say they haven't been oriented. The Executive Committee is going to add Board orientation as an ongoing discussion item.

### **CONSENT AGENDA**

Dale moved to approve the consent agenda. Jamie seconded the motion and it carried unanimously.

### **DISCUSSION ITEMS**

***2007 Budget*** – Jerry presented the proposed 2007 Budget. There was a lengthy discussion on surplus and whether the rate per mile has gone up or down. Jerry will re-work the budget numbers at the 65 percent confidence level, and will contact every member to verify deductible and UIM coverage for all four modes. As discussed, Jerry will put Tracey's contingency as its own line item. To view the proposed 2007 Budget as presented, [click here](#).

***Changes to the Coverage Document***

*Permissive Users and Marine Liability* - Ron said there were three changes that the Board asked him to make and bring back to the Executive Committee. The changes were permissive users, vanpool drivers, and marine exposure. Ron said the permissive user language is on page 4 of the general liability coverage document. He explicitly named vanpool drivers as additional insured. He also removed all marine risk from the policy. To view the draft General Liability Coverage document, [click here](#).

*UIM Coverage* – Ron also suggested a revision to the general liability policy to exclude coverage for employees covered under workers compensation so the pool does not become a subrogation source for the Department of Labor and Industries. Ron asked if the committee wanted to take this change to the full Board in November. Lynn asked Ron to provide a red line version and move it forward to the Board in November. To view Ron's UIM memo, [click here](#).

***Best Practices for Non-Traditional Transportation Programs*** – Tracey said after reviewing a number of contracts, it appears utilizing the service provider provision and an underwriting approach gives more flexibility and control than the best practice approach (best practices are usually voluntary). In the coverage document, it talks about service providers as an organization performing services on your behalf. In the past, staff invoked this provision only when an organization took over a whole mode of transportation, such as A-1 Taxi took Yakima Transit's paratransit services just recently. However, this provision could be used for all the non-traditional transportation programs. Staff will proceed in that direction and establish a standard underwriting policy for the service provider provision.

***Nominations Committee Report*** - Ben Foreman is the chair of the nominations committee. Lynn said sometime next week she would participate in a conference call with Ben and Jamie. Lynn thanked Tracey for sending out an email to solicit information from folks who are interested in the Secretary or one of the At Large positions. Lynn said she has had several people express interest.

***Executive Committee Retreat*** – The Executive Committee would like to have a retreat December 4 and 5, in the Seattle area. The topics will include behavior profiles and leadership development along with the work plan for 2007, meeting structure, ethics, strategic business plan, and the governance manual.

***Integrated Risk Management*** – Al said he would have a business plan out before November 15 to discuss at the Work Session in November.

***Governance Policy Manual*** – Al passed around a sample Governance Policy Manual for everyone to look at. Al said the Table of Contents is broken down into four categories. He thinks these categories will help as new trustees come onto the Board.

## **FINANCIAL REPORTS & STAFF REPORTS**

The Executive Committee chose not to hear verbal reports on the Financials and Staff reports.

## **OTHER BUSINESS**

***Policy on Board Expense Reimbursement*** – Tracey said the Policy on Board Expense Reimbursement was included in the packet as informational.

***Future Discussion Item Recap***

*Board*

- 2007 Budget at 65 percent confidence level
- Rates using deductible schedule of severity on aggregate from 2000 to estimated 2007
- Work Session in March 2007 understanding the general liability and public officials liability policies

*Executive Committee Retreat*

- Underwriting issues vs. guidelines how it is looked at
- More concretely with what do we want to do with equity that is part of the strategic plan
- Continued formation on marine liability

Jeff said he really liked teleconferencing. Jamie added that she liked teleconferencing too. Jerry added that he has included in the IS Budget the funds to purchase the Breeze software. Jamie told staff she appreciated receiving their reports ahead of time.

**ADJOURNMENT**

The October 26, 2006, Executive Committee meeting adjourned at 11:42 am.