



**WSTIP Activity Report**  
**November 28, 2006 – Work Session**  
**November 28, 2006 - Executive Committee Meeting**  
**November 29, 2006 - Quarterly Board 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.***

**Work Session**  
**November 28, 2006**

The Washington State Transit Insurance Pool Board of Directors held a Work Session at Alderbrook Resort in Union, Washington on November 28, 2006. Board members in attendance were: George Baxter, Everett Transit; Lynn Bourton, Link Transit; Mark Carlin, Grays Harbor Transit; Van Church, Jefferson Transit; Steve Clancy, Whatcom Transit (virtually); Jamie Collier, Clallam Transit; Kathy Cook, Mason Transit; Ben Foreman, Intercity Transit; Jim Richey, Spokane Transit; Jeff Ristau, Community Transit. Guests in attendance were: Doug Hammel, Doug Hammel & Associates; Geoff Rodgers, Select Inc.; Don MacLardy, Select Inc.; and Rick Steddum, Alliant Insurance Services. Staff in attendance were: Anna Broadhead, Tracey Christianson, Denise Ellison, Ron Franz, Al Hatten, Don Orton, and Jerry Spears.

***Hiring Assessment Tools*** – Geoff Rodgers and Don MacLardy from Select, Inc. gave a presentation on the hiring assessment tools that are available to WSTIP members. For more information and pricing, contact Tracey.

***Integrated Risk Management Business Plan*** – Al and Doug Hammel presented the Business Plan for Integrated Risk Management. Al will visit with each member before the March quarterly meeting regarding Integrated Risk Management. [Click here](#) to view the Integrated Risk Management Business Plan. If you have questions regarding Integrated Risk Management, please contact Al.

***History of the Pool*** – Al gave a presentation about how the Pool has evolved.

***State of the Training Coalition*** – Tracey presented a short history about the Training Coalition over the past five years.

***Broker Report*** – Rick Steddum updated everyone on the market conditions for property and liability markets.

***Smash, Schmooze, and Negotiate*** – Denise spoke about the life of a claim at WSTIP. She also talked about the benefits of WSTIP's subrogation services.

**2006 Trends & Analysis** – Jerry spoke about the current vehicle accident and claim-related trends.

**Understanding the WSTIP Coverage Document** – Due to lack of time Ron will present this topic at the March Quarterly meeting.

**WSTIP Information Technology Services** – Don talked about what WSTIP Information Technology Services are available to members, such as web site services, how we protect the network, and software that WSTIP has and is looking to purchase.

### **Executive Committee Meeting November 28, 2006**

The Washington State Transit Insurance Pool Executive Committee met at Alderbrook Resort in Union, Washington on November 28, 2006. Committee members present were: Lynn Bourton, Link Transit; Jamie Collier, Clallam Transit; Ben Foreman, Intercity Transit; Dale O'Brien, Skagit Transit (virtually), Jeff Ristau, Community Transit. Jim Richey from Spokane Transit was in attendance for Jim Plaster. Other participants of the meeting were: Mark Carlin, Grays Harbor Transit; and Steve Clancy, Whatcom Transit (virtually). Staff in attendance were: Anna Broadhead, Tracey Christianson, Ron Franz, Al Hatten, and Jerry Spears.

President Bourton called the meeting to order at 3:48 pm. There was one change to the agenda. Jamie asked to have more time for Executive Session so they could discuss the Executive Director's evaluation and General Counsel's evaluation.

#### **SELF-EVALUATION**

Lynn gently reminded everyone to be mindful of time during the meeting. Jamie said that it appears we like how presentations are going at the Executive Committee meetings and we think we are covering the topics that need to be discussed. We seem to be split about participation though. Jeff commented that participating virtually at the last Executive Committee meeting was interesting.

#### **CONSENT AGENDA**

Jeff moved to approve the minutes for the October 26, 2006, Executive Committee Meeting. Jamie seconded the motion and it carried. Ben Foreman and Jim Richey abstained from the vote.

Ben moved to approve the October 2006 vouchers. Jeff seconded the motion and it carried unanimously.

#### **DISCUSSION ITEMS**

**Executive Committee Retreat** – Al said there is an Executive Committee retreat scheduled for December 4-5, 2006, at the Warwick Hotel in downtown Seattle. The retreat will be for old and new Executive Committee members. Al has secured facilitator. Eric Svaren. Eric will attend the Annual Meeting to observe. Jamie said she spoke to Eric and thinks he really wants to help us focus to get to where we want to be as a Board. Al noted that he, Jerry, Ron, and Tracey would be in attendance at the retreat.

**2007 CPI Staff Adjustment** – There was a lengthy discussion about which CPI to use as a basis for budgetary purposes. Ben moved to have the Executive Committee recommend to the Board a 3.5

percent general wage increase for staff in 2007. Dale seconded the motion and it carried. Jim Richey opposed.

There was a brief discussion as to whether Jim Richey could vote since he wasn't an actual Executive Committee member. Ron said since Jim Richey was at the meeting representing Jim Plaster he could vote.

### **EXECUTIVE SESSION**

The Executive Committee went into Executive Session at 4:35 pm to discuss claim settlement authority, Executive Director's Evaluation and General Counsel's Evaluation. Executive Session adjourned at 5:10 pm.

### **OTHER BUSINESS**

There was a brief discussion about the election that would take place at the Annual Meeting and how the virtual participants would vote. It was decided that Anna would email the ballot at the beginning of the meeting and virtual participants would email their choice back to Anna.

### **RECAP**

The Executive Committee is going to recommend to the Board a 3.5 percent general salary increase for staff, explain the voting process for the election, and give an update on the Executive Director's and General Counsel's evaluations.

### **ADJOURNMENT**

Meeting adjourned at 5:19 pm.

## **Annual Board Meeting November 29, 2006**

The Washington State Transit Insurance Pool Board of Directors held their Annual meeting at Alderbrook in Union, Washington on November 29, 2006. Board members in attendance were: George Baxter, Everett Transit; Lynn Bourton, Link Transit; Mark Carlin, Grays Harbor Transit; Van Church, Jefferson Transit; Steve Clancy, Whatcom Transit (virtually); Jamie Collier, Clallam Transit; Kathy Cook, Mason Transit; Ben Foreman, Intercity Transit; Jim Richey, Spokane Transit; Jeff Ristau, Community Transit; Paul Shinnars, Kitsap Transit; Rod Thornton, Pullman Transit (virtually); and Allen Walch, Ben Franklin Transit (virtually). Others in attendance were: Rick Steddom, Alliant Insurance Services; and Eric Svaren, guest. Staff in attendance were: Anna Broadhead, Tracey Christianson, Denise Ellison, Ron Franz, Al Hatten, Don Orton, and Jerry Spears.

President Bourton called the meeting to order at 8:30 am.

There was a change to the agenda to make officer elections the first thing on the agenda.

### **OFFICER ELECTIONS**

The nominations committee presented the ballot for Secretary. Virtual participants voted via email or cell phone. Candidates for Secretary were Tom Hingson, Everett Transit; Jim Plaster, Spokane Transit; and Chris Smith, CUBS. Mark Carlin moved to close the ballot for Secretary. George Baxter seconded the

motion and it carried unanimously. Results of the vote were: Jim Plaster seven votes; Tom Hingson five votes; and Chris Smith four votes. Jim Plaster was elected as the 2007 Secretary.

The nominations committee presented the ballot for Large, Medium, and Small Transit representatives. Since Jim Plaster was elected Secretary there was only one candidate for Large member representative. Candidate for Large Transit representative was Jeff Ristau. Candidates for Medium Transit representative were: Mark Carlin, Grays Harbor Transit; Tom Hingson, Everett Transit; Ken Mehin, Yakima Transit; and Dale O'Brien, Skagit Transit. Candidates for Small Transit representative were Ernie Graichen, Twin Transit; and Chris Smith, CUBS. Jamie Collier moved to close the ballot for Large, Medium, and Small Transit representatives. Mark Carlin seconded the motion and it was unanimous. Results of the vote for Large representative were: Jeff Ristau with 16 votes. Results of the vote for Medium representative were: Dale O'Brien with seven votes, Tom Hingson with six votes, Ken Mehin with two votes, and Mark Carlin with one vote. Results of the vote for Small representative were: Ernie Graichen with nine votes, and Chris Smith with seven votes. Jeff Ristau was elected the 2007 Large Transit representative, Dale O'Brien was elected the 2007 Medium Transit representative, and Ernie Graichen was elected the 2007 Small Transit representative.

The nominations committee then presented the ballot for the At-Large position on the Executive Committee. Candidates were: Mark Carlin, Grays Harbor Transit; and Chris Smith; CUBS. The nominations committee asked if there were any other nominations. Tom Hingson, Everett Transit; nominated himself for the At-Large position. Jeff Ristau seconded the motion. Results of the vote were: Mark Carlin with six votes, Chris Smith with three votes, and Tom Hingson with seven votes. The 2007 At-Large representative is Tom Hingson.

Your 2007 Executive Committee is as follows: **Ben Foreman**, President; **Jamie Collier**, Vice-President; **Jim Plaster**, Secretary; **Jeff Ristau**, Large Transit Representative; **Dale O'Brien**, Medium Transit Representative; **Ernie Graichen**, Small Transit Representative; **Tom Hingson**, At-Large Representative; and Lynn Bourton, Past President.

Al presented Lynn with a plaque commemorating her service as the Board President for 2006.

### **BOARD SELF-EVALUATION**

Jamie went over the results of the September self-evaluation survey. Jamie said while it appears that most of the Board members are comfortable with the Board meeting format there are a variety of opinions on the quality. How might we be more effective in our meetings? She also noted an overwhelming appreciation that the presentations by staff have been crisper. There are a few people that prefer staff present.

### **CONSENT AGENDA**

Dale O'Brien moved to approve the consent agenda. Mark Carlin seconded the motion and it carried. Jeff Ristau and Jim Richey abstained from the vote, because they had not attended the previous meeting.

### **EXECUTIVE SESSION**

The Board went into executive session to discuss the Executive Director and General Counsel evaluation and contract matters at 9:06 am. Executive Session ended at 9:16 am. Ken Mehin left the meeting at 9:17 am.

## **ACTION ITEMS**

**Resolution 2-2006 2007 Budget** – Al said that staff recommended approving Resolution 2-2006 the 2007 budget. Jamie Collier moved to approve the Resolution as it stands with a provision that the contracts with Mr. Franz and Mr. Hatten be increased by 3.5 percent and staff will also receive a 3.5 percent increase to their salary for 2007. Lynn Bourton seconded the motion and it carried unanimously.

**Resolution 3-2006 2007 Allocations** – Al said that staff recommended approving Resolution 3-2006 the 2007 allocations. Dale O'Brien moved to approve Resolution 3-2006 the 2007 allocations. Jamie Collier seconded the motion and it carried unanimously.

**Revisions to the General Liability Policy** – Ron went over the changes he made to the General Liability Policy regarding permissive users, vanpool drivers, and marine exposures. There was a brief discussion regarding clarification of the elimination of marine exposures. Lynn Bourton moved to accept the changes to the General Liability policy which will take effect on January 1, 2007. Mark Carlin seconded the motion and it carried unanimously.

## **FINANCIAL REPORTS**

Jerry briefly went over the Treasurer's Report, Balance Sheet, Income and Expense Statement, and the RiskMaster Report. If you have questions regarding any of the financial reports, contact Jerry.

## **STAFF REPORTS**

Al, Jerry, Tracey, and Ron each gave a brief update regarding their activities since September. Al has been working on Integrated Risk Management and been very active in GEM Board activities. Jerry pointed out that Denise has been doing an outstanding job collecting money for the transit agencies with her subrogation efforts and that Denise is busy planning her 2007 Claims Coordinators Conference for April 19-20, in Olympia. Tracey thanked the Board for letting her hire Carolyn Duncan as the new receptionist/administrative support person. Tracey said that Carolyn will be starting on December 1. Ron simply asked if anyone had questions regarding his report, and there were none.

## **ADJOURNMENT**

Mark Carlin moved to adjourn the November 29, 2006 Annual Board Meeting at 10:09 am. Jeff Ristau seconded the motion and it carried unanimously.

## **OTHER BUSINESS**

**Member Updates** – Each member, virtual and present, gave a brief overview of what's happening at their agency.