

CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



WSTIP Activity Report April 29, 2010 ~ Executive Committee Meeting

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

To view the supporting materials for these meeting go to <http://board.wstip.org> and select the April 2010 Executive Committee Meeting.

The Washington State Transit Insurance Pool Executive Committee held a meeting on April 29, 2010, at the WSTIP Office, in Olympia, Washington. Executive Committee members present were: Mark Carlin, Grays Harbor Transit (Vice-President); Jamie Collier, Clallam Transit (At-Large Representative, virtually); Ben Foreman, Intercity Transit (Treasurer); Tom Hingson, Everett Transit (President); Ed McCaw, Valley Transit (Secretary); Ken Mehin, Yakima Transit (Medium System Representative); Jim Plaster, Spokane Transit (Past President); Jeff Ristau, Community Transit (Large System Representative); and Chris Smith, Community Urban Bus System (CUBS), (Small System Representative, 10:10 am). WSTIP Staff in attendance were: Anna Broadhead, Member Services Assistant; Tracey Christianson, Member Services Manager; Ron Franz, General Counsel; Al Hatten, Executive Director (virtually); and Jerry Spears, Deputy Director. Guests in attendance were: Dean Haller, HR Sentry (virtually).

Call to Order

President Hingson asked Vice-President Carlin to chair the meeting as he was feeling under the weather. Carlin called the meeting to order at 10:06 am. A roll call sheet was sent around the room, and virtual participants were announced.

Consent Agenda

Collier moved to accept the consent agenda which consisted of the March 25, 2010, Executive Committee minutes, March 2010 Administrative Vouchers/Checks in the amount of \$121,993.59*, and March 2010 Claims Vouchers/Checks in the amount of \$1,726,031.47**. Plaster seconded the motion. Discussion: There was brief discussion regarding some vouchers/checks and credit card charges. ***The motion passed.***

* Check Numbers 21478 through 21518 in the amount of \$40,679.57. Internet transfers of \$35,115.13 for the 03/15/10 payroll and \$38,853.80 for the 03/31/10 payroll from the WSTIP Administration Account to the WSTIP Payroll Account at US Bank. Internet and ACH payments for staff credit cards, travel reimbursements and consulting services total \$7,345.09. **Total voucher approval, including March 2010 staff payroll and Internet and ACH Payments is \$121,993.59.**

** Check Numbers 1163 through 1225 in the amount of \$1,726,031.47. **Total voucher approval is \$1,726,031.47.**

Staff Report Q&A

Treasurer's Report – Spears noted that Robin Hunt had resigned, and Thurston County is actively seeking a replacement. More news to come once the replacement has been announced.

Balance Sheet – Plaster requested that Spears provide comparative each month instead of just at the quarterly meetings. Spears said he could.

Income and Expense Statement – The committee discussed various line items on the Income and Expense Statement.

RiskMaster Report – There was no discussion regarding the RiskMaster Report.

Executive Staff Report – Hatten updated the Executive Committee on the property policy, Governmental Entities Mutual, Inc., current travel plans, and upcoming conferences. Christianson said she had nothing to report. Collier asked Christianson to comment on the project with Department of Licensing driver record monitoring project. Christianson said she has contacted the Department of Licensing and we are still waiting for their response. Plaster asked Hatten about the property coverage document, wanting to ensure coverage is not contracted, or moving backwards. Hatten said there are no take-a-ways just clarification to be more consistent in the re-insurance market. It's not better or broader, just more clarity as to what coverage is provided. Spears said he had three things to touch on, and spoke about an unfavorable arbitration at Pierce Transit relating to a vanpool case from 2004; a recent pedestrian accident at Intercity Transit; and noted that the claims coordinator's conference was a huge success in which Kevin Gallacci from Clallam Transit spoke about the choices they made to repair a bus from a major accident. Ristau asked how the transition with Pierce Transit was going. Spears said that it is going well. Plaster asked about Google Transit and if it was limited to small and medium members only. Christianson said anyone can participate. Carlin said we have been working with Google Transit but hasn't heard from them in over a month.

Discussion Items

Carlin suggested having Mr. Haller speak before the Management Succession Policy discussion.

HR Sentry – Hatten introduced Dean Haller from HR Sentry. Haller spoke about his company, and the services they can provide. Hatten thanked Haller for his time. The committee then discussed the cost and potential benefits of the subscription, in addition to potential cost savings for employment matters.

The committee broke for lunch at 11:45 am. During lunch Carlin shared that Whatcom Transportation Authority's tax measure had failed. The Executive Committee went back into session at 12:10 pm.

Executive Session

The Executive Committee went into Executive Session at 12:10 pm pursuant to RCW 48.62.101 for 20 minutes to discuss two claims. The Executive Committee came out of Executive Session at 12:26 pm. The Executive Committee authorized specific settlement authority on two claims.

Discussion Items

Governance Policy: Management Succession Policy – After a short discussion the Executive Committee decided staff would create the policy and the committee would review and adopt it.

Sub-Committee Reports

Re-Branding Committee – No report.

Governance Policy Committee – Carlin said the committee met on April 14, and had a very productive meeting with several action items for today's agenda.

Legislative Committee – No report.

Cyber-liability/PCI Compliance Committee – Spears and Ristau reported that this committee would be meeting prior to or just after the May Executive Committee meeting to complete their charter.

Underwriting Committee – Collier reported the committee is planning to meet on May 5 at the WSTIP office.

Audit Committee – No report. Foreman reminded the Executive Committee they are the Audit Committee.

Succession Plan Committee – This committee was removed.

Action Items

NOTE: All policies that were adopted are available on the Board website at <http://board.wstip.org> under the signed policies section.

Expense Reimbursement Policy – **Collier moved to approve the Expense reimbursement policy with the revision of removing the word “pre” from the policy statement. McCaw seconded the motion and it passed.**

Claim Settlement Procedures Policy – Smith **moved to approve the Claim Settlement Procedures Policy. McCaw seconded the motion.** Discussion: Ristau said he would like to propose an amendment. **Ristau moved to have \$100,000 for all claims. Plaster seconded the amendment and it passed. Motion passed.**

Loss Prevention Policy – **Collier moved to approve the Loss Prevention policy but requested that section D remain, but say the following “Adoption of mandatory best practices. Mandatory best practice must be adopted or amended by the Board” and section e (Review) have the word “advisory” removed. McCaw seconded the motion and the motion passed.**

Assessment Allocation Policy – **Collier moved to adopt the Assessment Allocation Policy to be submitted to the Board at the June Quarterly Meeting with the number 12 reading as follows: “Blanket Pollution coverage. This coverage provided via a commercial policy purchased by the Pool for members participating in the property program.” McCaw seconded the motion and the motion passed.**

Duties of Elected Executive Committee Member Representatives and Elected Officers Policy – **Plaster moved to approve the Duties of Elected Executive Committee Member Representatives and Elected Officers policy. McCaw seconded the motion and it passed.**

Accounting Policy – Plaster and Collier jointly moved to approve the Accounting Policy. McCaw seconded the motion and it passed.

Actuarial Policy – Collier moved to approve the Actuarial Policy. Ristau seconded the motion and it passed.

Recap/Review of Meeting

Carlin said one thing that stuck out is that we were going to discuss Vanpool Coverage for personal use in April, and thought it should be moved to May. Mehin suggested anything left from April be moved to May.

Adjournment

Hingson moved to adjourn the meeting at 1:36 pm. McCaw seconded the motion and it passed.