

CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



WSTIP Activity Report May 20, 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 May 2010 Executive Committee Meeting.

The Washington State Transit Insurance Pool Executive Committee met on May 20, 2010, by teleconference. Executive Committee members present were: Mark Carlin, Grays Harbor Transit (Vice-President); Jamie Collier, Clallam Transit (At-Large Representative); Tom Hingson, Everett Transit (President); Ken Mehin, Yakima Transit (Medium System Representative); Jim Plaster, Spokane Transit (Past President, 10:04 am); Jeff Ristau, Community Transit (Large System Representative); and Chris Smith, Community Urban Bus System (CUBS), (Small System Representative). Board members present were: Tim Russ, Pacific Transit. WSTIP staff in attendance were: Anna Broadhead, Member Services Assistant; Tracey Christianson, Member Services Manager; Ron Franz, General Counsel; Al Hatten, Executive Director; and Jerry Spears, Deputy Director.

Call to Order

Franz noted at 10:02 am that the meeting was being recorded. Hingson called the meeting to order at 10:03 am and asked Broadhead to do roll call. A verbal roll call ensued. Plaster joined the meeting at 10:04 am.

Consent Agenda

Collier moved to approve the minutes of the April 29, 2010 Executive Committee meeting, April 2010 Administrative Vouchers and Checks*, and April 2010 Claims Vouchers and Checks**.

Ristau seconded the motion and it passed.

*Check numbers 21519 through 21599 in the amount of \$109,541.91. Internet transfers of \$35,145.81 for the 04/15/10 payroll and \$39,730.02 for the 04/30/10 payroll from the WSTIP Administration Account to the WSTIP Payroll Account at US Bank, internet and ACH payments for staff credit cards, travel reimbursements, consulting services and service charges total \$15,983.15. Total voucher approval, including April 2010 staff payroll and Internet and ACH Payments is \$200,400.89.

**Check Numbers 1226 through 1306 in the amount of \$261,352.70. Total voucher approval is \$261,352.70.

Staff Report Q & A

Treasurer's Report – Spears noted that he and Foreman plan to go visit with the interim Thurston County Treasurer, Shawn Myers. Ristau asked Spears for background information on Myers. Spears said he would be happy to provide that information.

Balance Sheet – Spears went over the Balance Sheet. Ristau was concerned about the trending up of the loss reserves. Spears noted that was due to adverse loss development in 2008 and 2009. Collier noted that we have a slight negative accounts payable which would imply we have accounts receivable.

Income and Expense Statement – Ristau asked about the line items that have exceeded 100 percent of budgeted amount. Spears said DIS backup is higher than expected due to the change from State of Washington to Iron Mountain. Christianson said dues and subscriptions are above due to eCity Gov. Spears said the numbers will look better after staff do their mid-year budget review and move money into those line items. Plaster said he felt it would be prudent to report the items to the Executive Committee and have them possibly approve the transfers. Jamie concurred.

RiskMaster Report – Spears reviewed the RiskMaster report and noted that in the first four months of 2010 claims have dropped dramatically, and he is sure IRM is having a positive impact. Ristau asked if Spears could put a column or a footnote in the report to show estimated recoveries.

Comparative Income and Expense Statement & Balance Sheet – Plaster thanked Spears for providing this report.

Executive Staff Report – Hatten went through the Executive Staff Report talking about property renewals, Governmental Entities Mutual, Inc. (GEM), and Property Liability Advisory Board (PLAB). Plaster questioned Christianson as to the use Adobe Captivate and how it may be used other than in Serious Loss Reviews. Christianson said it's a new product by Adobe where we can record with a camera, use the on screen clicking, and do light audio editing. Right now the target audience is Operations Managers, Road Supervisors, Safety and Training folks for Serious Loss information, but we can preview the technology at the Board level as well. Ristau asked what the distribution plan and timeline was for the work Summit Law Group is doing for the Pool. Christianson said the Reduction in Force (RIF) should be done before the June Quarterly Board meeting and the Best Practice for Hiring should be ready in July. Jamie said as weird as it may sound Clallam may actually be hiring instead of reducing force, and perhaps there is a way to create a job pool. Hatten said he would talk to WSTA to see what can be done. Hingson asked Christianson if she has gotten any feedback regarding the Dan Snow training room and if we are getting good participation in those classes. Christianson said she is hearing great feedback from the Dan Snow training room and many have asked to use the training room, which she just directs them to call Everett Station directly, and yes we are getting great participation in the classes held there.

Hingson asked if anyone was changing operations due to the railroad bill. Christianson said several agencies are including Everett, Whatcom, Spokane, and Intercity. Mehin said they are re-instituting their policy as well. Carlin commended Christianson on all the wonderful information she sent out to the agencies it was very helpful for the operations folks to inform the drivers of the new laws.

Spears spoke about three different claims, one employment case from Kitsap Transit in which Kitsap Transit won on summary judgment, the Intercity Transit pedestrian case from 2010, and a Grays Harbor Transit case.

Discussion Items

Executive Director and General Counsel Evaluations – Hatten said for the past five years or so this has been the template for his evaluation, and in talking with the Board chair rather than trying to conduct the review in September with the budget, it would be more favorable for the Board to devote the time and discussions more mid-year at the June Quarterly meeting. He said he can have this evaluation ready and submit to the Board prior to the Quarterly meeting. Collier said we have used this before and this document does a nice job of giving us a balanced view and it will be very productive. She also encouraged Franz to develop a similar document.

Hatten asked if there was any interest to do a 180, 270, or 360 degree review. Collier said she is a proponent of the 360 review as very candid feedback is received. Collier said she would support fees for a 360 review if the Board chair concurred. Hingson said he felt 360 feedback was important and should be conducted by a third party, and but would need to know what the cost involved would be so we can budget for it next year for both Hatten and Franz. He wants to see a separate sub-section on how you perceive your relationship has evolved, which is not part of staff and personal relations.

Plaster suggested some sort of evaluation with a scoring mechanism of 1-5 or 1-10 to compile. Hatten said the scoring isn't always favorable as you are only getting first impressions without the substantive dialogue that goes into it.

Hingson asked Hatten to contact Svaren or someone else and get a cost estimate, if you see room in the budget go ahead and make the investment this year. If you don't feel its appropriate this year then we will budget for it next year. Hatten asked if he wanted to provide direction as to an amount. Hingson said he would consider not exceed \$3,000. Collier suggested the amount be raised to \$5,000. Hingson agreed with Collier, and stated that he doesn't feel anything is broken so the investment is to ensure we know what is going on in our leadership and whether or not there is anything we don't know about that we can improve. Ristau said on selecting the group to provide the review they need to consider involving the strategic partners. This will have a September delivery date along with the Executive Director's self evaluation with an update to share with the Board in June.

Sub-Committee Reports

Hatten noted there was nothing to report as many committees are meeting just prior to the June Quarterly or immediately following. For more information regarding the sub-committees please contact the sub-committee chair or any staff member.

Action Items

Request to Accept Property Coverage Document for acceptance by Board at June 25 Board meeting – The Committee reviewed changes made by Counsel on the Property Coverage Document. **Collier moved to submit the Property Coverage Document to the Board at the June Quarterly meeting following clarification of language on page 42 (Contract of Sale). Plaster seconded the motion.** Discussion: Ristau said he is alright with it going on the agenda but he wants to see the updated language. Franz said you can further comment or make further guidance during the meeting. **The motion passed.**

Recap/Review of Meeting

Hingson requested that people send him feedback regarding the meeting being held telephonically. (thingson@ci.everett.wa.us). Hatten spoke about the agenda of the June Quarterly Meeting and the various locations meetings are taking place. Please be sure to look at the times and locations of meetings. Collier noted that there are several items on the work plan that need to be updated with a better date or removed. The committee discussed items and chose to either remove the items or move them to a later date. Plaster asked for an update on the meeting that was held after the April Executive Committee with Geri Beardsley from WSTA. Ristau said the discussion centered on reporting and when would be the best time to have reports due.

Adjournment

Collier moved to adjourn the meeting at 12:07 pm. Plaster seconded the motion and it passed.