



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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**Minutes of the  
WSTIP Board Meeting  
March 23, 2018  
Alderbrook Resort ~ Union, WA**

<b>Board Members Present</b>	
Jim Ackley, Grant Transit Amy Asher, Small Member Rep, RiverCities Transit Lynn Bourton, Link Transit; Danette Brannin, At-Large Member Rep, Mason Transit Mike Burress, Community Transit Patti Carlin, Grays Harbor Transit Sara Crouch, Jefferson Transit Nick Covey, Medium Member Rep, Link Transit Rich Evans, Pacific Transit Kevin Gallacci, Clallam Transit Jenny George, Asotin County PTBA Kevin Hebdon, Large Member Rep, Ben Franklin Transit Brandy Heston, Grant Transit Tom Hingson, Everett Transit Leann Hubbard, Pullman Transit Staci Jordan, Vice-President, Island Transit Vivienne Kamphaus, Pierce Transit Jesse Kinney, Valley Transit Ed McCaw, Valley Transit LeeAnn McNulty, Mason Transit Ken Mehin, Grays Harbor Transit Steve Mertens, Columbia County Public Transportation Dale O'Brien, Skagit Transit Diane O'Regan, President, C-Tran	Agustin Ortega, Yakima Transit Motoko Pleasant, Skagit Transit Jim Quintana, C-Tran Brian Rojo, Kitsap Transit Aaron Rollins, Twin Transit Tammi Rubert, Jefferson Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Lynda Warren, Spokane Transit Derrick Wojcik-Damers, Twin Transit
	<b>Guests Present</b>
	Matthew Branson, Ben Franklin Transit Brenda Lamb, Link Transit Brian White, Alliant Kevin Wick, PriceWaterhouseCoopers
	<b>WSTIP Staff Present</b>
	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Specialist Marisa Espinoza, Finance Specialist Al Hatten, Senior Consultant Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager

**Call to Order**

President O'Regan called the meeting to order at 9:00 am. She welcomed all participants as a sign in sheet was passed around the room noting this was Hatten's last Board meeting as a WSTIP employee. O'Regan called for changes to the agenda and asked for a motion to approve the agenda. **Hebdon moved to approve the agenda. Jordan seconded the motion and it passed.** Brian Rojo was introduced.

## Presentation

### 2017 Year-End Actuarial Study

Wick presented the 2017 year-end actuarial study, explaining how PriceWaterhouseCoopers look at the historical losses to predict future losses, and how the target fund balance is a moving target. [Click here](#) to view the 2017 year-end actuarial study (note 137 pages). [Click here](#) to view the presentation slides.

## Discussion

### Member Representative Meeting Report and Discussion

Covey said the medium group had a great discussion by the fireplace and thanked staff for preparing the information sheet. We are challenging the other groups to have a 100% completion of the emergency contact information back to Broadhead, discussed new required fields in Origami, and feel that a work session focused on how to get data out of Origami would be helpful, thanked White for his presentation yesterday, and discussed what is happening at each of the medium members.

Hebdon reported the large group met and thanked staff for the list of topics. Pierce has offered to demo mobile forms perhaps at a work session and discussed workers compensation whether each member was self-insured or through the state program.

Asher reported that the small group had a great discussion, introduced Wocjik-Damers from Twin, and the group is very interested in hearing about mobile forms.

### Employee Fidelity Case Study

Christianson said in the Strategic Plan we have a goal to present more case studies. This is an employee fidelity case and during the renewal the carrier asked us to inform the Board on what happened, and follow-up to make sure this situation doesn't exist in your agency. [Click here](#) to read the serious loss report. Kerrigan will follow-up on this topic with members during this year's vanpool program visits. Christianson and Kerrigan fielded questions regarding the case study.

## Financial Reports

### February 2018 Treasurers Report, Income & Expense Statement, Balance Sheet, Claims Report, and Comparative Income & Expense Statement and Balance Sheet

Powell said the financials are included in the packet and asked if anyone had questions. Hebdon asked why salaries and wages were over budget. Powell explained Hatten had been selling back leave. Hebdon noted we are doing well on interest income with the shift in investments.

## Staff Reports

### Executive Staff Report

Christianson said she attended the Governmental Entities Mutual, Inc. (GEM) retreat and found it interesting to see they were worried about the same things we discussed at our retreat as far as growth, service, and relevancy. They are also experiencing adverse loss trends due to creative plaintiff attorneys and excessive verdicts. She also attended the Association of Governmental Pools (AGRiP) conference where White gave a nice presentation for Hatten at the Alliant dinner. Included in your packet is a presentation from one of the sessions she attended and encouraged everyone to read the auto-liability section of the presentation. She reminded everyone that the contract with Battlefield Leadership had been signed and if you want to attend you can still register before June.

Powell reported beginning implementation of Laserfische for enterprise content management (file shares) noting

C-Tran and City of Longview (RiverCities) also use the program. The contract with Origami has been renewed, C-Tran is beta-testing mobile forms, and Community is beginning a dispatch entry form.

Kerrigan welcomed Juell back from maternity leave. She further reported five Jeffery S. Ristau scholarships were awarded during first quarter, there is an active solicitation for members to sit on the trainers academy stakeholder committee, and Kerrigan is meeting with Washington State Department of Transportation WSDOT regarding a potential partnership. The Collision Avoidance project is moving forward; and as a reminder, WSTIP is coordinating the research partners. The new marketing video will be in *Behind the Curtain*. DeVoll has been out visiting members and is developing a course for Road Supervisors. Please talk to DeVoll if you are interested in that topic.

Christianson and Adams gave an update on claims, hope to have a claims associate hired by mid-April, and reported collecting \$165,000 in subrogation funds for the month of February.

#### General Counsel's Report

Hughes said his report is included in the materials, he said it has been nice working with staff, and getting to know Board members. He thanked Hatten for making him feel welcome, he's been reviewing contracts, reviewing policies, will be teaching an Open Public Meetings Act (OPMA) training at a work session in the future, and reminded everyone he is available to help.

#### Broker's Report

White gave an update on the state of the insurance market. [Click here](#) for that report.

#### Action Items

##### Minutes – December 9, 2017

***Hingson moved to approve the minutes from December 9, 2017. Covey seconded the motion and the motion passed.***

##### Accept 2017 Year-End Actuarial Study

***Jordan moved to accept the 2017 Year-End Actuarial Study. Mehin seconded the motion and the motion passed.***

##### Bind Pollution Liability Coverage

White discussed the pollution liability coverage. Not all members participate in this coverage. He highlighted the cost is neutral on this policy, a new carrier has been selected and there is favorable language in the new policy. The only change is a clause to report property for the pollution policy within 90 days. Our prior policy did not have that. If you purchase property, please notify Powell within 90 days. Hebdon and Burress asked for information regarding park and ride lots, White will send the information to them. ***Hebdon moved to bind the pollution liability coverage. Covey seconded the motion and the motion passed.***

##### Recognition

O'Regan recognized Hatten for his years of service, the number of people at the dinner last night and the legacy of WSTIP. She thanked him for his leadership, mentorship and coaching. She said there are no more gifts but there is cake. Hatten replied that he was more inclined to recognize the Board's successes on making WSTIP what it is today, he is so grateful, and is leaving with a sense of sorrow but sense that we did something special. He said he didn't do it alone and had a lot of great help. God speed in efforts to provide service, as he may be

catching a ride there was a standing round of applause. Brannin thanked Hatten for choosing Alderbrook for his last meeting. Christianson thanked the Board for giving her such a great transition time. She thanked Hatten for his mentorship and is going to miss him.

#### Member Communication to the Board

O'Regan explained how she changed the name from Member Updates to Member Communication to the Board in hopes that discussions could be had. For example, C-Tran is having challenges with an emerging technology pilot and how to ensure fair competition. Hughes suggested a provision in the statutes that allows public agencies to procure software and services with a Request for Proposal (RFP) but selection based on the best interest of the agency rather than lowest bid or most qualified. Kamphaus asked about Laserfische and possibility of piggyback contract. O'Regan said they used the state contract. Powell explained WSTIP will be using the cloud-based version of Laserfische, however, the on-premises version is on the state contract. Branson asked which members are currently using Laserfische. C-Tran, RiverCities, Yakima all raised their hands. Mehin reported struggling with finding drivers. O'Regan said at the next meeting let us know what your needs are so we may try to remove barriers.

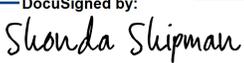
#### Guest Feedback

Branson said attending the meeting has been a good experience, he was surprised at the collaborative nature of the group with the shared interests of the pool, stating it isn't as common as you would think.

#### Adjournment

O'Regan adjourned the meeting at 10:48 am.

Submitted this 29th day of June 2018

Approved:   
DocuSigned by:  
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Shonda Shipman, Secretary