


WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

 2629 12th Court SW | Olympia, WA 98502 | 360-786-1620 | www.wstip.org

Minutes of the
Executive Committee Meeting
March 28, 2019
Holiday Inn & Suites ~ Bellingham, WA

Executive Committee Members Present	Staff Present
Staci Jordan, President, Island Transit Shonda Shipman, Vice-President, Whatcom Transportation Authority Danette Brannin, Secretary, Mason Transit Authority Lynda Warren, Large Member Rep, Spokane Transit Agustin Ortega, Medium Member Rep, Yakima Transit Tom Hingson, At-Large Member Rep, Everett Transit Paul Shinnars, Past President, Kitsap Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Specialist Rick Hughes, General Counsel Laura Juell, Risk and Training Coordinator Andrea Powell, Administrative Services Manager Christine Rouse, Application Support Specialist
Board Members Present	
Amy Asher, RiverCities Transit Geri Beardsley, Community Transit Lynn Bourton, Link Transit Matthew Branson, Ben Franklin Transit Mike Burress, Community Transit Amy Cleveland, Pierce Transit Sara Crouch, Jefferson Transit Rich Evans, Pacific Transit Kevin Gallacci, Clallam Transit Jenny George, Asotin County PTBA Brandy Heston, Grant Transit Jesse Kinney, Valley Transit	Joe Macdonald, Skagit Transit LeeAnn McNulty, Mason Transit Authority Ken Mehin, Grays Harbor Transit Laura Merry, C-Tran Steve Mertens, Columbia County Public Transportation Dale O'Brien, Skagit Transit David Ocampo, Columbia County Public Transportation Aaron Rollins, Twin Transit Wayne Thompson, Pullman Transit
Guests Present	
Brenda Lamb, Link Transit Jim McDonald, JG McDonald & Associates	John Riseborough, Paine Hamblen Brian White, Alliant Insurance Services

Call to Order

President Jordan called the meeting to order at 9:00 am she welcomed everyone as a roll call sheet was passed around the room. She introduced David Ocampo as the interim general manager of Columbia County Public Transportation, and Laura Merry of C-Tran. Christianson introduced new staff members Christine Rouse as the Application Support Specialist as of March 1, and Matthew Branson as the Member Services Manager, as of April 1. She also noted that Joanne Kerrigan would be in attendance so everyone will have a chance to say goodbye. Jordan asked if there were any changes to the agenda; hearing none she asked for a motion. **Brannin moved to approve the agenda as presented. Ortega seconded the motion and the motion passed.**

Consent Agenda

Minutes – February 28, 2019, February 2019 Administrative Vouchers/Checksⁱ, February 2019 Claims Vouchers/Checksⁱⁱ

Jordan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Warren moved to approve the consent agenda. Hingson seconded the motion and the motion passed.**

Discussion Items

2019 Executive Committee Work Plan

Jordan asked if there were any questions on the 2019 work plan. Christianson explained the tasks from the retreat had been pulled into this living document which gets updated monthly.

Driver Record Monitoring Program

Christianson explained at the last Executive Committee meeting Staff had asked for direction regarding Driver Record Monitoring should something go awry at the Legislature. Direction received from the Executive Committee was to focus to maintain monitoring for the membership first and then if we can retain the Interlocal Agreement agencies in the process do that as well. Staff continue to monitor the legislation; the bill has left the House and the companion Senate bill is now sitting at the Senate. You may receive a call to action next week to try to get on the Senate consent agenda.

Governance Policy: Member Guest Program

Christianson thanked Shipman for re-writing the Member Guest Program policy, so it isn't so confusing. Shipman said she re-crafted the policy, added definitions and asked for questions. Hearing none this policy will be an action item at the April 25, 2019, Executive Committee meeting.

Action Items

Ratios / Ratio Subcommittee Recommendation

Powell stated this work was part of the 2018 Strategic Plan, Staff is requesting the Executive Committee recommend approval to the Board as this governance policy requires Board approval. She further explained changes that were made to the policy. Shinnars asked how much time people wanted to spend on this topic as it was talked about extensively at the last Executive Committee meeting as well as the retreat. He explained the intent of the policy was to be able to benchmark our Pool against other Pools and be able to monitor the financial health of the Pool. Hingson thanked Shinnars for all the work the subcommittee did to make this policy understandable.

Brannin moved to recommend the Target Ratios Policy to the Board for approval. Hingson seconded the motion and the motion passed.

Sub-Committee Reports

Governance Policy Committee

Shipman said the Committee met after the Executive Committee in February. The Committee reviewed the charter, discussed several policies and have minor revisions to several, and a few they want to consolidate. The Committee will meet in April.

Board Development Committee

Hingson explained the Board Development Committee met after the Executive Committee in February. The Committee consists of Warren, Ortega, Hingson and the Small Member Representative who will be elected or appointed at the full Board meeting on Friday. The Committee reviewed their charter, chose

Work Session topics, discussed *Behind the Curtain*, but felt the new Member Services Manager should be involved in updating the content and possibly making a condensed version for veteran Board members. Hingson encouraged everyone to look at attending an out of state education conference. The Committee will meet in April.

Emerging Risks and Opportunities Committee Report

Brannin stated that the Emerging Risks and Opportunities Committee met in February, revised their charter which was approved at the February Executive Committee meeting, are looking at emerging trends in addition to emerging risks, and their next meeting will be on April 24 at the WSTIP office. The Committee consists of George, Burress, Hingson, Mehin, Brannin, McNulty, and Macdonald.

Underwriting Committee

Ortega reminded everyone that the Underwriting Committee was re-established at the Executive Committee Retreat with specific tasks to complete. The committee consists of Burress, Mehin, Shinnors, Warren, and Ortega. The Committee submitted and received approval for their charter at the February Executive Committee meeting. Topics the committee will be tackling are Limited Mode Service Provider contracts, vanpool personal use, strategic capital initiative, and law enforcement liability risk. Jordan said the WSTA Vanpool Committee is interested in the vanpool personal use discussion, please be sure to include vanpool coordinators in the discussion as some were passionate about allowing while others were very passionate about not allowing personal use. Warren asked when the vanpool group would be meeting. Jordan said they meet twice per year so likely in the fall. Ortega said the Committee is gathering data on all the topics. Shipman asked who the request for information was sent to. Christianson said Kerrigan had completed the research before she left.

Coverage Review Committee

The Committee has almost finished their work on the Public Officials Liability Coverage Document which will be discussed at the Work Session as we want to make sure everyone is comfortable with the language changes, the Committee is trying to schedule a meeting prior to the April Executive Committee meeting to wrap up some of the exclusions. Once the Public Officials Liability Coverage Document wraps up, the Committee will begin on either the Property or General Liability Coverage Documents. Beardsley has graciously agreed to chair the committee for the next coverage document.

Audit and Finance Committee

The Audit Committee consists of the entire Executive Committee and per the Bylaws are required to meet a couple times each year. Currently, the Audit Committee is scheduled to meet in April, May, July and possibly August. We take the first hour of the Executive Committee meeting and meet as the Audit Committee.

The Executive Committee took a short break from 9:35 am to 9:50 am.

Executive Session

The Executive Committee went into Executive Session at 9:51 am for 75 minutes pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation in which a member acting in an official capacity is a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. President Jordan extended the session multiple times for an additional 28 minutes. Executive Session ended at 11:34 am. No action was taken. McDonald and Riseborough left the meeting.

Recap and Adjournment

Jordan said the Target Ratios Policy had been forwarded on to the Board for discussion, lunch is at noon, the Work Session would begin at 1:00 pm and the Member Representative Meetings will begin at 2:00 pm. **Jordan adjourned the meeting at 11:38 am.**

Submitted this 25th day of April 2019.

Approved:  Danette Brannin, Secretary

ⁱ Check numbers 28264 through 28305 in the amount of \$55,171.21. Internet transfers of \$43,554.88 for the 02/15/2019 payroll; \$41,118.40 for the 02/28/2019 payroll; and \$12,204.39 for the 02/2019 staff benefits. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$43,113.36. Total voucher approval including February 2019 staff payroll and Internet and ACH payments is \$195,162.24.

ⁱⁱ Check numbers 12005 through 12104 in the amount of \$430,539.65. Total voucher approval is \$430,539.65.