



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
 PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

Minutes of the  
 Executive Committee Meeting  
 October 24, 2019  
 WSTIP Office ~ Olympia, 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 Jesse Kinney, Small Member Rep, Valley Transit Agustin Ortega, Medium Member Rep, Yakima Transit Geri Beardsley, Large Member Rep, Community Transit (virtually) Tom Hingson, At-Large Member Rep, Everett Transit Paul Shinnors, Past President, Kitsap Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager; Matthew Branson, Member Services Manager; Anna Broadhead, Board Relations; Tracey Christianson, Executive Director; Robyn Galindo, Claims Specialist; Rick Hughes, Legal Counsel; Andrea Powell, Administrative Services Manager; Brandy Rhodes, Administrative Assistant Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Briana Malmquist, Valley Transit (virtually)	

## Call to Order

President Jordan called the meeting to order at 10:04 am she welcomed everyone in the room and on the phone, a verbal roll call took place as the roll call sheet was passed around the room. Staff introduced new staff and new to their position staff (Galindo, Rhodes, and Thornton). Jordan added a discussion item regarding the April 2020 Executive Committee meeting date and asked if there were any additional changes to the agenda; hearing none she asked for a motion. ***Shipman moved to approve the agenda as amended. Kinney seconded the motion and the motion passed.***

## Consent Agenda

Minutes – September 26, 2019, September 2019 Administrative Vouchers/Checks<sup>i</sup>,  
 September 2019 Claims Vouchers/Checks<sup>ii</sup>

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

## Executive Session

There was no Executive Session.

## Discussion Items

### 2019 Executive Committee Work Plan

Jordan asked if there were any questions on the 2019 work plan. Christianson explained this is a living

document which gets updated monthly, most of the items are complete. There were no questions or comments on the work plan.

### Executive Committee Retreat

Shipman reminded everyone the dates for the 2020 Executive Committee retreat are January 15-17, at the Heathman Lodge in Vancouver. The retreat will begin at 2:00 pm on Wednesday and end at lunchtime on Friday. If you are a new Board member (within the last year), current Executive Committee member, or have been nominated to serve on the Executive Committee, please plan to attend the retreat. We will be focusing on refreshing the strategic plan, and our facilitator is Teri Fisher.

### Losses Above \$100,000 Report

Branson reviewed the losses above \$100,000 to date for 2019 and fielded questions from Committee members regarding the various closed claims.

### Staff Benefits

Christianson explained her proposed changes to staff benefits as requested by the Executive Committee in July. Shipman asked how Christianson decided to make changes. Christianson said she reviewed the prior salary survey information, requested Powell contact the other pools to see if they had made any changes to their benefits since the survey, which they hadn't. Christianson will review these again as part of the 2021 salary and benefits survey. Jordan was happy with the proposed changes. Coit asked if Christianson had looked at comparable agencies outside of pools. Christianson said she reviewed Housing Authority Risk Pool's recent salary survey and they had compared themselves to pools, cities, and a similar sized organization that was in their geographic area and their results weren't much different than ours. The committee also discussed the carryover leave. Christianson said she really liked Kitsap's method but with 12 employees she is trying to keep it simple. Jordan asked if any action was necessary. Christianson said no, she has authority to make the proposed changes to personnel policies because they don't impact the budget.

### General Liability Coverage Document

Christianson said at the September Quarterly meeting she had the impression the medium members wrestled with vanpool personal use continuing as a coverable activity even with the limitation language that was added to the document. The Pool needs a coverage document for 2020 and Christianson is concerned that as the coverage document included in the packet may not be adopted due to inclusion of vanpool personal use. She asked if staff should prepare a plan B document. Beardsley suggested talking to the four agencies who do allow personal use of vanpools to see what their opinions are on discontinuing the use. She said on behalf of Community Transit they would not support covering vanpool personal use. Coit said she had talked to the vanpool coordinator at Intercity and they are alright with removing vanpool personal use. Shipman and Jordan both agreed they sensed medium members would not support vanpool personal use. Beardsley requested that Christianson/Branson talk to the other two agencies who do allow vanpool personal use to gauge their comfort level. The committee discussed what would happen if someone did use the van for unauthorized personal use, Christianson explained the member would have coverage likely under the Public Officials Liability Coverage Document, but it would depend on the cause of action. Christianson will go back through the General Liability matrix and Coverage Document to remove the vanpool personal use language and sub-limits and send it back out to the Members.

## Law Enforcement & Security Liability Risks

Christianson said she had included Spokane Transit's information in the packet, there is a list of laws they can enforce, how they transfer risk, the training they receive, and how they are armed. Hughes talked to the committee about the contracts and various clauses in the contracts. Christianson asked if the committee understood the risk, if they are comfortable with the risk, if they need more information. Jordan asked what other pools were doing with the risks. Christianson said Michigan and Virginia do not cover the risk, Ohio purchases a separate policy, and she thinks California may have the risk. As for the 2020 coverage decision, Christianson said the Pool can do nothing and leave it as it is, limit the risk, or exclude. The committee discussed Public Officials Liability (POL) versus General Liability (GL) the differences between the two, and why the language was not placed in the POL document. Shipman is not in favor of having the coverage as she is not comfortable with the risk of a severe claim. Coit suggested it be treated the same as Underground Storage Tank coverage, where if the member wishes to have coverage, they purchase it separately. Christianson said she presented the costs in September for Pierce because she did not have Spokane's information at the time. Christianson said she is hearing that the Committee would like to continue working on the coverage piece in 2020 with the possibility of purchasing a separate coverage policy for the risk. Hingson said the message is we see you are unique, but it isn't a risk we want to share with you, but we will help you find coverage because we see you need the coverage. He feels this is an emerging area of risk. Christianson said staff will meet and work on a plan to keep this topic moving forward.

## April 2020 Executive Committee Date

Shipman said last year we adopted the meeting schedule for 2020, she will be on the east coast during the April 23, 2020 Executive Committee meeting she had asked staff if it was possible to do the meeting a week earlier, virtually, or have the Vice-President chair the meeting. Committee members felt it would be alright for the Vice-President or Past President to chair the meeting. The April 2020 Executive Committee meeting will remain as scheduled.

The Executive Committee broke for lunch at 11:15 am and resumed their meeting at 11:45 am.

## Staff Reports

### Executive Staff Report

Christianson thanked Jordan for attending the AGRIP conference in Cleveland where the Pool received the recognition for meeting the AGRIP Advisory Standards. She also thanked Kerrigan for getting the renewal started, Branson for finishing the application and Shipman for reviewing the application as the Secretary. The 2021 Secretary will get to review the advisory standards application. She also noted there are two new Board members, Greg Wright has returned as General Manager at Grant Transit and Spokane Transit hired Monique Liard as their Chief Financial Officer. Christianson asked Members to please submit any changes to their underwriting information no later than November 6 so that the actuary has time to turn the information around for the 2020 Budget.

Powell said to follow up on underwriting information, we will be doing our collections of actuals, and estimated miles/employees earlier in the year to try to get information to the broker and actuary sooner. She's been working to provide Central Transit all the information they need before their November 18 council meeting, we did resolve however that we are not able to provide Driver Record Monitoring services to their contractor's drivers. We are working on transferring banking services to the Thurston

County Treasurer, the accounts are open, check stock has been received, we are working with QuickBooks and Origami to ensure transfer process will run smoothly. One of the notes that was invested will be returning and we will need to decide whether it is placed in the Local Government Investment Pool (LGIP) or back into the Thurston County Investment Pool (TCIP). Coit has been watching the investment performance and will advise Christianson. Property appraisals have been completed for several members and the target ratios have been completed. She reminded everyone Rouse is available to assist with Origami customizations and assist in building benchmarking dashboards.

Branson reminded everyone to submit their Risk Management, and Network Security Grant Applications. Grays Harbor has applied for a Technology Grant for security camera installation, staff and the Emerging Risks and Opportunities Committee will review the application. Training classes are scheduled and winding down for the year. The Public Transportation Agency Safety Plan (PTASP) class was very engaging and well received. He appreciates the time he's been able to spend with Members talking about Partnering in Prevention and the connections he's been able to make with the leadership teams. He is looking forward to doing follow-up visits in the coming year. Branson appreciates going on Best Practices visits with DeVoll and his passion about passive restraint systems on buses.

Adams reported on recent open and closed claims activity, catching Galindo up to speed as the Claims Specialist, and collecting \$153,000 in subrogation for the prior month.

## Sub-Committee Reports

### Governance Policy Committee

No report.

### Board Development Committee

Hingson explained the Board Development Committee met, reviewed feedback from the September Board meeting, planned the final Work Session and Member Representative Meeting for the year and discussed a hand-off meeting at the retreat for the outgoing/incoming Member Representatives. There are several interesting locations for conferences next year.

### Emerging Risks and Opportunities Committee Report

No report

### Data Governance Committee

No report.

### Coverage Review Committee

No report.

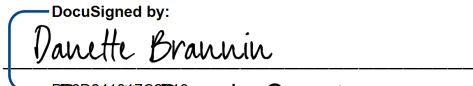
### Nominations and Elections Committee

Shipman said there is a list in the packet but Kessler, Coit, and Hingson have all asked to be removed from the list of nominees. Branson said Macdonald had requested to be removed from the list of candidates as well. Shinnars requested his name also be removed. Shipman will be following up with nominees and encourage them to serve on the Executive Committee. Hingson said at the Board Development Committee they also discussed not only what responsibilities each position holds (policy) but what the role has been to the person serving and how they can help the incoming officers.

## Recap and Adjournment

Jordan noted there would be “at your own cost” activities on Wednesday December 4<sup>th</sup> the afternoon before the dinner with staff at Indochine. Law enforcement and security liability risk discussions will continue, vanpool personal use will be removed, and the General Liability Coverage Document will be ready for action/approval in December. Branson said at this time we cannot provide Driver Record Monitoring for Central Transit’s contractor Hope Source, but Department of Licensing would be open to an amendment to our contract. Christianson said there may be changes in legislation next year which will make it easier. Beardsley said when her staff looked at the vanpool registration requirements the wiggle room is the words “primarily for” commuter ride sharing which may allow personal use. Jordan said if there are topics you would like considered at the retreat please contact Shipman or Christianson. **Ortega moved to adjourn the meeting at 12:25 pm. Hingson seconded the motion and the motion passed.**

Submitted this 5th day of December 2019.

Approved:   
Danette Brannin, Secretary

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<sup>i</sup> Check numbers 28724 through 28776 in the amount of \$122,084.56; internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$10,806.74; Transfer of \$50,221.65 for the 09/15/2019 payroll; Transfer of \$49,452.13 for the 09/30/2019 payroll; Transfer of \$13,042.77 for August Staff benefits. Total voucher approval is \$245,607.85.

<sup>ii</sup> Check numbers 12804 through 12864 in the amount of \$318,621.71. Total voucher approval is \$318,621.71.