



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
 December 5, 2019
 Hotel Murano ~ Tacoma

Executive Committee Members Present	Staff Present
Staci Jordan, President, Island Transit Shonda Shipman, Vice-President, Whatcom Transportation Authority Danette Brannin, Secretary, Mason Transit Authority Geri Beardsley, Large Member Rep, Community Transit Agustin Ortega, Medium Member Rep, Yakima Transit Jesse Kinney, Small Member Rep, Valley Transit Tom Hingson, At-Large Member Rep, Everett Transit (arrived at 9:05 am) Paul Shinnars, Past President, Kitsap Transit (arrived 9:18 am) Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Matthew Branson, Member Services Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Consultant Robyn Galindo, Claims Specialist Rick Hughes, General Counsel Laura Juell, Risk and Training Coordinator Joel Lambert, Claims Associate Andrea Powell, Administrative Services Manager Brandy Rhodes, Administrative Assistant Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Amy Asher, RiverCities Transit Amy Cleveland, Pierce Transit Sara Crouch, Jefferson Transit Scott Deutsch, C-Tran Rich Evans, Pacific Transit Jenny George, Asotin County PTBA Brandy Heston, Grant Transit Bill Kessler, Pierce Transit Monique Liard, Spokane Transit Joe Macdonald, Skagit Transit	Donyele Mason, Clallam Transit LeeAnn McNulty, Mason Transit Authority Ken Mehin, Grays Harbor Transit Laura Merry, C-Tran David Ocampo, Columbia County Public Transportation Tammi Rubert, Jefferson Transit Jim Thaelke, Ben Franklin Transit Wayne Thompson, Pullman Transit Greg Wright, Grant Transit
Guests Present	
Mo Hargrove, Skagit Transit	Brian White (broker), Alliant Insurance Services

Call to Order

President Jordan called the meeting to order at 9:00 am welcoming everyone as a roll call sheet was passed around the room, she asked everyone to briefly introduce themselves as there were several new faces in the room. Jordan asked if there were any changes to the agenda hearing none, she asked for a motion to accept the agenda. ***Kinney moved to approve the agenda. Ortega seconded the motion and the motion passed.***

Consent Agenda

Minutes – October 24, 2019, October 2019 Administrative Vouchers/Checksⁱ, October 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. **Brannin moved to approve the consent agenda. Beardsley 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 congratulated the Executive Committee on all the work they had completed over the year. There were no questions or comments on the work plan.

Vanpool Personal Use Update

Christianson explained the Executive Committee had asked her to reach out the vanpool programs who were allowing personal use of the vanpools and explain the changes the Pool was hoping to make to the coverage document. Christianson reached out to the vanpool programs that were allowing personal use and explained that usage incidental to the commute, which is now defined in the coverage document, would be covered but actual personal use would not. Beardsley thanked Christianson for reaching out to the vanpool coordinators and asked if the Pool would be assisting Members with updating vanpool handbooks. Branson said he would like to look at the vanpool driver agreements and can help.

Executive Session

There was no Executive Session.

Action Items

Technology Grant Application – Grays Harbor Transit

Branson stated Grays Harbor Transit had applied for a technology grant to enhance their facility security. Staff reviewed the application and forwarded it to the Emerging Risks and Opportunities (ER&O) Committee who are recommending approving the grant application for Grays Harbor Transit. Jordan and Brannin spoke as to why they support the use of the grant funds for the facility security. **Ortega moved to approve Grays Harbor Transit's Technology Grant Application to enhance facility security. Shipman seconded the motion and the motion passed.**

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 and reminded everyone the importance of filling out the feedback survey after each meeting. At the upcoming Member Representative Meetings, the representatives will talk about the role, amount of time they spent, and future Board orientation. He also listed the upcoming 2020 conferences and locations, please consider attending and out of state conference as we do have a Board development goal in the strategic plan of 60% of members attending an out-of-state training, to be eligible you must attend at least three Board meetings with the Annual meeting being required.

Emerging Risks and Opportunities Committee Report

Brannin stated that the Emerging Risks and Opportunities Committee met at the WSTIP office, reviewed prior topics and the Technology Grant Application by Grays Harbor Transit. The updated Operator Development Course (ODC) will be distributed in 2020 to all members, we hosted a class on the Public Transportation Agency Safety Plan (PTSAP) which was well received. The committee talked about creating a vanpool driving course and would like to expand PASS training with more emphasis on securement. The Partnering in Prevention presentation have gone well. She also reminded everyone to apply for their Risk Management and Network Security Grants if they hadn't already.

Coverage Review Committee

No report.

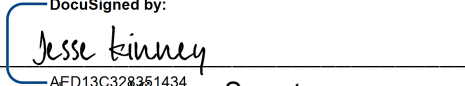
Nominations and Elections Committee

Shipman thanked the slate of candidates asking everyone if they would like to be added or removed from the slate of candidates to please let her know.

Recap and Adjournment

Jordan congratulated Grays Harbor Transit on their Technology Grant; the Board will vote on the General Liability Coverage Document tomorrow which will eliminate vanpool personal use. **Brannin moved to adjourn the meeting at 9:20 am. Shipman seconded the motion and the motion carried.**

Submitted this 27th day of February 2020.

Approved: 
AED13C328351434
Jesse Kinney, Secretary

ⁱ Check Numbers 28777 through 28864 in the amount of \$291,895.77; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$25,564.74; Transfer of \$50,219.63 for the 10/15/2019 payroll; Transfer of \$49,554.20 for the 10/31/2019 payroll; Transfer of \$16,780.57 for October Staff benefits. Total voucher approval is \$485,144.39.

ⁱⁱ Check numbers 12865 through 12984 in the amount of \$612,469.93. Total voucher approval is \$612,469.93.