



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

**Minutes of the
WSTIP Annual Meeting
December 6, 2019
Hotel Murano ~ Tacoma**

Board Members Present	
Amy Asher, RiverCities Transit Geri Beardsley, Large Member Rep, Community Transit Lynn Bourton, Link Transit Danette Brannin, Secretary, Mason Transit Authority Amy Cleveland, Pierce Transit Suzanne Coit, Treasurer, Intercity Transit Nick Covey, Link Transit Sara Crouch, Jefferson Transit Scott Deutsch, C-Tran Rich Evans, Pacific Transit Brett Freshwaters, Pierce Transit Jenny George, Asotin County PTBA Brandy Heston, Grant Transit Tom Hingson, At-Large Member Rep, Everett Transit Staci Jordan, President, Island Transit Bill Kessler, Pierce Transit Jesse Kinney, Small Member Rep, Valley Transit Monique Liard, Spokane Transit Joe Macdonald, Skagit Transit Dunyele Mason, Clallam Transit LeeAnn McNulty; Mason Transit Authority Ken Mehin, Grays Harbor Transit Laura Merry, C-Tran David Ocampo, Columbia County Public Transportation Agustin Ortega, Medium Member Rep, Yakima Transit	Tammi Rubert, Jefferson Transit Paul Shinnors, Past President, Kitsap Transit Shonda Shipman, Vice-President, Whatcom Transportation Authority Jim Thoeke, Ben Franklin Transit Wayne Thompson, Pullman Transit Greg Wright, Grant Transit <hr/> Guests Present Mo Hargrove, Skagit Transit Lilian Vanvieldt (broker), Alliant Insurance Services Brian White (broker), Alliant Insurance Services <hr/> WSTIP Staff Present 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

Call to Order

President Jordan called the meeting to order at 9:01 am. She welcomed all participants as a sign in sheet was passed around the room. Jordan called for changes to the agenda, she added an action item to authorize Kitsap Transit to use the Technology Grant funds for AngelTrax and asked for a motion to approve the revised agenda. ***Kinney moved to approve the revised agenda. Hingson seconded the motion and the motion passed.***

Discussion

Member Representative Meeting Report and Discussion

Ortega expressed appreciation to WSTIP staff for the Partnering in Prevention presentations, the group likes the updated vanpool language in the General Liability Coverage Document, discussed the upcoming election and the roles each position on the Executive Committee and spent some time discussing I-976 and the potential impacts, as well as the upcoming retreat.

Kinney said the small group talked about the changes to the General Liability Coverage Document and how it would affect/impact the community van programs as well as van-share programs, they also discussed the roles of each position on the Executive Committee, seems to be a greater emphasis on facility security and safety and like that the technology grant could possibly be used for assisting with facility security, and the influx of homelessness in their communities. He also encouraged everyone to attend the out of state training opportunities in 2020.

Beardsley reported talking about vanpool personal use, vanpool telematics, and the technology grant. We have some great ideas for strategic planning from the Public Transportation Agency Safety Plan (PTASP), many of us are revising our accident policies and briefly discussed I-976. We requested staff send additional information regarding the changes to vanpool personal use out to the vanpool coordinators to help them understand what is and is NOT covered. Jordan asked if special use vans were still covered. Christianson said those would fall under the Limited Mode Special Purpose (LMSP) and those contracts are under review at this time, and we are trying to provide you (the Member) with information as to how to decide whether to retain or transfer the risk.

2020-2021 Meeting Schedule

Christianson said the dates for 2020 have been adopted but it is the first time seeing the dates for 2021. Please review the dates and give feedback we try to be geographically diverse the dates will be adopted in February or March of 2020.

Financial Reports

[September \(Quarter 3\) 2019 Treasurers Report, Statement of Revenues & Expenses, Statement of Net Position and Thurston County Investment Portfolio, Claim Liability Report, and Comparative Statement of Revenues & Expenses, and Comparative Statement of Net Position](#)

Powell said the financials from the previous quarter are included in the packet and asked for questions. There were no questions regarding the financials.

Staff Reports

Central Transit Update

Powell said Central Transit has reviewed all the documents and the city council approved membership on December 2, Hope Source Training has been updated, the Pool is unable to provide Driver Record Monitoring for the Hope Source drivers, and Central Transit will likely be a member starting January 1, 2020.

Executive Staff Report

Christianson congratulated everyone on the AGRiP Advisory Standards recognition, the Executive Committee retreat will be at the Heathman Lodge in Vancouver, and will be starting at 2:00 pm on Wednesday, January 15. She welcomed Monique Liard from Spokane Transit, Don Burr from Community Transit, and Greg Wright who returned to Grant Transit. Powell noted the WSTIP mailing address has been changed to a post office box (PO Box 11219, Olympia, WA 98508) to try to make our physical address a little less prominent. She also noted the banking transition from US Bank to Thurston County Treasurer's Office will be complete at the beginning of 2020. WSTIP had a cyber incident which was limited to our exchange server. The WATech team reviewed the logs, and we are happy to report no data was compromised. She thanked Thornton for reporting the suspicious request.

Rouse will give a technical overview at the next WSTA Information Technology Committee meeting. Adams reported on recent open and closed claims activity, hiring Robyn Galindo as the Claims Specialist, and collecting a little over \$30,000 in subrogation for the prior month and a little over \$1.2 million for 2019 to date. There was a brief discussion regarding pets and service animals on buses and the open claim.

Branson highlighted how passive restraint may help curb the securement claims which have been increasing in the last three years. He gave an update on trainings, and partnering in prevention presentations, and talked about hydrogen powered buses.

WSTIP Training Year in Review and ASK Statistics

Branson noted the increase in WSTIP provided trainings as well as the emphasis on being regionally diverse in 2019. Registration fees remain at \$75 and the program remains cost neutral as we receive RTAP funding from WSDOT. He also went through the ASK statistics for 2019.

Executive Director's Annual Report

Christianson thanked Shinners and Beardsley for their leadership and persistence to get the Public Officials Liability and General Liability Coverage Documents revised, we have had several staff changes this year. Shipman asked if it would be possible to increase the amount of the Jeffrey S. Ristau Scholarship award from \$1,000 to something greater as it seems all the funds do not get expended each year. Christianson said it could be a 2020 discussion item. Christianson is proud of the staff and their dedication, and she is proud of the Board for working on the coverage documents, and all the work around the capital funding philosophy.

General Counsel's Report

Hughes said his report is included in the materials. The bulk of his time he is preparing for and attending various meetings, reviewing contracts/policies, and training. Jordan gave Shinners a certificate of appreciation for his service in serving as Past-President for multiple terms. *The Board took a short break at 10:13 am and resumed their meeting at 10:31 am.*

Broker's Report

White gave an update on the state of the insurance market.

Action Items

Minutes – September 27, 2019

Ortega moved to approve the minutes from September 27, 2019. Mehin seconded the motion and the motion passed.

Governance Policy – Assessment Allocation and Minimum Contribution Policy

Shipman said this policy was discussed in September and it combines the Assessment Allocation policy and the Minimum Contribution policy. ***Brannin moved to adopt the Assessment Allocation and Minimum Contribution Policy. Kessler seconded the motion. Discussion:*** Kessler asked why number of employees is part of the assessment equation. Christianson said the actuary evaluates based on miles and number of employees. Miles for auto-liability, and employees for all other liability. She gave a brief history of how the assessments have been calculated historically (miles, boardings, and employee counts). Kessler also questioned the minimum contribution in 1c. Christianson said the Board approves the assessments and even an assessment for a new member. Jordan called for a vote. ***The motion passed with Kessler voting in opposition.***

Governance Policy – New Member Admissions Policy

Shipman said this policy clarifies how new members are accepted. **Macdonald moved to adopt the New Member Admissions Policy. Ortega seconded the motion and the motion passed.**

Liability Insurance Proposal

Christianson explained the proposal replaces liability coverage lines. White explained the changes to the carriers and how when the Pool reduced its Self-Insured Retention (SIR) to \$2 million it is essentially purchasing more insurance and gave a brief overview of each layer of coverage. **Crouch moved to authorize the Executive Director to bind the Liability Insurance as proposed. Ortega seconded the motion and the motion passed.**

General Liability / Auto Liability Coverage Document

Beardsley said at the last meeting we presented the annotated version of the coverage document and requested each member share with their respective counsel. Changes include Cyber Liability, Security/Law Enforcement continues the same as it has been, and Exclusion O was added regarding Vanpool Personal Use. Beardsley **moved to adopt the General Liability Coverage Document as presented. Shinners seconded the motion and the motion passed.**

Crime / Employee Fidelity Insurance Proposal

Christianson said the proposal is in the packet, we did have a slight increase this year over the expiring term which shouldn't come as a surprise as we have had a couple of losses. One thing we may want to think about as we look to 2021 renewals is increasing the limits of this policy. **Ortega moved to authorize the Executive Director to bind the Crime/Employee Fidelity Insurance coverage. Mehin seconded the motion and the motion carried.**

Approve 2020 WSTIP Budget (\$19,168,450)

Christianson said the proposed 2020 WSTIP Budget is in the packet, comprised of the Loss Fund, Contribution to Surplus, Insurance Costs, Operating Costs, and Driver Record Monitoring/Origami Licenses. As you adopt this budget, we believe you are approving the overall dollar amount, rate per mile, giving permission to bind all coverages, and a three percent general wage increase for staff. **Shipman moved to approve the 2020 WSTIP budget for \$19,168,450. Macdonald seconded the motion and the motion passed.**

Approve 2020 Member Allocations (\$19,168,450)

Christianson you have approved the budget now you must approve the allocations. Hughes explained the budget represents revenue and the allocation is to divide the amount amongst the members which is required by the Bylaws. **Merry moved to adopt the 2020 member allocations as presented \$19,168,450. Mehin seconded the motion and the motion passed.**

Kitsap Transit Technology Grant Scope Change Request

Shinners requested the Board approve the Technology Grant Scope change from Lytx to AngelTrax. He explained AngelTrax had more functionality and would work with their existing camera system, noting the funds had been received but not expended. Although additional costs might be incurred, Shinners said they are not asking for those funds. **Macdonald moved to authorize the scope change to Kitsap Transit's Technology Grant. Ortega seconded the motion and the motion passed.** Shinners thanked everyone.

The Board took a short break at 11:30 am and resumed at 11:45 am.

Executive Committee & Officers Election, Passing of the Gavel

Jordan explained the election process directing everyone to www.wstip.org/election2020 and thanked all candidates for their interest.

Jordan called for nominations from the floor for all positions. Hearing no nominations from the floor she closed the ballots. Hughes reminded everyone that for the vote to be official there needed to be a majority and reminded the Board of past practices. ***Crouch moved to take only the top two candidates after the first round of voting. Beardsley seconded the motion and the motion carried.***

Nominees for Secretary were: Kinney and Mehin. After votes were counted, Kinney was announced Secretary with 19 votes.

2020 Secretary Vote 1					
Kinney				Mehin	
Asotin	C-Tran	Link	RiverCities	Everett	
Ben Franklin	Intercity	Mason	Valley	Grant	
Clallam	Island	Pacific	Whatcom	Grays Harbor	
Columbia	Jefferson	Pierce	Yakima	Skagit	
Community	Kitsap	Pullman		Spokane	

After votes were counted, **Kinney** was announced Secretary with 19 votes.

Nominees for Large Member Representative were: Beardsley and Merry. Nominees for Medium Member Representative were: Heston, Mehin, and Ortega. The nominee for Small Member Representative was: Crouch.

2020 Large Member Representative - Vote 1				
Beardsley				Merry
Asotin	Grant	Link	Skagit	Ben Franklin
Clallam	Grays Harbor	Mason	Spokane	
Columbia	Intercity	Pacific	Valley	
Community	Island	Pierce	Whatcom	
C-Tran	Jefferson	Pullman	Yakima	
Everett	Kitsap	RiverCities		

2020 Medium System Representative - Vote 1				
Heston		Mehin		Ortega
Asotin	Kitsap	Valley	Columbia	Island Pierce
Ben Franklin	Link	Whatcom	Everett	
Clallam	Mason	Yakima	Grant	
Community	RiverCities		Grays Harbor	
Intercity	Skagit		Pacific	
Jefferson	Spokane		Pullman	

2020 Small System Representative - Vote 1				
Crouch				
Asotin	C-Tran	Island	Pacific	Spokane
Ben Franklin	Everett	Jefferson	Pierce	Valley
Clallam	Grant	Kitsap	Pullman	Whatcom
Columbia	Grays Harbor	Link	RiverCities	Yakima
Community	Intercity	Mason	Skagit	

After votes were counted, Beardsley (23 votes), Heston (15 votes), and Crouch (24 votes) were announced as member representatives.

The nominees for At-Large Representative were: George, Mehin and Ortega. After votes were counted, George was announced At-Large Representative with 15 votes.

2020 At-Large Representative – Vote 1				
George			Mehin	Ortega
Clallam	Mason	Valley	C-Tran	
Columbia	Pacific	Whatcom	Everett	
Intercity	RiverCities	Yakima	Grant	
Jefferson	Skagit		Grays Harbor	
Kitsap	Spokane		Pullman	

After votes were counted, George was announced At-Large Representative with 15 votes.

The WSTIP 2020 Executive Committee is as follows: **Shonda Shipman**, President; **Danette Brannin**, Vice President; **Jesse Kinney**, Secretary; **Staci Jordan**, Past President; **Geri Beardsley**, Large Member Representative; **Brandy Heston**, Medium Member Representative; **Sara Crouch**, Small Member Representative; and **Jenny George**, At-Large Member Representative.

Jordan passed the gavel to Shipman and thanked the Board for the opportunity to serve as President in 2019. Shipman in turn presented Jordan with a plaque commemorating her time in 2019 as President thanking her for her leadership.

Member Updates and Guest Feedback

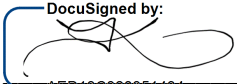
Skipped due to time.

Adjournment

Jordan moved to adjourn the meeting at 12:06 pm. Shinnors seconded the motion and the motion passed.

Note a group photo was taken immediately following the meeting.

Submitted this 27th day of March 2020

Approved: 
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 Jesse Kinney, Secretary