



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
February 27, 2020
WSTIP Office ~ Olympia

Executive Committee Members Present	Staff Present
Shonda Shipman, President, Whatcom Transportation Authority Danette Brannin, Vice-President, Mason Transit Authority Jesse Kinney, Secretary, Valley Transit Geri Beardsley, Large Member Rep, Community Transit (virtually) Brandy Heston, Medium Member Rep, Grant Transit Authority Sara Crouch, Small Member Rep, Jefferson Transit Jenny George, At-Large Member Rep, Asotin County PTBA Staci Jordan, Past President, Island Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Matthew Branson, Member Services Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Andrea Powell, Administrative Services Manager
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Briana Malmquist, Valley Transit (virtually)	Josh Mattson, Central Transit (virtually)

Call to Order

President Shipman called the meeting to order at 9:45 am welcoming everyone as a roll call sheet was passed around the room, welcoming Lubeck, and noting Beardsley, Malmquist and Mattson were on the phone. Shipman asked if there were any changes to the agenda hearing none, she asked for a motion to accept the agenda. **Crouch moved to approve the agenda. Kinney seconded the motion and the motion passed.** Christianson noted that Justin Leighton from Washington State Transit Association would drop in after his meeting at the capitol.

Consent Agenda

Minutes – December 5, 2019, November 2019 Administrative Vouchers/Checksⁱ, November 2019 Claims Vouchers/Checksⁱⁱ, December 2019 Administrative Vouchers/Checks, December 2019 Claims Vouchers/Checksⁱⁱⁱ, January 2020 Administrative Vouchers/Checks^{iv}, January 2020 Claims Vouchers/Checks^v

Shipman asked if there were any items to remove from the consent agenda. Powell disclosed that the January 2020 Claims Checks and Vouchers was missing two voided checks, (13239 and 13240) they will be included as voided on the February 2020 Claims Checks and Vouchers. Kinney had questions on the December 2019 Administrative Checks and Vouchers. Shipman removed the December 2019 Admin Checks and Vouchers for discussion. Brannin asked if the \$600,000 payment on the December 2019 Claims Checks and Vouchers was in relation to the Burdett claim. Adams said it was. Shipman asked if there was a motion to approve the consent agenda without December 2019 Administrative Checks and Vouchers. **Crouch moved to approve the consent agenda as amended. Kinney seconded the motion and the motion passed.**

Items Removed from Consent Agenda (December 2019 Administrative Checks and Vouchers^{vi})

Kinney asked about check number 28915 to University of Washington for \$11,838.72 and 28917 to VTTI for \$73,349 for October Pierce Collision Avoidance and why is it not part of the technology grant. Branson explained check 28917 is for extra work VTTI did on the Collision Avoidance Warning System (CAWS) project at Pierce. WSTIP is managing the research partners. The relationship is solidified via an Interlocal Agreement between Pierce Transit and WSTIP, and then contracts between WSTIP and the research partners. The payment process is that WSTIP receives an invoice from the partner, we then turn around and invoice Pierce Transit, Pierce Transit pays WSTIP, and then WSTIP remits payment to the research partner. Shipman asked if there is a bit of delay in the process. Branson said there is. Powell asked if the committee would like her to provide a report to show the income coming in and going out. Kinney said we have approximately \$100,000 expenses of the \$288,000 which aren't really expenses for WSTIP. Powell said it is non-operational revenue/expense, she will provide a report for January, February, and March to the Executive Committee. ***Shipman asked if there was consensus to approve the December 2019 Administrative Checks and Vouchers, with head nods around the room the December 2019 Administrative Checks and Vouchers were approved.***

Discussion Items

Executive Committee Retreat Wrap-Up

Shipman said the materials are informational and asked if there were any questions. There were no questions.

2020 Executive Committee Work Plan

Christianson explained staff try to take what we think you have in the strategic plan and other items and map them out for the year. This document is for the Executive Committee to track and manage the workflow. If something comes up this is where it will get added, it's a living breathing tracking document. Kinney asked when work would begin on the Broker RFP. Christianson said she was going to ask when the committee wanted to begin working on it or if they would like to appoint a sub-committee to work on the topic. Kinney asked if the Pool had changed brokers due to the process. Christianson said Alliant had been the Pools broker for 25 years, the current contract is a three year with two optional one-year extensions. We have exercised both one-year options. The committee asked how often the Pool is required to do an RFP for broker. Christianson said there is a WAC/RCW that says you have to have a broker but not how often you have to do an RFP. Hughes said if there were enough ways to terminate contract it shouldn't be a problem. The committee discussed changing the contract to be five year with two one-year extensions.

Strategic Plan Discussion Items

Branson said staff took the feedback from the retreat, captured the ideas into strategic priorities and then worked to make them into Specific, Measurable, Achievable, Results Oriented, and Time Bound (SMART) goals. We feel there are five strategic priority areas: (1) Member Engagement, Retention and Satisfaction, (2) Risk and Loss Management, (3) Financial Stability, Coverage and Costs, (4) Innovation and Technology, and (5) Value-Added Products and Services. Staff tried to apply metrics to all categories, you will notice some have longer timelines. Christianson said the first four were very much in keeping with the retreat but 5b we changed significantly and may change once the Member Satisfaction Survey's are completed. The committee members asked questions, suggested 2d be discussed at the Emerging Risks and Opportunities Committee, suggested 3b 100 percent Member retention annually be moved under

member satisfaction, add examples to 4b so it doesn't look so daunting. Staff will send the revised document out to Executive Committee Members to keep the document moving forward.

The Committee reviewed the smaller sub-groups proposed Mission and Vision statements and agreed to propose the following to the Board. The proposed Mission now reads: *The Pools mission is to promote risk reduction through the advancement of transit Member partnerships.* The proposed Vision now reads: *The Pool's vision is to be the transformative and collaborative leader in transit safety and risk management. Our destination . . . zero losses!*

The Executive Committee took a short break from 10:53 am to 11:00 am.

Twin Transit – Notice of Intent to Leave

Christianson explained she had received a letter on December 30, 2019, with Twin Transit's Notice of Intent to leave the Pool and payment of half of their 2020 assessment. She has been trying to reach Joe Clark at Twin Transit, but they've been unable to connect. She asked the Executive Committee how they would like her to proceed. The Executive Committee asked Christianson and Branson to schedule an in-person meeting, possibly followed by a formal letter.

Contribution to an I-976 Legal Defense Fund

This topic was skipped waiting for Leighton to arrive.

Prior Period Assessment Adjustments

Branson discussed the timing and presentation of the prior period assessment adjustment (PPAA), noting that the PPAA is often communicated to Members during the rate setting process as WSTIP builds its annual budget. Branson noted the inclusion of the PPAA in the future facing cost of coverage has introduced volatility in member assessments, the presumption of which is that future costs are increasing when indeed a part of the increase (or decrease) is based on prior activity. The committee discussed options for presenting the PPAA separate and apart from the rate setting process. The committee discussed having staff communicate to Members the PPAA amounts as soon as they are known (likely during the second quarter annually). Based on the discussion, staff will remove the PPAA from the rate sheet and have a separate invoicing for PPAA to be collected/refunded in January. If you have questions regarding this topic, please reach out to Branson.

Review Underwriting Structure

Christianson said one of the items from the retreat that will be incorporated into the Strategic Plan is to look at the underwriting (rating) structure to provide more flexibility for Members. She asked Kevin Wick, the Pool's actuary to create a scope of work for the discussion but he needs to know who the audience would be as that will help determine timeline. We can hold off on this topic but are there any pieces of the rating structure you want to possibly modify. In the past we rated by mode, before switching to a blended rate.

Leighton arrived at 11:37 am and left after he was done speaking.

Contribution to an I-976 Legal Defense Fund

Leighton explained the status of the I-976 lawsuit and asked for financial support from WSTIP. Executive Committee members discussed the pros and cons. No decision was made.

Review Underwriting Structure

Christianson asked the Committee to look at the items and let her know by email which ones they are most interested in. There were no further comments.

Member Satisfaction Surveys

Branson requested the Committee members review the included surveys through the lens of what they would expect to be on the surveys. Please give feedback individually and directly to Branson.

Action Items

Adopt 2020/2021 Meeting Schedule

Shipman encouraged everyone to attend out of state trainings if they could and asked for a motion to adopt the 2020/2021 Meeting Schedule. ***Crouch moved to adopt the 2020/2021 meeting schedule. Kinney seconded the motion and the motion passed.***

Sunset Data Governance Committee

Powell explained the Data Governance Committee as chartered had completed their work with the transition to Origami and has become more of an ad hoc working group. ***Jordan moved to sunset the Data Governance Committee. Kinney seconded the motion and the motion passed.***

The Executive Committee took a short break to gather lunch at 12:05 pm. The meeting resumed at 12:14 pm.

Executive Session

The Executive Committee went into Executive Session at 12:14 pm, staff except Christianson and Adams were excused. 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. The Executive Session was expected to conclude after 20 minutes. Shipman extended the Executive Session multiple times for an additional 26 minutes. Executive Session ended at 12:50 pm, no action was taken.

Staff Reports

Executive Staff Report

Christianson said there are indicators for a potential 20 percent increase on the property insurance renewal. Powell said Rouse has been working with members on developing reports and handed out thumb drives with a GIS mapping component and an email will follow with directions. Adams gave an update on recently closed and open claims. He invited everyone to attend the Claims Coordinator's Conference at SeaTac. Beardsley asked about the service animals and the possibility of having the Emerging Risks and Opportunities Committee look at possible changes to legislation regarding service animals and public transportation. Adams said subrogation efforts are still going well.

Sub-Committee Reports

Governance Policy Committee

The Governance Policy Committee will be meeting March 11 at the Hilton Hotel and Conference Center at SeaTac to review all the Governance Policies in one day rather than multiple meetings throughout the year.

Board Development Committee

Committee is meeting immediately following the Executive Committee meeting.

Emerging Risks and Opportunities Committee Report

No report, next meeting date is March 12, 2020 at the WSTIP office from 10 am to 2 pm.

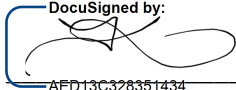
Coverage Review Committee

Beardsley said the Committee is reviewing the Property Coverage Document which includes vehicles and property. We have some opportunities to improve the document, we have an annotated document with five or six outstanding issues, and there will likely be an update at the work session in March.

Recap and Adjournment

Shipman recapped the meeting 2020 Executive Committee Work Plan – Broker RFP five years with two one year extensions, Branson will revise the Strategic Business Plan items and bring back, we settled on a draft mission and vision, provided Executive Director direction regarding Twin Transit (face to face visit and formal letter determining how to move forward), Prior Period Assessment Adjustments will be removed from the rate sheets with data provided as soon as possible but invoiced/refunded in January annually, we adopted the 2020/2021 meeting schedule and sunset the Data Governance Committee. Another topic discussed but not decided was whether WSTIP would contribute to the I-976 legal defense fund. ***Shipman adjourned the meeting at 1:00 pm.***

Submitted this 26th day of March 2020.

Approved: 
AED13C328351434...
Jesse Kinney, Secretary

ⁱ Check numbers 28865 through 28901 in the amount of \$102,941.50; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$14,811.14; transfer of \$50,557.62 for the 11/15/2019 payroll; transfer of \$49,308.37 for the 11/30/2019 payroll; transfer of \$14,911.67 for the 11/2019 staff benefits. Total voucher approval, including November 2019 staff payroll and Internet and ACH payments is \$232,530.30.

ⁱⁱ Check numbers 12985 through 13088 in the amount of \$470,795.67. Total voucher approval is \$470,795.67.

ⁱⁱⁱ Check numbers 13089 through 13174 in the amount of \$1,011,708.51. Total voucher approval is \$1,011,708.51.

^{iv} Warrant numbers 93001000 through 93001100 in the amount of \$2,047,205.06; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$12,718.72; Transfer of \$58,832.83 for the 01/15/2020 payroll; Transfer of \$52,424.05 for the 01/31/2020 payroll; Transfer of \$15,143.08 for January Staff benefits. Total voucher approval is \$2,186,323.74.

^v Check numbers 13175 through 13247 in the amount of \$600,037.29; Warrant Numbers 93500000 through 93500179 in the amount of \$415,610.11. Total voucher approval is \$1,015,647.40.

^{vi} Check numbers 28902 through 28987 in the amount of \$288,931.27; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$24,236.77; Transfer of \$47,889.71 for the 12/15/2019 payroll; Transfer of \$52,576.79 for the 12/31/2019 payroll; Transfer of \$14,911.67 for the 12/2019 staff benefits. Total voucher approval, including December 2019 staff payroll and Internet and ACH payments is \$428,546.21.