



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 Board Meeting  
March 27, 2020  
WebEx**

<b>Board Members Present</b>	
Jenny George, At-large Member Rep, Asotin County PTBA	Joe Macdonald, Skagit Transit
Jeff Lubeck, Ben Franklin Transit	Dale O'Brien, Skagit Transit
Dunyele Mason, Clallam Transit	Monique Liard, Spokane Transit
Steve Mertens, Columbia County Public Transportation (arrived at 9:15 am)	Jesse Kinney, Secretary, Valley Transit
Geri Beardsley, Large Member Rep, Community Transit	Briana Malmquist, Valley Transit
Suzi Scheidegger, Community Transit	Lowell Nee, Valley Transit
Scott Deutsch, C-Tran	Shonda Shipman, President, Whatcom Transportation Authority.
Tom Hingson, Everett Transit	<b>Guests Present</b>
Brandy Heston, Medium Member Rep, Grant Transit	Mark Kennedy and Dean Dupris, Skagit Transit (attended only during discussion items regarding COVID-19)
Ken Mehin, Grays Harbor Transit	Brian White (broker), Alliant Insurance Services
Suzanne Coit, Treasurer, Intercity Transit	<b>WSTIP Staff Present</b>
Staci Jordan, Past President, Intercity Transit	Cedric Adams, Claims Manager
Sara Crouch, Small Member Rep, Jefferson Transit	Matthew Branson, Member Services Manager
Paul Shinnars, Kitsap Transit	Anna Broadhead, Board Relations
Danette Brannin, Vice-President, Mason Transit	Tracey Christianson, Executive Director
Rich Evans, Pacific Transit	Chris DeVoll, Transit Risk Consultant
Amy Cleveland, Pierce Transit	Rick Hughes, General Counsel
Bill Kessler, Pierce Transit	Laura Juell, Risk and Training Coordinator
Wayne Thompson, Pullman Transit	Andrea Powell, Administrative Services Manager
Amy Asher, RiverCities Transit	

#### Call to Order

President Shipman called the meeting to order at 9:03 am. She thanked everyone for calling in. Christianson lead a verbal roll call. Christianson reminded everyone that the meeting is being recorded in case of technical issues, and to please mute yourself if not speaking. Shipman reminded everyone how to let her know you wish to speak, either type into the chat pod or raise your hand in participants panel. She called for changes to the agenda, she requested adding discussion items regarding Open Public Meetings Act (OPMA) guidance provided and paratransit guidance regarding COVID-19 whether you can ask if they are experiencing any symptoms by Hughes and asked for a motion to add those to the agenda. ***Kinney moved to add the discussion items and approve the revised agenda. Heston seconded the motion and the motion passed.***

#### Discussion

##### Executive Committee Retreat Report Out

Shipman said the retreat was at the Heathman Lodge, January 15-17, retreat started on Wednesday afternoon

ending with dinner, she felt this was a good change and would recommend future retreats follow similar schedule. During the retreat the attendees reviewed the tribal rules, and set guideposts for the retreat, reviewed the survey results, Strengths Weakness Opportunities and Threats (SWOT) analysis, recapped the prior Strategic Plan and worked on the Mission and Vision as a large group and then smaller groups worked on the Mission and Vision before bringing it to the February Executive Committee Meeting and hopefully for approval today. She thanked Mattson, Liard, Brannin, Crouch, and Schmeider for their assistance. Shipman reminded everyone that we may need to be fluid and agile with what we can accomplish this year.

#### Governance Policy: Mission and Vision

Shipman said the small group that worked on the mission (Shipman, Mattson, and Liard) really focused on partnerships not just with ourselves but capture the other partnerships and broaden to not just reduce the cost of risk but be open to partnerships and different ways to do that. Brannin said they focused on the collaboration piece said she worked with Crouch and Schmeider and they submitted three options to the Executive Committee in February which narrowed the vision to the statement included in the packet, they really liked the destination zero losses. It is a good goal to have.

Mertens joined the meeting.

Shipman asked if there were questions as regarding the Mission and Vision as presented. Shipman asked if there was any opposition to asking for a motion to approve the Mission and Vision. **Jordan moved to approve the Mission and Vision as presented. Kinney seconded the motion. Discussion:** Hingson asked how many of Board members could recite the WSTIP mission from memory. He read the mission statement that was on the screen “promote risk reduction through the advancement of transit member partnerships.” He said if we simply said promote risk reduction that could be the new mission and then how we do it becomes something else. Shipman asked for anyone to share and agreed that mission statements should be short and sweet. Coit agreed with Hingson that simple one sentence mission statements are best and liked Hingson’s revision. Beardsley agreed as well. Shipman asked if Hingson would like to propose an amendment to the motion. **Hingson moved to amend the mission to Promote risk reduction with our partners. Crouch seconded.** Branson asked Shipman to restate the amendment. Shipman stated the amended mission *is to promote risk reduction with our partners*. She called for a vote on the amendment to the mission. **Motion passed.**

Shipman read the proposed vision statement. The Pool’s vision *is to be the transformative and collaborative leader in transit safety and risk management. Our destination . . . zero losses!* **Jordan moved to move the vision forward. Macdonald seconded and the motion passed.**

#### Open Public Meeting Guidance

Hughes stated the Attorney General’s Office (AGO) sent some updated guidance regarding the Open Public Meeting Act (OPMA) and he explained some of the finer points of the guidance like what necessary and routine was, which he noted would vary from agency to agency. For example, he said the sale of the WSTIP building would not be routine, but approving payroll would be. Shipman asked about the physical space for public to attend requirement. Hughes said you must provide a way for the public to participate remotely. Staff will email out the Governors Proclamation regarding OPMA and Public Records Act, and the AGO guidance on OPMA to attendees post meeting.

#### Paratransit Guidance Regarding COVID-19

Hughes said a couple days ago Macdonald had asked Adams if they could ask paratransit customers as they

were scheduling rides if they were experiencing any symptoms of COVID-19. Hughes and Adams did research and provided their legal opinion on the matter which was included in the packet. They suggested Board members also check with their transit legal counsel. Hughes fielded questions from Board members. Staff will email out Hughes Legal Opinion to share with your counsel, and the CDC guidelines, to attendees post meeting. Macdonald thanked Hughes and Adams for their input.

#### Insurance Coverage Renewal Update

White said Alliant is preparing for WSTIP's July 1 renewal for property – buildings and contents and auto-physical damage (APD) - vehicles. However, he admitted the insurance marketplace is difficult for both property and liability. His best estimate is a 15-20 percent increase in the rate for property and is monitoring the liability market. White said he should have a better picture after July 1. Shipman thanked White for the update.

#### Financial Reports

Draft Year-End 2019 Financials, December (Quarter 4) 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. Christianson noted that there has been a significant increase in the net position. Kevin Wick was hoping to share the year-end actuarial report, but it wasn't quite ready. Staff are unsure what kind of claims will come related to COVID-19, but the good news is there is capital and WSTIP is in good position to weather a storm. This could be the 100-year event WSTIP has been preparing for. There were no questions regarding the financials.

#### Staff Reports

##### Executive Staff Report

Christianson said she hoped the members found the Executive Staff Report an easy read, noting staff would not expand on the report unless there were questions. WSTIP had been preparing for an emergency with our Business Continuity Plan and had tested it the first part of March before the onset of COVID-19. All WSTIP staff are working remotely. March started out with high claim activity but now is slowing. Staff reported fraud event with one of our US Bank accounts used for claim payments, however, the funds have been returned. WSTIP still has two accounts at US Bank one for payroll and purchasing cards, and the other for the Risk Pool Leadership Development Program.

#### 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.

#### Broker's Report

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

#### Action Items

Minutes – December 6, 2019

***Liard moved to approve the minutes from December 6, 2019. Jordan seconded the motion and the motion passed.***

#### Board E&O/D&O Insurance Policy Purchase

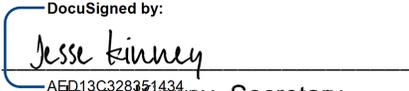
White explained the E&O/D&O coverage, the quotes from Lloyds Brokers Risk and Lloyds Aspen and their

differences. He discussed limits, retro-active dates, and non-pecuniary limits up to \$500,000. **Jordan moved to purchase the Lloyds Aspen coverage with extra purchases of non-pecuniary and prior acts coverage effective April 1, 2020. Macdonald seconded the motion and the motion passed.**

Adjournment

Shipman thanked everyone for attending and hopes we can all be together in June. **Shipman adjourned the meeting at 10:45 am.**

Submitted this 26th day of June 2020

Approved:    
 AED13C328351434  
 Jesse Kinney, Secretary