



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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Minutes of the
 Executive Committee Meeting
 May 28, 2020
 WebEx

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 (9:07 am) 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 Karey Thornton, Payroll & Accounting Specialist
Board Members Present	
Betsy Dunbar, Central Transit Ken Mehin, Grays Harbor Transit (9:25 am)	Joe Macdonald, Skagit Transit

Call to Order

President Shipman called the meeting to order at 9:02 am welcoming everyone to the virtual meeting. Verbal roll call took place. Shipman asked if there were any changes to the agenda hearing none, she asked for a motion to accept the agenda. **Jordan moved to approve the agenda. Heston seconded the motion and the motion passed.**

Consent Agenda

[Minutes – March 26, 2020](#), [Minutes – April 23, 2020](#), [April 2020 Administrative Vouchers/Checks](#) ⁱand [April 2020 Claims Vouchers/Checks](#) ⁱⁱ

Shipman said the minutes have been added back to the consent agenda to memorialize actions taken and asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Crouch moved to approve the consent agenda. Brannin seconded the motion and the motion passed.**

Discussion Items

2020 Executive Committee Work Plan

Christianson explained the work plan had been updated and staff continue to shove topics out as far as we can given the environment we are in at this time. We are trying to stay on top of things and work the plan the best that we can in these circumstances. Shipman asked if work had begun on Law Enforcement and Security Liability topic. Christianson said it has not. Shipman asked about item 3 (Approve proposed mileage criteria for small, medium, and large categories for the election.) scheduled for September. Christianson explained it is part of the Nominations and Elections governance policy, to look at the current groups and mileage, there hasn't been a lot of movement in the past few years but

possibly next year we could see some changes as we deal with this crisis. We did look at caps in February and can revisit if it is something you are interested in looking at. Beardsley joined the meeting at 9:07 am. Shipman said not at this time. Christianson also noted that the SMART goals have not been adopted but staff are working on them as if they have been adopted. Shipman asked Branson about topic 1A (By March 2020, develop and publish a member satisfaction survey (MSS) to establish a baseline of member satisfaction with respect to WSTIP's website. From the survey results: (1) identify opportunities for improvement, (2) develop solutions to improve member satisfaction, (3) assess alternative website, (4) implement and migrate to new website by the end of 2020. Measure member satisfaction with follow up MSS in 2021, 2022, 2023.). Branson said the website survey has been published and completed, the other surveys have been developed and staff have been waiting to release them. Shipman also asked about 4A (Support the ability for an additional nine members to implement loss prevention vehicle technology to further reduce auto liability and auto physical damage claims as measured by three members per year implementing loss preventative vehicle technology by December 31, 2022.). Branson said staff would identify how to help members, but the Board would self-identify in 2020-2021.

Governance Policy: Executive Director Performance Evaluation

Shipman explained the Executive Director Performance Evaluation Policy is a new policy, the committee realized that the Executive Director contract expires at the end of 2020 and there is not a policy on performance evaluations. Christianson said this is the first time the Executive Committee has seen this policy the Governance Policy Committee (officers) have been working with Hughes and myself to create the policy. Crouch asked if there would be a survey as in the past to evaluate the Executive Directors performance. Shipman said she is working with Christianson to develop the survey similar to the ones prior. The survey will be distributed to the Board as a whole, as their feedback is important. Shipman asked Hughes if action could be taken today. Hughes said you can act today as this is a regular meeting, you can approve, modify, and further discuss the evaluation. **Jordan moved to adopt the Executive Director Performance Evaluation Policy. Heston seconded the motion and the motion passed.**

Governance Policy: Ethics

Shipman said we had this policy in place, but it needed a refresh to bring us into compliance with the RCWs and WACs. Crouch said it seems like it says we follow the law. Hughes said correct. **Crouch moved to adopt the Ethics Policy. Kinney seconded the motion and the motion passed.**

Governance Policy: Duties, Responsibilities and Development of Board and Executive Committee Members

Shipman said the committee added definitions and have worked hard to have the definitions carry through to all the policies and Bylaws, the responsibilities have been updated for the Board to bring us into compliance with the Association of Governmental Risk Pools (AGRiP). Coit asked if there should be language added as to how we do retro-assessments. Christianson said we could. Shipman said one goal of the Pool is to not do retro-assessments. Kinney felt that number two (Adopt an annual budget and member assessments) would cover retro-assessments as well. Crouch, Heston, George and Brannin agreed with Kinney. Coit agreed that would meet the need. **Brannin moved to adopt the Duties, Responsibilities and Development of Board and Executive Committee Members Policy. Jordan seconded the motion and the motion passed.**

Governance Policy: Claims Management

Christianson said there were a few revisions mostly wordsmithing, the largest change is to authorize

repairs under property to \$250,000, but the remainder of the changes were to clarify what we are talking about. **George moved to adopt the Claims Management Policy. Crouch seconded the motion and the motion passed.**

Governance Policy: Records Management Policy

Powell said most of the changes to this policy revolve around the question of ownership of records in Origami. The language was developed by the user group, and Hughes worked with Pierce Transit's general counsel to finalize the language. **Heston moved to adopt the Records Management Policy. Brannin seconded the motion and the motion passed.**

Executive Session

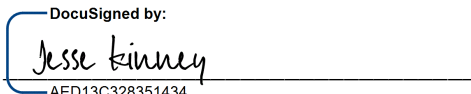
There was no Executive Session.

Recap and Adjournment

Shipman quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, discussed the work plan which some of the work is on hold, and adopted the policies. The June Board meeting will be virtual, we are hoping to be able to meet in-person in September in Walla Walla. Christianson said Kevin Wick will be presenting the actuarial report in June, the property renewal will be happening in June, and slight revisions to the Property Coverage Document will be also on the agenda. The Board Development Committee will be meeting after this meeting to work on topics for the Member Representative Meetings which we are going to try to coordinate remotely. Christianson reported working with a small group of members two large, two medium, and two small, to coordinate the Pool's communicable diseases claim, more to come on this in the future as the sales tax losses will take a while for the numbers to arrive. Shipman asked what the limit was for the communicable diseases claim. Christianson said \$500,000 for the Pool, but that number is capped at \$10 million for all the public agencies participating, we will only get a portion of the \$10 million. Coit asked how the money would be allocated. Christianson said it will be a percentage of loss.

Shipman adjourned the meeting at 9:36 am.

Submitted this 25th day of June 2020.

Approved: 
AED13C328351434...
Jesse Kinney, Secretary

ⁱ Warrant Numbers 93001228 through 93001265 in the amount of \$186,925.12; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$2,729.43; Transfer of \$52,933.89 for the 04/15/2020 payroll; Transfer of \$51,329.30 for the 04/30/2020 payroll; Payment of \$15,670.17 for February Staff benefits (Warrant #93001238, included above). Total voucher approval is \$293,917.74.

ⁱⁱ Warrant Numbers 93500436 through 93500562 in the amount of \$658,777.44. Total voucher approval is \$658,777.44.