



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
 Executive Committee Meeting  
 August 27, 2020  
 Zoom

Executive Committee Members Present	Staff Present
Danette Brannin, Vice-President, Mason Transit Authority Jesse Kinney, Secretary, Valley Transit Geri Beardsley, Large Member Rep, Community Transit Brandy Heston, Medium Member Rep, Grant Transit Authority Sara Crouch, Small Member Rep, Jefferson Transit Jenny George, At-Large Member Rep, Asotin County PTBA	Cedric Adams, Claims Manager Matthew Branson, Member Services Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Andrea Powell, Administrative Services Manager Karey Thornton, Accounting and Payroll Specialist.
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit David Ocampo, Columbia County Public Transportation Ken Mehin, Grays Harbor Transit	Amy Cleveland; Pierce Transit Bill Kessler, Pierce Transit; Greg Story, Yakima Transit

## Call to Order

Vice-President Brannin called the meeting to order at 9:00 am welcoming everyone to the virtual meeting. Verbal roll call took place. Brannin asked if there were any changes to the agenda. Hearing none, she asked for a motion to accept the agenda. **George moved to approve the agenda. Jordan seconded the motion and the motion passed.**

## Consent Agenda

Minutes – July 23, 2020, July 2020 Vouchers and Electronic Payments Totaling \$2,138,193.60

				Total
Claims Vouchers	Numbers:	93500729	- 93500805	\$ 385,900.56
Administrative Vouchers	Numbers:	93001344	- 93001379	\$ 1,630,158.74
Electronic Payments	Dates:	07/01/2020	- 07/31/2020	\$ 122,134.30
				\$ 2,138,193.60

Brannin 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. Kinney seconded the motion and the motion passed.**

## Discussion Items

### 2020 Executive Committee Work Plan

Christianson explained the work plan had been updated and all items are on target.

### 2021 Operations Budget

Christianson said last month Staff presented a draft 2021 Operations Budget and the EC requested additional information on the Deputy Director position and Technology Grant. Christianson explained when she started as Executive Director, she wanted to figure out where the strengths and gaps were in the organization and so she left the Deputy Director position vacant. Prior to COVID she reached out to Shipman as she felt it was time to fill the Deputy Director position for succession planning purposes, and for training purposes as it may take time to be fully trained and operational. Additionally, feedback received from the Member Satisfaction Surveys earlier this year show that the Board want more staff interaction and new Board member training. The impact to the budget is approximately six percent. We have received the first blush of the loss fund from the actuary, we are waiting on reinsurance quotes but so far it looks like we are in a good spot to add this position.

Branson talked about the Technology Grant and how it is funded one year at a time with a \$500,000 reserve balance cap. Several Members have indicated interest, but it takes time to work through internal processes to get approval and during this unprecedented COVID-19 year many projects have been put on hold. Committee members talked about various line items in the budget, suggested moving either the salary survey or capital funding study so that the expenses were not both in the same year. Several committee members expressly indicated they are in support of adding the Deputy Director position and adding \$250,000 Technology Grant to the 2021 budget. No one voiced opposition on either topic.

### Draft Bylaws

Brannin stated there was a lot of feedback received on the draft Bylaws and asked if the EC wanted to talk about the feedback or send the feedback to the Governance Policy Committee (GPC) to handle. The committee appreciates all the feedback but felt it would be faster for the GPC to review and update and report back to the EC. **Crouch moved to refer the draft Bylaws back to the GPC. Beardesley seconded the motion.** Discussion: Crouch would like to see the comments, Jordan asked where to send the comments to. Christianson said to send comments to her. Brannin wanted to keep the same layout but add additional boxes. **The motion passed.**

### Governance Policy: Payments by Members

Brannin explained the policy in the packet is an outcome of the July Executive Committee meeting when they asked what if Members have difficulty paying their annual assessment, so we created a policy based on feedback from the July EC meeting. Christianson said the policy not only covers the annual assessment but training, deductibles, and any other types of payments that Members pay. **Jordan moved to adopt the Payments by Members policy. Kinney seconded the motion and the motion passed.**

### Governance Policy: Issuance of Warrants and Checks

Branson said the Audit and Finance Committee reviewed this policy last month, this policy memorializes current practices. The committee discussed the policy and after discussion they decided the policy did not need revisions. **Beardesley moved to adopt the Issuance of Warrants and Checks policy. Heston seconded the motion and the motion passed.**

Short break from 10:16 am. The meeting resumed at 10:21 am.

### Draft WSTIP Property Coverage Document

Christianson said at the last meeting Staff asked the Executive Committee to review the revised Property Coverage Document and provide feedback to Christianson or Adams. There was no feedback received from the EC, so we are now ready to send the document out to the membership to share with their legal counsels requesting feedback. Once the feedback is received from membership/legal counsels then the

Coverage Review Committee will review/incorporate feedback, then the document will be presented/adopted by the Board for the July 1, 2021 renewal. The EC agreed to send the draft WSTIP Property Coverage Document out to the membership for feedback.

### Draft 2021 WSTIP General Liability Coverage Document

Adams explained he is requesting a change to prevent stacking in the underinsured motorist (UIM) coverage and clarifying the definition of UIM in the General Liability Coverage Document, and requested to send it out to the Membership and their legal counsels for feedback. Once the feedback is received from membership/legal counsels then the Coverage Review Committee will review/incorporate feedback, then the document will be presented/adopted by the Board for the January 1, 2021 renewal. The EC agreed to send the draft 2021 WSTIP General Liability Coverage Document out to the membership for feedback.

### Driver Record Monitoring Fee Schedule for 2021-2025

Branson said he had been working with Data Driven Safety (DDS) and is presenting a proposed fee schedule for the upcoming contract period. Staff reviewed the contract pricing which will remain the same for the next contract period and then figure out what we need to charge in addition to the costs to provide oversight of the program and pay for the data security audit. The EC will notice a reduction in cost for those Members who are paying for premium service. Branson explained the differences between basic and premium services. Basic service is data directly from Department of Licensing (DOL). Premium service gathers information from the court system and DOL, for example if someone gets a driving under the influence (DUI) ticket you would find out about it quicker through the court system rather than if it just showing up on their abstract six months later. ***Kinney moved to accept the proposed Driver Record Monitoring fee schedule for 2021 to 2025. Heston seconded the motion and the motion passed.***

### Executive Session

The Executive Committee went into Executive Session at 10:41 am to discuss Ooh! Media vs. Spokane Transit Authority/E. Susan Meyer for 20 minutes pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation or potential litigation in which a member acting in an official capacity is or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The committee came out of Executive Session at 11:01 am. ***Kinney moved to authorize the Executive Director settlement authority in the amount requested by staff. Heston seconded the motion and the motion passed.***

### Staff Reports

#### Executive Staff Report

Christianson thanked the Executive Committee for authorizing settlement authority, she knows how difficult the decision can be. She reported Members who purchase Underground Storage Tank (UST) coverage it will be renewing on October 1 and will be an action item for the Board in September, the cost is less than in previous years as Members have been replacing and removing tanks. There was a good response for the optional limits for cyber seven members purchased two million in extra limits, eleven purchased three million and five Members declined extra limits. The actuary has our June 30 loss data, 2021 exposure collections and we are collecting quotes. Powell explained repairs that need to be made to the building as during the winter there is a water pooling problem on the wall where the bathroom and electrical panels are. The quote for repair is currently \$16,000 but she suspects they may find additional problems. The building reserve fund is currently at \$29,000. We are also looking at solutions to stop the water from pooling. Rouse is looking at ways to provide Origami training and Member visits virtually. Branson said the Member Services department has created a COVID-19 Loss Prevention and Mitigation

Grant which has been well received and can be combined with the Risk Management Grant. WSTIP is migrating to the remote meeting platform, Zoom, which will give us some additional functionality as how training is provided, DeVoll will be providing Reasonable Suspicion training in an online format but it will be limited to 20 participants at one time. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims. Brannin asked where the COVID grant funds were coming from. Branson said the funds are coming from the Loss Prevention Program.

## Sub-Committee Reports

### Governance Policy Committee

Brannin said the committee had reviewed the Issuance of Warrants and Checks and Payments by Members policies which were adopted and will schedule another meeting to review the feedback on the Bylaws.

### Board Development Committee

George said the Board Development Committee met after the July Executive Committee meeting. They previewed the WSTIP studio which will help guide how we provide content in the future, discussed feedback from the June Board Meeting, key takeaways from the feedback was microphone discipline and knowing how to be recognized to speak, some Members prefer the virtual meetings, and the Member Representative meetings were successful despite technical difficulties. Potential topics for September include Bylaws, Rates, Budget, the Technology Grant program and the elections of executive committee members in December.

### Risks and Opportunities Committee

No report.

### Coverage Review Committee


No report.

## Recap and Adjournment

Brannin quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, discussed and agree with the direction of the 2021 Operations Budget including the Deputy Director position and technology grant, sent the Bylaws back to the Governance Policy Committee to review the comments by Members, adopted the Issuance of Warrants and Checks and Payments by Members policies, agreed to send the Property and General Liability Coverage Documents out to the Membership for review and feedback, approved the Driver Record Monitoring fee schedule for 2021 to 2025 and authorized staff settlement authority as requested.

Brannin adjourned the meeting at 11:31 am.

Submitted this 24th day of September 2020.

Approved:   
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Jesse Kinney, Secretary