



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  
 October 22, 2020  
 Zoom

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 Brandy Heston, Medium Member Rep, Grant Transit Authority Sara Crouch, Small Member Rep, Jefferson Transit Jenny George, At-Large Member Rep, Asotin County PTBA 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 Laura Juell, Training and Risk Coordinator Andrea Powell, Administrative Services Manager Brandy Rhodes, Administrative Assistant 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 Joe Macdonald, Skagit Transit

## Call to Order

President Shipman called the meeting to order at 10:00 am welcoming everyone to the virtual meeting. Verbal roll call took place. Shipman asked to remove the Executive Session from the agenda, and if there were any further changes to the agenda, hearing none, she asked for a motion to accept the revised agenda. **Crouch moved to approve the revised agenda. Kinney seconded the motion and the motion passed.**

## Consent Agenda

Minutes – September 24, 2020, September 2020 Vouchers and Electronic Payments  
 Totaling \$811,612.69

				Total
Claims Vouchers	Numbers:	93500922	- 93500987	\$ 422,077.74
Administrative Vouchers	Numbers:	93001437	- 93001470	\$ 226,207.61
Electronic Payments	Dates:	09/01/2020	- 09/30/2020	\$ 163,327.34
				\$ 811,612.69

Shipman asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Heston moved to approve the consent agenda. Brannin seconded the motion and the motion passed.** Crouch appreciated that the member agency for the whom the claim was being paid on behalf of is now included on the voucher report.

## Discussion Items

### 2020 Executive Committee Work Plan

Christianson explained the work plan had been updated and congratulated the EC on their accomplishments for the year-to-date (Bylaws, Strategic Plan) and all items are on target. There are a few topics remaining for next year Communicable Disease(s) Claim under the Property Coverage Document and Law Enforcement Liability.

### 2021 Retreat

Brannin said she has been working with Christianson on the 2021 retreat. We do plan to meet in person January 20-22, at Skamania Lodge in Stevenson. We will be working on the Capital Funding Philosophy in preparation for the Capital Funding Study, we will review the committee charters, review the strategic business plan, and review the Pool's loss trends. We will have some optional group bonding activities in the evening and are looking to have a trainer come and do a session on resilience. We do plan on limiting participation to a smaller group due to COVID restrictions that may still be in place. Please reach out to Brannin or Christianson if you have topics you would like to see added/discussed.

### Driver Record Monitoring Contract

Shipman said we talked about this contract last month there were a couple questions which staff are prepared to answer and are looking for a motion to delegate purchase authority to the Executive Director to enter into a sole source contract with Data Driven Safety, LLC (DDS) for Driver Record Monitoring (DRM). Branson said took the feedback received at the September meeting and reached out to Paul Shinnars at Kitsap Transit, to discuss the cost analysis. After further discussion while it would be a worthwhile topic to learn we are able to forgo the process for this contract. He also sent the contract over to the Auditor's Office, and they were able to give us some guardrails "so to speak." Christianson, Hughes, and Branson reviewed the feedback received from the Auditor's Office. From the feedback received we posted the intent to enter into this Driver Record Monitoring sole-source contract on our website as other agencies have done. To date we have not received information from any other vendor stating they could provide both driver record monitoring and court record monitoring. Branson thanked Hughes for his assistance with the contract and values his feedback. We are almost finished with the Department of Licensing (DOL) Permissible use audit, they have offered to give us feedback on the DDS contract too. Shipman said she would entertain a motion. **Brannin moved to delegate purchase authority to the Executive Director to enter into a sole-source contract with Data Driven Safety for Driver Record Monitoring for an anticipated \$3.25 million dollars. Beardsley seconded the motion and the motion passed.**

### Size Criteria for 2021

Shipman said there are no proposed changes and she will be asking the EC to approve the size criteria for 2021. Branson explained the Nominations and Election policy states the EC shall establish size criteria at their October meeting for the upcoming election. The committee discussed miles, and what may happen next year with the groups and lower mileage. Shipman asked for a motion to accept the size criteria. **Crouch moved to adopt the size criteria for 2021. Kinney seconded the motion and the motion passed.**

*Ken Mehin joined the meeting at 10:29 am. Powell dropped from the meeting at 10:33 am and returned during the staff report.*

### Losses Above \$100,000 Report

Adams went through the losses above \$100,000 report, noting the original demand, and the amount the

claim settled for. The EC appreciated this report and wishes to continue to see it on an annual basis.

## Executive Session

This topic was removed from the agenda.

*Macdonald joined the meeting at 10:37 am.*

## Staff Reports

### Executive Staff Report

Christianson went through the 2021 budget highlights; coverage has been bound except for crime. She expects the quote for the crime policy by the end of the month. Members reaffirmed their estimated 2021 miles and employee counts, Community reduced their vanpool mileage by 47% but overall, the estimated 2021 miles went down by four percent and employee counts are down one percent since the September Board meeting. The actuary is producing final rate sheets. Staff will begin returning the office on November 2. The water drainage problem has been resolved but may have further repairs due to dry rot next year. Origami activities are listed in the report, we can now do shift reporting. Branson thanked everyone for submitting their revised estimates. He also reminded Members that if Members resubmitted increased miles, the assessment likely increased and if Members resubmitted decreased miles a Members assessment may decrease. Grant funding utilization is up, and Community may be submitting a Technology Grant application. DeVoll will be providing Reasonable Suspicion Drug and Alcohol for Supervisors training in an online format but it will be limited to 20 participants at one time, our survey results show there are at least 130 people who need this training. The training department has been setting up several virtual training classes. We are making headway on the new website and will report out at the next meeting. Shipman appreciated the video presentations prior to the Board meeting last month. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims.

## Sub-Committee Reports

### Governance Policy Committee

No report.

### Board Development Committee

No report.

### Risks and Opportunities Committee

No report.

### Coverage Review Committee

No report.

### Nominations and Elections Committee

Brannin went through the list of nominees there is still time to add or remove your name from the list of candidates. Elections will be held at the Annual Meeting in December.

### Executive Director Evaluation Committee

Shipman reported the Executive Director Evaluation Committee had met, reviewed the feedback received from the surveys, and reviewed the Executive Director contract, job description, and goals. Christianson's

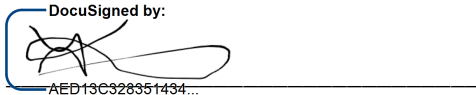
contract expires at the end of December, she is hoping the Board will approve the job description, goals, and revised contract at the Annual Board meeting. Christianson said the process was great and thanked Hughes for all his assistance.

## Recap and Adjournment

Shipman quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, gave the Executive Director authority to sign the sole-source contract with Data Driven Safety for Driver Record monitoring, accepted size criteria for Small, Medium, and Large representation in 2021, and reviewed the Losses Above 100,000 Report.

Shipman adjourned the meeting at 10:59 am.

Submitted this 3rd day of December 2020.

Approved:  Jesse Kinney, Secretary