



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
 December 3, 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 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 Chris DeVoll, Transit Risk Consultant Robyn Galindo, Claims Specialist Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joel Lambert, Claims Associate Brandy Rhodes, Administrative Assistant Karey Thornton, Accounting & Payroll Specialist
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Donyele Mason, Clallam Transit Steve Mertens and David Ocampo, Columbia County Public Transportation Scott Deutsch, C-Tran Tom Hingson, Everett Transit Jean Braaten and Ken Mehin, Grays Harbor Transit	Paul Shinnors, Kitsap Transit LeeAnn McNulty, Mason Transit Amy Cleveland and Bill Kessler, Pierce Transit Wayne Thompson, Pullman Transit Amy Asher, RiverCities Transit Joe Macdonald and Dale O'Brien, Skagit Transit Monique Liard, Spokane Transit
Guests Present	Executive Session Only Guests
Brian White, Alliant Justin Brockwell and Shawn Larson, Link Transit Melanie Espinoza and Justin Leighton, WSTA	Valerie McAfee, Matrix Ryan Vollans, Williams Kastner

Call to Order

President Shipman called the meeting to order at 9:01 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. Crouch seconded the motion and the motion passed.**

Consent Agenda

Minutes – October 22, 2020, October 2020 Vouchers and Electronic Payments totaling \$773,094.30.

				Total
Claims Vouchers	Numbers:	93500988	- 93501065	\$ 443,000.31
Administrative Vouchers	Numbers:	93001471	- 93001506	\$ 216,760.64
Electronic Payments	Dates:	10/01/2020	- 10/31/2020	\$ 113,333.35
				\$ 773,094.30

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.**

Discussion / Potential Action Items

2020 Executive Committee Work Plan

Christianson reminded the Executive Committee (EC) this was their last meeting of the year, thanked them for leading during this difficult year, and noted their accomplishments were included in the Executive Director's Annual Report. Shipman agreed the EC accomplished many things in 2020 despite working in the virtual environment.

2021 Executive Committee Retreat

Brannin is working with Staff towards having an in-person retreat at Skamania Lodge in Stevenson, January 20-22, 2021. We have a preliminary agenda which includes updating the strategic plan, work plan, committees, and a guest speaker. We are limiting the number of attendees due to social distancing to outgoing/incoming EC members, and few staff. If the Governor's restrictions are extended, we may have to hold a virtual retreat. Beardsley asked if there would be virtual options for attending. Christianson said there will be as Kevin Wick, our actuary, cannot travel at this time due to company policies.

WSTIP Website Update

Branson shared his screen, showed the navigation, search functionality, events, described how ASK Transit will be integrated into the new website, and fielded questions from Board Members. Watch for more information in the coming weeks.

Strategic Plan Update

Branson provided an update on the products and services survey, noting he had engaged Joanne Kerrigan with AGRiP and connected with Pooling partners in Washington to see what they are doing for their Members and how they are distributing the services. In the coming weeks you will see a survey geared around products and services and one asking for feedback from this meeting. The products and services will be sent to the Board and you can either share with your staff (multiple submissions) or submit one as an agency.

Draft 2021 Coverage Documents

Shipman said she would be asking for a motion to move the Coverage Documents to the Board for approval.

General Liability Coverage Document – Beardsley explained the changes in the documents and why they

were made. Christianson gave a brief history of the revisions. ***Jordan moved to move the General Liability Coverage Document and the Public Officials Coverage Document to the Board for adoption. Crouch seconded the motion and the motion passed.***

Executive Director Job Description, Goals and Contract

Shipman gave a brief history of the evaluation process (Board Member and External Partners surveys), sub-committee formation, revisions to the job description to include Risk Management, and development of goals for next year. She thanked Hughes for his assistance in cleaning up the contract. The EC will review the AGRiP Salary Survey to evaluate where the Executive Director falls in the market, with a potential for adjustment. ***George moved to move the Executive Director Job Description, Goals, and Contract to the Board for adoption. Heston seconded the motion and the motion passed.***

Executive Session (EC, Board & Staff)

After the last meeting a Board Member asked why any Board Member can't attend an Executive Session. Shipman stated we want to be really careful as an EC about the Open Public Meetings Act (OPMA) and that we tightened down the Executive Sessions to EC Members, appropriate Staff, and directly involved Members. We do not currently have a policy on who can and cannot attend, so until a policy is developed, any Board Member who wants to attend may, Christianson will ask staff and guests to leave as necessary.

The Executive Committee took a short break at 9:47 am and resumed their meeting at 10:00 am.

Executive Session

The Executive Committee went into Executive Session at 10:01 am to discuss two claims for 30 minutes 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. 2. Or another permitted purpose for Executive Session pursuant to RCW 42.31.110 (1). President Shipman extended the Executive Session for 10 additional minutes at 10:31 am, and an additional 10 minutes at 10:41 am. The committee came out of Executive Session at 10:51 am. No action was taken.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Board Development Committee (BDC)

George reported the BDC had met following the October EC meeting, they reviewed the feedback from the September Board meeting, everyone seemed to like the videos, and plan to meet at the January Retreat to review feedback from the December meeting and plan topics for 2021.

Risks and Opportunities Committee (ROC)

Brannin said the ROC met in November. The committee spent a lot of time looking at loss trends (high value incidents) and the Best Practices that could potentially mitigate the loss. The committee hopes to help Members improve their loss trend. We discussed emerging risks: stop location, boarding and alighting.

Coverage Review Committee (CRC)

Beardsley thanked Committee members for the work they did this year. The Committee will present the Property Coverage Document early next year for review and approval at the March Board meeting. The committee has two topics (Law Enforcement and Contract Liability) remaining for next year. No meetings are scheduled at this time.

Nominations and Elections Committee (NEC)

Brannin said the list of nominees was sent out 10 days prior to the Board meeting as required, the nominations list and ballots have since been updated.

Recap and Adjournment

Shipman quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, talked about the upcoming retreat, previewed the new WSTIP website, awaiting a product and services survey, moved the General Liability and Public Officials Liability Coverage Documents to the Board with recommendation to approve, moved the Executive Director Job Description, Goals, and Contract to the Board for approval, discussed Executive Sessions and who can attend, held an Executive Session to discuss two claims, and sub-committees reported out. Brannin recognized Shipman for her leadership during this year, we've missed in-person meetings but have managed to get business done.

Shipman asked if technologically we can move into breakout sessions for the Member Rep Meetings. Beardsley was concerned since the meeting was running ahead of schedule people may miss the Member Rep meeting. Shipman asked Broadhead to send a notice out regarding the Member Rep Meetings happening early.

Jordan moved to adjourn the meeting at 11:03 am. Brannin seconded the motion and the motion passed. Attendees broke into their size groups for the Member Rep Meetings.

Submitted this 25th day of February 2021.

Approved: 
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Scott Deutsch, Secretary