



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  
 March 25, 2021  
 Zoom

Executive Committee Members Present	Staff Present
Danette Brannin, President, Pierce Transit Jesse Kinney, Vice-President, Valley Transit Scott Deutsch, Secretary, C-Tran Geri Beardsley, Large Member Rep, Community Transit Brandy Heston, Medium Member Rep, Grant Transit Authority David Ocampo, Small Member Rep, Columbia County Public Transportation Jenny George, At-Large Member Rep, Asotin County PTBA Shonda Shipman, Past President, Whatcom Transportation Authority Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Specialist Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joanne Kerrigan, Member Services Manager Brandy Rhodes, Administrative Assistant Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Steve Mertens, Columbia County Public Transportation Tom Hingson, Everett Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Staci Jordan, Island Transit Sara Crouch, Jefferson Transit Paul Shinnars, Kitsap Transit	Justin Brockwell, Link Transit Shawn Larson, Link Transit LeeAnn McNulty, Mason Transit Authority Mike Ringgenberg, Mason Transit Authority Amy Asher, RiverCities Transit Joe Macdonald, Skagit Transit Monique Liard, Spokane Transit Authority Greg Story, Yakima Transit
Executive Session Only Guests	
Mike Sanders, Attorney, Mix Sanders Thompson.	

## Call to Order

President Brannin called the meeting to order at 9:00 am welcoming everyone to the virtual meeting stating she hopes it's the last virtual meeting. Verbal roll call took place. Brannin asked if there were any changes to the agenda noting the Member Representative Meetings would begin at 1 pm and not noon, hearing no other changes, she asked for a motion to accept the agenda. **Shipman moved to approve the agenda. Heston seconded the motion and the motion passed.**

## Consent Agenda

Minutes – February 25, 2021, February 2021 Vouchers and Electronic Payments totaling \$646,295.12.

				<u>Total</u>	
Claims Vouchers	Numbers:	93501257	-	93501314	\$ 349,747.68
Administrative Vouchers	Numbers:	93001607	-	93001635	\$ 145,615.06
Electronic Payments	Dates:	02/01/2021	-	02/28/2021	\$ 150,932.38
					\$ 646,295.12

Brannin asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. ***Shipman moved to approve the consent agenda. Beardsley seconded the motion and the motion passed.***

## Discussion / Potential Action Items

### 2021 Executive Committee (EC) Work Plan

Christianson said the EC work plan had been updated, the indicators had been updated on the Strategic Plan items to show when activity is beginning or underway. There were no questions regarding the Work Plan.

### Driver Record Monitoring Contract Update

Christianson shared an update on the Driver Record Monitoring (DRM) contract for April 1 to December 31, 2021 with reduced pricing. She reported, if the group decides to go to premium service, there is a further discount. Staff will be doing a request for proposal (RFP) for basic service. Staff are happy with Data Driven Safety (DDS) but there are other vendors who can provide the basic service. There is a video from DDS regarding the services and price for the Work Session and they will be at the Board meeting on Friday to answer any questions you may have. Beardsley commented that the video seemed very sales pitchy. Christianson said yes but we do have a sole-source contract with DDS and they want you to know how much they value our business. Shinnors asked if "all-in" means all drivers of every agency or can each agency have a sub-group of drivers that are monitored on premium. Christianson said they are willing to offer this reduced price for the remainder of the year with "all-in" participation. Jordan asked when the pricing would change. Christianson said as soon as the Board makes a decision. Heston asked how many Members are using premium service currently. Branson said five Members but those five Members account for 50 percent of the drivers currently monitored. There was discussion regarding the costs and some Members said they likely would not opt in.

### Driver Record Monitoring Fee Schedule

Branson explained that with the change in the DDS contract the fee schedule also needed to be updated, he showed how the costs are reduced. He explained how the fee structure applies the cost factor for managing the program for the Members and the Interlocal Agreement (ILA) participants. Beardsley asked if the "all-in" premium service is a separate decision. Branson said yes, you are on premium service already so you will pay \$3.83 for the first three months of the year and the remaining nine will be at \$3.35 unless all Members go to premium at which time your cost would be \$2.60 for the remaining months of the year. Deutsch said these are two separate decisions. Christianson concurred. Beardsley said we are agreeing to change pricing for basic service and the five Members who have premium now, but we aren't locking ourselves into the "all-in" premium service. Coit asked why the ILA participants wouldn't have to go to premium. Christianson said she didn't think the ILA participants would want to have the premium service. Macdonald asked if the ILA participants compensate WSTIP to participate. Christianson said yes, the ILA participants pay WSTIP so that WSTIP Members are not subsidizing them. Brannin said staff are asking for action to accept and adopt the proposed fee schedule for April 1 to December 31, 2021.

***Heston moved to adopt the proposed Driver Record Monitoring fee schedule for April 1 to December 31, 2021. Deutsch seconded the motion and the motion passed.***

## Governance Policies

Kinney said the Governance Policy Committee (GPC) had been working and many of these policies have minor changes except for the Claims Management Policy which has more extensive changes.

### Claims Management

Christianson said changes to the Claims Management Policy stemmed from the Association of Government Risk Pools (AGRiP) advisory standards review regarding conflict of interest. The Committee and Hughes worked on adding the conflict of interest language. Hughes explained the conflict of interest language he proposed. There was a lengthy discussion about the language and process. Kinney said he felt like the GPC had more work to do on this policy, so he was withdrawing this policy from consideration and asked it be placed on the next agenda for the GPC along with the Ethics Policy.

### *Duties, Responsibilities and Development of Board and EC Members*

Kinney noted changes to the Bylaws section and capitalization. Jordan suggested the paragraph on page 5 be revised by changing "all" to "a". **Deutsch moved to adopt the Duties, Responsibilities and Development of Board and EC Members as revised. Shipman seconded the motion and the motion passed.**

### *Nominations and Elections*

Kinney stated there were minor changes to this policy regarding Bylaws section, capitalizations, and a more substantial change to reflect how the elections and voting have been taking place the last couple of years. **Shipman moved to accept the Nominations and Elections Policy. Beardsley seconded the motion and the motion passed.**

### *Protocol for Meetings*

Kinney said minor changes to this policy as well to reflect Open Public Meetings Act (OPMA) and when Roberts Rules of Order would be used. **Deutsch moved to accept the Protocol for Meetings Policy. George seconded the motion and the motion passed.**

### *Reimbursement for Paperless Meeting Devices*

Kinney noted changes to reflect updated Bylaws section. The GPC discussed whether this policy was still needed and decided it should remain after reviewing the number of Members using the reimbursement on a three-year cycle. **Heston moved to accept the Reimbursement for Paperless Meeting Devices Policy. Beardsley seconded the motion and the motion passed.**

### *Records Management*

Kinney reported minor revisions to this policy to reference the Pool rather than WSTIP and adding Origami. **George moved to accept the Records Management Policy. Ocampo seconded the motion and the motion passed.**

## Committee Charters

### *Board Development Committee (BDC)*

Branson said every year the EC asks all committees to begin the year by reviewing their charter. The BDC asked to add Item 4 to reflect the practice of educating and informing Members about meeting topics. Jordan suggested adding the word "Member" to Item 5. **Deutsch moved to accept the Board Development Committee Charter with revisions. Heston seconded the motion and the motion passed.**

### *Risk and Opportunities Committee (ROC)*

Deutsch said the committee is recommending changing 4b in the charter to reflect that the chair of the committee be a Member of the EC. Beardsley said she was chair of the Coverage Review Committee after Shinners stepped down as chair but not on the EC. Christianson explained the CRC charter doesn't include such language, but reminded Beardsley that she attended each EC meeting to report on behalf of that committee (which can be a burden). The ROC has many participants who are not Board or EC Members, so it makes sense to have the chair of the ROC be a Member of the EC. ***Shipman moved to accept the Risk and Opportunities Committee charter as presented. Kinney seconded the motion and the motion passed.***

The Executive Committee took a short break at 10:08 am and resumed their meeting at 10:25 am.

## Executive Session

The Executive Committee went into Executive Session at 10:25 am to discuss claims for 15 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). The committee came out of Executive Session at 10:40 am. No action was taken.

## Sub-Committee Reports

### Governance Policy Committee (GPC)

Kinney reported the GPC had met at the Retreat, February 11, and March 8. The committee reviewed several policies and suggested revisions which were accepted earlier today, there are two policies on the agenda for the Board to approve. The committee will continue to work on the Claims Management and remaining policies, working with Kevin Wick on the Capital Funding Philosophy. The committee will try to meet in person in April. The Committee is chaired by Kinney (Vice President) and includes Deutsch (Secretary) and Brannin (President). Staff are Hughes and Christianson.

### Board Development Committee (BDC)

George reported the BDC had met at the Retreat and following the February EC meeting. The Committee reviewed the feedback from the Annual Board meeting and retreat, everyone seemed to like the videos. The BDC will meet after the April and May EC meeting to review feedback from the March meeting and plan topics for June 2021. The BDC consists of George, Beardsley, Ocampo, and Heston. Staff is Branson.

### Risks and Opportunities Committee (ROC)

Deutsch said the ROC met earlier in the month, reviewed their charter which was approved earlier in the meeting. The committee is spending time reviewing stop location, boarding and alighting liability considerations. They also discussed COVID-19 vaccinations, reviewed loss trends, and current legislation that will reduce the number of vanpool riders from five to three and expand where and when the vanpools can be used. As a Pool we discussed and limited coverage that is not incidental to commute last year, we may need to consider revising coverage again. Christianson said she and Kerrigan talked to Justin Leighton at WSTA regarding the legislation which is likely to become law in July. We can tailor coverage to match, as our documents are written to cover traditional vanpooling and some non-traditional services

under special contracts which limit our exposure. Beardsley asked if WSTIP is working with the WSTA vanpool group. Christianson said Kerrigan is attending the meetings and thanked Jordan for reminding the vanpool group of the limited coverage. Christianson reminded the EC the Pool is not risk intolerant. However, we have to be able to secure coverage for the risk and cannot change our coverage document mid-year. There was a lengthy discussion about vanpools in the post-COVID world, what to do with fleets of large vehicles if smaller groups form, costs of insurance in this hardening market, and how to quantify risks of this legislation. More discussion will come on this topic in future meetings. The ROC is chaired by Deutsch (Secretary) and includes Mehin, Kessler, Macdonald, McNulty, Stafford-Smith, Bergkamp, Schmeider, and Liard. Staff are Kerrigan, DeVoll, and Juell. )

### Coverage Review Committee

No report, they are planning to meet on April 8. The CRC consists of Beardsley (Large Member Rep) Chair, Cleveland, Crouch, Mehin, Shinnars, Shipman and Jordan. Staff are Adams, Christianson, and Hughes.

### Executive Session

The Executive Committee went into Executive Session at 11:01 am to discuss claims for 5 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). The committee came out of Executive Session at 11:06 am. No action was taken.

### Recap and Adjournment

Brannin encouraged everyone to return to the zoom call at 1 pm to go to the breakout Member Representative Meetings and quickly recapped the meeting which included roll call, accepting the agenda, approving the consent agenda, reviewing the work plan, approving governance policies and committee charters, an Executive Session to discuss claims, and sub-committees reports. The attendees also discussed legislation regarding vanpools which will bring about more discussion at future meetings.

**Beardsley moved to adjourn the meeting at 11:10 am. George seconded the motion and the motion passed.** Attendees broke into their size groups for the Member Representative Meetings at 1 pm.

Submitted this 22nd day of April 2021.

DocuSigned by:  
  
Approved: \_\_\_\_\_  
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Scott Deutsch, Secretary