



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
 Executive Committee Meeting  
 April 22, 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 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 Justin Brockwell, Link Transit Mike Ringgenberg, Mason Transit Authority	Joe Macdonald, Skagit Transit Monique Liard, Spokane Transit Authority

#### Call to Order

President Brannin called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting hoping it is the last virtual meeting. Verbal roll call took place. Brannin asked if there were any changes to the agenda, hearing no changes, she asked for a motion to accept the agenda. **Heston moved to approve the agenda. Kinney seconded the motion and the motion passed.**

#### Consent Agenda

Minutes – March 25, 2021, March 2021 Vouchers and Electronic Payments totaling \$1,241,001.54.

				<u>Total</u>
Claims Vouchers	Numbers:	93501315	- 93501426	\$ 661,290.61
Administrative Vouchers	Numbers:	93001636	- 93001678	\$ 439,659.69
Electronic Payments	Dates:	03/01/2021	- 03/31/2021	\$ 140,051.24
				<u>\$ 1,241,001.54</u>

Brannin asked if there were any items to remove from the consent agenda. She asked if the Mitel charge was monthly or annually. Branson said annually. There were no items removed from the consent agenda. **Kinney moved to approve the consent agenda. Deutsch seconded the motion and the motion passed.**

## Discussion / Potential Action Items

### 2021 Executive Committee Work Plan

Christianson said there had been no discernable changes to the EC work plan, the Coverage Review Committee (CRC) is leaning towards leaving law enforcement liability alone so it may not come back to the EC other than in a report. The Capital Funding Study will be ready for the May EC meeting. There were no questions regarding the Work Plan.

### Governance Policies

Kinney said the Governance Policy Committee (GPC) had met and had been reviewing policies, many policies have minor changes.

### Actuarial Policy

Kinney said the Actuarial Policy had minor changes. **Deutsch moved to accept the Actuarial Policy. George seconded the motion and the motion passed.**

### Budget Development Policy

Kinney noted minor changes to the policy including clarification to number of employees being a headcount. **Shipman moved to accept the Budget Development Policy. Beardsley seconded the motion and the motion passed.**

### Claims Management Policy

Kinney said the Claims Management Policy came forward last month and underwent further revisions we took out self-reporting and added language to address conflicts of interest. Coit requested that #6 be moved up to #1 and asked that the should and shall be changed to must. Liard suggested changing language in the first sentence to read perform rather than performing. **Heston moved to approve the Claims Management Policy as amended. George seconded the motion and the motion passed.**

### Coverage Appeal Policy

Kinney said minor changes as the committee tried to define the process. Hughes added that the change is consistent with the Bylaws and suggested next time the Bylaws have a revision to change the name of this policy to Coverage Appeal Hearing Process. **Deutsch moved to approve the Coverage Appeal Policy. Heston seconded the motion and the motion passed.**

### Ethics Policy

Kinney noted changes to Ethics policy that are also reflected in the Claims Management Policy. Coit suggested that the should and shall be changed to must in this policy as well. **Shipman moved to accept the Ethics Policy as amended. Beardsley seconded the motion and the motion passed.**

### Executive Director Performance Evaluation

Kinney said minor revisions to this policy changing gender pronouns to they/their and took out unnecessary language. There was a brief discussion regarding how the policy relates to Bylaws and the process of evaluating the Executive Director. **Ocampo moved to accept the Executive Director Performance Evaluation policy as written. Heston seconded the motion and the motion passed.**

### Loss Prevention Program Policy

Kinney said minor revisions to this policy to include in-person visits to Members by Staff and that the Best

Practices will be reviewed on a three year cycle. Christianson added in-person visits is an AGRiP Advisory Standard so while we have always done the visits, it was not in a policy. **Shipman moved to approve the Loss Prevention Program Policy. Beardsley seconded the motion and the motion passed.**

#### Committee Charters

##### Coverage Review Committee (CRC)

Beardsley said the CRC reviewed the charter and request changes to item D so that the committee can review all three policies together for consistency. **George moved to approve the Coverage Review Committee Charter. Heston seconded the motion and the motion passed.**

##### Best Practice – Transit Operations: Rural & Urban Bus Zones Boarding & Alighting)

Kerrigan stated this topic is informational only. She explained the Pool has been seeing increased claims activity around bus stops, we obtained a legal opinion, the Risk and Opportunities Committee (ROC) reviewed and suggested changes, Christianson reviewed and if there are no questions this Best Practice will be posted to the website. There were no questions asked.

##### AGRiP Advisory Standards Application

Branson said every three years we go through the AGRiP Advisory Standards Application, it is one of the duties of the Secretary to review the application. Staff prepared the application; Deutsch reviewed it, and Staff requested the Executive Committee to approve the application so that it may be submitted to AGRiP. Deutsch said it was an interesting process and appreciated Branson and Kerrigan's assistance. **Beardsley moved to approve the AGRiP Advisory Standards Application. Kinney seconded the motion and the motion passed.**

#### Executive Session

There was no Executive Session.

#### Staff Report

##### Executive Staff Report

Christianson reported staff had requested a second Pollution Liability Application from the Members who participate in Pollution, to date seven out of 17 have returned applications, these applications are due back on April 27. We have a new Board Member at Kitsap Transit, Vanessa Audett, she is their Human Resources Manager and we have completed our one on one. She also gave an update on legislation that failed this year but will likely come back again next year. The vanpool legislation did pass, and Staff are preparing information for vanpool programs so that we can try to stay ahead of any coverage issues. Coit asked if annual cost could be added to the contract listing. Christianson said it would be added. Christianson stated that work is beginning on the salary survey and the consultant Kara Turner would be attending the May meeting to go over the philosophy and give background information.

Branson reported the financial audit had begun and may take up to three weeks, reviewing the Driver Record Monitoring Survey data, and offered condolences to Skagit Transit staff on the passing of Mo Hargrove, Vanpool Coordinator. Macdonald thanked everyone.

Kerrigan said an additional application for the Jeffery S. Ristau scholarship had been received and approved. Dr. Lutin is finalizing a presentation regarding the Collision Avoidance Warning System

(CAWS) to Center for Urban Transportation Research and Federal Transit Administration. Staff have started offering an Origami office hour every Wednesday at 10 am and encouraged Members to attend if they can. As part of the ongoing strategic plan items we hosted a cyber webinar earlier in the week with Sean Hoar, if you would like a copy of the recording please contact Kerrigan. Sean Hoar will also be presenting at the June Board meeting. Adams encouraged everyone to attend the virtual Claims Conference on April 28. He gave an update on open and recently closed claims, subrogation, and open litigated claims.

#### Sub-Committee Reports

##### Governance Policy Committee (GPC)

Kinney reported the GPC had met and reviewed several policies and suggested revisions which were accepted earlier today. The committee will continue to work on remaining policies and are working with Kevin Wick on the Capital Funding Philosophy. The committee will meet again in May.

##### Board Development Committee (BDC)

No report.

##### Risks and Opportunities Committee (ROC)

No report.

##### Coverage Review Committee

Beardsley said the changes to the Charter were accepted earlier, they also discussed Law Enforcement Liability and our recommendation is going to be to keep an eye on the topic but not change our coverage regarding it at this time. The other topic the CRC is considering is Contract Liability. Adams added the CRC discussed drones and decided to continue to exclude drones and monitor to see exposure and interest. The Committee is also looking at the definitions for Auto-Physical Damage (APD) regarding personal owned vehicles (POV) used for business travel. The CRC is planning to meet on May 13.

##### Recap and Adjournment

Brannin quickly recapped the meeting, stating the Capital Funding study will be on the agenda for May for approval by Board in June, completed roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, approved governance policies, Coverage Review Committee charter and the AGRIP Advisory Standards Application, and reviewed a Best Practice. Highlighted Executive Staff Report topics of Origami office hour with Christine, contact Kerrigan if you want a copy of the Cyber webinar, and register for the Claims Conference on April 28<sup>th</sup> if you haven't already. The sub-committees also reported out.

***Kinney moved to adjourn the meeting at 10:20 am. George seconded the motion and the motion passed.***

Submitted this 27th day of May 2021.

Approved:   
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Scott Deutsch, Secretary