



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
June 24, 2021
Hybrid Zoom / Enzian Inn

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 Joel Lambert, Claims Associate Brandy Rhodes, Administrative Assistant Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Dunyele Mason, Clallam Transit Tom Hingson, Everett 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 Michael Wagner, Pacific Transit Bill Kessler, Pierce Transit Wayne Thompson, Pullman Transit Amy Asher, RiverCities Transit Elizabeth Halili, RiverCities Transit Tabitha Hayden, RiverCities Transit Joe Macdonald, Skagit Transit Monique Liard, Spokane Transit Authority
Guests Present	
Brian White (broker), Alliant Insurance Services Jan Dwyer-Bang, Boundless Results	Magan Waltari, Whatcom Transportation Authority
Executive Session Only Participants	
Robert Novasky (attorney), Fosberg & Umlaf P.S	

Call to Order

President Rogers called the meeting to order at 9:04 am and welcomed everyone to the hybrid meeting. Verbal roll call took place. Rogers asked if there were any changes to the agenda, hearing no changes, she asked for a motion to accept the agenda. **Deutsch moved to approve the agenda. Heston seconded the motion and the motion passed.**

Consent Agenda

Minutes – May 27, 2021, May 2021 Vouchers and Electronic Payments totaling \$545,645.18.

				Total
Claims Vouchers	Numbers:	93501491	- 93501573	\$ 196,620.43
Administrative Vouchers	Numbers:	93001726	- 93001750	\$ 221,988.71
Electronic Payments	Dates:	05/01/2021	- 05/31/2021	\$ 127,036.04
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				\$ 545,645.18

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

Discussion / Potential Action Items

2021 Executive Committee Work Plan

Christianson said the EC work plan is a dynamic document which gets updated every month, work items are on track and asked if anyone had questions. There were no questions regarding the Work Plan.

Governance Policies

Kinney said the Governance Policy Committee (GPC) had been working on several policies, most have minor changes with the exception of the Capital Funding Philosophy and Purchasing Policy.

Member Driver Record Monitoring Policy

Kinney said changes to the Member Driver Record Monitoring Policy are recommended so that we can look at additional vendors and be more inclusive to potential work around monitoring drivers. ***Deutsch moved to approve the Member Driver Record Monitoring Policy. Heston seconded the motion and the motion passed.***

New Member Admissions Policy

Kinney noted minor changes to the New Member Admissions Policy to clarify that a new Member could utilize their own broker, but the Pool will not reimburse for those fees. Christianson said the requested change is an AGRiP Advisory Standard. George asked if the EC could approve or if this was a Board policy. Christianson said the action is to move the policy to the Board for approval. ***Shipman moved to recommend the Board approve the New Member Admissions Policy. Heston seconded the motion and the motion passed.***

Property Inventory and Surplus Policy

Kinney stated there were minor changes to this policy regarding Bylaws section and capitalizations. ***George moved to accept the Property Inventory and Surplus Policy. Deutsch seconded the motion and the motion passed.***

Purchasing Policy

Kinney said changes to reflect the Bylaws section and to allow the Executive Director to enter into agreements for joint purchasing programs. There were several questions regarding definitions sole-source, single source as they appear to be used interchangeably but have different meanings. Hughes suggested referencing the RCWs for clarity. This policy was sent back to the Governance Policy Committee for further revisions.

Succession for Executive Director

Kinney noted changes to reflect staffing structure and to further define senior manager and years of

service at the Pool. **George moved to approve the Succession for Executive Director Policy. Heston seconded the motion and the motion passed.**

Sub-Committee Reports

Governance Policy Committee (GPC)

Kinney reported the GPC had met three times since the March Board meeting, 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 Purchasing Policy. The committee will try to meet in July.

Board Development Committee (BDC)

George reported the BDC had met following April and May EC meetings, they reviewed the feedback from the March Board meeting, and have arranged for facilitation training this afternoon to help with this hybrid environment prior to the Member Representative Meetings.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC met on June 10 and had a presentation from Ohio Transit Risk Pool about Hydrogen Fuel Cells and insurance regarding these alternative fuels. The committee also discussed network security awareness for employees, micro transit which Whatcom has rolling right now, received updates on the technology grant projects, working on reviewing Best Practices, COVID-19, and updates from Member agencies.

Coverage Review Committee

No report, they are planning to meet on July 27.

The Executive Committee took a short break at 9:35 am and resumed their meeting at 9:51 am.

Executive Session

At 9:52, the Executive Committee went into a 15-minute Executive Session to discuss an upcoming trial with Defense Counsel; 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 10:07 am. No action was taken.

Recap and Adjournment

Rogers quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, approved three governance policies, forwarded one policy to the Board for approval, and sent the Purchasing Policy back to the GPC, sub-committees reported out, and held an Executive Session to discuss claims. **Heston moved to adjourn the meeting at 10:11 am. George seconded the motion and the motion passed.**

Submitted this 22nd day of July 2021.

Approved: 
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Scott Deutsch, Secretary