



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
September 23, 2021
Skamania Lodge & Zoom

Executive Committee Members Present		Staff Present	
Danette Rogers, 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 Brandy Clark, Administrative Assistant Robyn Galindo, Claims Specialist Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joanne Kerrigan, Member Services Manager Joel Lambert, Claims Associate Christine Rouse, Application Support Specialist	
Board Members Present			
Jeff Lubeck, Ben Franklin Transit Dunyele Mason, Clallam Transit Don Burr, Community Transit SuziAnna Scheidegger, Community 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		Amy Asher, Mason Transit Authority LeeAnn McNulty, Mason Transit Authority Michael Wagner, Pacific Transit Amy Cleveland, Pierce Transit Jonna Davis, Pullman Transit Wayne Thompson, Pullman Transit Elizabeth Halili, RiverCities Transit Tabitha Hayden, RiverCities Transit Joe Macdonald, Skagit Transit Dale O'Brien, Skagit Transit Monique Liard, Spokane Transit Authority	
Guests Present			
Brian White (broker), Alliant Insurance Services Miranda Nash, Jefferson Transit		Melanie Espinoza, WSTA Tami Coleman, Whatcom Transportation Authority	

Call to Order

President Rogers called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting. Verbal roll call took place. Guests Tami Coleman from Whatcom Transportation Authority and Miranda Nash from Jefferson Transit were introduced. Rogers asked if there were any changes to the agenda, hearing no changes, she asked for a motion to accept the agenda. **George moved to approve the agenda. Deutsch seconded the motion and the motion passed.**

Consent Agenda

Minutes – August 26, 2021, August 2021 Vouchers and Electronic Payments totaling \$606,178.29.

					Total
Claims Vouchers	Numbers:	93501726	-	93501791	\$ 373,122.01
Administrative Vouchers	Numbers:	93001827	-	93001858	\$ 98,465.95
Electronic Payments	Dates:	08/01/2021	-	08/31/2021	\$ 134,590.33
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					\$ 606,178.29

Rogers asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. ***Kinney moved to approve the consent agenda. Heston 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, the communicable disease claim is being reported in the Executive Staff Report, compensation and benefit survey has been completed, size criteria will be discussed later in the agenda, work plan items are on track and asked if anyone had questions. There were no questions regarding the work plan.

Draft 2022 General Liability (GL) and Public Officials Liability (POL) Coverage Documents

Adams highlighted changes the Coverage Review Committee is recommending to the GL and POL Coverage Documents, and asked permission to send the draft 2022 GL and POL Coverage Documents to the Members for comment. Changes include the wording of wrongful act, language regarding employees using personal vehicles for company business, and addition of language to indicate automatic transfer of subrogation/right of recovery for the Pool. ***Beardsley moved to forward the Draft 2022 General Liability and Public Officials Liability Coverage Documents to the Membership for comments prior to the Coverage Review Committee meeting on October 14. George seconded the motion and the motion passed.***

Size Criteria

Branson said each year the EC determines size criteria for the upcoming elections, note these are different than the underwriting criteria as there are four categories for underwriting. 2020 was an anomaly so the decision would be to remain status quo or change the size criteria for representation on the EC.

Kinney moved to approve the size criteria as presented (status quo) for 2022. Deutsch seconded the motion and the motion passed.

Rate Stability

Branson said rate stability is part of the discussion with the actuary. Our policy asks us to evaluate rate stability yearly. Included in the materials is the rate with and without the equity contribution for 2022 and prior years. Rogers asked why the percentage is less with the equity contribution of \$2.13 million for 2022 than without. Branson explained that while it looks weird the equity contribution allows us to spread the costs further. We use a simplified method to measure this as opposed to a more robust model used by actuaries. Rogers asked if the EC needed to decide equity for 2022. Branson said the Board will make the decision regarding the equity contribution in December.

Claims Settled Over \$100,000

Adams summarized each of the claims settled between \$100,000 and \$250,000 between October 2020 and September 2021. If you have questions regarding any of the claims in the memo, please reach out to Adams.

Crime Policy Limits

Christianson said last year White had approached her about increasing the Crime Policy limits from \$1 million to \$2 million, but it was in December and the policy renews January 1 so there wasn't a lot of time to discuss. She asked White to explain the coverage and limits and why it would be beneficial to move to a higher limit. White explained the most common losses under the crime policy are employee theft. The Pool has had one loss under \$200,000 in the past, and although the odds are low that a loss would exceed \$1 million, if a Member has a large surplus and had a \$5 million loss the policy limit is only \$1 million. The cost of the crime insurance is fairly low. We are estimating the 2022 renewal to be \$18,400 for \$1 million in coverage, and \$28,000 for \$2 million in coverage. With the higher coverage amount it would also change the deductible from \$10,000 to \$25,000. Christianson explained she is concerned about the \$25,000 deductible for smaller Members but is also concerned about only having \$1 million in coverage for the larger Members. White and Christianson fielded questions from participants regarding computer fraud (impersonation) claims, due diligence, how the crime policy and cyber policy work together, some what-if scenarios, and whether all Members had to go to \$2 million or if some could stay at \$1 million. After a lengthy discussion Rogers asked White and Christianson to explore what the costs would be to go to \$2 million in coverage with \$10,000 deductible for all Members who participate in the Crime policy and present both \$1 million and \$2 million limits in December. Note: Central, Everett, Pullman, and Yakima do not participate in the Crime policy.

AGRiP Advisory Standards

Branson said the Pool had received notice that our 35-page application for Association of Government Risk Pools (AGRiP) Advisory Standards had been accepted and the Pool has been awarded Recognition. Deutsch said he learned a lot about WSTIP and how what we are doing meets national standards. Sidenote this year would be a good year to run for Secretary as the application is due every three years. Branson said hats off to the EC and Board.

The Executive Committee took a break from 10:32 am to 10:45 am.

Executive Session

At 10:48 am, the Executive Committee went into Executive Session to discuss claims for 10 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 10:58 am. No action was taken.

Sub-Committee Reports

Nominations and Elections Committee

Kinney stated the Nominations and Elections committee consists of the Vice-President, Secretary and President. There will be an email sent out by Broadhead on Friday after the Board meeting so you can nominate yourself or another Board Member. If you are nominated, Broadhead will reach out to you to make sure you are willing to remain on the ballot. We are going to do our best to have an in-person

retreat this year and will encourage all nominees to attend.

Board Development Committee (BDC)

George reported the BDC had met following July and August EC meetings. They reviewed the feedback from the June Board meeting, and planned agenda for the Member Representative Meetings. Economist John Mitchell will be presenting information and it looks like the next conference we will be able to attend is the AGRiP Governance Conference in March in New Orleans.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC met on September 10, reported two new members of the ROC (Lowell Nee, Valley Transit and Shawn Larson, Link Transit). Our focus of the meeting was to look at where transit will be five to ten years from now. We also discussed alternative fuels, autonomous vehicles, driver shortages, micro transit, should WSTIP consider lowering the age requirement for drivers, and the possibility of creating a pool of drivers like Uber where they work when they want. He also reminded attendees that there are technology grant funds available.

Coverage Review Committee

No report, they are planning to meet on October 14.

Governance Policy Committee (GPC)

No report, the work of this committee is complete for the year.

Recap and Adjournment

Rogers quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, reviewed the work plan, size criteria, rate stability, reviewed claims settled over \$100,000, had a great discussion regarding the crime policy, held an Executive Session to discussion claims, and the sub-committees reported out.

Kinney moved to adjourn the meeting at 11:05 am. George seconded the motion and the motion passed.

Submitted this 28th day of October 2021.

Approved: 
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Scott Deutsch, Secretary