



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
 November 16, 2021
 Zoom

Executive Committee Members Present	Staff Present
Danette Rogers, President, Pierce Transit Jesse Kinney, Vice-President, Valley Transit Scott Deutsch, Secretary, C-Tran Brandy Heston, Medium Member Rep, Grant Transit Authority Jenny George, At-Large Member Rep, Asotin County PTBA Shonda Shipman, Past President, Whatcom Transportation Authority Suzanne Coit, Treasurer, Intercity Transit	Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Ken Mehin, Grays Harbor Transit Paul Shinnars, Kitsap Transit Amy Asher, Mason Transit	Karen Thesing, Pierce Transit Jim Seeks, RiverCities Transit Joe Macdonald, Skagit Transit Monique Liard, Spokane Transit Authority

Call to Order

President Rogers called the meeting to order at 1:07 pm welcoming everyone to the special 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. **Kinney moved to approve the agenda. Heston seconded the motion and the motion passed.**

Discussion / Potential Action Items

Driver Record Monitoring (DRM) Contracts

Christianson explained the purpose of the Special Executive Committee (EC) meeting was to get authority to sign driver record monitoring contracts with Embark Safety and Data Driven Safety as the contract amounts exceed her authority granted by the Purchasing Policy. Branson said WSTIP received three proposals to the Request for Proposal for Driver Record Monitoring. All vendors were qualified. Staff anticipate having two contracts one for basic service only and one for basic and premium service. The lowest price vendor who met our needs in terms of quality and service for basic service is Embark Safety. Regarding premium service Data Driven Safety is still the only vendor. Both Embark and DDS will charge \$0.65 per driver per month for basic service. Abstracts fees are then passed on to Members based on every state's adopted fees. For example, the driver abstract fee with the State of Washington is presently \$13.00 plus a \$0.50 handling fee from each vendor.

Embark Safety

Branson explained the Embark Safety initial contract term should be 2022 – 2025 with additional four-year option ending in 2029, and in Section 5 (Insurance) the value should be \$1,000,000 not \$X,000,000. Christianson asked for approval to finalize this agreement with Embark Safety and grant her permission to proceed with signing the Embark Safety contract as an option for DRM services. **Deutsch moved to adopt the contract with proposed changes. Heston seconded the motion. Discussion:** Branson said this will provide two contracts for DRM. If all basic users choose Embark, the value for the eight-year

period is \$515,000. If all premium Members choose to stay with Data Driven Safety the value for the eight-year period is \$1.45 million. The total combined value is just shy of \$2 million for the eight-year period. Rogers asked if there was further discussion hearing none, she called for a vote. **The motion passed.**

Data Driven Safety (DDS)

Christianson explained the Data Driven Safety (DDS) contract (subscription agreement) is not quite finished as the President/Attorney, Jason Murphy, had a death in the family. She shared the current red-line version, which had been reviewed by legal counsel, and asked if the EC felt comfortable granting her permission to sign once agreement has been reached. The subscription agreement is similar to the one we have used for the last 10 years except we have to remove the language WSTIP added due to DDS using WSTIP's agreement with DOL. DDS now has their own contract with DOL and will have to follow their requirements. Deutsch asked what the value was. Christianson said the per unit price would be \$.65 for basic service and an additional \$2.50 for premium service. Kinney, Heston, and Rogers are comfortable with authorizing permission to sign as long as there aren't variances in the new subscription agreement. **Kinney moved to authorize the Executive Director enter into agreement with Data Driven Safety barring any substantial changes to the agreement. Shipman seconded the motion and the motion passed.**

Recap and Adjournment

Rogers quickly recapped that the EC gave permission for Christianson to sign contracts with Embark Safety and Data Driven Safety as long as there are no changes other than expected changes. Shipman left the meeting at 1:25 pm. Shinners thanked Branson for looking for options. Christianson thanked Shinners. Rogers appreciated having options. Branson said WSTIP will notify the Interlocal Agreement participants that they need to choose one of the vendors as we will not be providing the service any longer. Christianson thanked everyone for joining the meeting today. **Heston moved to adjourn the meeting at 1:28 pm. George seconded the motion and the motion passed.**

Submitted this 9th day of December 2021.

Approved: 
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Scott Deutsch, Secretary