



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
 December 9, 2021
 Alderbrook Resort & 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 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 Chris DeVoll, Transit Risk Specialist Robyn Galindo, Claims Specialist 2 Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joel Lambert, Claims Specialist 1 Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Tom Hingson, Everett Transit Ken Mehin, Grays Harbor Transit Staci Jordan, Island Transit Sara Crouch, Jefferson Transit Paul Shinnors, Kitsap Transit Justin Brockwell, Link Transit Shawn Larson, Link Transit	Amy Asher, Mason Transit LeeAnn McNulty, Mason Transit Amy Cleveland, Pierce Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Transit Joe Macdonald, Skagit Transit Monique Liard, Spokane Transit
Guests Present	
Brandon Hilby, Everett Transit Andrew Halsall, Government Entities Mutual (GEM)	Erin Knudson, Whatcom Transportation Authority

Call to Order

Vice President Kinney called the meeting to order at 9:03 am welcoming everyone to the hybrid meeting. Verbal roll call took place. Guest Brandon Hilby from Everett Transit was introduced. Kinney asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. **Deutsch moved to approve the agenda. Ocampo seconded the motion and the motion passed.**

Consent Agenda

Minutes – October 28, 2021, Minutes – November 16, 2021

				Total
Claims Vouchers	Numbers:	93501861	- 93501919	\$ 616,353.63
Administrative Vouchers	Numbers:	93001880	- 93001911	\$ 754,722.78
Electronic Payments	Dates:	10/01/2021	- 10/31/2021	\$ 133,017.04
				\$ 1,504,093.45

November 2021 Vouchers and Electronic Payments totaling \$1,014,226.96.

				Total
Claims Vouchers	Numbers:	93501920	- 93501976	\$ 505,618.17
Administrative Vouchers	Numbers:	93001912	- 93001944	\$ 385,133.54
Electronic Payments	Dates:	11/01/2021	- 11/30/2021	\$ 123,475.25
				\$ 1,014,226.96

Kinney asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Heston moved to approve the consent agenda. George seconded the motion and the motion passed.**

Discussion / Potential Action Items

2021 Executive Committee Work Plan

Christianson said most of the work on the 2021 work plan has been completed but a couple items will continue into 2022. She thanked the EC for all the work they accomplished and for their service this year. She asked if there were any questions. There were no questions regarding the work plan.

2022/2023 Meeting Schedule

Christianson said the 2022/2023 meeting schedule had been updated to include locations of meetings as well as locations of conferences the Board may want to consider attending. Staff are asking the EC to accept the meeting schedule with a recommendation for the Board to approve. Kinney said the EC would encourage Members to attend conferences as we have done in the past. **George moved to recommend adoption of the 2022/2023 meeting schedule to the Board. Ocampo seconded the motion and the motion passed.**

2022 Executive Committee Retreat / Call for Topics

Kinney explained the EC has topics for the retreat and requested if anyone had additional topics they would like to see discussed or addressed at the retreat to please reach out to him or Christianson. The retreat will be January 19-21, 2022, at Hotel Indigo in Everett. He is hoping to have the retreat fully in person. Current EC Members and those nominated for the EC are invited to attend.

2022 CRC Topic – WSTIP Coverages Related to Personal Vehicle Use for Member Business

Adams explained the Coverage Review Committee (CRC) had discussed personal vehicle use and how WSTIP coverages applied. The CRC made coverage language changes and issued model guidance to clarify available liability coverage which places WSTIP secondary in liability (meaning the auto's own coverage is primary) and WSTIP as non-participatory for auto physical damage/property. This eventually led to an expanded discussion concerning travelers not covered by some form of workers compensation. In most cases, non-workers compensation individuals with Member employees traveling on official agency business amounts to friends and family. Currently, there are no coverage limitations on this in the Coverage Document. Because there was not unanimity among the CRC, they wanted to notify the EC that they will work to present options for further discussion in 2022 and see if the EC has any initial input. Adams asked Members to think about what steps WSTIP should take if any. Some options are to leave the coverage **as is, limit the coverage** (for example, \$100,000 per person and \$300,000 per occurrence), **or exclude** coverage for non-workers compensation individuals, that are not "transit-passengers" traveling in a personal or agency vehicle? Is further discussion needed regarding the lack of property/auto physical damage coverage for non-owned vehicles used for business travel. It should be noted that WSTIP does not collect miles (our exposure unit) for this coverage. For examples, please refer

to the Memo on this topic in the Executive Committee packet. More discussion to come in 2022 on this topic.

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

Adams stated the Coverage Review Committee (CRC) incorporated and responded to comments from the Members in the GL and POL Coverage Documents and asked the EC to send the 2022 GL and POL Coverage Documents to the Board with a do pass recommendation. Christianson said we are asking the EC to recommend approval to the Board as coverage is a Board decision. Adams said changes include the wording of wrongful act, and addition of language to indicate automatic transfer of subrogation/right of recovery for the Pool as well as minor grammatical updates. The CRC is also looking for one more participant, if you are interested in serving on the CRC, please let Adams or Christianson know. **Deutsch moved to forward the Draft 2022 General Liability Coverage Document to the Board with a do pass recommendation. Ocampo seconded the motion and the motion passed.**

Deutsch moved to forward the Draft 2022 Public Officials Liability Coverage Document to the Board with a do pass recommendation. George seconded the motion and the motion passed.

Executive Director Goals 2022

Kinney said he and Rogers had met with Christianson they discussed 2021 goals, results of the evaluation survey, and drafted the 2022 goals which are included in the packet. Liard questioned 1c and whether two Board members per quarter was frequent enough. Christianson said there are more new Board members than veteran but would be willing to modify the goal. Ocampo said Christianson has been amazing at helping him understand the Pool, and his roles (Pool hat vs agency hat), he felt these goals were good. Rogers said sometimes its nice if Christianson just checks in. **Ocampo moved to recommend approval of the proposed Executive Director Goals for 2022. Deutsch seconded the motion and the motion passed.**

Executive Director Salary Retroactive 2021

Kinney said the authority to grant the retroactive salary increase rests with the Executive Committee. The contract calls for the salary to stay within market. The Executive Director's contract was adopted by the Board in December of 2020 with these provisions and expectations. The President, Vice President and General Counsel met to discuss the result from the AGRiP Compensation and Benefit Analysis and the results from the Compensation and Benefits Survey completed by Turner HR services in July. After a preliminary meeting, we also met with the Executive Director to review and discuss the recommended salary adjustment. The Executive Director's current salary is \$170,805. Based on our review, the position is below the market of \$185,000 per the AGRiP study. However, by granting a 5% retroactive salary increase for 2021, thereby raising the salary to \$179,345.25 and then adding the contractually provided general wage increase as the rest of the Staff (budgeted to be 3% for 2022) the Executive Director's salary would come into market range at \$184,725.61 for 2022. This was acceptable to the Executive Director. We are asking the EC to approve a 5% retroactive salary increase for the Executive Director for 2021, as per Section 4 in the existing employment contract. Branson noted the 2021 budget has capacity for the retroactive salary increase. **Ocampo moved to approve retroactive pay and salary adjustment for the Executive Director as presented. Heston seconded the motion and the motion passed.**

The Executive Committee took a break at 10:00 am and resumed their meeting at 10:11 am.

Driver Record Monitoring – Data Driven Safety Contract

Branson gave a status update for the Driver Record Monitoring (DRM) contracts. The contract with

Embark has been signed and is available January 1 for Members. The contract and subscription agreement with Data Driven Safety is still going through legal review, Christianson has approval to sign if it isn't different than expected, we hope to have this contract signed next week and will have it available for you for January 1. Branson outlined the next steps. If you have questions regarding DRM and switching to Embark or staying with DDS, please reach out to Branson.

Executive Session

There was no Executive Session.

Sub-Committee Reports

Nominations and Elections Committee

Kinney said the slate of candidates is included in the materials, if you would like your name added or removed from any open position please let him, Deutsch, or Rogers know as soon as possible as the voting will occur electronically tomorrow. We are excited to have so many people willing to serve on the EC.

Governance Policy Committee (GPC)

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

Board Development Committee (BDC)

George reported the BDC had met following October EC meeting, they reviewed the feedback from the September Board meeting and there is noticeable improvement in audio quality and the duration of the videos has been shortened as requested. We encourage Members to participate in the out of state trainings if you can, the next available conference is AGRiP in New Orleans. Please go to your room to participate in the Member Rep Meetings so that everyone is virtual.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC met in November, discussed the OSHA mandate for vaccines, driver shortages, and hiring problems and possible service reductions if unable to fill driver positions. Continued discussions on micro transit, could we possibly create a pool of drivers like Uber where they work when they want. Reviewed loss trends and security Best Practice. He also recommended people log in and take a look at the Learning Management System (LMS).

Coverage Review Committee (CRC)

The CRC met and discussed contract liability best practices and standards, reviewed changes to the Coverage Documents, and discussed feedback from the State Risk Manager regarding additional insured and certificates of insurance.

Shipman, Knudson, and Seeks arrived at 10:39 am. Kinney asked Shipman to introduce her guest. Shipman introduced Erin Knudson.

Recap and Adjournment

Kinney recapped the meeting, roll call, guest introductions took place (Hilby and Knudson), accepted the agenda, approved the consent agenda, reviewed the work plan, asked for topics for the retreat, discussed personal vehicle use and coverage, moved the 2022/2023 Meeting Schedule, General Liability and Public Officials Liability coverages, and 2022 Executive Director Goals on to the Board with a do pass recommendation. The EC also approved retroactive pay for the Executive Director for 2021, received an update on the Driver Record Monitoring contracts and received reports from the sub-committees.


Kinney reminded the group that Member Rep Meetings would take place at 1:00 pm virtually via breakout

rooms, please log into the zoom from your room so that all participants are virtual. The Work Session will begin at 2:00 pm. Christianson thanked the EC for their service and shared appreciation for their commitment.

George moved to adjourn the meeting at 10:48 am. Heston seconded the motion and the motion passed.

Member Representative Meetings

Attendees broke into their size groups for the Member Representative Meetings after lunch.

Approved:  DA108FE1675642C
Geri Beardsley, Secretary