



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
Executive Committee Meeting  
February 24, 2022  
WSTIP Office & Zoom

Executive Committee Members Present	Staff Present
Jesse Kinney, President, Valley Transit Scott Deutsch, Vice-President, C-Tran Geri Beardsley, Secretary, Community Transit Monique Liard, Large Member Rep, Spokane Transit Joe Macdonald, Medium Member Rep, Skagit Transit David Ocampo, Small Member Rep, Columbia County Public Transportation Paul Shinnors, At-Large Member Rep, Kitsap Transit Danette Rogers, Past President, Pierce Transit 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 Rick Hughes, General Counsel Laura Juell, Training and Risk Coordinator Joanne Kerrigan, Member Services Manager Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Jenny George, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Andy Rowson, Clallam Transit Brandy Heston, Grant Transit Ken Mehin, Grays Harbor Transit Staci Jordan, Island Transit	Justin Brockwell, Link Transit Shawn Larson, Link Transit LeeAnn McNulty, Mason Transit Karen Thesing, Pierce Transit Tabitha Hayden, RiverCities Transit
Guests Present	
Nicole Muegge, Thurston County Treasurer's Office Jim McDonald, JG McDonald & Associates (for the Executive Session only)	

#### Call to Order

President Kinney called the meeting to order at 10:00 am welcoming everyone to the hybrid meeting. Verbal roll call took place. Kinney asked if there were any changes to the agenda, Staff asked to add a discussion item regarding the March Board meeting and the end of the mask mandate. He asked for a motion to accept the amended agenda. **Liard moved to approve the amended agenda. Deutsch seconded the motion and the motion passed.**

Kinney presented four awards for the winners of the Fibbage game from the retreat to Liard, Deutsch, Hingson and Kerrigan.

#### Consent Agenda

Minutes – December 9, 2021, December 2021 Vouchers and Electronic Payments totaling \$2,056,898.90, January 2022 Vouchers and Electronic Payments totaling \$630,178.86, and ICMA/MissionSquare 401a Restatement

					Total
Claims Vouchers	Numbers:	93501977	-	93502044	\$ 514,502.12
Administrative Vouchers	Numbers:	93001945	-	93001988	\$ 1,384,090.39
Electronic Payments	Dates:	12/01/2021	-	12/31/2021	\$ 158,306.39
December 2021 Vouchers & Electronic Payments					\$ 2,056,898.90

				Total
Claims Vouchers	Numbers:	93502045	- 93502099	\$ 179,639.49
Administrative Vouchers	Numbers:	93001989	- 93002025	\$ 294,105.78
Electronic Payments	Dates:	01/01/2022	- 01/31/2022	\$ 156,433.59
<i>January 2022 Vouchers &amp; Electronic Payments</i>				\$ 630,178.86

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

## Presentation

### Thurston County Treasurer's Office

Muegge gave a brief introduction of herself and then presented the Pool's investments and potential options for investing the funds. The presentation is included in the meeting packet. If you have questions, please reach out to Branson or Coit as they can assist with contacting Muegge. Christianson thanked Muegge for her presentation and being such a great partner.

## Discussion / Potential Action Items

### Retreat Follow-up

#### Investment Strategy

Christianson said at the retreat the participants discussed creating an Investment Committee, and if that is a desire the Executive Committee can take that action. Deutsch stated that having an Investment Committee would allow a deep dive on the Governance Policy; Investment and the Investment Addendum and would be a good use of dedicated time. ***Beardsley moved to form a new Investment Committee to review investment policies and strategies. Deutsch seconded the motion and the motion passed.*** Rogers, Liard, Shinnors, and Coit volunteered to serve on the Investment Committee. Kinney asked Branson to be on the committee as well. Christianson said Staff will work on getting a meeting scheduled to develop a charter, and it is an assumption the committee will be a standing committee reporting to the EC. Beardsley suggested seeing if any Board members want to participate on the Committee. Christianson said we can ask at the next Board meeting.

#### Tribal Rules (Expectations) / Protocol for Meetings

Christianson said there is a policy that tells the EC to review the Tribal Rules at the retreat. That was done, but we understand you are interested in updating and possibly combining the Tribal Rules and Working Principles. After discussion the EC asked if the Governance Policy Committee (GPC) would work on revising and incorporating the Tribal Rules and Working Principles into one policy or streamlined format. Beardsley volunteered to work with Christianson to get a first draft for the GPC. The GPC will report back to the EC. Their next meeting is in April.

#### Timing & Location of Meetings

Kinney said at the retreat there was discussion regarding location and timing of EC meetings. He asked if there was interest in changing the times to 8 am or 10 am rather than 9 am. After a brief discussion it was decided to remain with start times at 9 am. As far as locations go Broadhead and Christianson will look at meeting options closer to SeaTac and report back to Kinney as to the feasibility.

### *Technology Grant*

Kerrigan stated that within the packet is information on the Technology Grant; at the retreat there was a robust discussion regarding the match and changing it from 25% to 50%. Staff is asking the EC to take action and approve that change in the program. The goal would be to increase usage and further remove barriers to its use. The staff acknowledge it could make it more competitive. Several attendees spoke in favor of raising the match while some suggested capping the maximum amount of a grant request. It was decided against capping the amount available per agency but to wait and see how the program is utilized. Kerrigan reminded them there will also be a new Technology Catalog available mid-year. **Macdonald moved to change the Technology Grant match from 25% to 50%. Rogers seconded the motion and the motion passed.**

*The Executive Committee took a lunch break at 12:05 pm and resumed their meeting at 12:35 pm. Kinney asked attendees to message Christianson if they were unable to stay past 1 pm. Thesing needed to leave so her Coverage Review Committee report will follow the Property Coverage discussion.*

### *Committee Charter – Governance Policy Committee*

Deutsch said the Governance Policy Committee (GPC) is bringing forward changes to the charter which are minor and include that the chair will report committee activities to the EC. **Macdonald moved to approve the Governance Policy Committee Charter. Rogers seconded the motion and the motion passed.**

### *Property Coverage Document*

Adams explained the Coverage Review Committee (CRC) had reviewed the Property Coverage document and is seeking permission to send the Property Coverage Document to the Membership for comments before their next meeting on March 22. There is a memo in the packet outlining the changes. **Liard moved to send the Property Coverage Document to the Membership for comments. Deutsch seconded the motion and the motion passed.**

### *Sub-Committee Reports*

#### *Coverage Review Committee (CRC)*

Thesing reported the CRC met and had a lively discussion on three topics: the Property Coverage Document; the liability associated with family and friends or non-members riding in agency vehicles; and contract liability/additional insured status. The Property Coverage Document is ready to go to the members for comment. On the family/friends topic the committee discussed whether WSTIP should be covering, limiting or excluding. The CRC was unable to reach consensus on this topic and will likely send out a survey to the membership. The last topic discussed was additional covered party status (you may know of this as additional insured status). We have learned that the State Risk Managers office will not let us provide additional covered party status to a non-Member. This will be a significant disruption and will require an educational campaign regarding additional insureds before any changes to the Coverage Documents occur. Also briefly talked about law enforcement and augmentation to workers compensation which is tabled until the next CRC meeting on March 22. Adams added that Thesing, George, and Macdonald had joined the CRC while Beardsley, Crouch and Cleveland had left the committee.

### *Discussion / Potential Action Items (cont.)*

#### *Recruitment of Claims Specialist*

Christianson requested the authority to hire a new Claims Specialist at either the 1, 2 or 3 level depending on applicant qualifications. Joel Lambert was a Claims Specialist 1. Included in the materials are the ramifications of hiring at each level. Hiring a Claims Specialist 3 would not impact the budget in 2022,

however, it would have an impact on future years. However, given the employment climate we are trying to cast as wide a net as possible. Staff requested this same action in 2019 and it was granted. ***Deutsch moved to grant the Executive Director authority to hire at any of the three levels appropriate for the candidate in question. Liard seconded the motion and the motion passed.***

#### Prior Period Assessment Audit

Branson explained the memo included in the packet as well as the supporting documentation. Branson fielded questions from EC members. This topic will be a discussion item at the March Quarterly Board meeting as EC members questioned if 2021 was an “exceptional circumstance” which is not defined in the policy. Individual EC members suggested the GPC review the Assessment Allocation & Minimum Contribution Policy to possibly define “exceptional circumstances.”

#### 2022 Executive Committee Work Plan

Christianson presented the updated 2022 EC work plan, noting it is continually updated throughout the year. If you think there are items missing from the work plan, please reach out to Christianson or Kinney.

#### March Board Meeting Masking Mandate

Kinney said he wanted to take the opportunity to talk about the March Board meeting in Walla Walla. The mask mandate ends just before the meeting. There could be local rules that dictate the use of masks, we will have to wait and see and WSTIP will follow any local rules. If masks are not required, we will encourage those who want to wear masks to continue to do so. Please reach out to Kinney or Christianson if you have concerns or questions.

#### Presentation

##### 2022 Claims Presentation

Adams briefed attendees on claims they may be seeing throughout the year and their status. If you have questions regarding claims, please reach out to Adams.

#### Executive Session

At 1:36 pm, 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. To discuss performance of a public employee. The committee came out of Executive Session at 1:51 pm. ***Deutsch moved to authorize the Executive Director settlement authority in the Boles v. Skagit Transit matter. Liard seconded the motion and the motion passed. Macdonald abstained from the vote. McDonald left the meeting at 1:37 pm.***

#### Staff Reports

##### Executive Staff Report

Christianson disclosed a mistake on the Crime Application but also that the matter had been resolved. She thanked affected Members for their kind responses. Cyber renewal is beginning soon and will be an online application. In the TransACTION newsletter there is an article regarding the minimums cyber carriers are looking for during renewal. Christianson said she will send the information out to the Board and further noted the cyber market is tough. Kerrigan reported staff recruited and filled the Safety and Risk Advisor position (Chris DeVoll is retiring in April). Welcome to Todd Iddings formerly of Skagit Transit. Todd will begin on March 14. Both Chris and Todd will be at the March Board meeting. The Claims Specialist position closed this week, and staff will review applicants and schedule interviews soon.

WSTIP participated in an amicus brief, entered new contracts, and we have new Board members. Christianson welcomed Andy Rowson, Clallam Transit; Pattie Goedker, Pacific Transit; and Angie Peters, Valley Transit noting that her one-on-one visits were either completed or scheduled for the new Board members. Lastly, the Munich RE audit (in late December) went well with no issues.

Branson reported the year-end financials are complete and the collection of vehicle data started. Property schedules will be coming out soon for Member review as part of the property renewal. He noted the Driver Record Monitoring contracts are in place and WSTIP is closing the contract with Department of Licensing.

Kerrigan gave an update stating that one application for a Risk Management Grant had been received after the packet was completed, the Member Improvement List (MIL) has been developed and site visits to those agencies are being scheduled. She is working on updating four Best Practices. If you would like to participate in one of the Best Practice subject matter expert groups, reach out to Kerrigan. She also reminded attendees that Christine Rouse hosts an Origami office hour on Wednesdays if anyone is looking for help with dashboards.

Adams gave an update on open and recently closed claims, subrogation, and open litigated claims previously noting that the Communicable Disease Claim had been withdrawn.

#### Sub-Committee Reports

##### Governance Policy Committee (GPC)

Deutsch reported the Committee had met in January and February, revised their Charter which was approved during this meeting, and the GPC is reviewing policies that intersect with each other. They are currently working on potential revisions to the Bylaws. The GPC will meet again in April after the EC meeting.

##### Board Development Committee (BDC)

Shinners said the BDC met at the retreat and had a nice hand off from the prior BDC members. The Committee meets immediately following the EC and will be reviewing the charter as well as working on topics for the March Work Session and Member Representative Meetings.

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

No report, the next meeting is March 10.

#### Recap and Adjournment

Kinney recapped: the Audit Committee meeting was completed. As for EC activities, the EC approved the consent agenda, had a nice presentation from the Thurston County Treasurer's Office (TCTO), formed an Investment Committee, sent Tribal rules to the GPC to work on, discussed timing and location of meetings, increased the match from 25% to 50% for the technology grant, gave Staff permission to send the Property Coverage Document to the Members for comment, and authorized the Executive Director to hire either a Claims Specialist 1, 2, or 3. The EC also reviewed the PPAA, and discussed masking requirements in conjunction with the March Board meeting. The EC held an Executive Session to discuss litigation and gave Staff settlement authority in the amount they requested on the Bowles v. Skagit Transit. The EC also received updates from staff and sub-committees.

***Macdonald moved to adjourn the meeting at 2:08 pm. Deutsch seconded the motion and the motion passed.***

Submitted this 24th day of March 2022.

Approved:   
DA108EF1675642C  
Geri Beardsley, Secretary