



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
 March 24, 2022
 Marcus Whitman Hotel & 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 Shinnery, 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 Chris DeVoll, Transit Risk Specialist Rick Hughes, General Counsel Todd Iddings, Safety & Risk Advisor Laura Juell, Training and Risk Coordinator Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist
Board Members Present	
Jenny George, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Andy Rowson, Clallam Transit Steve Mertens, Columbia County Public Transportation Tom Hingson, Everett Transit Brandy Heston, Grant Transit Ken Mehin, Grays Harbor Transit Emily Bergkamp, Intercity Transit Staci Jordan, Island Transit Sara Crouch, Jefferson Transit Justin Brockwell Link Transit	Shawn Larson, Link Transit Amy Asher, Mason Transit Authority LeeAnn McNulty, Mason Transit Authority Pattie Goedker, Pacific Transit Amy Cleveland, Pierce Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Elizabeth Halili, RiverCities Transit Jim Seeks, RiverCities Transit Angie Peters, Valley Transit Shonda Shipman, Whatcom Transportation Authority
Guests Present	
Brian White (broker), Alliant Insurance Services Miranda Nash, Jefferson Transit	

Call to Order

President Kinney called the meeting to order at 9:10 am welcoming everyone to the hybrid meeting. Verbal roll call took place. Guests and new Board members were 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. Beardsley seconded the motion and the motion passed.**

Consent Agenda

Minutes – February 24, 2022, February 2022 Vouchers and Electronic Payments totaling \$993,144.34

				Total
Claims Vouchers	Numbers:	93502100	- 93502148	\$ 696,859.37
Administrative Vouchers	Numbers:	93002026	- 93002057	\$ 110,970.59
Electronic Payments	Dates:	02/01/2022	- 02/28/2022	\$ 185,314.38
				\$ 993,144.34

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.**

Discussion / Potential Action Items

2022 Executive Committee Work Plan

Christianson said the 2022 work plan had been updated, she is working with Beardsley and the Governance Policy Committee on the Working Principles/Tribal Rules, the Communicable Disease Claim has been withdrawn, and the EC will continue to work on the investment strategy throughout 2022. There were no questions regarding the Work Plan.

Committee Charters

Risk and Opportunities Committee (ROC)

Deutsch thanked Macdonald for filling in for him at the ROC meeting, stating there is one minor change to the charter to define what happens if the chair is not available to attend a meeting. Kinney asked for a motion to approve the ROC charter as presented. **Macdonald moved to accept the Risk and Opportunities Committee charter as presented. Liard seconded the motion and the motion passed.**

Board Development Committee (BDC)

Shinners said the BDC had minor grammatical changes to the charter and move the importance of educating Board Members. Kinney asked if there were any questions and asked for a motion to accept the BDC charter as presented. **Deutsch moved to approve the Board Development Committee charter. Rogers seconded the motion and the motion passed.**

Meeting Locations

Kinney explained the EC has been talking about moving away from meeting at the WSTIP office to try other locations close to or at the SeaTac airport. We are looking at hosting the August EC meeting at the SeaTac airport conference center to see how it would work for the group and potentially host February and October 2023 there as well. After a brief discussion consensus was to try meeting at the SeaTac airport for August. Christianson said the EC meeting schedule will come back to the EC at the April meeting to update the location.

Property Coverage Document

Adams explained the Coverage Review Committee (CRC) had sent the Property Coverage Document out to the Members for feedback after the February EC meeting. The CRC met on March 22 to discuss the feedback received, which ranged from no comment to some comments. The Committee reviewed all comments. As part of the review, the CRC recommends deleting the second paragraph on page 5 (*If the Pool initially defends a Member or pays for a Member's defense, but later determines that none of the claims for which the Pool has provided a defense or paid defense fees and/or costs are covered under this Coverage Document, the Pool has the right to seek reimbursement for of the defense fees and/or costs the Pool has incurred. The Pool must advise the Member of its right to seek reimbursement of defense fees and/or costs in any reservation of rights communicated to the Member. The right to*

reimbursement under this section will only apply to the defense fees and/or costs the Pool has incurred after the Pool has notified the Member that, based on developments or decisions in the claim or lawsuit being defended, no covered or potentially covered claim continues to exist and that, as a result, the Pool no longer has any defense obligation but is continuing to provide a defense as a matter of courtesy.) as it creates confusion. Christianson said the CRC is requesting the EC recommend the Board adopt the 2022-2023 Property Coverage Document with the changes as presented with the exception that second paragraph on page 5 removed. **Macdonald moved to recommend the Board adopt the 2022-2023 Property Coverage Document as amended. Deutsch seconded the motion and the motion carried.**

Executive Session

There was no Executive Session.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report, the Committee will meet again in April.

Board Development Committee (BDC)

Shinners reported the BDC reviewed their charter and recommended changes which were adopted earlier in the meeting, they reviewed the feedback from the Annual Meeting and the Retreat. There were some comments in the feedback about the videos and Work Session being redundant and incorporating more emphasis on training and Best Practices. Shinners said the BDC will be reviewing the AGRiP Pooling Academy to see if it will be helpful to Board Members.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC met in March, thanked Macdonald for chairing the meeting and thanked the EC for approving the charter revisions. The ROC discussed changes to the Technology Grant, and are looking forward to the updated Technology Catalog (July 2022). Deutsch said many of us are having challenges delivering service due to driver or maintenance staff shortages. The CRC also reviewed loss trends, Best Practices, HR policy reviews, and are working on a de-escalation project for the Learning Management System (LMS).

Coverage Review Committee (CRC)

Thesing reported the CRC met to review the Property Coverage Document, recommended removing Paragraph 2 of Section F on page 5. The committee also discussed the definitions in the Property Coverage Document and decided to continue to leave them purposefully vague. The CRC discussed contract liability best practices and standards, friends and family in agency and rental vehicles, and discussed feedback from the State Risk Manager regarding additional insured and certificates of insurance. Christianson reported receiving good news from the State Risk Manager as there will be minor changes in the contractual liability sections of the Coverage Documents.

Investment Committee

Coit gave an update on the work the Investment Committee is working on, they are developing a charter, and looking for more members.

Recap and Adjournment

Kinney recapped the meeting, roll call, guest and new Board member introductions took place, accepted the agenda, approved the consent agenda, reviewed the work plan, approved ROC and BDC charters, discussed moving the August EC meeting to the SeaTac airport, recommended forwarding the Property

Coverage Document to the Board for approval, and received reports from the sub-committees.

Kinney reminded the group the Work Session will begin at 1:00 pm.

Macdonald moved to adjourn the meeting at 9:52 am. Rogers seconded the motion and the motion passed.

Submitted this 28th day of April 2022.

Approved:  DA108FF1675642C...
Geri Beardsley, Secretary