



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 22, 2022  
Confluence Technology Center & Zoom

Executive Committee Members Present	Staff Present
Jesse Kinney, President, Valley Transit Scott Deutsch, Vice President, C-Tran Monique Liard, Treasurer/Large Member Rep, Spokane Transit Joe Macdonald, Medium Member Rep, Skagit Transit Paul Shinnars, At-Large Member Rep, Kitsap Transit Danette Rogers, Past President/Acting Secretary, Pierce Transit	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Todd Iddings, Safety & Risk Advisor Laura Juell, Training & Risk Coordinator Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist Karey Thornton, Accounting & Payroll Specialist
Board Members Present	
Jenny George, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Andy Rowson, Clallam Transit Cyndie Eddy, Community Transit Tom Hingson, Everett Transit Brandy Heston, Grant Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Island Transit Nicole Gauthier, Jefferson Transit Miranda Nash, Jefferson Transit	Justin Brockwell, Link Transit Shawn Larson, Link Transit Amy Asher, Mason Transit Authority Pattie Goedker, Pacific Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Tabitha Hayden, RiverCities Transit Angie Peters, Valley Transit Shonda Shipman, Whatcom Transportation Authority Greg Story, Yakima Transit
Guests Present	Executive Session only guests
Brian White (broker), Alliant Insurance Services Brandon Hilby, Everett Transit Magan Waltari, Whatcom Transportation Authority	Jim McDonald, JG McDonald & Associates Kasper Sorenson, Malarchick & Sorenson Caryn Jorgensen, Stokes Lawrence McKenzi Hoover, Stokes Lawrence

#### Call to Order

President Kinney called the meeting to order at 9:00 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. Liard seconded the motion and the motion passed.**

#### Public Comment on Consent Agenda, Discussion, Potential Action Items

Kinney asked for public comment. No public comments were received.

## Consent Agenda

Minutes – August 25, 2022, August 2022 Vouchers and Electronic Payments totaling \$1,516,983.13

				Total
Claims Vouchers	Numbers:	93502522	- 93502609	\$ 658,458.54
Administrative Vouchers	Numbers:	93002265	- 93002298	\$ 681,464.98
Electronic Payments	Dates:	08/01/2022	- 08/31/2022	\$ 177,059.61
				<u>\$ 1,516,983.13</u>

Kinney asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. ***Liard moved to approve the consent agenda. Macdonald 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, contract liability is included in the General Liability Coverage Document, the Investment Committee is working on the investment strategy, the Executive Director Evaluation process is beginning, and there will be further discussion on the Technology Grant. She thanked the EC for all their work this year. There were no questions regarding the Work Plan.

### Executive Director Performance Review

Kinney stated the officers had met and decided they would be sending a survey, which includes information from Christianson and Kinney, out to each Board member to allow Board members to give feedback to assist the EC in evaluating the Executive Director's performance as required by policy. Broadhead will send an email out on Monday requesting Board input on the Executive Director's performance.

### Size Criteria for Member Groups for 2023

Branson said the Nominations and Elections Committee had reviewed the size criteria as required by policy to be completed by October and is recommending Grant move to small Member size, and Mason remain as medium. Noting this is only for the size groupings for the Member representative groups it does not affect the actuarial determined groups for loss capping. The recommended groups are Small under 1 million miles, Medium 1 to 4 million miles, and Large over 4 million miles annually with the exception of Mason Transit remaining a Medium. ***Deutsch moved to accept the size criteria as presented. Rogers seconded the motion and the motion passed.***

### Rate Stability

Branson shared the historical view of rate stability, the Pool's Budget Development Policy which states the rate is considered stable if the total change in the rate (without Contribution to Surplus) is 5% or less. Christianson explained in years where the rate is higher than 5% the Pool was trying to raise capital to increase the net position in the case of financial adversity, and just because the Pool has a 5% increase doesn't mean a Member would have a 5% increase to their assessment it could be more or less depending on the agency's miles and loss experience. Branson fielded questions from Members about the years where the rate was higher than 5% and about the calculation and what was included. If you have questions regarding the rate stability, please reach out to Branson.

### Claims Settled over \$100,000

Adams talked about each of the claims contained in the memo, sharing background, and the philosophy about how if everyone is equally happy and unhappy then you have likely reached a fair settlement. Adams answered questions from Members. Christianson said there have been delays in settlements due to the pandemic, but the courts are opening back up and we've had a couple of really good settlement outcomes, thanks to Adams and his team. Kinney thanked Adams for his report. If you have questions about any of the Claims in the report, please reach out to Adams.

### Technology Grant Application – Pierce Transit

Deutsch said the Risk and Opportunity Committee (ROC) had reviewed and recommended approving the Pierce Transit Technology Grant Application to put telematics in their vanpools in hopes to reduce losses. The telematics will monitor the vanpool driver for behaviors like speeding, hard braking, and where the van is going. Thesing thanked Deutsch for the great recap and said telematics have changed since 2018 when the technology was first piloted. Liard asked if there were an accident and the telematics reveals the cause to be the driver, could we have them named? Deutsch explained the agency owns the vehicle and insurance follows the vehicle. The agency can deal with the risky behavior. Other Members who have telematics on vanpools shared they are seeing decreases in risky behavior and complaints from the public. **Macdonald moved to approve the Pierce Transit Technology Grant application as presented not to exceed \$100,000. Liard seconded the motion and the motion passed.** Christianson congratulated Pierce on their grant award.

*The Executive Committee took a short break from 10:05 to 10:15 am.*

### Executive Session

At 10:16 am, the Executive Committee went into a 45 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. The committee came out of Executive Session at 11:01 am. Kinney announced the Executive Session would be extended an additional 30 minutes. The EC went back into Executive Session at 11:01 am. The committee came out of Executive Session at 11:30 am. Kinney announced the Executive Session would be extended an additional 20 minutes. The EC went back into Executive Session at 11:30 am and exited Executive Session at 11:50 am. **Macdonald moved to grant the requested settlement authority in Thorinson vs Everett Transit. Deutsch seconded the motion and the motion passed.** The attorneys left the meeting at 11:52 am.

### Sub-Committee Reports

#### Nominations and Elections Committee (NEC)

Deutsch said with the size criteria approved the NEC will be soliciting nominations for the 2023 Executive Committee utilizing a survey as they have done in the past. However, the positions being solicited for will include Vice-President. Kinney thanked Deutsch for the report.

#### Board Development Committee (BDC)

Macdonald reported the BDC reviewed the feedback from the June Board meeting and set the agenda for the Member Representative Meetings that will be happening after the EC meeting today. Kinney thanked Macdonald for the report.

### Risks and Opportunities Committee (ROC)

Deutsch said the ROC met September 8. He explained the committee talks about things that may impact the Pool going forward, new risks, and tools we can use to mitigate the risk. At the September meeting the committee reviewed Pierce Transit's Technology Grant application to put telematics in their vanpool fleet, electrical fire suppression for buses and the challenges the local fire department may face. The ROC asked WSTIP to develop a new Best Practice regarding alternative fuel sources. The TOC discussed CDL third party testers, recommendation to the EC for the Technology Grant including a tiered approach to projects with hopes to increase grant utilization and a survey. The committee also discussed youth fare free and declined to develop a Best Practice regarding the youth fare free, cyber security solutions, the Trainer's Showcase, and plan to begin in-depth conversations regarding in-house security and the issues around that topic. Kinney thanked Deutsch for the report.

### Coverage Review Committee (CRC)

No report.

### Investment Committee

Liard reported the Investment Committee met on September 13. They are working on the Investment Policy and a potential recommendation to invest in the States Separately Managed Account program. The committee will be bringing information to the October EC meeting with hopes to dip our toes into more fruitful investment incomes. Kinney thanked Liard for her report.

### 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, explained the approach for the Executive Director Performance Review, approved Size Criteria for the Member groups for the 2023 EC, reviewed the rate stability, listened to information from Adams about claims settled between \$100k and \$250k, approved the Pierce Transit Vanpool Telematics Technology Grant request, held an Executive Session, granted Staff requested Settlement Authority and received reports from the sub-committees.

Broadhead explained the lunch was in the indoor patio, Small Group was to meet in the Executive Board Room, Medium Group was to meet in the Skykomish Room, and the Large Group would remain in the Quad Room. Kinney reminded the group the Work Session will begin at 2:30 pm.

***Macdonald moved to adjourn the meeting at 12:02 pm. Rogers seconded the motion and the motion passed.***

Submitted this 27th day of October 2022.

DocuSigned by:  
  
Approved: \_\_\_\_\_  
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Danette Rogers, Acting Secretary/Past President