



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 8, 2022
 Kitsap Conference Center & Zoom

Executive Committee Members Present	Staff Present
Jesse Kinney, President, Valley Transit Scott Deutsch, Vice President, C-Tran Monique Liard, Treasurer/Large Member Representative, Spokane Transit Joe Macdonald, Medium Member Representative, Skagit Transit David Ocampo, Small Member Representative, Columbia County Public Transportation Paul Shinnars, At-Large Member Representative, Kitsap Transit (virtual) Danette Rogers, Past President/Acting Secretary, Pierce Transit	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director John Cushing, Claims Specialist Robyn Galindo, Claims Specialist Rick Hughes, General Counsel Todd Iddings, Safety & Risk Advisor Caron Igoe, Administrative Assistant Laura Juell, Training & Risk Coordinator Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist
Board Members Present	
Jenny George, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit (virtual) Andy Rowson, Clallam Transit Cyndie Eddy, Community Transit Brandon Hilby, Everett Transit Tom Hingson, Everett Transit (virtual) Brandy Heston, Grant Transit Jean Braaten, Grays Harbor Transit (virtual) Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Island Transit Nicole Gauthier, Jefferson Transit Miranda Nash, Jefferson Transit	Mary Pauly, Kitsap Transit Justin Brockwell, Link Transit Shawn Larson, Link Transit Amy Asher, Mason Transit Authority Jason Rowe, Mason Transit Authority (virtual) Pattie Goedker, Pacific Transit Michael Wagner, Pacific Transit (virtual) Amy Cleveland, Pierce Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Dale O'Brien, Skagit Transit Angie Peters, Valley Transit Shonda Shipman, Whatcom Transportation Authority Greg Story, Yakima Transit (virtual).
Executive Session only guest	Guest
Elena Bundy, Bundy Law Group (Attorney)	Andrew Halsall, Government Entities Mutual, Inc. (GEM)

Call to Order

President Kinney called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests will be captured by staff. 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. **Liard moved to approve the agenda. Deutsch 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 – October 27, 2022, October 2022 Vouchers and Electronic Payments totaling \$2,656,120.37, and November 2022 Vouchers and Electronic Payments totaling \$2,38,698.39

				<u>Total</u>
Claims Vouchers	Numbers:	93502670	- 93502743	\$ 920,349.22
Administrative Vouchers	Numbers:	93002319	- 93002359	\$ 1,618,087.10
Electronic Payments	Dates:	10/01/2022	- 10/31/2022	<u>\$ 117,684.05</u>
				\$ 2,656,120.37

				<u>Total</u>
Claims Vouchers	Numbers:	93502744	- 93502824	\$ 2,017,779.02
Administrative Vouchers	Numbers:	93002360	- 93002388	\$ 156,095.66
Electronic Payments	Dates:	11/01/2022	- 11/30/2022	<u>\$ 214,823.71</u>
				\$ 2,388,698.39

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 and a new work plan will be created at the retreat for 2023. She thanked and congratulated the EC for all their work this year. There were no questions regarding the Work Plan.

Executive Director Performance Review

Kinney stated the results of the Executive Director Performance Review survey were included in the packet which includes feedback from the Board. He had individual meetings with the managers and discussed how day to day operations were going. We will also have an Executive Session to discuss the performance of the Executive Director.

Hingson arrived at 9:10 am.

Executive Director 2023 Goals

Deutsch explained he had met with Kinney and Christianson to develop the Executive Director 2023 goals. The goals remain largely the same except the one regarding operational efficiencies has been modified. Christianson shared that operational efficiencies have been focused on records management, contract liability, and the property schedules. She is now going to see if there are further improvements to be made. Kinney asked if there were any questions, hearing none, he asked for a motion to recommend approval of the Executive Director 2023 Goals to the Board. **Liard moved to recommend the Board approve the Executive Director 2023 Goals. Macdonald seconded the motion and the motion passed.**

2023/2024 Meeting Schedule

Deutsch shared the 2023 – 2024 Meeting schedule, noting there are two Executive Committee meetings

at the SeaTac airport conference center and one in Spokane to increase fairness for all Executive Committee members who have to travel. Christianson pointed out the Executive Committee meeting on January 18 at the Cedarbrook Lodge at 10 am which will be an Executive Session to give updates and potentially seek settlement authority on multiple claims. **Liard moved to adopt the 2023 – 2024 meeting schedule as presented. Deutsch seconded the motion and the motion passed.**

Retreat Topics

Christianson outlined the retreat schedule starting with the Executive Committee meeting at 10 am on Wednesday and ending with lunch on Friday. The retreat facilitator is Teri Fisher from Insight Strategies, if you receive a call from her or one of her staff please talk to them, current 2022 EC, 2023 EC, and committee chairs are encouraged to attend the retreat. If you have a topic you would like the EC to look at as a potential topic please email or call staff or Deutsch. Liard asked why strategic plans were on a three-year cycle. Branson explained that it has historically been the life cycle of the officers which help to form the plan to see the plan through.

Shipman arrived at 9:19 am.

Sub-Committee Reports

Nominations and Elections Committee (NEC)

Deutsch thanked all the nominees and shared the finalized list of candidates for the 2023 EC. George withdrew from the Small Member Representative position. Christianson reminded everyone that nominations would be accepted from the floor during the election the following day. Hughes explained voting would be electronic and if a candidate didn't receive 50% plus one then the top two vote recipients would advance for an additional vote until the 50% plus one was achieved. Christianson said we expect all Members to be present tomorrow so we should have 25 votes for each position. If you choose not to vote please let us know so we aren't waiting for your vote.

Executive Session

At 9:27 am, the EC went into a 15-minute Executive Session pursuant to RCW 42.30.110 (1) (g) to discuss performance of a public employee. Staff were excused. The EC exited Executive Session at 9:42 am. No action was taken.

At 9:45 am, the EC 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. 2. To discuss performance of a public employee. The committee came out of Executive Session at 10:30 am. Kinney announced the Executive Session would be extended an additional 5 minutes. The EC went back into Executive Session at 10:30 am and exited Executive Session at 10:35 am. **Macdonald moved to grant the requested settlement authority in Williams vs Kitsap Transit. Rogers seconded the motion and the motion passed.** The attorney left the meeting at 10:35 am.

Sub-Committee Reports

Board Development Committee (BDC)

Shinners apologized for not being in person and reported the BDC reviewed the feedback from the September Board meeting and set the agenda for the Member Representative Meetings that will be happening after the Work Session today. He noted the BDC discussed the Gettysburg training and felt it

should be a topic for discussion with the 2023 BDC. Kinney thanked Shinnars for the report.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC met in November and welcomed a new committee member Shawn Brewer from Grays Harbor. 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. The ROC started in-depth conversations regarding in-house security and the issues around that topic and recommend a sub-committee develop recommended Best Practices for Security, and look at a potential for group purchasing coverage. He thanked Kerrigan and Iddings for all their work on the CDL Third Party Examiners project and Island for hosting participants. We now have 18 brand new CDL testers. The ROC also discussed autonomous vehicles, AON cyber solutions pilot, and updates from the Members. Kinney thanked Deutsch for the report.

Coverage Review Committee (CRC)

No report.

Investment Committee

No report.

Recap and Adjournment

Kinney recapped the meeting, guest and new Board member introductions took place, accepted the agenda, approved the consent agenda, reviewed the work plan, shared results from Executive Director Performance Review, discussed Executive Director 2023 Goals, approved the 2023 – 2024 Meeting Schedule, discussed the 2023 retreat logistics, held two Executive Sessions, granted Staff requested Settlement Authority and received reports from the sub-committees. Christianson thanked Kinney for his great recaps over the year reminding everyone that this EC was Kinney's last EC as President.

Lunch would be in Oyster Bay at 12 pm, photos would take place during the Work Session, and the Work Session will begin at 1:00 pm.

Kinney adjourned the meeting at 10:51 am.

Submitted this 23rd day of February 2023.

Approved:  7624726F511C442...
Joe Macdonald, Secretary