



AGENDA

Executive Committee
 January 15, 2016
 Great Wolf Lodge ~ Grand Mound

11:00 am **CALL TO ORDER – President Emmett Heath** Sign-in sheet
 1. Roll Call of Members and Introduction of Guests
 2. Changes in Agenda/Motion to Accept Agenda

	Page #	*WP #
CONSENT AGENDA		
1. Minutes – December 10, 2015	002	
2. December 2015 Administrative Vouchers/Checks – Total voucher approval of \$259,127.37 including staff payroll and internet/credit card payments.	008	
3. December 2015 Claims Vouchers/Checks – Total voucher approval of \$226,990.11.	023	

ACTION ITEMS		
1. 2016 Meeting Schedule		026

DISCUSSION ITEMS		
1. Executive Committee 2016 Work Plan – Hatten		028

STAFF REPORTS (deferred until next meeting)

SUBCOMMITTEE REPORTS (deferred until next meeting)

EXECUTIVE SESSION

11:30 am **RECAP and ADJOURN – President Emmett Heath**

*WP = Work Plan Item #

Board Development Committee Meeting – 02/25/16 following EC MTG
 Governance Policy Committee Meeting – 02/25/16 following EC MTG
 Emerging Risks and Opportunities Committee Meeting – 03/03/16 WSTIP Office



**Minutes of the
Executive Committee Meeting
December 10, 2015
Little Creek Resort, Shelton**

Executive Committee Members Present:	Staff Present:
Wendy Clark-Getzin, Medium Member Rep, Clallam Transit Nick Covey, President, Link Transit Sara Crouch, Small Member Rep, Jefferson Transit Emmett Heath, Vice-President, Community Transit Ken Mehin, Past-President, Grays Harbor Transit Paul Shinnars, Secretary, Kitsap Transit	Anna Broadhead, Member Services Assistant Tracey Christianson, Member Services Manager Chris DeVoll, Transit Risk Consultant Ron Franz, General Counsel Al Hatten, Executive Director Joanne Kerrigan, Risk and Training Coordinator Andrea Powell, Information Systems Specialist Jerry Spears, Deputy Director
Board Members Present:	
Amy Asher, RiverCities Transit Lynn Bourton, Link Transit Danette Brannin, Mason Transit Rich Evans, Pacific Transit Kevin Futrell, Yakima Transit Stephanie Guettinger, Columbia County Public Transportation Kevin Hebdon, Ben Franklin Transit Leann Hubbard, Pullman Transit Rob Huyck, Pierce Transit Staci Jordan, Island Transit	Rob LaFontaine, Twin Transit Ed McCaw, Valley Transit Dale O'Brien, Skagit Transit Motoko Pleasant, Skagit Transit Brian Rojo, Kitsap Transit Shonda Shipman, Whatcom Transportation Authority Michael Wagner, Grant Transit Lynda Warren, Spokane Transit Leslie Williamson, Intercity Transit
Guests Present:	
Tami Eastwood, Whatcom Transportation Authority Brenda Lamb, Link Transit	Brian White, Alliant

Call to Order

President Covey called the meeting to order at 9:03 am. Covey welcomed all participants as a sign in sheet was passed around the room during a verbal roll call. A quorum was determined to be present as Covey called for changes to the agenda. There were no changes.

Heath moved to approve the agenda. Shinnars seconded the motion and it passed.

Consent Agenda

Minutes – October 22, 2014, October 2015 Administrative Vouchers/Checksⁱ, October 2015 Claims Vouchers/Checksⁱⁱ, November 2015 Administrative Vouchers/Checksⁱⁱⁱ, November 2015 Claims Vouchers/Checks^{iv}

Crouch moved to approve the consent agenda. Heath seconded the motion and the motion passed.

Action Items

Jeffrey S. Ristau Scholarship Award

Hatten said with the addition of a late request in the amount of \$640 we have expended the entire allocated amount (\$20,000) for the Jeffrey S. Ristau Scholarship. There is an additional \$20,000 in the 2016 budget and if the budget is approved we will begin advertising the availability of scholarship funds at the beginning of 2016. Covey thought it was interesting how the scholarship was spread amongst the members. Clark-Getzin suggested recipients send a letter of gratitude or testimony of how it helps their organizations so the Board can get warm fuzzy feelings about the program. Guettinger said when you receive an RTAP scholarship you have to write a report about what you learned and she suggested adding this element to the scholarship. Covey said that will be something to chat about next year.

Training Coalition Appointment

Christianson explained that WSTIP holds four seats on the Training Coalition Board: Christianson permanently sits in one, Jim Thielke (BFT 1-year remaining) and Donna Hall (WTA 2-years remaining), and requested the Executive Committee make a selection for the vacant seat (3 year term). She thanked Brenda Hamilton from C-Tran for serving on the Training Coalition Board and explained there were four applicants this year, Dale Tronsen from Grant (has not served, used to work at Pullman), Chris Saffer from Pierce (has not served, but J. Michelle Swope from Pierce has served), Mike Ringgenberg from Mason (has not served), and Patricia O'Hare from Grays Harbor (has not served, but Patti Carlin from GHT has served). The committee asked Board members in attendance if they wanted to offer comments on the candidates. Board members shared comments regarding the candidates. Heath suggested a straw poll to narrow down the candidates. ***The majority of Executive Committee members voted for Dale Tronsen and he was appointed to the Training Coalition board seat by consensus.***

Approve Salary General Wage Increase for General Counsel

Covey said the committee reviewed General Counsel's evaluation, and have two options: leave counsel's wages where they are or, as in past practice, adopt the Intercity Transit general wage increase. This year it is 3 percent which would bring Franz's hourly rate to \$67.11. Covey asked for a motion. ***Clark-Getzin moved to increase General Counsel's wages by 3 percent, Mehin seconded the motion and it passed.***

Interlocal Agreement for Driver Record Monitoring/Benton County

Christianson reminded the Committee about the template Interlocal Agreement (ILA) they had approved at the previous meeting giving the Executive Director the authority to sign as long as there were no changes to the ILA. Benton County asked for changes to the ILA for Driver Record Monitoring after sending the ILA through their legal counsel. They sent their changes, Franz reviewed and determined them to be inconsequential, but recommended we bring it back to you to approve before adopting. We have received two of the ILA's back with no changes. ***Mehin moved to accept the Interlocal Agreement for Driver Record Monitoring with Benton County as presented. Shinnors seconded the motion and it passed.*** Heath commented that he appreciates the conservatism of bringing it back to the Executive Committee.

Discussion Items

Executive Committee 2015 Work Plan

Covey said 12 months ago we put this work plan together and we will have completed everything as planned at the completion of the election tomorrow. Covey thanked everyone for their hard work. He couldn't believe how fast the year had passed.

2016 Draft Meeting Schedule

Hatten presented the proposed meeting schedule for 2016. We have a signed contract with the Great Wolf Lodge and Terri Fisher for the Executive Committee retreat. We have a draft contract with Skamania Lodge (the hold-up is on Hatten, they are charging 20 percent service charge not including gratuity so Broadhead is negotiating. The Executive Committee dates are balancing with the Governmental Entities Mutual (GEM) meetings, then the June meeting at the Marcus Whitman with the golf tournament at Veterans Memorial. WSDOT has moved the public transportation conference into September which conflicts with our Board meeting schedule so we are recommending moving the September meeting to the 28-29; possibly up in Anacortes where the WSTA annual meeting was held. The Annual Meeting will be held in the Olympia area to give opportunity for WSTIP staff to join us. Christianson said we are also looking at dates to hold the joint WSTAWSTIP leadership training in 2016, but trying to organize schedules is difficult, we may try to hold the training in August during the normal WSDOT conference week.

We have also included the Board Development conferences (Spring AGRiP, PRIMA, CAJPA, and Fall AGRiP) if you want to attend any of these conferences, please let Broadhead know. Heath said he has conflicts with the July 28 and October 27 Executive Committee meetings but is alright with having Shinners chair those meetings. If you have recommendations for meeting locations, please submit them to the incoming President (Heath).

2016 Executive Committee Retreat

Hatten reminded everyone the retreat is open to newly elected Executive Committee members, candidates who were not elected, new Board members, continuing Executive Committee members, and those who are departing the Executive Committee. We will focus on the strategic plan; Heath asked that staff send a copy of the strategic plan out to attendees prior to the retreat. What other topics would you like to discuss at the retreat? Board members suggested the following topics: responsibilities of the Board of Directors, measurable progress made in 2015, report from the Emerging Risks and Opportunities Committee, Executive Director succession plan, the sub-committee high level outline on how we are going to replace the Executive Director, and relationships.

Proposed GL and POL Non-Transit Exclusion

Franz stated that the proposed changes to the General Liability (GL) and Public Officials Liability (POL) coverage documents if adopted would mean that you would not have coverage for non-transit related exposures, and felt the Board needed to know the basis for this exclusion. Hatten said for example Mason Transit just opened a new community center with transit operations because of the way our coverage documents are written we are covering the building and activities that go on in the community center. There are youth activities and other community activities that may be bringing unintended exposures to the Pool. We want to clarify that if you have non-transit activities to segregate out the lines of coverage as this isn't the focus and direction of the Pool to be covering ongoing community center operations. If the coverage you have is inadequate then the Pool may be responsible. Franz stated there are several ways this could be worded and a million different ways to craft an exclusion.

Clark-Getzin said many of us have multiple uses for our properties, and you review our hold harmless agreements. Franz said this isn't a property exclusion it's a GL and POL exclusion, when I think about a non-transit exclusion rather than get into a lengthy explanation in putting together this language a non-transit exclusion are words that would be interpreted by the Executive Director, someone who lives transit should be able to understand what a non-transit activity is. If the Executive Director gets it wrong then you

could appeal to the Executive Committee.

Participants suggested a Best Practice as to what constitutes transit versus non-transit activity (does it transport people from point A to point B, define the role of transit in Washington, what is typical amongst the members, require facilities use permits). Franz fielded more questions and felt that we are in a pretty specific industry and we should be able to come up with understandable language about what is excluded. Heath asked about the appeals process. Franz said as in the past if the Executive Director denies coverage for a claim a member can appeal to the Executive Committee, which puts the Executive Committee in charge of the coverage. Heath likes the general exclusion language and doesn't want to be more descriptive.

Franz clarified that activities in these community centers such as Everett and Mason are covered at this time, hopefully you have done your due diligence and required them to have insurance. White said Alliant is evaluating dedicated insurance for this specific location, making sure the tenants also have insurance. He recommended looking at your operations and if you have third parties come on-site and have special events that you purchase separate special events policies, there are several vendors that provide off the shelf coverage for these occasions. They carve out the event and protect and insulate the Pool's assets it is good risk management and he would encourage you to do so.

Shipman asked about Exclusion E regarding terrorism, what would happen if our employees were injured. Franz said we would look to at the GL and POL if the agency fell short of legal duties or was negligent in some regards then our coverage may respond to injuries. White said if your employees are hurt Labor and Industries (L&I) coverage would be triggered. Christianson said it doesn't matter how the employee is injured that is Workers Compensation, damage to your property would fall under our property coverage. Hatten said there is coverage you can buy under Terrorism Recovery Re-Insurance Act (TRRIA), which the Board discussed but at one time around 9-11 but it was so expensive the Board decided not to purchase the coverage. White said it is still available for purchase. Covey suggested that this topic be continued in 2016. O'Brien said we rent a room at Skagit station to the Skagit County Sheriff's office but don't require a contract. Franz said this language doesn't address public entities using the facilities, but suggested there be a contract and hold harmless agreement. Clark-Getzin said we should have leases or hold harmless agreements every time someone uses our facility. Shinnars asked if the Pool could do a blanket coverage similar to Underground Storage Tanks (UST) for the members who have this type of exposure. Franz said coverage is in control of the Board so you can create whatever coverages you want. The Executive Committee needs to vet this out and tell staff what is wanted.

Add this topic to the 2016 work plan. Clark-Getzin said this could also be called our risk-appetite. Hatten said this is a significant change, we became aware of the exposure and want to be in front of it. Heath clarified that at this time non-transit activities are covered. Hatten said yes, Mason has done a good job with their hold harmless clause, but if the loss exceeds the limits provided by the lessee then it is going to come back to us.

The Executive Committee took a break at 10:30 am and resumed their meeting at 10:50 am.

Sub-Committee Reports

Governance Policy Committee

The Governance Policy Committee reported they had reviewed the organizational policies and have no recommended changes.

Legislative Committee

No report.

Underwriting Committee

No report.

Nominations and Elections Committee

Covey stated elections will be held tomorrow, we have rules to follow regarding Roberts Rules of Order. We have a slate of candidates. He recommended holding primaries where the top two contenders move on to the final vote and if there is a tie then re-vote. Hatten reminded everyone that they were welcome to remove or add their name to the ballots.

Board Development Committee

Christianson said on behalf of Hingson (who is in his room sick) the Board Development Committee met after the October Executive Committee meeting. They approved the 2016 Board Development Opportunities (out of state travel) which are on the draft 2016 schedule. If there are other events you want the Board Development Committee to consider, please forward them to the At-Large Member Representative (which will be determined during tomorrow's election), they will bring it forward to the committee. The committee also worked on topics for the Member Representative meetings, WSTIP 101, and gave us feedback on the Board orientation program *Behind the Curtain* asking us to implement a pre-test in addition to the post-test which we will implement in 2016. She wanted to let the committee know how much she enjoyed working with them and is sad to say goodbye, as they took the member representative role in a way others before them hadn't. There was a round of applause for the Board Development Committee.

Emerging Risks & Opportunities Committee

Jordan reported that the Emerging Risks and Opportunities Committee had met on November 9. The committee discussed personal recording devices, social media boundaries, drones, collision avoidance pilot project, possible apps for tracking vanpool drivers (and how they are driving), and operators using prescription drugs, is it safe and legal for them to be operating a bus, and how do you remove that employee from duty. We would like staff to organize a work session topic with an officer from Washington State Patrol on how to recognize someone who has too many drugs in their system, and are asking staff to sending a question to MRSC regarding this topic as well.

Executive Director Succession Committee

Heath said the Committee (Heath, Hingson, Covey, Clark-Getzin, and Mehin) had met regarding the process for when Hatten retires; we reviewed the document used by GEM and Hatten's document regarding his thoughts on the transition process. We made no decisions but talked about whether or not we would plan to use a third party search firm, early step would be to make sure the job description is up to date and meets approval from the Board. We are two years away and it's probably a bit early to plan too much. We decided we would like to get a high level plan developed so we can pull it off the shelf early 2017 and recruit for the Executive Director's position.

Driver Recognition Committee

Covey said this committee will recognize drivers with exceptional lengths of service with no accidents. Shipman said they just celebrated a driver who had driven for 40 years and over a million miles. This Committee plans to meet in January.

Executive Session

Staff Salary Survey Update & Executive Directors Contract

The Executive Committee went into Executive Session at 11:09 am pursuant to RCW 42.30.110 for not to exceed and 20 minutes; they came out of session at 11:27 am.

Active Claims Update

The Executive Committee went into Executive Session at 11:27 am pursuant to RCW 48.62.101 for not to exceed 30 minutes; they came out of session at 11:50 am.

Recap/Review

Covey noted that all \$20,000 had been awarded of the Jeffrey S. Ristau Scholarship fund for 2015, we appointed a new training coalition board member (congratulations Dale Tronsen), approved General Counsel's wage increase, and authorized the Executive Director to sign the Driver Record Monitoring Interlocal Agreement with Benton County as revised.

Adjournment

Covey adjourned the meeting at 11:52 am. Spears announced that an Intercity Transit bus would be arriving shortly to demonstrate the Collision Avoidance software. The photographers would like to do the group photo during lunch break, individual photos will be taken during the work session.

Submitted this 15th day of January 2016.

Approved: _____
Diane O'Regan, Secretary

ⁱ Check numbers 25801 through 25902 in the amount of \$218,162.79. Internet transfers of \$50,849.68 for the 10/15/15 payroll, \$44,893.56 for the 10/31/15 payroll and \$7,788.38 for Staff Benefits for 10/2015 from the WSTIP Administration Account to the WSTIP Payroll Account at US Bank. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$67,994.25. **Total voucher approval, including October 2015 staff payroll and Internet and ACH payments is \$389,688.66.**

ⁱⁱ Check numbers 7779 through 7885 in the amount of \$710,962.35. **Total voucher approval is \$710,962.35.**

ⁱⁱⁱ Check numbers 25903 through 25942 in the amount of \$50,058.35. Internet transfers of \$45,240.29 for the 11/15/15 payroll, \$44,846.20 for the 11/30/15 payroll and \$8,013.47 for Staff Benefits for 11/2015 from the WSTIP Administration Account to the WSTIP Payroll Account at US Bank. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$31,390.87. **Total voucher approval, including November 2015 staff payroll and Internet and ACH payments is \$179,549.18.**

^{iv} Check numbers 7886 through 7969 in the amount of \$425,083.41. **Total voucher approval is \$425,083.41.**

December 2015 Administration Voucher Approval

December 1st to December 31st 2015 vouchers audited and certified by the auditing officer as required by RCW 42.24.080,

and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been e-mailed to the Executive Committee members on January 8, 2016.

ACTION:

I, _____, as of this date, _____, 2015
Move that the following checks be approved for payment:

Vouchers: Check Numbers 25943 through 26026 in the amount of \$129,520.25. Internet transfers of \$46,403.31 for the 12/15/15 payroll, \$52,066.91 for the 12/31/15 payroll and \$8,013.47 for Staff Benefits for 12/2015 from the WSTIP Administration Account to the WSTIP Payroll Account at US Bank. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$23,123.43. **Total voucher approval requested, including December 2015 staff payroll and Internet and ACH payments is \$259,127.37.**

The motion was seconded by _____ and approved by a unanimous vote.

I, the undersigned, PRESIDENT/VICE PRESIDENT OF THE WASHINGTON STATE TRANSIT INSURANCE POOL (WSTIP) of the state of Washington, do hereby certify that the merchandise or services, herein specified have been received and the following checks are approved for payment.

PRESIDENT/VICE-PRESIDENT

DATE

Washington State Transit Insurance Pool
December 2015 Administration Vouchers
US Bank Administration Account

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
12/01/2015	Internet	US Bank Visa (Purchasing Cards)	Credit Card Exps - Nov (Combined Pmt)	300 · Accounts payable	7,778.45
12/03/2015	25943	American Training Resources, Inc.	VOID: Video Purchase - Distracted Driving	300 · Accounts payable	0.00
12/03/2015	25944	AP Design Works LLC	2015 WSTIP Holiday Card	300 · Accounts payable	517.50
12/03/2015	25945	Capital Event Center	Meeting Room Balance	300 · Accounts payable	540.00
12/03/2015	25946	CenturyLink	Telephone Services	300 · Accounts payable	728.87
12/03/2015	25947	City of Pullman - Pullman Transit	Guest Rider - Jefferson Transit	300 · Accounts payable	1,031.81
12/03/2015	25948	Davis Wright Tremaine LLP (OR)	Professional Services - Multiple	300 · Accounts payable	52,250.00
12/03/2015	25949	Evergreen Maintenance Landscaping, LLC	Landscape Maintenance - November	300 · Accounts payable	726.12
12/03/2015	25950	Express Personnel Services	Admin Services - Gallela & Van Camp	300 · Accounts payable	1,417.48
12/03/2015	25951	FedEx	FedEx Services	300 · Accounts payable	10.84
12/03/2015	25952	Insight Strategies, Inc.	2016 Exec Retreat Facilitation	300 · Accounts payable	4,209.20
12/03/2015	25953	MindPerk	VOID: 9 Traits of Highly Successful/Teams	300 · Accounts payable	0.00
12/03/2015	25954	Quill Corporation	Office Supplies	300 · Accounts payable	81.57
12/03/2015	25955	Red Lion Hotel - Olympia	Lodging - E. Heath	300 · Accounts payable	111.69
12/03/2015	25956	RICOH USA, Inc (Pasadena)	Additional Images	300 · Accounts payable	90.15
12/03/2015	25957	RiverCities Transit	2015 Risk Management Grant	300 · Accounts payable	2,500.00
12/03/2015	25958	Seraphim Consulting & Training Solutions	Second Series Dispatcher Train-the-Trainer	300 · Accounts payable	2,200.00
12/03/2015	25959	Summit Law Group	Asotin Co / Columbia Co	300 · Accounts payable	2,996.00
12/03/2015	25960	Terminix International	Pest Control Services	300 · Accounts payable	114.24
12/03/2015	25961	Twin Transit Authority	2015 Risk Management Grant	300 · Accounts payable	2,500.00
12/03/2015	25962	Valley Transit - WA	Travel Reimbursement - E. McCaw	300 · Accounts payable	385.55
12/07/2015	ACH	Brenda Barnett	Travel Reimbursement	300 · Accounts payable	30.36
12/08/2015	25963	Cisco WebEx, LLC	WebEx Renewal	300 · Accounts payable	3,756.00
12/11/2015	ACH	Christian DeVoll	Travel Reimbursement	300 · Accounts payable	1,524.37
12/11/2015	25964	Capitol City Press, Inc.	Holiday Cards	300 · Accounts payable	408.29
12/11/2015	25965	Christopher C. Howard	2015 Jeffrey S. Ristau Scholarship	300 · Accounts payable	1,000.00
12/11/2015	25966	Clallam Transit System	Guest Rider - Grant Transit	300 · Accounts payable	1,190.15
12/11/2015	25967	Consolidated Technology Services	Technology Services	300 · Accounts payable	818.72
12/11/2015	25968	DESCO Electronics Corp	Service Call	300 · Accounts payable	70.72
12/11/2015	25969	Express Personnel Services	Admin Services - Gallela	300 · Accounts payable	632.50
12/11/2015	25970	ISO Services, Inc.	Maintenance Fee	300 · Accounts payable	25.00
12/11/2015	25971	Law Lyman Daniel Kamerrer & Bogdanovich	Intercity & Grays Harbor Transits	300 · Accounts payable	645.00
12/11/2015	25972	Lemay - Pacific Disposal	Recycling Services - November	300 · Accounts payable	93.03
12/11/2015	25973	McSwain and Company, PS	Accounting Services	300 · Accounts payable	1,319.00
12/11/2015	25974	National Maintenance Contractors	Janitorial Services - December	300 · Accounts payable	200.97
12/11/2015	25975	Network Computing Architects, Inc.	Fortinet Installation	300 · Accounts payable	54.40
12/11/2015	25976	Progressive Mobility Services Inc.	ADA Consulting	300 · Accounts payable	375.00
12/11/2015	25977	Puget Sound Energy	Electric Utilities	300 · Accounts payable	818.25
12/11/2015	25978	Red Lion Hotel - Olympia	Meeting Room Rental	300 · Accounts payable	802.51
12/11/2015	25979	RICOH USA, Inc	Copier Lease	300 · Accounts payable	481.69
12/11/2015	25980	Robert K. Steen	2015 Jeffrey S. Ristau Scholarship	300 · Accounts payable	1,000.00
12/11/2015	25981	SKAGIT	2015 Risk Management Grant	300 · Accounts payable	2,500.00
12/11/2015	25982	Virginia Ponce de Leon	2015 Jeffrey S. Ristau Scholarship	300 · Accounts payable	600.00
12/17/2015	ACH	Geneva Financial Services, Inc.	Professional Services - Multiple	300 · Accounts payable	3,405.00

Washington State Transit Insurance Pool
December 2015 Administration Vouchers
US Bank Administration Account

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
12/21/2015	25983	American Driving Records	Driver Abstracts - Reports	300 · Accounts payable	28.70
12/21/2015	25984	Andrea M. Benson	2015 Jeffrey S. Ristau Scholarship	300 · Accounts payable	1,000.00
12/21/2015	25985	Chad M. Erickson	2015 Jeffrey S. Ristau Scholarship	300 · Accounts payable	1,000.00
12/21/2015	25986	Crystal Springs (TX)	Bottled Water	300 · Accounts payable	50.16
12/21/2015	25987	Express Personnel Services	Admin Services - Gallela & Van Camp	300 · Accounts payable	784.98
12/21/2015	25988	Hewlett-Packard Company - IL	HP Desktop Computer	300 · Accounts payable	662.59
12/21/2015	25989	Island Transit	Travel Reimbursement - S. Jordan	300 · Accounts payable	131.12
12/21/2015	25990	Jennifer Hayslip	2015 Jeffrey S. Ristau Scholarship	300 · Accounts payable	1,000.00
12/21/2015	25991	Ken Mehin	Travel Reimbursement	300 · Accounts payable	40.48
12/21/2015	25992	Lynda Warren	Travel Reimbursement	300 · Accounts payable	563.31
12/21/2015	25993	Office Depot	Office Supplies	300 · Accounts payable	318.43
12/21/2015	25994	Paul Shinnors	Travel Reimbursement	300 · Accounts payable	117.30
12/21/2015	25995	Sara M. Crouch	Travel Reimbursement	300 · Accounts payable	189.98
12/21/2015	25996	Seraphim Consulting & Training Solutions	Second Series Dispatcher Training Train-the-Trainer	300 · Accounts payable	3,500.00
12/21/2015	25997	Tom Hingson	Travel Reimbursement	300 · Accounts payable	115.40
12/21/2015	25998	Verizon Wireless	Staff Wireless Services	300 · Accounts payable	391.53
12/21/2015	25999	Clallam Transit System	2015 Jeffrey S. Ristau Scholarship - R. Stimbert	300 · Accounts payable	640.00
12/22/2015	Internet	American Express Costco (Jerry)	Credit Card Exps	300 · Accounts payable	1,400.35
12/28/2015	26000	Joanne Kerrigan	Travel Reimbursement	300 · Accounts payable	29.90
12/29/2015	ACH	Anna Broadhead	Travel Reimbursement	300 · Accounts payable	962.98
12/29/2015	ACH	US Bank Visa (Purchasing Cards)	Credit Card Exps - Dec (Combined Pmt)	300 · Accounts payable	8,021.92
12/30/2015	26001	Amy Asher	Travel Reimbursements	300 · Accounts payable	395.60
12/30/2015	26002	Andrea Powell	Travel Reimbursement	300 · Accounts payable	29.90
12/30/2015	26003	CenturyLink	Telephone Services	300 · Accounts payable	737.72
12/30/2015	26004	City of Longview (RC)	Guest Rider - Pullman & Pierce Transits	300 · Accounts payable	1,953.51
12/30/2015	26005	City of Olympia - Utilities	Utilities: Current Billing 12-18-15	300 · Accounts payable	665.30
12/30/2015	26006	Comcast	Comcast Business Services	300 · Accounts payable	288.52
12/30/2015	26007	Cooper Studios	Staff Portraits	300 · Accounts payable	1,904.84
12/30/2015	26008	DOL	Driver Record Monitoring	300 · Accounts payable	5,852.18
12/30/2015	26009	Emmett--Heath	Travel Reimbursement	300 · Accounts payable	132.42
12/30/2015	26010	Express Personnel Services	Admin Services - Gallela & Van Camp	300 · Accounts payable	1,224.44
12/30/2015	26011	FedEx	FedEx Services	300 · Accounts payable	78.70
12/30/2015	26012	Hermanson Company, LLP	HVAC Services	300 · Accounts payable	1,950.22
12/30/2015	26013	Island Transit	Guest Rider - Ben Franklin Transit	300 · Accounts payable	985.31
12/30/2015	26014	Kevin Hebdon	Travel Reimbursement	300 · Accounts payable	315.10
12/30/2015	26015	Leann Hubbard	Travel Reimbursement	300 · Accounts payable	402.58
12/30/2015	26016	Leslie Williamson	Travel Reimbursement	300 · Accounts payable	34.50
12/30/2015	26017	Little Creek Casino & Resort	Lodging/Room/Catering Services	300 · Accounts payable	8,374.30
12/30/2015	26018	MichaelWagner	Travel Reimbursement	300 · Accounts payable	349.60
12/30/2015	26019	Nick R. Covey (Wireless Device)	Wireless Device Reimbursement	300 · Accounts payable	120.00
12/30/2015	26020	Office Depot	Office Supplies	300 · Accounts payable	190.90
12/30/2015	26021	Quill Corporation	Office Supplies	300 · Accounts payable	53.81
12/30/2015	26022	RICOH USA, Inc (Pasadena)	Additional Images	300 · Accounts payable	252.87
12/30/2015	26023	Stephanie Guettinger	Travel Reimbursement	300 · Accounts payable	288.95
12/30/2015	26024	Summit Law Group	Asotin County	300 · Accounts payable	2,184.00
12/30/2015	26025	Valley Transit - WA	Travel Reimbursement - E. McCaw	300 · Accounts payable	411.05

Washington State Transit Insurance Pool
December 2015 Administration Vouchers
US Bank Administration Account

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
12/30/2015	26026	WA State Dept of Revenue	Leasehold Excise Tax - Q4 15	300 - Accounts payable	577.80
					152,643.68
12/11/2015	5842	Health Care Authority	Staff Benefits - Inv Month: 12/2015	300 - Accounts payable	8,013.47
12/15/2015	Wire Trans	WSTIP Payroll Account	12/15/2015 Payroll & Taxes	300 - Accounts payable	46,403.31
12/31/2015	Wire Trans	WSTIP Payroll Account	12/31/2015 Payroll & Taxes	300 - Accounts payable	52,066.91
				Total	259,127.37



Credit Card Expense Report

PURPOSE: Credit Card Expense Report

DATE SUBMITTED: 12/2/2015

EMPLOYEE INFORMATION:

Name Jerry Spears

Phone Number

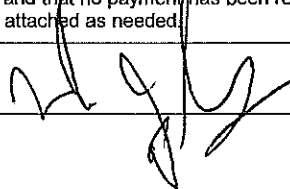
System/Affiliation WSTIP

Date	Description	Miles	Mileage Rate (57.5 cents)	Lodging	Travel	Meals	*Misc.	Total
10/22/2015	Postage - USPS Postage		\$				\$ 100.00	\$ 100.00
10/23/2015	Postage - Service Fee		\$				\$ 15.99	\$ 15.99
10/28/2015	Telephone - CenturyLink Long Distance		\$				\$ 0.22	\$ 0.22
11/1/2015	Subscription - Agility Recovery Solutions		\$				\$ 360.00	\$ 360.00
11/2/2015	Staff Travel - Parking (Seattle)		\$		\$ 22.00			\$ 22.00
11/2/2015	Meal Exp - King Co Metro Visit		\$			\$ 29.85		\$ 29.85
11/2/2015	Staff Travel - Parking (Seattle)		\$		\$ 16.00			\$ 16.00
11/11/2015	Meal Exp - w/ P. Shinnars (Kitsap Visit)		\$			\$ 15.28		\$ 15.28
11/11/2015	Staff Travel - Toll Fee		\$		\$ 6.00			\$ 6.00
11/11/2015	Subscription - Spokeo (People/Address Search)		\$				\$ 14.85	\$ 14.85
11/14/2015	Conf/Travel-Board - TRB Annual Meeting - Rob Huyck Reg		\$				\$ 630.00	\$ 630.00
11/20/2015	Staff Travel - Lodging Exps (Ben Franklin/Rosco Visit)		\$	\$ 123.21				\$ 123.21
11/19/2015	Postage - USPS Postage		\$				\$ 100.00	\$ 100.00
			\$					\$
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			\$					\$
			\$					\$
			\$					\$
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			\$					\$
			\$					\$
			\$					\$
		0	\$ -	\$ 123.21	\$ 44.00	\$ 45.13	\$ 1,221.06	
							Total	\$ 1,433.40

APPROVED BY: _____

*NOTES: EV2015078067

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: 

*Make Check Payable To:
US Bank Visa (Purchasing Card)



Staff Reimbursement Request

PURPOSE: Business Related Expenses

DATE SUBMITTED: 11/18/2015

EMPLOYEE INFORMATION:

Name Tracey Christianson

Phone Number 360 786 1628

System/Affiliation WSTIP / Member Services Manager

Date	Description	Miles	Mileage Rate (57.5 cents)	Lodging	Travel (Airfare/Rental Car)	Meals (B,L,D)	Budget	Total
11/5/2015	Panera Bread: Spears and Christianson (Meeting with DWT)		\$ -			\$ 22.02		\$ 22.02
11/11/2015	Mad Mimi - subscriptions		\$ -					\$ 45.70
			\$ -					\$ -
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		0	\$ -	\$ -	\$ -	\$ 22.02	\$ -	\$ -
							Total	\$ 67.72

APPROVED BY:

*NOTES: Through 11/23/2015

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: Tracey Christianson

*Make Check Payable To:
On WSTIP credit card



Expense Report

PURPOSE: Credit Card Expense Statement

DATE SUBMITTED: 11/30/2015

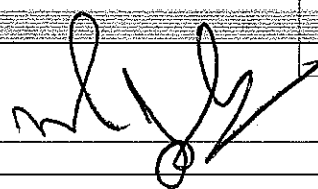
EMPLOYEE INFORMATION:

Name Anna Broadhead

Phone Number 360-786-1645

System/Affiliation WSTIP

Date	Description	Miles	Mileage Rate (56 cents)	Lodging	Travel (Airfare/Rental Car)	Meals (B,L,D)	*Misc. (Explain in Notes)	Total
10/26/2015	Holiday Inn Express - Lacey		\$ -	\$ 111.59			Staff Lodging	\$ 111.59
10/29/2015	Little Creek Resort		\$ -		\$ 2,061.00		Annual Meeting Deposit	\$ 2,061.00
11/6/2015	Little Creek Resort		\$ -		\$ 151.80		Annual Meeting Deposit	\$ 151.80
11/20/2015	Little Creek Resort		\$ -		\$ 965.06		Annual Meeting Deposit	\$ 965.06
11/23/2015	Little Creek Resort		\$ -		\$ 160.88		Annual Meeting Deposit	\$ 160.88
			\$ -					\$ -
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			\$ -					\$ -
		0	\$ -	\$ 111.59	\$ 3,338.74	\$ -		\$ -
Total								\$ 3,450.33

APPROVED BY: 

*NOTES: _____

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: /s/ Anna Broadhead

Make Check Payable To:
US Bank VISA



Credit Card Expense Report

PURPOSE: Credit Card Expense Report

DATE SUBMITTED: 12/2/2015

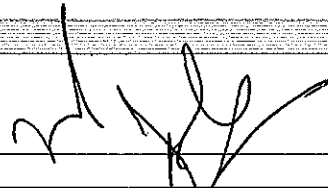
EMPLOYEE INFORMATION:

Name Andrea Powell

Phone Number _____

System/Affiliation WSTIP

Date	Description	Miles	Mileage Rate (57.5 cents)	Lodging	Travel	Meals	*Misc.	Total
10/24/2015	Software - Web Network Solutions		\$				\$ 341.91	\$ 341.91
11/7/2015	Software - Web Network Solutions		\$				\$ 75.98	\$ 75.98
11/12/2015	Software - Microsoft Renewal		\$				\$ 36.99	\$ 36.99
11/12/2015	Meal Exp - w/ J. Masfield (Pierce) Origami Meeting		\$				\$ 55.56	\$ 55.56
11/15/2015	Software - Smartsheet Monthly Subscription		\$				\$ 17.41	\$ 17.41
11/20/2015	Hardware - Best Buy		\$				\$ 337.26	\$ 337.26
			\$					\$
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		0	\$ -	\$ -	\$ -	\$ -	\$ 865.11	
							Total	\$ 865.11

APPROVED BY: 

*NOTES: EV2015078087

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: /s/ Andrea Powell

*Make Check Payable To:
 US Bank Visa (Purchasing Card)



VISA Statement Report

PURPOSE: Business Expenses

DATE SUBMITTED: 1/4/2016

EMPLOYEE INFORMATION:

Name Allen F Hatten

Phone Number 360-786-5004

System/Affiliation WSTIP

Date	Description	Miles	Mileage Rate (56.5cents)	Logging	Transportation	Meals (B.L.D.)	Misc. (Explain in Notes)	Total
12/3/2015	Seatac Parking				\$ 56.00			\$ 56.00
12/4/2015	Courtyard Marriott			\$ 213.57				\$ 213.57
12/14/2015	Island Grill - Shelton QTRLY Brd Meeting					\$ 649.22		\$ 649.22
								\$ -
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		0	\$ -	\$ 213.57	\$ 56.00	\$ 649.22	\$ -	\$ 918.79
Total								\$ 918.79

APPROVED BY: _____

*NOTES: _____

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

*Make Check Payable To:
WSTIP

SIGNATURE



Staff Reimbursement Request

PURPOSE: Business Related Expenses

DATE SUBMITTED: 1/7/2016

EMPLOYEE INFORMATION:

Name Tracey Christianson

Phone Number 360 786 1628

System/Affiliation WSTIP / Member Services Manager

Date	Description	Miles	Mileage Rate (57.5 cents)	Lodging	Travel (Airfare/Rental Car)	Meals (B,L,D)	Budget	Total
			\$ -					\$ -
12/10/2015	Mad Mimi: subscriptions		\$ -					\$ 45.70
			\$ -					\$ -
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		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total								\$ 45.70

APPROVED BY: *[Signature]* 01-07-2016 *NOTES: Through 12/23/2015

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: *Tracey Christianson* 1/7/2016

*Make Check Payable To:
On WSTIP credit card



Credit Card Expense Report

PURPOSE: Credit Card Expense Report

DATE SUBMITTED: 1/7/2016


EMPLOYEE INFORMATION:

Name Andrea Powell

Phone Number _____

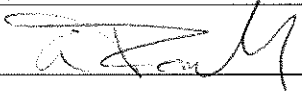
System/Affiliation WSTIP

Date	Description	Miles	Mileage Rate (56 cents)	Lodging	Travel	Meals	*Misc.	Total
11/25/2015	returned supplies		\$ -				\$ (10.87)	\$ (10.87)
12/14/2016	Office 365 - System email (annual subscription)		\$ -				\$ 45.70	\$ 45.70
12/14/2015	Office 365 - Accounts for temp emmployees (monthly subscription)		\$ -				\$ 36.99	\$ 36.99
12/15/2015	Lunch for Andrea / Dave Stewart (Origami)		\$ -			\$ 21.69		\$ 21.69
12/16/2015	Smartsheet (monthly software subscription)		\$ -				\$ 17.41	\$ 17.41
12/16/2015	Lunch for Andrea/ Dave Stewart (Origami)		\$ -			\$ 11.97		\$ 11.97
12/17/2015	Dinner for Andrea/Jerry/Karey/Dave		\$ -			\$ 48.43		\$ 48.43
			\$ -					\$ -
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			\$ -					\$ -
		0	\$ -	\$ -	\$ -	\$ 82.09	\$ 89.23	\$ 171.32
							Total	\$ 171.32

APPROVED BY:  01/07/2016

*NOTES: _____

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: 

*Make Check Payable To:
US Bank Visa (Purchasing Card)



Credit Card Expense Report

PURPOSE: Credit Card Expense Report

DATE SUBMITTED: 12/30/2015


EMPLOYEE INFORMATION:

Name Jerry Spears

Phone Number _____

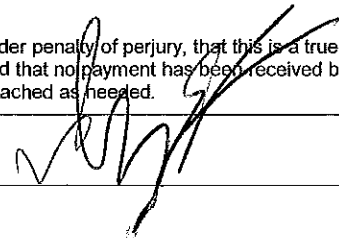
System/Affiliation WSTIP

Date	Description	Miles	Mileage Rate (57.5 cents)	Lodging	Travel	Meals	*Misc.	Total	
12/1/2015	Dues/Subscriptions - Costco Membership Renewal		\$				\$ 110.00	\$ 110.00	
11/9/2015	Meal Exp - Emerging Risks/Opportunities Mtg		\$			\$ 111.65		\$ 111.65	
11/11/2015	Wellness Cmte - Seasonal Decorations		\$				\$ 17.32	\$ 17.32	
11/11/2015	Wellness Cmte - Seasonal Decorations		\$				\$ 6.50	\$ 6.50	
11/17/2015	Video Purchase - 9 Traits/Highly Successful Teams		\$				\$ 199.95	\$ 199.95	
11/17/2015	Video Purchase - Distracted Driving		\$				\$ 504.95	\$ 504.95	
11/18/2015	Supplies - Coffee Services - WSTTC Class (Pierce)		\$				\$ 16.36	\$ 16.36	
11/18/2015	Supplies - Coffee Services - WSTTC Class (Pierce)		\$				\$ 32.71	\$ 32.71	
11/18/2015	Supplies - Bottled Water - WSTTC Class (Pierce)		\$				\$ 4.49	\$ 4.49	
11/19/2015	Wellness Cmte - Holiday Celebration		\$				\$ 177.73	\$ 177.73	
11/20/2015	Wellness Cmte - Holiday Celebration		\$				\$ 26.17	\$ 26.17	
11/20/2015	Meal Exp - Securement Training Mtg Group		\$			\$ 56.53		\$ 56.53	
11/20/2015	Meal Exp - Holiday Celebration		\$				\$ 62.05	\$ 62.05	
11/24/2015	Supplies - Office Supplies		\$				\$ 70.69	\$ 70.69	
11/30/2015	Supplies - Office Supplies		\$				\$ 3.25	\$ 3.25	
			\$					\$	
			\$					\$	
			\$					\$	
			\$					\$	
			\$					\$	
		0	\$ -	\$ -	\$ -	\$ 168.18	\$ 1,232.17		
								Total	\$ 1,400.35

APPROVED BY:  01-07-2016

*NOTES: EV2015078087

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account. All receipts and other pertinent information are attached as needed.

SIGNATURE: 

*Make Check Payable To:
American Express

December 2015 Claims Voucher Approval

December 1st to December 31st 2015 vouchers audited and certified by the auditing officer as required by RCW 42.24.080,

and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been e-mailed to the Executive Committee members on January 8, 2016.

ACTION:

I, _____, as of this date, _____, 2015
Move that the following checks be approved for payment:

Vouchers: Check Numbers 7970 through 8044 in the amount of \$226,990.11. **Total voucher approval requested is \$226,990.11.**

The motion was seconded by _____ and approved by a unanimous vote.

I, the undersigned, PRESIDENT/VICE PRESIDENT OF THE WASHINGTON STATE TRANSIT INSURANCE POOL (WSTIP) of the state of Washington, do hereby certify that the merchandise or services, herein specified have been received and the following checks are approved for payment.

PRESIDENT/VICE-PRESIDENT

DATE

Washington State Transit Insurance Pool
December 2015 Claims Vouchers
US Bank Claims Account

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
12/03/2015	7970	Applied Cognitive Sciences, Inc.	2012 Expert Witness - CCPT	301 - Claims Payments	307.59
12/03/2015	7971	C-TRAN - Vancouver	Claims Pmts - Multiple	301 - Claims Payments	5,225.44
12/03/2015	7972	Carlson, McMahon & Sealby, PLLC	Legal Fees - Multiple	301 - Claims Payments	3,302.40
12/03/2015	7973	CCC Information Services, Inc.	2015 Appraisal Fees - PIT	301 - Claims Payments	54.94
12/03/2015	7974	Clallam Transit System	2015 Subro PD & LoU Pmt	301 - Claims Payments	2,014.50
12/03/2015	7975	COMMUNITY Transit	Claims Pmts - Multiple	301 - Claims Payments	2,948.34
12/03/2015	7976	Enterprise Rent A Car - Los Angeles	2015 Foss Rental Car Exp - IT	301 - Claims Payments	333.18
12/03/2015	7977	Hinshaw's Auto Body	2015 Griffith PD Repairs - PIT	301 - Claims Payments	1,719.86
12/03/2015	7978	Intercity Transit	2015 Subro PD Pmt	301 - Claims Payments	1,936.00
12/03/2015	7979	John Cornelius	2015 Cornelius PD Settlement - PiT	301 - Claims Payments	4,026.07
12/03/2015	7980	Kassa Insurance Services, Inc.	Adjusting Fees - Multiple	301 - Claims Payments	3,761.60
12/03/2015	7981	Marie Nastasi	2015 Nastasi BI Settlement - STA	301 - Claims Payments	500.00
12/03/2015	7982	Partners Claim Services	Adjusting Fees - Multiple	301 - Claims Payments	1,249.50
12/03/2015	7983	Robert Brown	2015 Brown BI Settlement - C-TRAN	301 - Claims Payments	6,500.00
12/03/2015	7984	SKAGIT	2015 PD Pmt Less Deductible	301 - Claims Payments	622.48
12/03/2015	7985	Sunset Gardens	2015 Gardens PD Settlement - IT	301 - Claims Payments	100.00
12/03/2015	7986	WhatcomTransportation Auth	Claims Pmts - Multiple	301 - Claims Payments	302.15
12/09/2015	7987	Edgar Martinez	2015 Martinez PD Settlement - YT	301 - Claims Payments	1,474.48
12/11/2015	7988	Alan J. Cohen, Ph.D., LLC	2014 Expert Witness - KT	301 - Claims Payments	1,125.00
12/11/2015	7989	CCC Information Services, Inc.	Appraisal Fees - Multiple	301 - Claims Payments	109.88
12/11/2015	7990	Counsell, Murphy & Cox, P.S.	Legal Fees - Multiple	301 - Claims Payments	7,236.17
12/11/2015	7991	Elaine Schmidt	2015 Schmidt Rental Car/PD Settlement - C-TRAN	301 - Claims Payments	1,256.51
12/11/2015	7992	Group Health Cooperative - Spokane	2015 Brazington Med Specials - STA	301 - Claims Payments	1,116.35
12/11/2015	7993	Guthrie Chiropractic	2015 Brazington Med Specials - STA	301 - Claims Payments	2,255.00
12/11/2015	7994	J & E Appraisal, LLC	2015 Appraisal Fees - IT	301 - Claims Payments	230.70
12/11/2015	7995	JG McDonald and Associates	Adjusting Fees - Multiple	301 - Claims Payments	450.00
12/11/2015	7996	Kassa Insurance Services, Inc.	2015 Adjusting Fees - STA	301 - Claims Payments	649.00
12/11/2015	7997	Kellie Brazington	2015 Brazington BI Settlement - STA	301 - Claims Payments	3,000.00
12/11/2015	7998	Law Lyman Daniel Kamerrer & Bogdanovich	Legal Fees - Multiple	301 - Claims Payments	6,524.38
12/11/2015	7999	Michael & Alexander PLLC	Legal Fees - Multiple	301 - Claims Payments	925.00
12/11/2015	8000	Paine Hamblen LLP	Legal Fees - Multiple	301 - Claims Payments	871.24
12/11/2015	8001	Partners Claim Services	Adjusting Fees - Multiple	301 - Claims Payments	1,124.03
12/11/2015	8002	Pierce Transit	2013 Subro PD & LoU Pmt	301 - Claims Payments	645.56
12/11/2015	8003	Rose City Adjusters LLC	2015 Adjusting Fees - RCT	301 - Claims Payments	836.54
12/11/2015	8004	Smith Goodfriend, P.S.	2008 Legal Fees - JT	301 - Claims Payments	5,587.40
12/11/2015	8005	Spokane Transit Authority	2014 Partial Subro PD Pmt	301 - Claims Payments	220.00
12/11/2015	8006	Trevor Voshell	2015 Voshell & Stine Rental/PD Settlement - IsT	301 - Claims Payments	6,083.43
12/11/2015	8007	Williams, Kastner & Gibbs PLLC	Legal Fees - Multiple	301 - Claims Payments	18,024.95
12/11/2015	8008	Zaremba Claims Service - Yakima	Adjusting Fees - Multiple	301 - Claims Payments	5,440.51
12/21/2015	8009	Behrends Body Shop Inc	2015 Chilton PD Repairs - RCT	301 - Claims Payments	1,946.70
12/21/2015	8010	Bert Halquist	2015 Halquist PD Settlement - STA	301 - Claims Payments	67.36
12/21/2015	8011	C-TRAN - Vancouver	Claims Pmts - Multiple	301 - Claims Payments	6,678.69
12/21/2015	8012	Campbell Chrysler-Dodge	2015 Beall PD Repairs - TT	301 - Claims Payments	204.45
12/21/2015	8013	Catherine M. Vernon & Associates	2014 Deposition Fees - PiT	301 - Claims Payments	595.95

Washington State Transit Insurance Pool
December 2015 Claims Vouchers
US Bank Claims Account

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
12/21/2015	8014	CCC Information Services, Inc.	Appraisal Fees - Multiple	301 - Claims Payments	109.88
12/21/2015	8015	Intercity Transit	2015 Towing & PD Exps	301 - Claims Payments	574.94
12/21/2015	8016	J & E Appraisal, LLC	2015 Appraisal Fees - KT	301 - Claims Payments	558.50
12/21/2015	8017	James, Sanderson & Lowers	2014 Hunt Med Records - PiT	301 - Claims Payments	523.51
12/21/2015	8018	Justice Family Chiropractic	2014 Shultz Med Specials - BFT	301 - Claims Payments	2,924.40
12/21/2015	8019	Kassa Insurance Services, Inc.	Adjusting Fees - Multiple	301 - Claims Payments	3,511.20
12/21/2015	8020	LINK	2015 Subro PD & LoU Pmt	301 - Claims Payments	538.88
12/21/2015	8021	Paine Hamblen LLP	Legal Fees - Multiple	301 - Claims Payments	1,319.90
12/21/2015	8022	Partners Claim Services	Adjusting Fees - Multiple	301 - Claims Payments	3,323.50
12/21/2015	8023	Performance Physical Therapy (Bellingham)	2015 Campos Med Specials - WTA	301 - Claims Payments	870.00
12/21/2015	8024	Pierce Transit	2014 Subro PD Pmt	301 - Claims Payments	670.70
12/21/2015	8025	Robert Lewis	2015 Lewis BI Settlement - RCT	301 - Claims Payments	2,500.00
12/21/2015	8026	Rose City Adjusters LLC	2015 Adjusting Fees - C-TRAN	301 - Claims Payments	626.60
12/21/2015	8027	Rosemarie Howard	2015 Howard BI Settlement - PiT	301 - Claims Payments	1,633.95
12/21/2015	8028	Terry Shultz	2014 Shultz BI Settlement - BFT	301 - Claims Payments	1,800.00
12/21/2015	8029	Theodore Campos	2015 Campos BI Settlement - WTA	301 - Claims Payments	1,500.00
12/21/2015	8030	Viking Insurance Co of Wisconsin	2015 Brown Med Specials - C-TRAN	301 - Claims Payments	10,690.03
12/21/2015	8031	Harold Smith	VOID: 2015 Smith PD Settlement - IT	301 - Claims Payments	0.00
12/21/2015	8032	Eric Tyler	2015 Tyler BI Settlement - IT	301 - Claims Payments	2,000.00
12/21/2015	8033	Eric Tyler	2015 Wyatt Tyler (minor) BI Settlement - IT	301 - Claims Payments	500.00
12/24/2015	8034	Lloyd A. Herman & Associates, P.S.	2013 Adrienne Aparicio BI Settlement - STA	301 - Claims Payments	40,000.00
12/30/2015	8035	Associated Indemnity Corp	2014 Richards Towing/PD Settlement - PiT	301 - Claims Payments	11,881.94
12/30/2015	8036	Edmund Rossiter	2015 Rossiter PD Settlement - PiT	301 - Claims Payments	394.33
12/30/2015	8037	Group Health Cooperative - Spokane	2015 Brazington Med Specials Balance- STA	301 - Claims Payments	124.20
12/30/2015	8038	JG McDonald and Associates	Adjusting Fees - Multiple	301 - Claims Payments	540.00
12/30/2015	8039	Joel Aguilar	2015 Aguilar Rental Car/PD Settlement - C-TRAN	301 - Claims Payments	449.83
12/30/2015	8040	Kassa Insurance Services, Inc.	Adjusting Fees - Multiple	301 - Claims Payments	1,142.50
12/30/2015	8041	Kondra L. Schaeffer	2015 Schaeffer BI Settlement - PiT	301 - Claims Payments	900.00
12/30/2015	8042	Kyro Parker	2015 Parker PD Settlement - PiT	301 - Claims Payments	1,118.21
12/30/2015	8043	Law Offices of Arman Manoucheri P.C.	2013 Farzad Ahmadi BI Settlement - CT	301 - Claims Payments	22,500.00
12/30/2015	8044	Partners Claim Services	Adjusting Fees - Multiple	301 - Claims Payments	2,179.78
					226,990.11



January 4, 2016

TO: WSTIP Executive Committee

FROM: Al Hatten, Executive Director

SUBJECT: **2016 Executive Committee and Board Meeting Schedule**

Action Request:

WSTIP's 2016 Meeting Schedule is added as an action item at the January Executive Committee meeting.

Background:

The Board President and Executive Director have developed a meeting schedule based on minimizing conflicts with Member Board meetings and other significant meetings/staff commitments.

Date	Meeting	Meeting Time	Meeting Location
January 13-15	Executive Committee Retreat	6:00 pm	Great Wolf Lodge – Grand Mound
January 15	Executive Committee	11:00 am	
<i>February 11-12</i>	<i>GEM Meeting</i>		<i>Clearwater Beach, FL</i>
February 25	Executive Committee	9:00 am	WSTIP Conference Room
<i>March 6-9</i>	<i>AGRiP Spring Conference</i>		<i>Nashville, TN</i>
March 24	Executive Committee	9:00 am	Skamania Lodge - Stevenson
March 24	Work Session	1:00 pm	
March 25	Quarterly Board	9:00 am	
April 28	Executive Committee	9:00 am	WSTIP Conference Room
<i>April 21-22</i>	<i>GEM Meeting</i>		<i>Washington D.C.</i>
May 26	Executive Committee	9:00 am	WSTIP Conference Room
<i>June 5-8</i>	<i>PRIMA Annual Conference</i>		<i>Atlanta, GA</i>
June 23	Executive Committee	9:00 am	Marcus Whitman/Veterans Golf Course – Walla Walla
June 23	Work Session/Golf	1:00 pm	
June 24	Quarterly Board Meeting	9:00 am	
July 28	Executive Committee	9:00 am	WSTIP Conference Room
<i>July 21-22</i>	<i>GEM Meeting</i>		<i>Big Sky, MT</i>
<i>August 7-10</i>	<i>AGRIP CEO & Senior Leadership</i>		<i>Coronado, CA</i>
August 25	Executive Committee	9:00 am	WSTIP Conference Room
<i>Sept 13-16</i>	<i>CAJPA Conference</i>		<i>Lake Tahoe, NV</i>
<i>Sept 18-21</i>	<i>WSDOT Public Transportation Conf</i>		<i>Wenatchee</i>
September 29	Executive Committee Meeting	9:00 am	Anacortes
September 29	Work Session	1:00 pm	
September 30	Quarterly Board Meeting	9:00 am	

<i>October 2-5</i>	<i>AGRiP Fall Education Conference</i>		<i>Denver, CO</i>
<i>October 20-21</i>	<i>GEM Board Meeting</i>		<i>Chicago, IL</i>
October 27	Executive Committee Meeting	9:00 am	WSTIP Conference Room
December 8	Executive Committee Meeting	9:00 am	Olympia Area TBD
December 8	Work Session	1:00 pm	
December 9	Quarterly Board Meeting	9:00 am	
January 11-13	Executive Committee Retreat	6:00 pm	TBD
<i>February 2017</i>	<i>GEM Board Meeting</i>		
February 23	Executive Committee Meeting	9:00 am	WSTIP Conference Room
<i>March 2017</i>	<i>AGRiP Spring Conference</i>		
March 23	Executive Committee Meeting	9:00 am	Campbell's @ Lake Chelan
March 23	Work Session	1:00 pm	
March 24	Quarterly Board Meeting	9:00 am	

DRAFT

2015 Executive Committee Work Plan

General Work Items	Who	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2017 Jan	Feb	Mar
Review efficacy of Committees/Charter and 1 Close Committees	Executive Committee		*	☀											*	☀
2 Succession Planning	EC/Board	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3 Ron's evaluation/AI's evaluation	President/EC						*	*	*	☀						
4 Training Coalition appointment	EC / Tracey							*					☀			
5 Executive Director's Contract	EC/Board								*	*	*	*	☀			
Subcommittees																
20 Audit/Finance	Executive Committee/Ben										*	*	*			
21 Board Development	Ben, Staci, Rob L., Shonda		charter	*	*	*	*	*	*	*	*	*	*			
22 Emerging Risks and Opportunities	Staci, Ed, Ben, Rob H., Rob L., Ken, & Mike			*			*			*			*			
23 Governance	Emmett, Paul, & Diane		*	*		*	*		*	*		*	*		*	*
24 Legislative Committee	Nick, Tom, Wendy		*	*	*	*	*	*	*	*	*	*	*			
25 Nominations	Emmett, Paul, & Diane									*	*	*	☀			
26 Underwriting Committee	Ben, Paul, Nick		*	*	*	*	*	*	*	*	*	*	☀			
Executive Director Succession 27 Committee	Heath, Mehin, Covey, Clark-Getzin, Hingson		*	*	*	*	*	*	*	*	*	*	*	*	*	*
28 Driver Recognition Committee	Foreman, Gonzales, Huyck, Brannin, WTA TBD	charter	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Staff Projects	Who	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2017 Jan	Feb	Mar
30 Strategic Plan	Staff			*	*	*	☀									
31 Board Education (WSTIP 101)	Staff		*	*	*	*	*	*	*	*	*	*	☀			
KEY: * = start and SUN SYMBOL = end																

2015 Executive Committee Work Plan

- 1 Strive for transparency about the role you are playing.
- 2 Instead of driving an issue, the Executive Committee will work from its work plan to decide what to do.
- 3 Operate under parliamentary procedures.
- 4 Be recognized before speaking.
- 5 Members will come prepared; read materials in advance and participate during the meeting.
- 6 Try not to dominate the conversation; let someone else have a turn.
- 7 Finish the meeting on time.
- 8 No side conversations.
- 9 Show respect by adhering to principles 4 and 8.
- 10 The President runs the meetings; not the Executive Director.
- 11 The Executive Committee can agree to allocate more time to discuss a topic.
- 12 The Executive Committee decides by majority rule, but strives for consensus. Consensus is defined as the ability for every Executive Committee member to be able to live with the decision.
- 13 The Executive Committee will flag "hot topics" for members to check in with members on.
- 14 Proposals to the Board are forwarded with Executive Committee endorsement. Proposals that require Board action, Executive Committee members can share their opinion if they disagree with the Executive Committee's recommendation.
- 15 The Executive Committee will review their work plan every month and identify what needs to be taken to members.
- 16 Make sure that communication to the Board is complete.

*Working Principles formed during 2007 Executive Committee Retreat, November 29 and 30, 2007; revised during 2009 Executive Committee Retreat, January 22 and 23, 2009. Reviewed at Executive Committee 2011 Retreat, January 20 and 21, 2011. Revised during the 2012 Retreat. Working principles were not changed in the 2014 retreat

Tribal Rules (from January 2012 Retreat)

- 1 Put the needs of WSTIP first.
- 2 Serve as member representative before taking a leadership role.
- 3 Provide a development track for members.
- 4 Expect people to take a leadership role.
- 5 Everyone who ran for Executive Committee office can come to the Executive Committee retreat.
- 6 No side deals -- raise your concerns with the entire Executive Committee
- 7 Everyone's views are heard. Once Board decision is made, support it.
- 8 Respect the office -- respect the roles each person takes.

2015 Executive Committee Work Plan

- 1 . WSTIP Board will meet four times per year.
- 2 . WSTIP will offer \$20,000,000 in policy limits for Auto/General Liability.
- 3 . All Members will receive the same Loss Prevention Grant amount.
- 4 . All members are assessed on the same rating methodology.
- 5 . The Executive Director will be hired by the Board and evaluated annually.
- 6 . All best practices will be agreed to on a voluntary basis (exception: driver record monitoring).
- 7 . Membership is restricted to Washington State transits of a minimum size and experience history.
- 8 . WSTIP primary purpose is insurance.
- 9 . No rail or ferry coverage will be offered.
- 10 . General wage increases are subject to the action taken by Intercity Transit.
- 11 . Auto liability rates are determined by mileage and experience.
- 12 . General/Public Officials (E & O)/Property rates are all determined by the actuary with no experience rating.
- 13 . Claims will be resolved in a "fair, equitable and responsible" manner.
- 14 . Subrogation is a value added service and all recovery is returned to the members.
- 15 . WSTIP offices will be located in Olympia.
- 16 . WSTIP/WSTA relationship will be collaborative and mutual.