

CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



This Activity Report is an effort to keep all WSTIP members informed on recent and ongoing WSTIP governance activities. Feel free to pass this information on to any and all interested parties.

To view the supporting materials for Executive Committee and Board meetings go to [the Board website](#) and select the meeting. If there is terminology you do not understand there is a glossary of common terms by [clicking here](#).

July 28, 2016 ~ Executive Committee Meeting

Call to Order

President Heath called the meeting to order at 9:00 am. Heath welcomed all participants as a sign in sheet was passed around the room. Franz is stuck in Alaska, and LaFontaine had an excused absent. Heath asked if there were any changes to the agenda and hearing none he stated his intention to end the meeting by 1:00 pm.

Consent Agenda

Minutes – June 23, 2016, June 2016 Administrative Vouchers/Checks, and June 2016 Claims Vouchers/Checks

Heath asked for a motion to approve the consent agenda. ***Jordan moved to approve the consent agenda. Shipman seconded the motion.*** Hatten noted several administrative and claims payments. ***The motion passed.***

Heath asked for a couple minutes to think about Corey Aldridge and his family, as his wife Gina passed away after battling cancer. Staff have Corey's contact information if you would like to contact him.

Discussion Items

Collision Avoidance Project Update

Spears updated attendees on the status of the Collision Avoidance project, thanked all agencies that had participated (Ben Franklin, Community, C-Tran, Intercity, Kitsap, Pierce, and Spokane), and shared the second quarter report. Dr. Lutin will spend the last two weeks of September in Washington. He plans to visit each of the participating agencies and will be presenting at the Work Session. Spears shared a video of a Pierce Transit bus equipped with the passive system and an active system (assisted braking) with the committee. [Click here](#) to watch the video.

Foreman arrived at 9:24 am.

Vanpool Telematics

Spears said the Pool was approached by MunichRe to see if our members would be interested in testing telematics equipment in some of the vanpool programs. We asked if it was hard to install, and was told it is easy to install, simply plug and play. The device plugs into the OBD-II port and tracks speed, fuel consumption, erratic driving, and hard braking. So we talked to the Emerging Risks and Opportunities Committee and WSTA Vanpool Committee. Intercity Transit has the device installed on 25 vans, Island will install in September, and Community Transit is meeting in August to discuss the possibility. Jordan said it can also alert to maintenance needs. If you have questions regarding this project, please contact Spears.

2016 Executive Committee Work Plan

Heath went through the Work Plan and noted that we appear to be on target including wrapping up the Executive Director and General Counsel's evaluations. Committees are meeting regularly, and several reports on the agenda today. Foreman said the auditors are working on the audit, he did the internal controls survey over the phone, and if you have any concerns or areas you want the auditor to look at please let him know. Spears reminded everyone there would not be an accountability audit this year as that is performed every other year (so we had one last year).

Best Practice Review of Significant Cases

Staff gave an overview of the Fulbright versus Columbia County Public Transportation serious loss review. There was a lengthy discussion about the lessons learned from this case, the Executive Committee wants to remind everyone to review their Code of Conduct policies as it is one of the WSTIP Best Practices, and recommend Columbia County Public Transportation implement all of staff's recommendations in the serious loss review to minimize future exposures. The Committee decided to have Heath send a letter to endorse the staff's recommendations.

The Executive Committee took a short break at 10:30 am and resumed their meeting at 10:40 am.

WSTIP Coordination/Communication Members

Heath said the memo in the packet is for conversation only and there may not be any action to be taken on this topic. During the large member representative meeting at the June Board meeting there was frustration expressed regarding the large volume of information coming from WSTIP and we said we would queue it up for discussion. The committee talked through various scenarios where member staff contact WSTIP directly for information, and where WSTIP staff contact member staff directly recognizing at times there is a disconnect. Sometimes Board members are out of the loop. Committee members loved the list so they can make sure everyone knows who the point person is, and requested that in email to the Board, if action is needed to please put a note in the email up front what action the Board member needs to take such as please follow up with department xyz, or no action required information only. O'Regan felt this would be a good conversation during the member representative meetings, Shinnors also wants to make sure there is clear direction on the code of conduct best practice review, is that something Chris DeVoll will do or will it be Board member responsibility? Staff said it is already included in the best practice review.

Non-Transit Liability Governance Policy

Topic was lightly discussed and the decision was to table until the next Executive Committee meeting as Franz was stuck in Alaska due to flight cancellations.

The Executive Committee broke for lunch at 10:59 am and went back into session at 11:25 am.

Staff Reports

Executive Staff Report

Hatten gave a quick update on the financial status of Governmental Entities Mutual, Inc. (GEM) and the impact to WSTIP's equity within GEM. He is also having preliminary discussions regarding a potential captive transit protected cell within GEM (captive within a captive scenario). Hatten reported two of the GEM reinsurers do not want to cover transit, however, there are no plans of changing our quota share arrangement. Andrew Halsall, GEM's new CEO will be attending the September Quarterly Board meeting. Hatten said the WCRP vs Clark County case regarding whether Pools are insurance companies likely will settle before the decision comes out of the Supreme Court. We are waiting for additional reports to come in from other Pools regarding the Pool's investment strategy and may look at going from our current passive investment strategy to a more active strategy similar to what Community Transit has done. We may be able to generate more interest income per year.

Hatten said the October Executive Committee meeting is scheduled for October 27 in Olympia, and the Joint Leadership Training is October 24-25 in Spokane. Hatten asked if the Executive Committee would like to move their Executive Committee meeting to the morning of the 26th in Spokane. The Committee discussed this and felt it would make sense to hold the October meeting in Spokane on the 26th beginning at 8:30 am. If you have questions, give Hatten a call.

Christianson said her report was in the packet and apologized for not including the June Board meeting feedback survey results, she went through the survey results ([click here](#)) and the committee discussed the feedback. If you have questions, please don't hesitate to contact Christianson.

Spears gave a brief update stating that the property program total insured values (TIV) is just under \$500 million so our cyber-liability deductible is \$50,000. Once we go over \$500 million TIV our deductible will raise to \$100,000. We need property program participants to complete underwriting information to possibly buy down the cyber risk.

Powell shared there were three "sticking points" the Board discussed about Origami in June and those things have all been addressed. Origami is capable of creating your OSHA reports for electronic submission. She also shared an integrated application Tablo which can map datasets which Community Transit is using. We are now at the stage in the project where we are realizing the benefits of the new system like mapping the latitude and longitude of events. If you have questions regarding the Executive Staff Report, contact Hatten, Christianson, or Spears.

Executive Session

The Executive Committee went into Executive Session at 11:55 am pursuant to RCW 42.30.110 for not to exceed 5 minutes; they extended the session and came out of session at 12:05 pm. No action was taken. Heath asked Christianson to have Kerrigan forward Hatten and Franz's evaluation survey results to each of them.

Sub-Committee Reports

Governance Policy Committee

No report. Next meeting August 25.

Nominations and Elections Committee

No report.

Board Development Committee

Shipman reported that the Board Development Committee is working on revising the member guest program to make it easier to understand when you can bring a guest to the Board meetings and will forward to the Governance Policy Committee for review. They are also working topics for the September Member Representative Meeting and Work Session topics which will include duty of care, claims process (litigation and liability), and code of conduct. Please note that Pat Dunn is unable to attend our September meeting so she will be presenting the fiduciary liability presentation to the Board in December. The committee will meet after the Executive Committee meeting.

Emerging Risks and Opportunities Committee

No report, next meeting August 11 from 10:30 am – 2:30 at the WSTIP office.

Driver Recognition Committee

Christianson said this program is now in the staff's hands we had a rocky start but we have heard back from all agencies except three which need more time (Ben Franklin, Community, and Pierce), no response from Columbia County (although we think it is yes, but they have no eligible drivers) everyone else has said "Yes, we want to participate." There are nine agencies who don't have any eligible drivers. We will begin collecting information soon.

Executive Director Succession Committee

Heath said the Committee (Heath, Hingson, Covey, Clark-Getzin, and Mehin) met and have a draft plan. The Executive Committee went into Executive Session at 12:08 pm pursuant to RCW 42.30.110 for not to exceed 30 minutes and came out of session at 12:32 pm. No action was taken but reported they are making progress.

Recap/Review

Jordan reported she wasn't receiving emails from staff, and requested being cc'd on correspondence.

Adjournment

Heath adjourned the meeting at 12:34 pm.

Attendees

The meeting was held at the WSTIP office in Olympia.

Executive Committee

Executive Committee members in attendance were: Nick Covey, Past President, Link Transit; Ben Foreman, Large Member Representative, Intercity Transit (9:24 am); Emmett Heath, President, Community Transit; Staci Jordan, Medium Member Representative, Island Transit; Paul Shinnars, Vice-President, Kitsap Transit (9:01 am); and Shonda Shipman, At-Large Member Representative, Whatcom Transportation Authority. Board Members present: Rob Huyck, Pierce Transit (via phone until 10:30 am). Staff present: Anna Broadhead, Member Services Assistant; Tracey Christianson, Member Services Manager; Marisa Espinoza, Finance Specialist; Al Hatten, Executive Director; Andrea Powell, Information Technology Program Manager; and Jerry Spears, Deputy Director.

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