

# CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



## October 25, 2016 ~ Executive Committee Meeting

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*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 WSTIP website](#) and select the meeting. If there is terminology you do not understand there is a glossary of common terms by [clicking here](#).*

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### Call to Order

Vice-President Shinnars called the meeting to order at 1:02 pm. Shinnars welcomed all participants as a verbal roll call took place. A quorum was determined to be present and Heath arrived adjusting the agenda to include an additional Executive Session item to discuss a claim.

### Consent Agenda

#### **Minutes – September 29, 2016, September 2016 Administrative Vouchers/Checks, September 2016 Claims Vouchers/Checks**

Heath asked for a motion to approve the consent agenda. ***LaFontaine moved to approve the consent agenda. Shipman seconded the motion and the motion passed.***

### Action Items

#### **Non-Transit Liability Governance Policy**

Heath stated we've been talking about non-transit liability coverages for a while now, this policy sets standards on how we deal with non-transit risks but still provide adequate coverage. Franz gave a brief history of the topic from his proposed coverage exclusions which were rejected, to the survey which was completed, to the creation of the policy. The committee had a short discussion regarding the policy language. ***LaFontaine moved to adopt the policy as presented. Covey seconded the motion. Discussion:*** Foreman felt policy statements 1-3 were sufficient and proposed an amendment to the motion. ***Foreman moved to strike number 4 from the policy. O'Regan seconded the amendment. Heath called for a vote and the amendment passed, and the motion passed.***

#### **Governance Policy – Member Guest Program**

Shipman gave a brief history of the Member Guest Program policy stating that the goal of the

Board Development Committee was to bring clarity to the policy. ***Shipman moved to adopt the Member Guest Program policy. LaFontaine seconded the motion and the motion passed.***

## Discussion Items

### Executive Committee 2016 Work Plan

Hatten stated we appear to be on target with the Strategic Plan to meet our goals.

### 2017 Renewals and Budget

Christianson said staff was asked at the September Board meeting to prepare two options for the October Executive Committee meeting. Option 1 is a 7% increase with a \$2.5 million self-insured retention (SIR) and Option 2 is a 10% increase with a \$2.5 million SIR. We as staff need to know which option you would like us to present at the Annual Meeting in December. The Committee discussed both options and asked staff to present Option 2 with a 10% increase and \$2.5 million SIR. They also requested staff send out updated assessment sheets to each member for budgetary purposes with an understanding that the Board will have final input at the Annual Meeting.

## Staff Reports

### Executive Staff Report

Hatten said the Governmental Entities Mutual (GEM) transit protected cell is on the back burner. Hatten is working with Foreman on the investment strategy and will likely come to the Annual Meeting with a recommendation for 2017. Christianson reported on the launch of the new website, thank you to Broadhead and Kerrigan for getting that launched, Powell is taking the lead with our facility, and there is a lot of claims information to talk about in Executive Session, adding that she had been asked to rank the top 10 claims right now, and Origami is going well. Powell reported she has been working with C-Tran, Community, and Pierce creating reports and thanked them for their engagement.

## Sub-Committee Reports

### Governance Policy Committee

Hatten said the Governance Policy Committee had met and reviewed the Organizational Planning policies, minor grammatical changes but no other recommendations.

### Nominations and Elections Committee

Shinners reported so far eight members have thrown their name into the hat for Secretary, six for At-Large Member Representative, five for Medium Member Representative, and two for each Small and Large Member Representatives. He will be making phone calls shortly to encourage participation.

### Board Development Committee

Shipman said the committee had met on October 12, finished the Member Guest Program policy, reviewed the feedback from the September Board meeting, and approved 2017 Board Development Opportunities.

### Emerging Risks and Opportunities Committee Report

Christianson said the Emerging Risks and Opportunities Committee will be meeting on November 10 so nothing new to report.

## Executive Director Succession Committee

Heath said the Committee (Heath, Hingson, Covey, Clark-Getzin, and Mehin) had a plan but with Jerry Spear's departure will need to regroup. Heath asked Christianson to find a time near the Annual Meeting for this committee to meet.

## Driver Recognition Committee

Foreman reminded people about the Above and Beyond award.

## Executive Session

The Executive Committee went into Executive Session at 1:40 pm pursuant to RCW 42.30.110 and RCW 48.62.101 for not to exceed 20 minutes; they extended multiple times. Executive Session ended at 2:15 pm.

## Adjournment

*Heath adjourned the meeting at 2:16 pm.*

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## Attendees

The meeting was held at the Davenport Hotel in Spokane, WA.

## Executive Committee

Executive Committee members in attendance were: Nick Covey, Past President, Link Transit; Ben Foreman, Large Member Representative, Intercity Transit (virtually); Emmett Heath, President, Community Transit; Rob LaFontaine, Small Member Representative, Twin Transit; Diane O'Regan, Secretary, C-Tran; Paul Shinnors, Vice-President, Kitsap Transit (virtually); and Shonda Shipman, At-Large Member Representative, Whatcom Transportation Authority. Board Members present: Tom Hingson, Everett Transit; Rob Huyck, Pierce Transit; Ken Mehin, Grays Harbor Transit. Guests present: Augustin Ortega, Yakima Transit. Staff present: Anna Broadhead, Board Relations (virtually); Tracey Christianson, Deputy Director; Marisa Espinoza, Finance Specialist (virtually); Ron Franz, General Counsel; Al Hatten, Executive Director; Joanne Kerrigan, Member Services Manager (virtually); and Andrea Powell, Information Technology Program Manager (virtually).

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