

CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



December 8-9, 2016 ~ Meetings

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 this meeting go to www.wstip.org and select the meeting materials. If there is terminology you do not understand there is a glossary of common terms on the WSTIP website in the Governance Policy Committee Governance Policies Document Library or [click here](#).

December 8, 2016 ~ Executive Committee Meeting

Call to Order

President Heath called the meeting to order at 9:04 am. Heath welcomed all participants as a sign in sheet was passed around the room as verbal introductions took place. A quorum was determined to be present as Heath called for changes to the agenda. Hearing none he moved onto the consent agenda.

Consent Agenda

Minutes – October 25, 2016, October 2016 Administrative Vouchers/Checks, October 2016 Claims Vouchers/Checks, November 2016 Administrative Vouchers/Checks, November 2016 Claims Vouchers/Checks

Heath asked for a motion to approve the consent agenda. Jordan moved to approve the consent agenda. Covey seconded the motion and the motion passed.

Action Items

Training Coalition Appointment

Heath stated that the Committee needed to appoint a new person to represent WSTIP on the Training Coalition Board. Kerrigan gave an overview of each of the candidates. The committee discussed each of the candidates. LaFontaine moved appoint Aaron Rollins to a three-year term on the Training Coalition Board. O'Regan seconded the motion and the motion passed. The Executive Committee expressed appreciation for exiting Training Coalition Board member Bekki Weston from WTA.

Discussion Items

Executive Committee 2016 Work Plan

Hatten stated that staff had revised the 2016 work plan to coincide with the Strategic Plan and Framework and thanked the committee for being so engaged. He went through Christianson's report on completed tasks, delayed tasks, and not yet completed tasks. If you have questions regarding the work plan, feel free to contact staff. Heath said for the benefit of the Board members in attendance the General Counsel's performance evaluation was completed and we are satisfied with his performance. Heath said there will be discussion on the Executive Director's contract during the Board meeting.

Above and Beyond Program Discussion

Foreman said the Driver Recognition Awards were a huge hit at Intercity Transit and the drivers receiving the awards were receiving standing ovations from their fellow drivers. He would like direction regarding the Above and Beyond Awards, specifically who is going to select who is going to receive the award. Foreman asked if the Committee wanted staff, the Driver Recognition Committee, or does the Executive Committee itself want this task? After a brief discussion it was decided the Driver Recognition Committee would narrow down the top candidates for this award with final award being given by the Executive Committee. There was discussion about the Driver Recognition Committee charter and the charter may need to be changed as it was set to sunset once the program was in place. Committees will be discussed at the Executive Committee Retreat in January.

Executive Committee Retreat Topics

Shinners reminded everyone that was running for a seat on the Executive Committee, current Executive Committee members, and any new WSTIP Member Representatives are encouraged to attend. The primary theme is transitions.

Proposed 2017 Meeting Schedule

Included in the materials is a proposed meeting schedule, please come to the Retreat prepared to discuss the need to adjust any of the dates.

Staff Reports (deferred to Board meeting)

Sub-Committee Reports

Governance Policy Committee

Hatten said the Governance Policy Committee had met and reviewed the Organizational Planning policies and are recommending a clerical update to the Governance Policy Explained and Defined Policy.

Nominations and Elections Committee

Shinners reported there were six nominees for Secretary, two for Large Member Rep, seven for Medium Member Rep, two for Small Member Rep and eight for At-Large Rep. He thanked all Board members for helping with Nominations and Elections.

Board Development Committee

Shipman reported the committee had met on November 18 to set the Work Session topics, approved the list of Board Development Opportunities, and set the Member Representative meeting agenda topics.

Emerging Risks and Opportunities Committee Report

Jordan said the Emerging Risks and Opportunities Committee met November 11 and reviewed the responses for their request for information (RFI) for training simulators. There is a lot to discuss about simulators and logistics in the coming months. The next meeting is on March 9 at the WSTIP Office.

Executive Director Succession Committee

Heath said the Committee (Heath, Hingson, Covey, Clark-Getzin, and Mehin) met and have a draft plan which will be enacted under Shinners watch in 2017.

Driver Recognition Committee

Foreman said he had nothing to report as he spoke earlier about the Above and Beyond award.

The Executive Committee took a break from 10:00 am to 10:12 am.

Executive Session

The Executive Committee went into Executive Session at 10:12 am pursuant to RCW 48.62.101 for not to exceed 60 minutes to discuss pending litigation. The Executive Committee came out of Executive Session at 11:11 am. The Executive Committee gave staff specific settlement authority.

Recap/Review

Skipped.

Adjournment

Heath adjourned the meeting at 11:11 am.

December 8, 2016 ~ Work Session

Presentation

Washington Counties Risk Pool Case Update

Hatten introduced Washington Counties Risk Pool (WCRP) Executive Director, Derek Bryan. Bryan gave an abbreviated history of the Clark County vs WCRP case and the outcome.

Discussion Items

2017 WSTIP Budget

Christianson, White, Powell, and Kerrigan went through the proposed 2017 WSTIP Budget and fielded questions from attendees. If you have questions regarding the proposed 2017 WSTIP Budget, please contact Christianson.

Market Analysis

White gave a presentation about the two members he took out into the insurance market and what their rates would be if there were looking at commercial insurance. If you have questions regarding this presentation, please contact White or Christianson.

Basics of Liability

McMahon from Carlson McMahon in Wenatchee spoke about the basics of liability. If you have questions regarding his presentation, please contact Christianson.

Fiduciary Liability Study

Dunn reported on the Fiduciary Liability Study she completed earlier in the year, and her recommendations. If you have questions regarding the report or the presentation, please let staff know.

State of the Coalition

Kerrigan presented the State of the Coalition report, and the statistics for 2016 on the ASK Transit program. If you have questions regarding this report, please contact Kerrigan.

December 9, 2016 ~ Board Meeting

Call to Order

President Heath called the meeting to order at 9:01 am. A sign in sheet was passed around the room.

Discussion Items

Member Representative Meeting Report and Discussion

Foreman said the large had finished the agenda topics for the Member Representative meetings and also discussed the WSTA/WSTIP Joint Leadership Training, overall we felt it was a good training but the topics were a bit heavy and could have used more time, the October timeframe isn't good for finance people, talked about the golf tournament going away, discussed the Above and Beyond award, and the Retreat agenda.

LaFontaine stated the small group enjoys having group meetings on both days, they also

discussed the agenda topics, we generally like the joint training but it wouldn't break our hearts if it went away, our group does is not unanimous in support of the 10 percent increase but understand why, and spent time talking about wellness programs.

Jordan said the mediums talked about the leadership training and everyone had positive things to say, the books are good tools and added a lot of value, they also talked about the contribution to surplus, simulators, and discussed what was happening at each member property. LaFontaine added that the small systems see the value in simulators even if they are located at the large member properties.

Heath asked if everyone had seen the letter from the Secretary of Transportation ([click here](#)) and the expectation that contracts with Transportation Network Companies would comply with civil rights and title six. Huyck said he was aware of the letter.

Financial Reports

October 2016 Treasurer's Report, Income and Expense Statement, Balance Sheet, Claims Report, and Comparative Income and Expense, and Balance Sheets

Hatten said there isn't a lot to highlight on the financial reports, he noted that 2013 is a negative year as we raised case reserves. Huyck asked what happens if we stay in a negative state. Christianson said as long as the other years are fully funded it will be alright, unless we get too far afield you could get an assessment. Heath asked why the change in reserves. Christianson said it's a wrongful death case which had been closed but the estate has filed a lawsuit, which will take some time to resolve. Heath asked if these reports need to be gone through in further detail. Foreman said he likes the way we review them now. Covey said looking at the claims report why are there still reserves for 2008 and 2011, isn't the statute of limitations 3 years. Christianson said if they filed a lawsuit it can literally go on forever, we can also petition the court to let us close the case but that isn't granted very often. If you have questions regarding the financial statements, please contact Christianson.

Executive Session

Executive Directors Contract

The Board went into Executive Session at 9:15 am pursuant to RCW 42.30.110 for not to exceed five minutes which was extended an additional eight minutes; they came out of session at 9:28 am. ***Covey moved to approve the Executive Director's contract for \$178,551 for 2017 plus the percentage increase for staff in 2018, and extension of the length to March 31, 2018. Crouch seconded the motion and it passed.***

Staff Reports

Executive Staff Report

Hatten said staff had been contacted by a potential new member, we are trying to determine if they meet criteria for membership. The protected cell topic has been set aside, but we will continue to monitor progress. Governmental Entities Mutual (GEM) will be discussing the return of voluntary surplus contributions and how to return to the contributors. Heath asked if WSTIP had made additional contributions. Hatten said yes in 2004. Hatten and Foreman met Thurston County Treasurer to discuss the Pool's investment strategy are pleasantly surprised at their receptivity, more information will be available soon. Heath said Foreman has been serving as our Treasurer for years and the principal contact for Thurston County Investment Pool (TCIP), perhaps we should start thinking about the handoff of duties as Foreman has announced his retirement in

2017. Foreman suggested Suzanne Coit as she has worked for TCIP, and the state treasurer's office for five or six years (Suzanne is now at Intercity Transit). A formal appointment of the Pool treasurer could happen at the Retreat. If you have questions, give Hatten a call.

Christianson reminded everyone who is running for a seat on the Executive Committee to please register for the Retreat if you haven't done so already. Christianson said she updated and expanded her list of top cases from 10 to 15, and fielded questions regarding claims from members. If you have questions regarding the Executive Staff Report, contact Hatten or Christianson.

Annual Report of Paid Events Over \$100,000

Christianson said this is an annual report you may or may not want it but this is a summary of all cases settled over \$100,000. The Board likes this report continue this report in the future.

Executive Director's Annual Report

Hatten went through the Executive Director's Annual Report giving kudos to each staff member.

General Counsel's Report

Franz asked for questions regarding his recent activities. He also discussed a template for non-transit use of transit property noting members could add to it or subtract from it, but it's a good starting point. The Board requested it be placed on the website. (Note: it has been placed on the Board of Directors page on the website in the Forms library).

Broker's Report

White gave an update on the state of the insurance market and fielded questions from Board members.

Action Items

Minutes – September 30, 2016

Jordan moved to approve the minutes from September 30, 2016. Foreman seconded the motion and the motion passed.

Governance Policy: Governance Policy Defined and Explained

Huyck moved to approve the Governance Policy Defined and Explained policy. Covey seconded the motion and it passed.

Approve General Liability / Auto Liability Coverage Document (no changes)

McCaw moved to adopt the 2017 General Liability / Auto Liability Coverage document. Foreman seconded the motion and it passed.

Approve Public Officials Liability Coverage Document (no changes)

McCaw moved to adopt the 2017 Public Officials Liability Coverage document. Foreman seconded the motion and it passed.

Approve reclassification of one staff position and one new position

Warren moved to approve reclassification of Information Technology Program Manager and add a Claims Manager position. Clark-Getzin seconded the motion and it passed.

2017 WSTIP Budget (\$14,578,843)

Shipman moved to adopt the 2017 budget as presented \$14,578,843. Huyck seconded the motion. Discussion: Foreman asked if the dollar amount included the increase to Executive Director's salary. Christianson said it did. Heath appreciated the updated format and presentation style. **Heath called for a vote and the motion passed.**

2017 Member Allocations (\$14,578,843)

Foreman moved to adopt the 2017 member allocations as presented \$14,578,843. McCaw seconded the motion and the motion passed.

Executive Director's Contract 01/01/2017 to 03/31/2018

This action item was voted on after Executive Session.

The Board took a break from 10:13 to 10:45 am.

Executive Committee and Officer Elections

Shinners explained the election process and staff passed out ballots reminding everyone to put their names on their ballot. Franz reported on rules for voting using Roberts Rules of Order. Covey said there will be a primary to try and shorten the voting process, the top two contenders will move forward. Warren clarified that if a person received more than 50 percent of the vote then there would be no need for additional voting. Covey asked for a motion. McCaw moved to take the top two candidates for a run-off vote unless a candidate surpassed 50 percent of the vote. Covey seconded the motion and it passed. Shinners thanked all who threw their names into the hat for this election.

Shinners called for nominations from the floor for Secretary. Boyce withdrew from the candidate pool. Hearing no nominations from the floor Shinners closed the ballots for Secretary.

Nominees for Secretary were: Asher, Hingson, Jordan, Mehin, and Shipman. After votes were counted, **Jordan** was announced Secretary with 12 votes.

Shinners called for nominations from the floor for Large System Representative, Medium System Representative, and Small System Representative. Boyce, Foreman, and Asher withdrew from the ballot. Hearing no nominations from the floor Shinners closed the ballots.

Nominees for Large Member Representative were: Huyck and Warren. Nominees for Medium Member Representative were: Brannin, Clark-Getzin, Hingson, Mehin, O'Brien, and Shipman. The nominee for Small Member Representative was: LaFontaine. After votes were counted, **Huyck** (12 votes), **Shipman** (14 votes), and **LaFontaine** (22 votes) were announced as member representatives.

Shinners called for nominations from the floor for At-Large System Representative. Foreman withdrew from the ballot for the At-Large position. Hearing no nominations from the floor Shinners closed the ballots.

The nominees for At-Large Representative were: Brannin, Hingson, Mehin, O'Brien, and Warren. After votes were counted, **Brannin** was announced At-Large Representative with 13 votes.

The WSTIP 2017 Executive Committee is as follows: **Paul Shinners**, President; **Diane O'Regan**, Vice President; **Staci Jordan**, Secretary; **Emmett Heath**, Past President; **Rob Huyck**, Large Member Representative; **Shonda Shipman**, Medium Member Representative; **Rob LaFontaine**, Small Member Representative; **Danette Brannin**, At-Large Representative.

Heath happily passed the gavel to Shinners and thanked the Board for the opportunity to serve as President in 2016. Shinners in turn presented Heath with a plaque commemorating his year as President.

Member Updates

Member updates were skipped in essence of time and Board photos took place.

Adjournment

Shinners adjourned the meeting at 11:29 am.

Attendees

The meetings were held at the Great Wolf Lodge, in Grand Mound, WA.

Executive Committee

Executive Committee members in attendance were: Nick Covey, Past President, Link Transit; Ben Foreman, Large Member Representative, Intercity Transit; Emmett Heath, President, Community Transit; Staci Jordan, Medium Member Representative, Island Transit; Rob LaFontaine, Small Member Representative, Twin Transit; Diane O'Regan, Secretary, C-Tran; Paul Shinners, Vice-President, Kitsap Transit; and Shonda Shipman, At-Large Representative, Whatcom Transportation Authority. Board Members present: Amy Asher, RiverCities Transit; Lynn Bourton, Link Transit; Danette Brannin, Mason Transit; Mike Burress, Community Transit; Wendy Clark-Getzin, Clallam Transit; Sara Crouch, Jefferson Transit; Rich Evans, Pacific Transit; Jenny George, Asotin County PTBA; Brandy Heston, Grant Transit; Tom Hingson, Everett Transit; Leann Hubbard, Pullman Transit; Rob Huyck, Pierce Transit; Terry Lohnes, C-Tran; Ken Mehin, Grays Harbor Transit; Ed McCaw, Valley Transit; Aaron Rollins, Twin Transit; Melinda Smithson, Clallam Transit; Jim Thoele, Ben Franklin Transit; and Lynda Warren, Spokane Transit. Guests present: Tonya Crites, Washington Cities Insurance Authority; Darlene Fritts, Community Transit; Erin Knudson, Whatcom Transportation Authority; Brenda Lamb, Link Transit; Jim McDonald, JG McDonald & Associates; Valerie McAfee, Partner Claims; Caryn Jorgenson, Mills Meyers Swartling; Augustin Ortega, Yakima Transit; Andrea Sargent, Origami; and Brian White, Alliant Insurance Services. Staff present: Anna Broadhead, Board Relations; Tracey Christianson, Deputy Director; Chris DeVoll, Transit Risk Consultant; Denise Ellison, Claims Specialist; Marisa Espinoza, Finance Specialist; Ron Franz, General Counsel; Al Hatten, Executive Director; Joanne Kerrigan, Member Services Manager; Andrea Powell, Administrative Services Manager; and Karey Thornton, Claims and Information Technology Assistant.

Work Session

Board Members present: Amy Asher, RiverCities Transit; Lynn Bourton, Link Transit; Danette Brannin, Mason Transit; Mike Burress, Community Transit; Wendy Clark-Getzin, Clallam Transit; Sara Crouch, Jefferson Transit; Nick Covey, Link Transit; Rich Evans, Pacific Transit; Ben Foreman, Large Member Representative, Intercity Transit; Jenny George, Asotin County PTBA; Emmett Heath, President, Community Transit; Brandy Heston, Grant Transit; Tom Hingson, Everett Transit; Leann Hubbard, Pullman Transit; Rob Huyck, Pierce Transit; Staci Jordan, Medium Member Representative, Island Transit; Rob LaFontaine, Small Member Representative, Twin Transit; Terry Lohnes, C-Tran; Ken Mehin, Grays Harbor Transit; Ed McCaw, Valley Transit; Diane O'Regan, Secretary, C-Tran; Aaron Rollins, Twin Transit; Paul Shinners, Vice-President, Kitsap

Transit; Shonda Shipman, At-large Member Representative, Whatcom Transportation Authority; Melinda Smithson, Clallam Transit; Jim Thoelke, Ben Franklin Transit; and Lynda Warren, Spokane Transit. Guests present: Derek Bryan, Washington Counties Risk Pool; Pat Dunn, Sunrise Cove Consulting; Darlene Fritts, Community Transit; Erin Knudson, Whatcom Transportation Authority; Pat McMahon, Carlson, McMahon, Sealby; Augustin Ortega, Yakima Transit; and Brian White, Alliant Insurance Services. Staff present: Anna Broadhead, Board Relations; Tracey Christianson, Deputy Director; Chris DeVoll, Transit Risk Consultant; Denise Ellison, Claims Specialist; Marisa Espinoza, Finance Specialist; Ron Franz, General Counsel; Al Hatten, Executive Director; Joanne Kerrigan, Member Services Manager; Andrea Powell, Administrative Services Manager; and Karey Thornton, Claims and Information Technology Assistant.

Board Meeting

Board Members present: Amy Asher, RiverCities Transit; Lynn Bourton, Link Transit; Danette Brannin, Mason Transit; Mike Burress, Community Transit; Wendy Clark-Getzin, Clallam Transit; Sara Crouch, Jefferson Transit; Nick Covey, Link Transit; Rich Evans, Pacific Transit; Ben Foreman, Large Member Representative, Intercity Transit; Jenny George, Asotin County PTBA; Emmett Heath, President, Community Transit; Brandy Heston, Grant Transit; Tom Hingson, Everett Transit; Leann Hubbard, Pullman Transit; Rob Huyck, Pierce Transit; Staci Jordan, Medium Member Representative, Island Transit; Rob LaFontaine, Small Member Representative, Twin Transit; Terry Lohnes, C-Tran; Ken Mehin, Grays Harbor Transit; Ed McCaw, Valley Transit; Diane O'Regan, Secretary, C-Tran; Aaron Rollins, Twin Transit; Paul Shinnners, Vice-President, Kitsap Transit; Shonda Shipman, At-large Member Representative, Whatcom Transportation Authority; Melinda Smithson, Clallam Transit; Jim Thoelke, Ben Franklin Transit; and Lynda Warren, Spokane Transit. Guests present: Darlene Fritts, Community Transit; Erin Knudson, Whatcom Transportation Authority; Augustin Ortega, Yakima Transit; and Brian White, Alliant Insurance Services. Staff present: Anna Broadhead, Board Relations; Tracey Christianson, Deputy Director; Chris DeVoll, Transit Risk Consultant; Marisa Espinoza, Finance Specialist; Ron Franz, General Counsel; Al Hatten, Executive Director; Joanne Kerrigan, Member Services Manager; Andrea Powell, Administrative Services Manager; and Karey Thornton, Claims and Information Technology Assistant.

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