

CHARTING OUR COURSE

Activities of WSTIP's Committees and Board



February 23, 2017 ~ Meeting

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](#).

February 23, 2017 ~ Executive Committee Meeting

Call to Order

President Shinnars called the meeting to order at 9:02 am. Shinnars welcomed all participants as sign in sheet was passed around the room, Foreman introduced Coit. A quorum was determined to be present and Shinnars added a discussion item to the agenda regarding starting time during the Quarterly Board Meetings.

Jordan moved to approve the agenda as amended. LaFontaine seconded the motion and it passed.

Consent Agenda

Minutes – December 8, 2016, December 2016 Administrative Vouchers/Checks, December 2016 Claims Vouchers/Checks, January 2017 Administrative Vouchers/Checks, January 2017 Claims Vouchers/Checks

Shinnars asked if there were any items to remove from the consent agenda. Heath had questions on a few payments which staff answered. ***Heath moved to approve the consent agenda. Shipman seconded the motion and the motion passed.***

Action Items

2017 Meeting Schedule

The committee discussed meeting dates, some members had conflicts with some of the dates; locations are yet to be determined. ***Jordan moved to adopt the 2017 meeting schedule as presented. LaFontaine seconded the motion and it passed.***

Huyck joined the meeting at 9:14 am.

Discussion Items

Strategic Plan Recap/SMART Goals

Hatten said the Strategic Plan/SMART goals roll into the Executive Committee work plan. Christianson noted the staff working copy wasn't included in the packet. Kerrigan made and distributed copies. ([click here](#) to view the missing document). Skipped to Discussion Item 4.

Veritas Contract Update

Hatten briefed the committee on the Veritas contract which is looking at the impact of collision avoidance technology on the actuary's ultimate net loss projection. If we have a 30, 50, or 70 percent reduction what are the demands to the contributions you pay. We expect the final report in April, and the results of the collision avoidance study in July. We are working closely with Pierce Transit and their phase two project as well as Lutin and Wang.

Strategic Plan Recap/SMART Goals

The Committee went through the strategic plan SMART goals from Teri Fisher, and the staff list of action items that coincide with the SMART goals / Executive Committee work plan. There was a lengthy discussion on each of the goals. Shinnars asked staff to populate the work plan with the items and completion dates and bring it back at the next meeting.

Huyck left the meeting at 9:50 am. The Executive Committee took a short break from 10:33 am to 10:43 am.

2017 Executive Committee Work Plan (Appoint Committee Members)

Hatten quickly went through the list of committees and changes that need to be made. Foreman said the Driver Recognition Committee needs to be sunset. Underwriting committee will likely have a name change to veer away from insurance language and will likely focus more on best practices. If you want to volunteer to be on committees, please let staff or Shinnars know.

Above and Beyond Awards

Kerrigan said nine Above and Beyond recognition awards have been awarded. Staff is currently working with properties to hand out the awards. We have received one application for 2017 already. There are only 10 awards to be given per year, so if in 2017 we receive 25 applications, staff will rank them and Hatten will choose which 10 are awarded.

Training Coalition Discussion

Shinnars said this is in relation to procurement within Washington State Department of Transportation (WSDOT). Kerrigan said we were contacted by our WSDOT liaison that they are going to do contract process differently with a lot of unknowns at this point. The Training Coalition has been around for 20 years, Hatten is the only original signor from the charter left. We do have a small amount of money in the WSTIP budget for training, but would have to run on actual costs if done independently. Shinnars asked if the contract is funded through 2017. Kerrigan said the contract ends June 30, 2017, classes are scheduled through June 30 currently. We are completing the survey for training needs as WSDOT requested. More information to come on this topic.

Data Governance Committee Charter

Powell is looking to improve, simplify, and automate processes to make best risk management

decisions possible. WSTIP's dataset is valuable to all members, we want to make it more valuable to you so you can use the data and also help with reporting for WSDOT and possibly even Federal Transit Administration safety plan reporting. This group of members has been meeting informally for the past eight months but would like to become a formal committee and report back to the Executive Committee/Board. Committee members would like to see one person from each size member on the committee. Huyck is the chair of this committee. Powell will revise the charter to include small, medium, and large members. LaFontaine and Shipman will solicit their group to see if anyone would like to volunteer for this committee. This topic will return in March.

Appointment of Treasurer

Hatten said with Foreman retiring we need to appoint a treasurer; the Executive Committee will make recommendation to the Board for action in March. Shinners said Coit has kindly volunteered to be the treasurer, she has experience with Thurston County Investment Pool (TCIP), and Local Government Investment Pool (LGIP). Hatten said he'd been working with Foreman for the past year to get a better return on our investments and with Coit's background we will be able to move forward. The committee will recommend that the Board appoint Coit as Treasurer effective April 1, 2017.

Executive Director Succession

This topic was moved to Executive Session.

Collision Avoidance Project Update

Hatten shared notes from the last collision avoidance project team meeting, this is the IDEA Grant project where we put collision avoidance technology on 35 buses across the state, data analysis is ongoing and a final report is due in July.

The Executive Committee broke for lunch from 11:38 am to 12:06 pm.

Meeting Start Time at Board Meetings

Shinners said when he was calling people soliciting nominations for the Executive Committee this past year he also asked about what changes people would like to see at Board meetings, specifically the start times. He proposed starting the meetings at 9 on both days, and having the Member Representative Meeting during one of the 4 hours of Work Session time. LaFontaine said he likes the idea of Member Representative meetings during work session.

Staff Reports

Executive Staff Report

Hatten briefly talked about Governmental Entities Mutual (GEM), their investment portfolio, protected cell viability, excess surplus contributions and how the contributions will be returned to members. He shared an interesting claim from a parks and recreation district. This prompted Franz to remind the committee that the Pool covers what the members want covered, perhaps it's time to start looking at the coverage document. Foreman said if you don't like the Pools decision you can appeal the claim as well. Kerrigan said DeVoll is out visiting members as part of the Best Practice compliance site visits. We have completed two of the three mobility device securement trainings which are part of the Best Practices, this class is for supervisors and touches on securement, Americans with Disabilities Act (ADA), and de-escalation training. As part of the network security best practice and project, incident response plans have been completed for all members as of December 31, 2016. Instead of working on all agencies at once, Lewis Brisbois, the network security project consultant, will take each member individually through completion. Kerrigan reminded everyone to register for the new WSTIP website and welcome Laura Juell as

the new Risk and Training Coordinator. Powell said the office remodel is in progress and expects to finish in March. She's having conversations regarding archives and retention of video on buses. All member contributions have been received, we expect the auditor in June, and staff will be attending the Origami user conference next week. Christianson gave a general description of the top ten open claims, currently we have 39 litigated claims.

Sub-Committee Reports

Governance Policy Committee

No report. Committee will meet prior to the March Board meeting.

Board Development Committee

No report. Meeting scheduled immediately following this Executive Committee meeting.

Emerging Risks and Opportunities Committee Report

No report. Meeting scheduled for March 9, at the WSTIP office in Olympia.

Executive Director Succession Committee

No report.

Underwriting Committee

No report.

Executive Session

The Executive Committee went into Executive Session at 12:55 pm pursuant to RCW 48.62.101 to discuss litigation for not to exceed 15 minutes; Executive Session ended at 1:09 pm. The committee excused staff except Hatten, and went back into Executive Session at 1:10 pm pursuant to RCW 42.30.110 to discuss employment of a public employee for not to exceed 10 minutes. Executive Session was extended multiple times and ended at 1:40 pm. No action was taken.

Adjournment

Shinners adjourned the meeting at 1:41 pm.

Attendees

The meeting was held at the WSTIP office, in Olympia, WA.

Executive Committee

Executive Committee members in attendance were: Danette Brannin, At-Large Member Rep, Mason Transit; Ben Foreman, Treasurer, Intercity Transit; Emmett Heath, Past President, Community Transit (Virtually); Rob Huyck, Large Member Representative, Pierce Transit (virtually from 9:14 am – 9:50 am); Rob LaFontaine, Small Member Representative, Twin Transit; Paul Shinnors, President, Kitsap Transit; and Shonda Shipman, Medium Member Representative, Whatcom Transportation Authority. Board Members present: Suzanne Coit, Intercity Transit. Staff present: Anna Broadhead, Board Relations; Tracey Christianson, Deputy Director; Ron Franz, General Counsel; Al Hatten, Executive Director; Joanne Kerrigan, Member Services Manager; and Andrea Powell, Administrative Services Manager.

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