



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
Executive Committee Meeting  
March 22, 2018  
Alderbrook Resort ~ Union

| Executive Committee Members Present   | Staff Present   |
|---|---|
| Diane O'Regan, President, C-Tran<br>Staci Jordan, Vice-President, Island Transit<br>Shonda Shipman, Secretary, Whatcom<br>Transportation Authority<br>Kevin Hebdon, Large Member Rep, Ben Franklin<br>Transit<br>Nick Covey, Medium Member Rep, Link Transit<br>Amy Asher, Small Member Rep, RiverCities<br>Transit<br>Danette Brannin, At-Large Member Rep, Mason<br>Transit                                   | Cedric Adams, Claims Manager<br>Anna Broadhead, Board Relations<br>Tracey Christianson, Executive Director<br>Chris DeVoll, Transit Risk Specialist<br>Marisa Espinoza, Finance Specialist<br>Al Hatten, Senior Consultant<br>Rick Hughes, General Counsel<br>Joanne Kerrigan, Member Services Manager<br>Andrea Powell, Administrative Services Manager  |
| Board Members Present   |   |
| Jim Ackley, Grant Transit<br>Lynn Bourton, Link Transit<br>Mike Burress, Community Transit<br>Patti Carlin, Grays Harbor Transit<br>Sara Crouch, Jefferson Transit<br>Rich Evans, Pacific Transit<br>Kevin Gallacci, Clallam Transit<br>Jenny George, Asotin County PTBA<br>Brandy Heston, Grant Transit<br>Tom Hingson, Everett Transit<br>Leann Hubbard, Pullman Transit<br>Vivienne Kamphaus, Pierce Transit | Jesse Kinney, Valley Transit<br>LeeAnn McNulty, Mason Transit<br>Ken Mehin, Grays Harbor Transit<br>Steve Mertens, Columbia County Public Transportation<br>Dale O'Brien, Skagit Transit<br>Agustin Ortega, Yakima Transit<br>Motoko Pleasant, Skagit Transit<br>Jim Quintana, C-Tran<br>Aaron Rollins, Twin Transit<br>Tammi Rubert, Jefferson Transit<br>Lynda Warren, Spokane Transit<br>Derrick Wojcik-Damers, Twin Transit |
| Guests Present  |   |
| Matthew Branson, Ben Franklin Transit<br>Jim McDonald, JG McDonald and Associates<br>(Executive Session Only)   | Brenda Lamb, Link Transit<br>Brian White, Alliant   |

#### Call to Order

President O'Regan called the meeting to order at 9:02 am. O'Regan welcomed all participants as a sign in sheet was passed around the room. Guests and newish Board members (Derrick Wojcik-Damers, Vivienne Kamphaus, Mathew Branson, Brenda Lamb, Patti Carlin, Kevin Gallacci, and Jesse Kinney) were introduced. O'Regan called for changes to the agenda, hearing none she asked for a motion to approve the agenda. **Covey moved to approve the agenda. Shipman seconded the motion and the motion passed.**

## Consent Agenda

Minutes – February 15, 2018, February 2018 Administrative Vouchers/Checks<sup>i</sup>, February 2018 Claims Vouchers/Checks<sup>ii</sup>

O'Regan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Jordan moved to approve the consent agenda. Asher seconded the motion and the motion passed.**

## Discussion Items

2017 Executive Committee Work Plan, Strategic Plan and Retreat Outcomes

Christianson explained how the strategic plan action items are on the Executive Committee work plan, noting this is a draft document and we expect to make changes. O'Regan thanked her for providing a red-line document. Christianson went through the draft strategic plan section by section: Loss Control – No comments, Board and Staff Development – general reminder we expect every Board member to complete *Behind the Curtain* annually. Stable Rates – Staff was asked to put action items by documenting what is already being done to meet this goal. Develop Products and Services – this section was changed significantly and will be coming back to the Executive Committee and Board based on work the Emerging Risks and Opportunities Committee is working on right now. O'Regan suggested providing only new changes in the next version of the Strategic Plan.

Pierce Transit's Drive Cam Project Memorandum of Understanding

O'Regan reminded the committee that this project has been approved but they had asked for a copy of the memorandum of understanding (MOU) at the last meeting. Kerrigan explained that Pierce had requested some revisions to the MOU which have been made. We are currently waiting for signatures.

Above and Beyond Awards

Kerrigan said four people had been awarded \$250 each for the above and beyond award, two others received honorable mentions. Christianson will now go out and present the awards to the recipients at their agency. As a reminder the executive committee directed the Executive Director to review the applications and determine the recipients. Hingson asked if staff could specify if the drivers were fixed route or paratransit in the report. O'Regan congratulated the recipients.

Best Practice: Rules of Conduct and Transit Exclusions

Kerrigan explained this topic is informational only stating the best practice was changed after a legal opinion last year as there were protesters projecting images onto a transit property. There was a brief discussion regarding number 27. Kerrigan said each of the Best Practices is due for review and that would possibly be updated, which is done by a committee of volunteers.

## Action Items

Charter – Governance Policy Committee

Christianson explained that the Executive Committee approves the charters for each committee. **Covey moved to approve the Governance Policy Committee Charter. Jordan seconded the motion and the motion passed.**

Charter – Coverage Review Committee

Covey explained the coverage review committee (CRC), consists of Shinnars, O'Regan, Brannin and himself, and talked about how they are tasked with reviewing the Public Officials Liability policy. Shinnars is the chair, but couldn't be at the meeting today so Covey was filling in. There was a discussion regarding the surveys the CRC had sent out and how they really need the data to meet their timelines. **Brannin moved to approve the Coverage Review Committee Charter. Hebdon seconded the**

***motion and the motion passed.***

**Charter – Emerging Risks and Opportunities Committee**

Jordan explained the Emerging Risks and Opportunities Committee had updated their charter to reflect current participants and how to submit topics to the committee. ***Hebdon moved to approve the Emerging Risks and Opportunities Committee Charter. Shipman seconded the motion and the motion passed.***

**Sub-Committee Reports**

**Governance Policy Committee**

Jordan reported the committee consists of the President, Vice-President, and Secretary. The Committee wished to clarify the charter to make it clear that the Past President did not serve on this committee. The committee met after the February Executive Committee meeting and are working on updating the Executive Director succession policy since we don't have a deputy director anymore, protocol for meetings policy, and discussing ways to speed up voting at the Annual Meeting. The Committee will meet again in April.

**Board Development Committee**

Brannin reported that the committee had met. Committee members are Hebdon, Covey, Asher and herself. They discussed the topics for the agendas of the Member Representative Meetings, planned the work session topic, and wants everyone to know *Behind the Curtain* begins again on April 3 and each time you complete *Behind the Curtain* you get a new prize and help us meet our goal in the Strategic Plan. The committee also reviewed feedback from the Annual Meeting and Retreat, and board development out of state travel.

**Emerging Risks and Opportunities Committee Report**

Jordan said the committee had met on March 7. The Committee is working on establishing a research and development fund for members to take advantage of loss prevention technology and or resources and scoring criteria. Huyck has agreed to keep the Committee up to date on their loss prevention projects including: simulator implementation, collision avoidance project, driver monitoring program (DriveCam), and SHIFT which is a University of Oregon multi-year study on driver health. There is a space on the WSTIP website for shared services with more to come on that later. The committee also talked about passive restraint or rear facing mobility device securement, and vanpool technology opportunities: telematics, first mile/last mile opportunities and cyber security.

**Data Governance Committee**

Hebdon reported the Data Governance Committee had also met on February 15, listed the committee members (Hebdon chair, Burress, Mehin, Merry, Huyck, Jennifer Mansfield, Pierce; Darlene Fritts, Community; Jeff Benson, Whatcom; Sandra Martin-Boehm, C-Tran; staff are Kerrigan and Powell, and explained the committee's objective is to ensure all members are reporting information the same, so that our data is solid. Data is knowledge. It addresses where the claims are coming from so we can focus loss prevention efforts. Additional required fields have been added in Origami. The committee's next meeting is in April after the Executive Committee meeting.

**Coverage Review Committee**

This item was skipped as discussion took place during the action items.

The Executive Committee recessed at 10 am and Member Representative Meetings took place. The meeting resumed at 11:07 am

### Executive Session

The Executive Committee went into Executive Session at 11:08 am for 30 minutes pursuant to RCW 42.30.110 (1) (i) to discuss with legal counsel representing the agency litigation in which a member acting in an official capacity is a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. President O'Regan extended the session for an additional 10 minutes. Executive Session ended at 11:47 am. No action was taken.

### Recap and Adjournment

O'Regan noted the work session will begin at 1:00 pm and that this Executive Committee meeting was Hatten's last during his employment (round of applause). She adjourned the meeting at 11:49 am.

Submitted this 26th day of April 2018.

Approved:  184DD4B0640E419...  
Shonda Shipman, Secretary

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<sup>i</sup> Check numbers 27541 through 27599 in the amount of \$92,376.76. Internet transfers of \$61,609.52 for the 02/15/2018 payroll; \$61,128.53 for the 02/28/2018 payroll; \$9,933.22 for the 02/2018 staff benefits. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$69,323.56. Total voucher approval, including February 2018 staff payroll and Internet and ACH payments is \$294,371.59.

<sup>ii</sup> Check numbers 10670 through 10757 in the amount of \$485,195.09. Total voucher approval is \$485,195.09