



Minutes of the
 Executive Committee Meeting
 May 24, 2018
 WebEx

Executive Committee Members Present	Staff Present
Diane O’Regan, President, C-Tran Staci Jordan, Vice-President, Island Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Kevin Hebdon, Large Member Rep, Ben Franklin Transit Nick Covey, Medium Member Rep, Link Transit Amy Asher, Small Member Rep RiverCities Transit Danette Brannin, At-Large Member Rep, Mason Transit Suzanne Coit, Treasurer, Intercity Transit Paul Shinnars, Past President, Kitsap Transit	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager
	Board Members Present
	Geri Beardsley, Community Transit Emily Bergkamp, Intercity Transit Rob Huyck, Pierce Transit

President O’Regan called the meeting to order at 9:03 am. O’Regan welcomed all participants reminding them to please state their name when speaking on the conference call, and to mute their lines when not speaking, a verbal roll call took place. O’Regan called for changes to the agenda, hearing none she entertained a motion to accept the agenda as presented. **Jordan moved to approve the agenda as presented. Covey seconded the motion and the motion passed.**

Consent Agenda

[Minutes – April 26, 2018, April 2018 Administrative Vouchers/Checksⁱ, April 2018 Claims Vouchers/Checksⁱⁱ](#)

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

Discussion Items

2018 Executive Committee Work Plan

Kerrigan explained the work plan had been updated to remove duplicate audit and finance committee tasks. The committee asked that the request for proposal (RFP) be added to the work plan in August/September for the Audit and Finance Committee.

Whitepaper: Available Technology (Mentzer)

Kerrigan explained the Whitepaper: Available Technologies Safety Catalog had been re-ordered as requested, acronyms spelled out as requested, a red-line version was not provided as it is un-readable. She noted the possible call(s) to action were also revised and included. This is one piece of the “road show,” the Emerging Risks and Opportunities Committee is working on another piece, and Munich RE is working on a piece. There will be more to come on this topic at the next meeting.

Governance Policy – Actuarial Policy, Investment Policy, Reimbursement for Paperless Meeting Devices

O’Regan explained there were minor revisions to the policies. Committee members suggested revisions

to each policy. Actuarial Policy – Secretary name needs to be updated as well as the date. Investment Policy – Policy statement two needs further review as the committee thought they delegated authority to the Executive Director. Hughes will research and report back to the committee. Reimbursement for Paperless Devices – The committee discussed this policy at length and the necessity of the policy. Committee members asked how many Board members had used the reimbursement to purchase devices and how many people had been seeking the monthly reimbursement. Powell will report back.

Pierce Transit Collision Avoidance Research Project

Kerrigan explained this is the Collision Avoidance Research Project and not the DriveCam Project. She explained the scope of the project has changed significantly from 100 buses to 30 buses. Originally Pierce was going to equip 100 buses with the Mobileye Shield+ system through Roscoe and of those 100 equip 30 with automated emergency braking provided by DCS. However, Mobileye is now unwilling to provide the Shield+ system the trigger to engage the automated emergency braking. Pierce had the forethought to ask DCS to develop the deficiencies but that meant reallocating funds to DCS, so now instead of 100 buses they will equip 30 buses with language to equip the additional 70 once the product has been tested and budget availability. Kerrigan asked the committee what they would like staff to do. The Committee asked if the value of the project stays intact from a WSTIP point of view and is the data still statistically relevant. Huyck said the Federal Transit Administration (FTA) feels the project is still valid and the option to install on the additional 70 once testing is complete is still viable. He said Mobileye forbid us (Pierce) from using their product when they got bought out by Intel, we had to make adjustments, when you don't have a project contingency, so we adjusted the number of buses and met with the FTA. The committee asked to look at the agreement between Pierce and WSTIP, they are concerned about not receiving the data expected. There were concerns about the control group and all the loss control efforts Pierce has going at one time, will we be able to tell which technology or training is actually affecting losses. Huyck assured the committee that the National Highway Transportation Safety Administration (NHTSA) can differentiate between the variables. Kerrigan said she had spoken to Dr. Lutin and he explained it's not necessarily just about the technology, but what the technology is measuring she said he was confident the output would be beneficial to compare and show the impact of the technology.

The committee asked to see the Interlocal Agreement with Pierce and WSTIP, and request that Dr. Lutin come back and talk to them about the data collection and if it really has the same value. They want to make sure they are getting what they thought they were getting when they agreed to this project a couple years ago. They asked Kerrigan to monitor the project and when Pierce may add additional buses to the project.

Sub-Committee Reports Governance Policy Committee

See written narrative in the 2018-05-24 WSTIP EC packet.

Board Development Committee

See written narrative in the 2018-05-24 WSTIP EC packet.

Emerging Risks and Opportunities Committee Report

See written narrative in the 2018-05-24 WSTIP EC packet. Jordan thanked everyone for their input and expects to present a proposal at the June Executive Committee meeting.

Data Governance Committee

See written narrative in the 2018-05-24 WSTIP EC packet.

Coverage Review Committee

See written narrative in the 2018-05-24 WSTIP EC packet.

Executive Session

There was no Executive Session.

Staff Report

Executive Staff Report

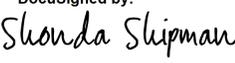
Kerrigan noted that Christianson is out of the office until the end of May, she included the notes from the GEM Board meeting. Powell reported that the financials have been submitted to the Risk Manager, and the Auditor, the audit is scheduled for June 18. There is a temporary employee doing data clean-up; her name is Taylor, and she is able to clean up about 1 month of data per week. Kerrigan reported that the final edition of *Behind the Curtain* would be sent out after the meeting, reminding everyone (new and seasoned) Board members to complete the quiz to get a prize. Above and Beyond presentations are happening and the criteria has changed so that you can submit and be awarded Above and Beyond all year long, the trainers academy stakeholders groups met during the Trainers Showcase and will be presenting information later this year. Adams updated the committee on the status of several claims, his department is working to close as many claims as possible before the June 30 data pull for the actuary and reported collecting \$163,161.06 in subrogation for the month of April.

Kerrigan brought up another item which is not included in the packet. She said Staff have received questions from multiple members regarding Narcan (inhaler type substance to stop opioid overdoses). Several county health departments have asked our members to carry Narcan on the bus, she would like direction from the executive committee as to whether you want staff to get a legal opinion or some other direction. Shipman said she brought up this issue to Joanne and talked about how some in her agency want to train supervisors on how to administer Narcan. Brannin added she has also been asked by health entities to carry the substance on buses. The committee asked if Hughes could research this topic as they feel it is going to be a continuing issue and would like more information so an official WSTIP stance can be made.

Recap and Adjournment

O'Regan recapped stating that the whitepaper will come back with the roadshow materials, governance policies will be coming back with revisions, staff will report back on the Pierce Transit Collision Avoidance Research Project, and an opinion on transit carrying Narcan. ***Jordan moved to adjourn the meeting at 10:05 am. Covey seconded the motion and the motion passed.***

Submitted this 28th day of June 2018.

DocuSigned by:

Approved: _____
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Shonda Shipman, Secretary

ⁱ Check numbers 27668 through 27718 in the amount of \$364,520.67. Internet transfers of \$43,485.71 for the 04/15/2018 payroll; \$43,484.93 for the 04/30/2018 payroll; and \$8,878.50 for the 04/2018 staff benefits. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$55,606.66. **Total voucher approval, including April 2018 staff payroll and Internet and ACH payments is \$515,976.47.**

ⁱⁱ Check numbers 10881 through 10980 in the amount of \$2,008,638.65. Total voucher approval is \$2,008,638.65.