



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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**Minutes of the
WSTIP Board Meeting
June 29, 2018
The Davenport Hotel ~ Spokane, WA**

Board Members Present	
Amy Asher, Small Member Rep, RiverCities Transit Geri Beardsley, Community Transit Lynn Bourton, Link Transit Jean Braaten, Grays Harbor Transit Danette Brannin, At-Large Member Rep, Mason Transit Suzanne Coit, Treasurer, Intercity Transit Nick Covey, Medium Member Rep, Link Transit Sara Crouch, Jefferson Transit Jenny George, Asotin County PTBA Kevin Hebdon, Large Member Representative, Ben Franklin Transit Brandy Heston, Grant Transit Tom Hingson, Everett Transit Leann Hubbard, Pullman Transit Staci Jordan, Vice-President, Island Transit Jesse Kinney, Valley Transit Dunyele Mason, Clallam Transit LeeAnn McNulty, Mason Transit Ken Mehin, Grays Harbor Transit Steve Mertens, Columbia County Public Transportation Dale O'Brien, Skagit Transit	Diane O'Regan, President, C-Tran Agustin Ortega, Yakima Transit Chris Saffer, Pierce Transit Paul Shinnars, Past President, Kitsap Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Lynda Warren, Spokane Transit Derrick Wojcik-Damers, Twin Transit
	Guests Present
	Joe MacDonald, Skagit Transit Brian White, Alliant
	WSTIP Staff Present
	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Specialist Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager

Call to Order

President O'Regan called the meeting to order at 9:03 am. She welcomed all participants as a sign in sheet was passed around the room. O'Regan called for changes to the agenda and asked for a motion to approve the agenda. **Hebdon moved to approve the agenda. Asher seconded the motion and it passed.** O'Regan congratulated and thanked all who completed *Behind the Curtain* reminding everyone one of the strategic plan goals is to have 75% of member representatives including alternates complete, prizes were distributed.

Discussion

Member Representative Meeting Report and Discussion

Asher reported the small members discussed member communication, contracts that are expiring with the state, *Behind the Curtain* completion and how we need to remind our alternates to complete, riders cyberstalking/ making false harassment claims against drivers and staff, and the upcoming Summit Law webinars.

Hebdon said the large members discussed member communication and would propose talking about common themes so it was more of a roundtable discussion. For example, one topic may be finance department organization, not only the organization charts but discussing the functions of each position. Another would be budget software or strategies for hiring new bus operators. They also discussed *Behind the Curtain* and the need to remind alternates to complete, appreciated the Open Public Meetings Act (OPMA) training by Hughes, and discussed the possible new layout of the Risk Profiles.

Covey thanked the medium members for completing *Behind the Curtain*, discussed member communications, the Janis decision, Requests for Proposals at Whatcom, Origami and how to get data out, as well as OPMA and the Risk Profiles.

[Annual Report, Risk Profiles, Safety Star Awards](#)

Kerrigan explained the reformatted Exposure to Losses table in the Risk Profiles. She fielded questions from Board members. O'Regan announced the Safety Star Award recipients for 2017. They are: Community Transit, Grant Transit Authority, and Columbia County Public Transportation a round of applause followed.

[Financial Reports](#)

[April 2018 Treasurers Report, Statement of Revenues & Expenses, Statement of Net Position and Thurston County Investment Portfolio, Claim Liability Report, and Comparative Statement of Revenues & Expenses, and Comparative Statement of Net Position](#)

Christianson said the financials are included in the packet and asked if anyone had questions. Powell noted the negative amount in 2008 on the claims liability report is due to waiting for a Governmental Entities Mutual (GEM) reimbursement.

[Staff Reports](#)

[Executive Staff Report](#)

Christianson said Halsall from Governmental Entities Mutual, Inc. (GEM) had stopped by and said to tell everyone hello, they have made some changes in their claims department and contracted with a third-party administrator. Staff has not noticed any change in service level, she will update on GEM Board activity next month after their meeting. PriceWaterhouseCoopers has determined the Uninsured/Underinsured Motorist (UIM) rate is adequate, we are amending the policy that says the Board determines the UIM rate to letting the actuary determine the rate. Christianson reported White negotiated the cyber liability deductible to match our policy and the capital funding study will start in July concurrently with our regular actuarial study. Christianson also presented Above and Beyond awards at member Board meetings, and the recipients are so grateful for WSTIP's recognition. Powell reported property appraisal project will be starting if you have properties valued over \$5 million you will be visited first, and there are grants available for enhancing your public records handling. Kerrigan reminded everyone Jeffrey S. Ristau Scholarships are available, DeVoll has been out visiting members and has developed a Road Supervisor Training program which he will begin piloting soon. Christianson and Adams gave an update on claims, a claims associate (Joel Lambert) had been hired, responses are being received for the defense counsel, employment investigations, and adjuster RFQ, and reported collecting \$177,000 in subrogation funds for the month of May.

[General Counsel's Report](#)

Hughes said his report is included in the Board packet. He remarked it has been nice working with staff and getting to know Board members. The bulk of his time he is preparing for and attending various meetings, reviewing contracts/policies, and training. He went through his handout from the Work Session regarding

Executive Sessions. Christianson said Hughes is also working with staff to find a less time-consuming way to vote.

Broker's Report

White gave an update on the state of the insurance market.

Action Items

Minutes – March 23, 2018

Jordan moved to approve the minutes from March 23, 2018. Covey seconded the motion and the motion passed.

Property & Cyber Liability Coverage Renewal

Christianson said staff are asking permission to bind coverage. The proposal was presented during the work session the previous day. **Shinners moved to authorize the Executive Director to bind the property and cyber liability coverage. Hebdon seconded the motion and the motion passed.**

Auto Physical Damage Coverage Renewal

Christianson said staff are asking permission to bind coverage. The proposal was presented during the work session the previous day. **Mehin moved to authorize the Executive Director to bind the auto physical damage coverage. Shinners seconded the motion and the motion passed.**

Property Coverage Document

Christianson said the only changes made had been the dates from 2017-2018 to 2018-2019. The Coverage Review Committee will begin working on this coverage document once the Public Officials Liability policy has been updated. **Hingson moved to adopt the 2018-2019 Property Coverage Document. Mehin seconded the motion and the motion passed.**

Member Communication to the Board

Each member gave an update on sales tax, labor negotiations, and upcoming requests for proposals.

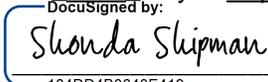
Guest Feedback

MacDonald thanked everyone for making him feel welcome. Braaten appreciated getting to know fellow Board members.

Adjournment

Hebdon moved to adjourn the meeting at 10:55 am. Shipman seconded the motion and the motion passed.

Submitted this 28th day of September 2018

Approved: 
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Shonda Shipman, Secretary