



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

2629 12th Court SW | Olympia, WA 98502 | 360-786-1620 | www.wstip.org

Minutes of the
Executive Committee Meeting
August 23, 2018
WSTIP Office ~ Olympia, WA

Executive Committee Members Present	Staff Present
Staci Jordan, Vice-President, Island Transit Shonda Shipman, Secretary, Whatcom Transportation Authority Paul Shinnars, Past President, Kitsap Transit Nick Covey, Medium Member Rep, Link Transit (virtually) Amy Asher, Small Member Rep, RiverCities Transit Danette Brannin, At-Large Member Rep, Mason Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager
	Board Members Present
	Geri Beardsley, Community Transit (Virtually)
Guests Present (Executive Session Only)	
Jim McDonald, JG McDonald & Associates	Caryn Jorgensen, Mills Meyers Swartling PS

Call to Order

Vice-President Jordan called the meeting to order at 10:11 am. Changes to the agenda were to add a discussion item regarding Executive Committee Vacancies (O'Regan and Hebdon). **Shipman moved to approve the revised agenda. Shinnars seconded the motion and the motion passed.**

Consent Agenda

Minutes – July 23, 2018, July 2018 Administrative Vouchers/Checksⁱ, July 2018 Claims Vouchers/Checksⁱⁱ

Jordan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. Shipman questioned wellness committee expenses. Powell, Adams, and Christianson responded. **Shinnars moved to approve the consent agenda. Covey seconded the motion and the motion passed.**

Discussion Items

Executive Committee Vacancies

Christianson explained President O'Regan has accepted employment at Tidewater Barge Company and Large Member Representative Hebdon has accepted employment at Pasco School District leaving vacancies on the Executive Committee. Per the Bylaws, the immediate Past President (Shinnars) shall fill the President's vacancy and the Large Member Representative will be elected at the next Board meeting (September). There was brief discussion regarding process for selecting a new Large Member Representative. If you are a Large Member and would like to be considered for the Large Member Representative position on the Executive Committee, please let staff or Shinnars know.

2018 Executive Committee Work Plan, Strategic Plan and Retreat Outcomes

Christianson explained the work plan and the strategic plan are included for informational purposes only. O'Regan did ask us to give a status report of strategic plan items so Kerrigan has provided that information. Kerrigan went through the status report memo and there was brief discussion regarding the

status of each strategic plan goal.

Broker Contract

Christianson said the current contract with our Broker (Alliant Insurance Services) expires on January 1, 2019, the contract allows for one-year extensions provided we give Alliant 60 days' notice. She asked for authority to extend the Broker contract for an additional year. **Brannin moved to authorize the Executive Director authority to extend the Broker contract for an additional year. Shinnors seconded the motion and the motion passed.** Christianson said the Broker contract will be added to the work plan for 2019.

Public Officials Liability Coverage Document

Christianson explained the process the Coverage Review Committee had gone through in their review and the recommended changes to the Public Officials Liability (POL) Coverage Document. [Click here](#) to view the document as revised. This document will be a topic at the Work Session in September, discussed during the Member Representative meetings, and will possibly be an action item at the December Annual Meeting to be in effect January 1, 2019. Shinnors explained how the committee reviewed the policy and how they tried to bring clarity to the policy as it is a perpetually confusing policy. The committee is now asking you to review the policy, ensure it reads clearly, and give feedback to Christianson or Shinnors. Shinnors asked Christianson to include the one-page comparison of the WSTIP POL Coverage Document to the other pools. It is important to remember as you read this policy that everything is covered unless there is an exclusion. Christianson wants to make clear what is the Member responsibility versus the Pool responsibility. Please give feedback to Christianson or Shinnors.

Jim McDonald arrived at 10:53 am. The committee recessed at 11:04 am and resumed their meeting at 11:14 am.

Executive Session

The Executive Committee went into Executive Session at 11:14 am for 50 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. Vice-President Jordan extended the session multiple times in 10 and 5-minute increments for a total of 25 additional minutes. Executive Session ended at 12:29 pm. **Immediately following the Executive Session, in open meeting Brannin moved to authorize the Executive Director settlement authority in the amount requested in Parnell vs. Kitsap Transit. Asher seconded the motion and the motion carried.**

The committee recessed at 12:30 pm to gather lunch and resumed their meeting at 12:44 pm.

Action Items

Emerging Risks and Opportunities Committee Recommendation

Kerrigan explained the Emerging Risks and Opportunities Committee is requesting approval of the grant program and to recommend the Board include funding in the 2019 budget. There was a lengthy discussion regarding the grant program and whether cameras would be considered new technology, this discussion will continue. Jordan gently reminded them they could discuss cameras later, but a decision needed to be made regarding the ERO Committee recommendation so that the funds could be added to the 2019 budget. **Shipman moved to add the ERO Committee technology grant forward to the Board as a budget item for 2019. Shinnors seconded the motion and the motion passed.**

Department of Licensing Driver Record Monitoring Contract

Christianson explained she is requesting authority to negotiate the contract for driver record monitoring with the Department of Licensing (DOL). We currently have a contract with DOL that expires in 2020 but they want to change the terms and have threatened to stop allowing us to gather data. We are unsure if we can continue to monitor the vanpool drivers. We may have to obtain releases from all employees that we are monitoring, and we may have to stop providing service to our Driver Record Monitoring Interlocal Agreement participants. A legislative fix is needed. ***Shinners moved to authorize the Executive Director to negotiate and sign a contract with Department of Licensing for Driver Record Monitoring. Asher seconded the motion and the motion passed.***

Road Show: Communication Program

Christianson and Kerrigan ran through the slides (see 2018-08-23 WSTIP EC Packet). Committee members suggested changes to the slides and made suggestions to the message they want the audience to hear. There was a discussion regarding the differences between a Self-Insured Retention (SIR) and deductibles. Kerrigan and Christianson will continue working on the roadshow. Pierce and Intercity volunteered to be the first agencies and agree to give actionable feedback. We have data back for Kitsap and Link as well. Kerrigan posed a question to the committee about using gross incurred costs for the analysis within the Road Show presentation instead of net incurred costs. The committee agreed that the data for the Loss Detect should be resubmitted to MunichRe to analyze on the gross incurred costs (total cost) and to take out the zero incurred events of the analysis.

Beardsley left at 2:08 pm.

Sub-Committee Reports

Governance Policy Committee

No report meeting scheduled after the Executive Committee meeting.

Board Development Committee

Brannin reported the committee had met after the last Executive Committee meeting reviewed feedback from the June Board meeting, upcoming Work Session topics. They also suggested that the Nominations and Elections committee ask each candidate for the Executive Committee why they want to be on the Executive Committee. Jordan said they would take that under advisement.

Emerging Risks and Opportunities Committee Report

See above discussion item. Next meeting August 28 @ WSTIP.

Data Governance Committee

No report. The Chair has resigned, the active participants at Pierce have also left the agency. This committee will be a discussion item at the retreat as to the direction it should go. Powell said the committee did meet its strategic plan goals.

Coverage Review Committee

See above discussion item regarding the Public Officials Liability Coverage Document and the work the committee has completed.

Staff Reports

Executive Staff Report

Christianson said staff is working on the research you asked for regarding staff benefits, the Governmental Entities Mutual (GEM) annual report and financials are included in the packet,

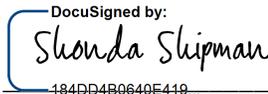
PriceWaterhouseCoopers is working on the capital funding study and mid-year actuarial study, we expect results in September. Staff have begun 2019 budget discussions, if you have anything you would like forwarded please let her know. She is asking the Governance Policy Committee to consider changing the expense reimbursement policy to include reimbursement for all sub-committee meetings. Powell reported that a water leak had been detected at the WSTIP office and there is a four-foot hole in the office floor (Al's old office), we will be seeking an application support person, and the property appraisal project is ongoing. Kerrigan reminded everyone Jeffrey S. Ristau Scholarships are available, Christianson and Kerrigan presented the Safety Stars awards at the WSTA Roadeo, Pierce Transit has installed DriveCam and will begin monitoring on September 1. Hatten was presented with the honorary lifetime associate membership to the Association of Government Risk Pools (AGRiP), thank you Jerry Spears, Brian White, Andrew Halsall, and Kevin Wick. Christian said Kerrigan and Thornton sat on a panel at the AGRiP Senior Leadership Conference to talk about the Risk Pool Leadership Development Program and was impressed by how well it was received, and the questions asked. Christianson and Adams gave an update on claims, interviews are being scheduled for the Defense Counsel, Employment Investigations, and Adjuster Requests for Proposals and they reported collecting over \$180,000 in subrogation funds for the month of July.

Recap and Adjournment

Jordan gave a quick recap of the meeting, broker contract approved until next year, POL moving forward, road show is close to ready, the emerging risks grant has been moved on to the Board, Executive Director can negotiate contract with DOL, the audit committee moved some policies onto the Executive Committee for next month, and staff was given settlement authority for Parnell vs. Kitsap Transit.

Shinners moved to adjourn the meeting at 2:37 pm. Brannin seconded the motion and the motion passed.

Submitted this 27th day of September 2018.

Approved: 
184DD4B0640E419...
Shonda Shipman, Secretary

ⁱ Check numbers 27811 through 27874 in the amount of \$1,027,324.08. Internet transfers of \$49,945.82 for the 07/15/2018 payroll; \$44,594.01 for the 07/31/2018 payroll; and \$11,554.03 for the 07/2018 staff benefits. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$49,425.77. Total voucher approval, including July 2018 staff payroll and Internet and ACH payments is \$1,182,843.71.

ⁱⁱ Check numbers 11214 through 11313 in the amount of \$1,207,749.82. Total voucher approval is \$1,207,749.82.