



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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Minutes of the
Executive Committee Meeting
September 27, 2018
Heathman Lodge ~ Vancouver, WA

Executive Committee Members Present	Staff Present
Paul Shinnars, President, Kitsap Staci Jordan, Vice-President, Island Transit Shonda Shipman, Secretary, Whatcom Transportation Authority 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	Cedric Adams, Claims Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Chris DeVoll, Transit Risk Specialist Marisa Espinoza, Finance Specialist Rick Hughes, General Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager
Board Members Present (Executive Session Only)	
Geri Beardsley, Community Transit Lynn Bourton, Link Transit Sara Crouch, Jefferson Transit Rich Evans, Pacific Transit Tom Hingson, Everett Transit Rob Huyck, Pierce Transit Jesse Kinney, Valley Transit Joe Macdonald, Skagit Transit Dunyele Mason, Clallam Transit LeeAnn McNulty, Mason Transit Ken Mehin, Grays Harbor Transit	Steve Mertens, Columbia County Public Transportation Agustin Ortega, Yakima Transit Jim Quintana, C-Tran Wayne Thompson, Pullman Transit Lynda Warren, Spokane Transit Derrick Wojcik-Damers, Twin Transit
	Guests Present
	Brenda Lamb, Link Transit Magan Waltari, Whatcom Transportation Authority Brian White, Alliant

Call to Order

President Shinnars called the meeting to order at 9:01 am. Shinnars welcomed all participants as a sign-in sheet was passed around the room. Guests Lamb and Waltari were introduced. He reminded everyone of the short agenda and hoped everyone had time to review the draft Public Officials Liability Coverage Document. Shinnars explained that O'Regan had accepted a position at Tidewater Barge and that is why, per the Bylaws, he is President again. Shinnars also explained Hebdon accepted a position with Pasco School District. The large member representative position will be filled at the Board meeting. He called for changes to the agenda, he added a discussion item regarding appeal process as there is potential for an appeal at the next Executive Committee meeting and asked for a motion to approve the amended agenda. **Jordan moved to approve the agenda. Shipman seconded the motion and the motion passed.**

Consent Agenda

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

Shinnars asked if there were any items to remove from the consent agenda. Jordan asked about voucher number 27898. Christianson explained the expense was a wellness committee expense for the summer regatta. There were no items removed from the consent agenda. **Covey moved to approve the consent agenda. Brannin seconded the motion and the motion passed.**

Discussion Items

2018 Executive Committee Work Plan, Strategic Plan

Shinners said as in customary fashion the work plan is included. Christianson explained the work plan had been updated and the strategic plan included for informational purposes only. Staff did include a memo highlighting progress on Strategic Plan items.

Training Academy Proposal/Recommendation

Shinners explained that two Executive Committee Retreats ago we asked staff to do more shared services specifically train operators, staff felt the scope was too big but are recommending a training to equip trainers with the tools necessary to train effectively. Kerrigan talked about the sub-committee and their role in developing the proposed Trainer's academy. She explained why it doesn't appear in the budget as staff are working to secure grant funds from Washington State Department of Transportation. Shinners asked if participation was voluntary. Kerrigan said yes, the only requirement to participate is that you have attended the WSTIP Supervisors School within the last five years. Beardsley asked if someone could drop in for just one of the three days. Kerrigan said yes although they wouldn't receive the full benefit of the entire program.

Governance Policies: Claims Management, Contractors and Suppliers, Succession for Executive Director

Christianson said Jordan is the chair of the committee but asked that she go through the policies. Christianson walked everyone through the changes to the claims management policy (consolidated claims settlement procedures, repair of covered losses by member, and subrogation, in addition to added language to meet AGRIP Advisory Standards), contractors and suppliers policy (language added to meet AGRIP Advisory Standards), and Succession for Executive Director (suggest repealing management succession policy as it is duplicative and most responsibilities of the policy are in the Executive Directors job description regarding staff readiness). Jordan said the Governance Policy Committee recommends adoption of the policies as presented.

Shipman moved to adopt the Claims Management Policy. Asher seconded the motion and the motion passed.

Jordan moved to adopt the Contractors and Suppliers Policy. Brannin seconded the motion and the motion passed.

Shipman moved to adopt the Succession for Executive Director Policy. Covey seconded the motion and the motion passed.

Governance Policy: Assessment Allocation Policy (to Board)

Shinners asked the Executive Committee to recommend adoption of the Assessment Allocation Policy to the Board. Christianson explained the changes made to the policy were recommended by the actuary to memorialize current practices and that the actuary sets the UIM rate as part of the actuarial study instead of the Board. The committee discussed 4g and 14 requesting the policy be changed to employees instead of FTE. ***Jordan moved to recommend adoption of the Assessment Allocation Policy as amended to the Board. Covey seconded the motion and the motion passed.***

Appeal Process

Shinners said there is potential for an appeal at the next Executive Committee meeting for a Public Officials Liability claim, it has been a long time since we have done an appeal. Per the Bylaws, if the

Executive Director denies a claim the member may appeal to the Executive Committee. Hughes has proposed a process based on the Bylaws, the President will review the facts of the appeal and at the hearing (appeal) there will be a presentation by the Executive Director and by the member (appellant) to rebut the others argument, this may or may not be held in Executive Session. There was brief discussion regarding Executive Sessions and Open Public Meetings Act.

Executive Committee Retreat

Shinners said he is looking for member input as to what they would like discussed at the Executive Committee Retreat. Jordan said the retreat is scheduled for January 16-18, 2019 at the Cedarbrook Lodge at SeaTac, reminded everyone that to attend you need to be a new Board member (within the past year), have run for an Executive Committee office, or have served the prior year on the Executive Committee. Registration will be available soon, facilitators are being secured, and if you have topics to please bring them forward to Jordan or Christianson.

Action Items

Public Records Request Fees

Powell explained the legislature had made changes to the fee schedule to include electronic files and a requirement to keep a full index of records. Staff feel with the current staffing a full index of records would be burdensome and request authority to keep a partial index of records which are already available online. Coit asked how many public disclosure requests staff had received to date in 2018. Powell said there had been three requests. ***Shipman moved to adopt the standard fee schedule for records provided in response to a Public Disclosure Request as authorized by RCW 42.56.120; AND waive the requirement for a complete and current index in favor of a partial index as allowed under RCW 45.56.070 (4.a). Brannin seconded the motion and the motion passed.***

Governance Policies/Request to ADOPT: Audit Committee, Expense Reimbursement, Investment, Reimbursement for Paperless Meeting Devices

Audit Committee Policy – Powell said there were no substantive changes to the policy. ***Shipman moved to adopt the Audit Committee Policy. Jordan seconded the motion and the motion passed.***

Expense Reimbursement Policy – Powell noted the changes on this policy were to reimburse members for travel to committee meetings and ability to pay for travel for third party attendees. Committee members amended #2 to state that maps showing mileage had to be submitted with the request for reimbursement. ***Shipman moved to adopt the Expense Reimbursement Policy as amended. Asher seconded the motion and the motion passed.***

Investment Policy – Powell said changes to the policy were general language cleanup. There was discussion about Local Government Investment Pool (LGIP) and Thurston County Investment Pool (TCIP) and the separate investment managed by the Thurston County Treasurer's Office (TCTO), and performance. ***Covey moved to adopt the Investment Policy as presented. Shipman seconded the motion and the motion passed.***

Reimbursement for Paperless Meeting Devices Policy – Christianson explained this policy had been back and forth between the Governance Policy Committee and Executive Committee. We are removing the stipend. ***Jordan moved to adopt the Reimbursement for Paperless Meeting Devices Policy as presented. Brannin seconded the motion and the motion passed.***

Governance Policies/Request to REPEAL: Claim Settlement, Management Succession, Non-Member Intergovernmental Procurement, Repair of Covered Losses by Member, Subrogation

Claims Settlement, Repair of Covered Losses by Member, and Subrogation Policies - Shinners said since the Claims Management Policy was approved essentially consolidating three policies the Claim Settlement, Repair of Covered Losses by Member, and Subrogation needed to be repealed. **Shipman moved to repeal the Claim Settlement, Repair of Covered Losses by Member, and Subrogation policies. Covey seconded the motion and the motion passed.**

Management Succession Policy – Christianson explained the management succession policy is duplicative of the Executive Director job description and confusing with the Succession of Executive Director Policy. **Brannin moved to repeal the Management Succession Policy. Covey seconded the motion and the motion passed.**

Non-Member Intergovernmental Procurement Policy – Christianson said this policy is duplicated within the Purchasing Policy and recommended repealing. **Covey moved to repeal the Non-Member Intergovernmental Procurement Policy. Asher seconded the motion and the motion passed.**

Public Officials Liability Coverage Document (to Board)

Shinners said the Coverage Review Committee had been working on the Public Officials Liability (POL) Coverage Document as there was a huge spike in the loss fund projection last year regarding non-auto liability claims. The committee is trying to add clarity to the coverage document and have re-ordered it to help make it clear as to what is or is not covered. The committee compared the current POL document with the POL coverage documents of four other pools. Basically, everything is covered unless it is excluded, but you have to carefully review the exclusions. Christianson said at the last Executive Committee we presented the document but didn't ask to bring the document forward to the Board formally, so staff is asking for a motion to move the document forward to the Board for discussion. Hughes said Section 18 of the Bylaws states the Executive Committee shall make recommendations for ... all other matters that come before the Board.

Shinners said this document is our liability coverage for everything not auto related and focuses on employment practices. Pay close attention to the exclusions; he wants everyone to be comfortable with the document. The next phase will be to look at where the claims are occurring, last year there was a huge spike in our experience rating for POL. Christianson said the actuarial report will be presented at the Work Session and will show that for the first six months of 2018 there has been little claim activity for POL. Board members asked questions regarding exclusions, asked for a matrix to explain WHY exclusions were added, and asked if it is excluded, to cite if another policy provides coverage. No action was taken on this topic.

Sub-Committee Reports Governance Policy Committee

Christianson reported the Governance Policy Committee had met after almost every Executive Committee meeting and will have a couple more policies before the end of the year. Committee members are Jordan (chair), Shipman and Shinners. O'Regan had been on the committee until last month.

Board Development Committee

The Board Development Committee has been working on work session topics, tracking *Behind the Curtain* completion stats, and have asked a few Battlefield Leadership Training participants to give

feedback tomorrow. Committee members are the member representatives.

Emerging Risks and Opportunities Committee Report

Kerrigan said the Emerging Risks and Opportunities Committee had done the bulk of the work on the Technology Grant which is on the Board agenda for tomorrow and are tracking a list of other projects. Huyck shared videos and information from the first few weeks of the Lytx DriveCam project data and fielded questions from Board members regarding the project. Jordan reminded everyone they could volunteer for committees rather than being voluntold. Committee members are Jordan (chair), Asher, Covey, Huyck, Mehin, and Quintana.

Data Governance Committee

Powell reported challenges with the committee as many of the committee members have left employment.

Coverage Review Committee

Shinners said the committee had worked on the Public Officials Liability Policy which will be presented during the Work Session. Shinners, O'Regan, Brannin, and Covey were the committee members.

Audit and Finance Committee

Committee has been meeting on a regular basis before the Executive Committee meeting, the committee consists of all Executive Committee members per the governance policy.

Nominations and Elections Committee

Shinners said the Nominations and Elections Committee will begin soliciting soon, think about running for office as it's a great way to contribute, learn the policies and coverage documents. Committee members are Jordan, Shipman, and Shinners.

Executive Session

There was no Executive Session.

Recap and Adjournment

Shinners noted the Work Session would begin at noon and the Member Representative Meetings will begin at 1:00 pm. **Shinners adjourned the meeting at 10:45 am.**

Submitted this 25th day of October 2018.

Approved: 
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Shonda Shipman, Secretary

ⁱ Check numbers 27875 through 27932 in the amount of \$85,218.08. Internet transfers of \$46,057.00 for the 08/15/2018 payroll; \$45,456.36 for the 08/31/2018 payroll; and \$11,552.84 for the 08/2018 staff benefits, internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$48,430.79. Total voucher approval, including August 2018 staff payroll and Internet and ACH payments is \$236,715.07.

ⁱⁱ Check numbers 11314 through 11451 in the amount of \$566,153.82. Total voucher approval is \$566,153.82.