



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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**Minutes of the
WSTIP Annual Board Meeting
June 24, 2022
Courtyard By Marriott Everett & Zoom**

Board Members Present	
Jenny George, Asotin County PTBA	Joe Macdonald, Medium Member Rep, Skagit
Jeff Lubeck, Ben Franklin Transit	Transit Monique Liard, Large Member Rep,
Betsy Dunbar, Central Transit	Spokane Transit
Andy Rowison, Clallam Transit	Jesse Kinney, President, Valley Transit
Cyndie Eddy, Community Transit	Angie Peters, Valley Transit
Scott Deutsch, Vice-President, C-Tran	Shonda Shipman, Whatcom Transportation
Tom Hingson, Everett Transit	Authority
Brandy Heston, Grant Transit	
Ken Mehin, Grays Harbor Transit	Guests Present
Suzanne Coit, Treasurer, Intercity Transit	Brian White (broker), Alliant
Jana Brown, Intercity Transit	Selena Ngo, Pierce Transit
Emily Bergkamp, Intercity Transit	Dawne Shotsman, Pierce Transit
Staci Jordan, Island Transit	
Nicole Gauthier, Jefferson Transit	WSTIP Staff Present
Miranda Nash, Jefferson Transit	Cedric Adams, Claims Manager
Paul Shinnars, Kitsap Transit	Matthew Branson, Deputy Director
Justin Brockwell, Link Transit	Anna Broadhead, Board Relations
Shawn Larson, Link Transit	Tracey Christianson, Executive Director
Amy Asher, Mason Transit	Brandy Clark, Administrative Assistant
Pattie Goedker, Pacific Transit	John Cushing, Claims Specialist
Danette Rogers, Past President/Acting Secretary, Pierce	Rick Hughes, General Counsel
Transit	Todd Iddings, Safety and Risk Advisor
Karen Thesing, Pierce Transit	Laura Juell, Risk and Training Coordinator
Wayne Thompson, Pullman Transit	Joanne Kerrigan, Member Services Manager
Jim Seeks, RiverCities Transit	Christine Rouse, Application Support Specialist
	Karey Thornton, Accounting and Payroll Specialist

Call to Order

President Kinney called the meeting to order at 9:01 am. Verbal roll call took place. Kinney asked if there were any guests to introduce other than the ones in attendance during the EC or Work Session. Kinney asked if there were any changes to the agenda, hearing none he asked for a motion to accept the agenda. **Jordan moved to accept the agenda. Heston seconded the motion and the motion passed.** Behind the Curtain prizes were awarded with a round of applause.

Public Comment on Consent Agenda, Discussion, Potential Action Items

Kinney asked for public comment. No public comments were received.

Discussion

Member Representative Meeting Report and Discussion

Liard, Macdonald, and Shinnars gave updates on each group's discussion. Each group discussed potential Bylaw

changes to address vacancies, the Treasurer position and whether it should be voting or non-voting, upcoming coverage renewals, and groups shared their experiences with using Embark and Data Driven Safety for Driver Record monitoring, the groups also discussed emerging trends they are seeing from difficulties hiring to and some are expanding the fare free youth program to all for the near future. Kinney thanked each Member Representative for their report.

WSTIP Treasurer and Potential Bylaws Change and Accounting and Internal Controls Policy

Christianson said the EC is requesting the Board implement a change to the Bylaws. Our long time Treasurer Suzanne Coit is retiring, which gives us an opportunity to review how our Treasurers have been appointed, and make any changes we desire. For example, applying term limits to the position to allow more people to serve. We also need to make changes to the Governance Policy: Accounting and Internal Controls but wanted to see which direction the Board wants to go regarding the Treasurer. Deutsch said he heard from the discussions that the Treasurer position should remain ex officio so that it doesn't exclude people from running to be on the Executive Committee as there are only a few people who are eligible to serve as the Treasurer. Kinney added that the current term would be for two and half years, we would elect another Treasurer at the Annual Meeting in 2024. Liard suggested adding criteria to qualify to the Deputy Treasurer role. The GPC will add language to the Accounting and Internal Controls policy for clarity. Christianson read the Bylaw change (Section 31 page 2 of the packet). **Seeks moved to adopt the Bylaw changed as read by the Executive Director. Macdonald seconded the motion and the motion passed.**

Appointment/Election of Treasurer

Deutsch said pursuant to the Bylaw change, we need to appoint/elect our next Treasurer. We had two candidates for Treasurer Liard and Rogers; Rogers has withdrawn her name. The Nominations and Elections committee determined Liard is qualified to serve as Treasurer. Macdonald expressed gratitude to Liard for volunteering. **Jordan moved to appoint Monique Liard as Treasurer until the annual election of 2024. Peters seconded the motion and the motion passed.** Liard abstained from the vote. Kinney thanked Coit for her years of service and expressed appreciation for her time (round of applause).

2023 Public Officials Liability (POL) Coverage Document

Thesing said the Coverage Review Committee (CRC) reviewed the Public Officials Liability (POL) coverage document and has minor grammatical changes, the EC has recommended the Board adopt the 2023 POL Coverage Document as amended. **Liard moved to approve the 2023 POL Coverage Document as presented. Deutsch seconded the motion and the motion passed.**

Financial Reports as of May 2022

Treasurer's Report and Management Discussion and Analysis, Comparative Statement of Net Position, Claim Reserves Report, and Statement of Revenues and Expenses with Budget

Branson said the Pool's trend is favorable and are under budget in several areas, which means we are living within our budgetary means. He noted that Staff invested \$10 million in T-bills with a one-year maturity rate. He appreciates Coit's review and feedback and grateful for the work Thornton does for the department. There were no questions regarding the financial statements.

The Board took a short break from 9:50 am to 10:05 am.

Staff Reports

Executive Staff Report

Christianson stated that Clark will be leaving WSTIP to go to work for WSTA and we wish her farewell. WSTIP will likely be hiring this summer. Branson said the 2021 Annual Reports have been distributed and are available on the WSTIP website. Kerrigan said Member Services is out visiting Members and are testing a Best Practice Compliance module in Origami. In-person and zoom training as well as the Learning Management System (LMS)

courses are taking place, they are beginning to update the Digital Recording Systems on Fleet Vehicles Best Practices and requested that if you are contacted to give feedback to please do so. She also reminded participants of the ongoing Origami office hours with Christine on Wednesdays. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims. Deutsch asked Adams why the large subrogation return for Ben Franklin Transit. Adams explained it was likely replacement cost for a bus. There was a discussion on how the claims money gets reported on the Claims Reserves report, the claim gets paid in current year but attributed to the year it happened.

General Counsel's Report

Hughes asked if there were any questions regarding his report, and then said he is seeing public agencies using financial resources to solve problems with recruitment and retention, please reach out to Hughes if you have questions regarding gift of public funds. Kinney thanked Hughes for his report.

Broker's Report

White gave an update on the state of the insurance market ([click here](#) to view his videos). White shared property coverage marketing efforts were successful, cyber is difficult, but we were able to secure a buy down quote. Auto-Physical Damage (APD) is a little more stable and the proposed renewal is 1.5% increase over expiring. If you have questions regarding the Broker Report, please reach out to White.

President's Quarterly Report on ED Goals

Kinney reported the Executive Director has been working on her goals set by the Board. She is meeting with new Board members, scheduling follow-ups with veteran Board members, working on an ongoing records management project.

Action Items

Minutes – March 25, 2022

Macdonald moved to approve the minutes from March 25, 2022. George seconded the motion and the motion passed.

Bind Property, Boiler & Machinery Renewal

Christianson stated Staff recommend binding the APIP Property, Boiler and Machinery renewal with \$35 million in earthquake coverage for \$1,686,108.23 noting this has an additional \$10 million in earthquake coverage over expiring. Rowlson asked if the Board had asked for additional earthquake limits. Christianson said we have asked in prior renewals and were unable to get the additional limits. **Deutsch moved to authorize the Executive Director to bind the APIP Coverage with \$35 million in earthquake coverage. Thesing seconded the motion and the motion passed.**

White highlighted the changes to the coverage sharing a flow chart for miscellaneous unnamed locations, vacant buildings, and automatic acquisition amounts ([click here](#) to view the flow chart). The Board discussed various scenarios with White. If you have questions regarding coverage, please reach out to Christianson.

Bind Cyber Liability

Christianson explained the primary cyber coverage is in the APIP policy, but this is to buy down our deductible from \$50,000 to \$5,000 per occurrence. Branson explained the \$71,470 would be allocated amongst the Members who are in the property program. Rowlson asked how many cyber claims there are per year asking if it was something the Pool could self-insure in the future. Christianson said there have been two in ten years. **Macdonald moved to authorize the Executive Director to bind the Cyber Coverage Deductible Buy-Down. Mehin seconded the motion and the motion passed.**

Bind Auto Physical Damage Excess

Christianson requested permission to bind the Auto Physical Damage Excess coverage. She explained this policy is specific to Member vehicles and the renewal cost is flat. Liard asked about the \$1.5 million limit on the vehicles as they are ordering buses that are \$1.7 million. White said he will investigate limit increases. There was also discussion about hydrogen fueled buses and the rising expenses of fleet vehicles overall. **Jordan moved to authorize the Executive Director to bind the Auto-Physical Damage Excess policy as presented and look at increasing the limit soon. Seeks seconded the motion and the motion passed.**

Request for Permission to Bind Munich Re

Christianson explained she is requesting permission to bind the Munich Re layer (\$5 million to \$15 million) layer should the proposal not exceed 12% over expiring. We have a great relationship with Munich and would like to secure this layer as quickly as possible for 2023. **Thesing moved to approve the Executive Director to bind coverage with Munich Re for excess liability in effect in January 2023 with a price not to exceed 12% over expiring. Deutsch seconded the motion and the motion passed.**

Branson said staff will be requesting mileage estimates for 2023 to assist with the renewal soon, and to please respond in a timely fashion.

Adjournment

Kinney quickly recapped the meeting, approved a Bylaw change to Section 31, we appointed a Treasurer, thank you Monique Liard, approved the 2023 POL Coverage Document, received financial reports from May 2022, heard from Staff, General Counsel and discussed the Executive Directors progress on goals. We approved minutes, bound Property, Boiler and Machinery, Cyber Deductible Buy-Down, and Auto-Physical Damage, authorized Executive Director to bind with Munich Re with a not to exceed cost of 12% over expiring. Kinney expressed appreciation and thanks to Coit for serving as the WSTIP Treasurer from April 1, 2017, to 2022 (round of applause). Christianson has cards, corporate wear, and is hoping to take Coit out to lunch to express our gratitude for her willingness to serve and help us. **Deutsch moved to adjourn the meeting at 11:28 am. Multiple people seconded the motion and the motion passed.**

Submitted this 23rd day of September 2022

Approved: 
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Danette Rogers, Acting Secretary/Past President