



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

**Minutes of the
WSTIP Annual Board Meeting
December 9, 2022
Kitsap Conference Center & Zoom**

Board Members Present	
Jenny George, Asotin County PTBA	Wayne Thompson, Pullman Transit
Jeff Lubeck, Ben Franklin Transit	Jim Seeks, RiverCities Transit
Betsy Dunbar, Central Transit (virtual)	Joe Macdonald, Medium Member Rep, Skagit Transit
Andy Rowison, Clallam Transit	Dale O'Brien, Skagit Transit
David Ocampo, Small Member Rep, Columbia County Public Transportation	Monique Liard, Treasurer/Large Member Rep, Spokane Transit
Cyndie Eddy, Community Transit	Jesse Kinney, President, Valley Transit
Scott Deutsch, Vice President, C-Tran	Angie Peters, Valley Transit
Brandon Hilby, Everett Transit	Shonda Shipman, Whatcom Transportation Authority
Tom Hingson, Everett Transit (virtual)	
Brandy Heston, Grant Transit	
Ken Mehin, Grays Harbor Transit	
Jana Brown, Intercity Transit	
Staci Jordan, Island Transit	
Nicole Gauthier, Jefferson Transit	
Miranda Nash, Jefferson Transit	
Paul Shinnars, At-Large Member Rep, Kitsap Transit (virtual)	
Justin Brockwell, Link Transit	
Shawn Larson, Link Transit	
Amy Asher, Mason Transit Authority	
Jason Rowe, Mason Transit Authority (virtual)	
Pattie Goedker, Pacific Transit	
Michael Wagner, Pacific Transit (virtual)	
Amy Cleveland, Pierce Transit	
Danette Rogers, Past President/Acting Secretary, Pierce Transit	
Karen Thesing, Pierce Transit	
	Guests Present
	Eunjoo Greenhouse, Community Transit (virtual)
	Lilian Vanvieldt, Alliant (Broker)
	WSTIP Staff Present
	Cedric Adams, Claims Manager
	Matthew Branson, Deputy Director
	Anna Broadhead, Board Relations
	Tracey Christianson, Executive Director
	John Cushing, Claims Specialist
	Robyn Galindo, Claims Specialist
	Rick Hughes, General Counsel
	Todd Iddings, Safety & Risk Advisor
	Caron Igoe, Administrative Assistant
	Laura Juell, Training & Risk Coordinator
	Joanne Kerrigan, Member Services Manager
	Christine Rouse, Application Support Specialist

Call to Order

President Kinney called the meeting to order at 9:00 am, a sign in sheet was passed around the room, staff accounted for the virtual participants. 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. **Mehin 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

Q&A Work Session Videos

Training Year in Review & ASK Statistics

Kerrigan and Juell shared the Training Year in Review and ASK statistics. Kerrigan noted attendance for in person classes has been a challenge, but we are trying to hold as many as possible in person, the LMS is also available to Members. Juell congratulated Grant and Everett for responding to the most questions and Skagit for asking the most questions, she noted better responses with going back to sending ASKs through email rather than the website. Reach out to Kerrigan or Juell if you have any questions regarding ASKs or training.

Target Ratios

Branson said the Audit Committee (which is the EC) reviews the ratios which show operational and solvency metrics and then shares them with the Board. There were no questions regarding Target Ratios. If you have a question regarding the Target Ratios feel free to message Branson.

Strategic Plan Update

Kerrigan shared the status of each Strategic Plan item and the summarized Member Satisfaction Surveys which were completed in the last quarter. There is a video included on the Work Session agenda regarding this topic. There were no questions. Kinney thanked Staff for the videos regarding the topics as everyone appreciates the videos.

Member Representative Meeting Report and Discussion

Liard, Macdonald, and Ocampo gave updates on each group's discussion. Each group talked about the pre-recorded Work Session videos, the actuarial study, the proposed 2023 budget, general wage increase, and potentially creating a policy around how the increase is developed each year, retreat topics, underwriting structure, Gettysburg training and the value of the program, and what was happening around their agencies. Kinney thanked each Member Representative for their report.

Financial Reports as of October 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, we are living within our budgetary means. He appreciates Liard's review and feedback and grateful for the work Thornton does for the department. He anticipates a negative interest income. There were no questions regarding the financial statements.

Eddy introduced Eunjoo Greenhouse who's Community Transit's new Finance Director. Kinney welcomed Greenhouse.

Staff Reports

Best Practice Compliance Report

Kerrigan shared the results of Iddings' visits to the Members regarding Best Practice Compliance and reminded attendees that their individual reports are in the Member Document Portal on the website, if they need help accessing the reports, please let Staff know. Kerrigan and Iddings fielded questions regarding the report.

Executive Staff Report

Christianson said she had been meeting with new Board members, signed the AON contract, and the retreat facilitator contract. Currently recruiting for the vacant staff position with interviews scheduled the following week. She is exploring Active Shooter/Terrorism coverage at the request of Pierce Transit and has received quotes for Pierce and the Pool as a whole, with more information to come on this potential coverage line. Thesing explained the coverage would supplement coverage Pierce is planning to purchase in January. Brian White is in London looking for alternatives. Christianson said she is expecting a sample policy to review for 2023.

Branson stated that 2023 Assessment Invoices would be sent out soon. Staff will begin collecting actual miles and employee headcounts in January, as well as the vehicle inventory sheets. If you have vehicles you have disposed of, please let us know so we can get them removed from our lists as well. He also apologized in advance for the many emails and calendar invites that will be coming. Kerrigan reminded everyone to get their Risk Management and Network Security Grant requests in before December 16. She thanked Iddings for all his hard work completing site visits and Juell for the training summary. She also reminded participants of the ongoing Origami projects and office hours with Rouse on Wednesdays. Adams gave an update on open and recently closed claims, subrogation,

and open litigated claims. Kinney thanked Staff for their report.

Executive Director's Annual Report

Christianson said the Executive Director's Annual Report is a compilation of the Staff's work throughout the year. She thanked her staff for all the work they do for the Members (round of applause). Kinney thanked Christianson for the report.

General Counsel's Report

Hughes said most of his work is done in committee meetings. Please reach out to Hughes if he can be of assistance. Kinney thanked Hughes for his report.

Broker's Report

Vanvioldt had technical difficulties and was unable to join the meeting virtually but White and Vanvioldt had created a video. Brokers update. prior to the meeting. Please [click here](#) to view their video. 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, preparing a succession ready staff, and working on an ongoing records management project.

Action Items

Minutes – September 23, 2022

Jordan moved to approve the minutes from September 23, 2022. Deutsch seconded the motion and the motion passed.

Request to bind Crime / Employee Fidelity Coverage

Christianson asked the Board for permission to bind the Crime / Employee Fidelity Coverage at their desired coverage limits and deductible. **Mehin moved to approve at the \$4 million level. The motion failed for lack of a second.**

Heston moved to approve the Crime Coverage Proposal at the \$2 million limit, with the \$10,000 deductible, in the amount of \$28,828.60. Rowlson seconded the motion and the motion passed.

Governance Policy - Bylaws

Deutsch said the waiting period has passed and the Board can now adopt the revised Bylaws. **Thesing moved to adopt the Bylaws as presented. Peters seconded the motion and the motion passed.**

Accept Actuarial Report & Approve 2023 Member Allocations \$19,728,046

Branson requested the Board accept the actuarial report, accept the equity contribution, and approve the rates for allocating costs equitably among Members. **Peters moved to accept the Actuarial Report prepared by PwC and to approve the 2023 Assessment Allocation as presented in Exhibit 8-6 with Member Assessments totaling \$19,728,046. This motion includes acceptance of the equity contribution of \$2,625,000 and approval of the rates used for allocating cost equitably among Members. Macdonald seconded the motion and the motion passed.**

Approve 2023 Budget \$17,239,000

Branson said Staff are requesting the Board give the Executive Director the expenditure authority as proposed in the 2023 Budget. **Brown moved to accept the budget as summarized in the enclosed budget packet. The motion delegates \$17,239,000 in expenditure authority to the Executive Director and formally approves and adopts the 2023 Budget as presented. Jordan seconded the motion and the motion passed.**

Approve 2023 General Wage Increase

Christianson said there is a video regarding this topic, also discussed in the Member Representative Meetings, and staff are looking for a motion to determine the 2023 General Wage Increase (GWI). There was discussion about the process of determining GWI, developing a policy with a floor and ceiling, compensation philosophy, retention, comparable Pool GWI, and the impact the GWI has on the budget. Kinney thanked everyone for the great discussion and asked for a motion. **Brown moved to approve an 8.3% general wage increase for WSTIP staff.**

The general wage increase would be effective as of January 1, 2023. Macdonald seconded the motion. A roll call vote took place with 19 Ayes, and 5 Nays and the motion passed.

Approve Executive Director 2023 Goals

Deutsch presented the Executive Director 2023 Goals noting a recommendation from the EC to adopt. **Liard moved to accept the Executive Director 2023 Goals as presented. Thesing seconded and the motion passed.**

2023 - 2024 Meeting Schedule

Deutsch reminded the Board that the EC was holding two meetings at SeaTac and one in Spokane for 2023 and asked the Board to adopt the 2023 – 2024 Meeting Schedule as presented. **Shipman moved to adopt the 2023 – 2024 Meeting Schedule as presented. Jordan seconded the motion and the motion passed.**

The Board took a break at 10:28 and resumed their meeting at 10:52 am.

Executive Committee and Officers Election, Passing of the Gavel

Kinney explained the election process, links will be posted in the chat pod for each position and thanked all candidates for their interest. Christianson explained how the results would be shared so it wasn't a secret vote. Hughes reminded everyone that for the vote to be official there needed to be a majority and reminded the Board of past practices that the top two candidates move forward to another round of voting if 50% plus one isn't achieved.

Nominees for Vice-President were Hingson, Liard, Mehin, Shipman and Thesing. Kinney called for nominations from the floor. Hearing no nominations from the floor he closed the ballot for Vice-President. After votes were counted, Hingson, Liard, and Shipman had a run-off vote. After votes were counted, Hingson and Shipman had a run-off vote. After votes were counted, Shipman was announced Vice-President with 16 votes.

2023 Vice-President – Vote 1					
Hingson	Liard	Mehin	Shipman		Thesing
Columbia	Central	Grays Harbor	Asotin	Jefferson	
Everett	Clallam	Pullman	Ben Franklin	Link	
Kitsap	Community	RiverCities	C-Tran	Mason	
Valley	Pacific		Grant	Skagit	
Whatcom	Pierce		Intercity	Spokane	
			Island		

2023 Vice-President – Vote 2				
Hingson		Liard	Shipman	
Central	Pullman	Clallam	Asotin	Island
Everett	Valley	Community	Ben Franklin	Jefferson
Grays Harbor		Pacific	Columbia	Link
Kitsap		RiverCities	C-Tran	Mason
Pierce		Spokane	Grant	Skagit
			Intercity	Whatcom

2023 Vice-President – Vote 3				
Hingson		Shipman		
Central	Pacific	Asotin	Grant	RiverCities
Everett	Pierce	Ben Franklin	Intercity	Skagit
Grays Harbor	Pullman	Clallam	Island	Valley
Kitsap	Spokane	Columbia	Jefferson	Whatcom
		Community	Link	
		C-Tran	Mason	

Nominees for Secretary were Asher, Hingson, Liard, Macdonald, Mehin and Thesing. Kinney called for nominations

from the floor. Hearing no nominations from the floor he closed the ballot for Secretary. After votes were counted, Asher and Macdonald had a run-off vote. After votes were counted, Macdonald was announced Secretary with 14 votes.

2023 Secretary - Vote 1					
Asher	Hingson	Macdonald	Mehin	Liard	Thesing
Clallam Columbia Intercity Jefferson Kitsap Pacific RiverCities	Everett Valley	Asotin Ben Franklin C-Tran Island Mason Skagit Whatcom	Grays Harbor Pullman	Central Grant Link Spokane	Community Pierce

2023 Secretary - Vote 2				
Asher		Macdonald		
Ben Franklin Clallam Columbia Everett Intercity	Jefferson Pacific Pullman RiverCities Valley	Asotin Central Community C-Tran Grant	Grays Harbor Island Kitsap Link Mason	Pierce Skagit Spokane Whatcom

Nominees for Large Member Representative were Brown, Liard, and Lubeck. Kinney called for nominations from the floor. Hearing no nominations from the floor he closed the ballot for Large Member Representative. After votes were counted, Liard was announced Large Member Representative with 15 votes.

2023 Large Member Representative - Vote 1				
Brown	Lubeck	Liard		
Columbia Community Grant Jefferson	Grays Harbor Kitsap Link Pacific Whatcom	Asotin Ben Franklin Central Clallam C-Tran	Everett Intercity Island Mason Pierce	Pullman RiverCities Skagit Spokane Valley

Nominees for Medium Member Representative were Asher, Hingson, Mehin, Larson, and Rowlson. Kinney called for nominations from the floor. Hearing no nominations from the floor he closed the ballot for Large Member Representative. After votes were counted, Asher and Larson had a run-off vote. After votes were counted, Larson was announced Medium Member Representative with 13 votes.

2023 Medium Member Representative - Vote 1				
Asher	Hingson	Larson	Mehin	Rowlson
Asotin Ben Franklin Columbia Intercity Island Jefferson Valley	Central Everett Link	C-Tran Grant Pierce Skagit Spokane Whatcom	Grays Harbor Pullman RiverCities	Clallam Community Kitsap Mason Pacific

2023 Medium Member Representative - Vote 2					
Asher			Larson		
Asotin	Grays Harbor	Link	Central	Grant	Pullman
Ben Franklin	Island	Pacific	Clallam	Intercity	Skagit
Columbia	Jefferson	RiverCities	Community	Mason	Spokane
Everett	Kitsap	Valley	C-Tran	Pierce	Whatcom

2023 Medium Member Representative - Vote 3					
Asher			Larson		
Asotin	Island	Valley	Central	Grays Harbor	Skagit
Ben Franklin	Jefferson		Clallam	Link	Spokane
Columbia	Kitsap		Community	Mason	Whatcom
Everett	Pacific		C-Tran	Pierce	
Intercity	RiverCities		Grant	Pullman	

The nominees for Small Member Representative were Dunbar and Nash. Hearing no nominations from the floor he closed the ballot for Small Member Representative. After votes were counted, Nash was announced Small Member Representative with 18 votes.

2023 Small Member Representative - Vote 1			
Dunbar	Nash		
Ben Franklin	Asotin	Intercity	Pacific
Central	Columbia	Island	RiverCities
Clallam	C-Tran	Jefferson	Skagit
Community	Everett	Kitsap	Spokane
Pierce	Grant	Link	Valley
Pullman	Grays Harbor	Mason	Whatcom

The nominees for At-Large Representative were: Asher, Brown, Dunbar, Hingson, Lubeck, Mehin, and Rowlson. After votes were counted Asher and Dunbar had a run-off vote. Asher was announced At-Large Representative with 19 votes.

2023 At-Large Member Representative - Vote 1						
Asher	Brown	Dunbar	Hingson	Lubeck	Mehin	Rowlson
Asotin	Community	Central	Everett	Link	Grays Harbor	Clallam
Ben Franklin	Whatcom	Intercity			Pullman	Kitsap
Columbia		Mason			Valley	Pacific
C-Tran		Pierce				
Grant						
Island						
Jefferson						
RiverCities						
Skagit						
Spokane						

2023 At-Large Member Representative – Vote 2			
Asher			Dunbar
Asotin	Grays Harbor	RiverCities	Central
Ben Franklin	Island	Skagit	Community
Clallam	Jefferson	Spokane	Intercity
Columbia	Kitsap	Valley	Mason
C-Tran	Link	Whatcom	Pullman
Everett	Pacific		
Grant	Pierce		

The WSTIP 2023 Executive Committee is as follows: **Scott Deutsch**, President; **Shonda Shipman**, Vice President; **Joe Macdonald**, Secretary; **Jesse Kinney**, Past President; **Monique Liard**, Large Member Representative; **Shawn Larson**, Medium Member Representative; **Miranda Nash**, Small Member Representative; and **Amy Asher**, At-Large Member Representative.

Kinney thanked the Board for the opportunity to serve as President in 2022 and passed the gavel to Deutsch. Deutsch thanked Kinney for his leadership and presented a plaque to commemorate the year.

Adjournment

Deutsch quickly recapped the meeting and asked for a motion to adjourn. ***O'Brien moved to adjourn the meeting at 11:29 am. George seconded the motion and the motion passed.***

Submitted this 24th day of March 2023

Approved: 
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 Joe Macdonald, Secretary