



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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**Minutes of the  
WSTIP Board Meeting  
March 24, 2023  
Semiahmoo Resort & Zoom**

<b>Board Members Present</b>	
Jenny George, Asotin County PTBA Scott Deutsch, President, C-Tran Betsy Dunbar, Central Transit Andy Rowison, Clallam Transit David Ocampo, Columbia County Public Transportation Cyndie Eddy, Community Transit Brandon Hilby, Everett Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Island Transit Nicole Gauthier, Jefferson Transit Miranda Nash, Small Member Rep, Jefferson Transit Paul Shinnars, Kitsap Transit Shawn Larson, Medium Member Rep, Link Transit Amy Asher, At-Large Member Rep Mason Transit Pattie Goedker, Pacific Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit (virtual) Jim Seeks, RiverCities Transit Jennifer Davidson, Skagit Transit Joe Macdonald, Secretary, Skagit Transit Chris Stamey, Skagit Transit	Crystle Stidham, Skagit Transit Monique Liard, Treasurer/Large Member Rep, Spokane Transit Jesse Kinney, Past President, Valley Transit Angie Peters, Valley Transit Shonda Shipman, Vice President, Whatcom Transportation Authority
	<b>Guests Present</b>
	Brian White, Alliant Brenda Lamb, Link Transit
	<b>WSTIP Staff Present</b>
	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director (virtual) Rick Hughes, General Counsel Todd Iddings, Safety & Risk Advisor Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist Karey Thornton, Payroll & Accounting Specialist Alyssa Zahir, Claims Specialist 1 / Administrative Assistant

#### Call to Order

President Deutsch called the meeting to order at 9:00 am, a sign in sheet was passed around the room, staff accounted for the virtual participants. Deutsch asked if there were any guests to introduce other than the ones in attendance during the EC or Work Session. Deutsch asked if there were any changes to the agenda. **Mehin moved to accept the agenda. Jordan 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

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

#### Discussion

##### Member Representative Meeting Report and Discussion

Nash, Larson, and Liard gave updates on each group's discussion. Each group talked about the proposed underwriting structures by mode, the actuarial report, interested interest in expanding the AON pilot project, support for removing 15 passenger vans in LMSP contracts, Law Enforcement Liability and Security risks should be a

continued area of focus, clearly defined risk categories unarmed / armed security, look for ways to retain coverage, an awareness that not all Members will want to share the risk, and is there a way to possibly have a small sub-set who have the coverage. Groups also discussed New Member Admissions and potentially doing a Best Practice compliance review prior to admission and an initial investment potentially.

#### Strategic Plan Update

The Board had a lengthy discussion regarding the draft Strategic Plan. Staff fielded questions regarding the ratios, the baselines, the red, yellow, green Best Practices Compliance report, and carrot vs stick for reporting near-misses. They also discussed 1d at length, with comments ranging from not liking it as it could potentially harm litigation, to modifying to be a percentage decrease, to leaving it as it is because it is a stretch goal, and the goal should be to not hit pedestrians or cyclists. **Macdonald moved to leave 1d in the plan as written. Larson seconded the motion. After a roll call vote the Ayes (Asotin, Central, Clallam, Columbia, Community, C-Tran, Grays Harbor, Intercity, Island, Jefferson, Kitsap, Link, Mason, Pacific, Pierce, Pullman, RiverCities, Skagit, Spokane, Valley and Whatcom) carried with Everett voting Nay.**

Deutsch asked if the Board would like to accept the dates in the plan as recommended by the EC. **Thesing moved to accept the dates as amended at the EC meeting. Brown seconded the motion.** Discussion: Shinnors gave a history of how the strategic plan is adopted every three years, the EC work plan is developed from the plan. He was worried we are asking new Board members to vote on something they may not understand. Christianson said this plan is a four-year plan, at the retreat we have a facilitated discussion regarding the mission, vision, and strategic priorities. **Deutsch called for a vote and the motion passed.**

Deutsch asked if the consensus was to send the Strategic Plan back to the EC to do additional work based on feedback and bring it back in June. There were several thumbs up and nodding heads around the room.

#### Safety Stars and 2022 Risk Profiles

Deutsch noted the Safety Stars award recognizes impressive safety records in all three rating categories. He announced and congratulated the 2022 Safety Star winners: Columbia, Clallam and Community noting that Intercity is within .2 % of Community Transit. Kerrigan stated the Risk Profiles are available in the Member Document Portal on the website. The Risk Profile will be distributed at the June Board meeting with the Annual Report. Please share feedback with Kerrigan if there is something regarding Risk Profiles you'd like to see explained in further detail.

#### Financial Reports as of December 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 shared the 2022 Year-End Financials, thanking Wick and PwC for the work they do and the claims department for settling claims fairly and equitably, the Pool has a good net position and the 2022 PPAA is already included in the figure you see on the financial reports. He highlighted the Treasurer's Report as it shows where the money is being held and invested. There were no questions regarding the financial statements.

#### Financial Reports as of February 2023

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 is grateful for the work Thornton does for the department. There were no questions regarding the financial statements.

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

## Staff Reports

### Prior Period Assessment Audit (PPAA)

Branson shared the results of the PPAA, we are trending closer to normal. Shipman asked if Members could get a check rather than a credit memo. Branson said yes, but not until January 2024.

### Executive Staff Report

Christianson asked if there were questions regarding her section. There were no questions. Branson said he is collecting vehicle schedules and hopes to have them back by March 27, so that staff can update the lists in Origami and send back out for signature. Kerrigan highlighted training videos in development, the Learning Management System (LMS) WSTIP Learns, Iddings has started his site visits for the year, Guest Rider program has started again, and are continuing to have discussions with DOL regarding third-party testers. Shinnors asked Christianson what was being done with staff salaries. Deutsch said the GPC is developing a policy. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims. Deutsch thanked Staff for their report.

### Best Practice Compliance Report

Kerrigan shared this report will be a quarterly report out on Best Practice Compliance, this report won't necessarily be complete each quarter as it will show when Iddings makes visits to the Members, as this ties to the strategic priorities.

### 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. Hughes shared a recent Supreme Court decision Hanson vs Gonzales [click here](#) to review. Deutsch thanked Hughes for his report.

### Broker's Report

White clarified that he does not think the cyber market is soft but is cautiously optimistic. Please [click here](#) to view his video. Deutsch thanked White for his report. If you have questions regarding the Broker Report, please reach out to White.

### President's Quarterly Report on ED Goals

Deutsch 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, she's looking for inefficiencies in processes and will report back.

## Action Items

### Minutes – December 9, 2022

**Seeks moved to approve the minutes from December 9, 2022. Peters seconded the motion and the motion passed.**

### Request to bind Board Errors and Omissions Coverage

Christianson explained the Errors and Omissions coverage provides protection for Pool assets, should an individual Board member have a lawsuit filed against them. White said the renewal is flat. Christianson asked the Board for permission to bind the Board Errors and Omissions Coverage. **Jordan moved to give staff permission to bind the Board Errors and Omissions Coverage. Brown seconded the motion and the motion passed.**

### Accept Year-End 12-31-2022 Actuarial Report

Branson requested the Board accept the actuarial report. **Mehin moved to accept the Actuarial Report prepared by PwC. Goedker seconded the motion and the motion passed.**

Adjournment

Deutsch quickly recapped the meeting and asked for a motion to adjourn. ***Mehin moved to adjourn the meeting at 11:23 am. Eddy seconded the motion and the motion passed.***

Submitted this 23rd day of June 2023

Approved:   
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Joe Macdonald, Secretary