



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 Board Meeting
June 23, 2023
Courtyard by Marriott Pullman & Zoom**

Board Members Present	
Jenny George, Asotin County PTBA	Joe Macdonald, Secretary, Skagit Transit
Sarah Funk, Ben Franklin Transit	Chris Stamey, Skagit Transit
Scott Deutsch, President, C-Tran	Crystle Stidham, Skagit Transit
Betsy Dunbar, Central Transit (virtual)	Monique Liard, Treasurer/Large Member
Andy Rowson, Clallam Transit	Representative, Spokane Transit
Steve Mertens, Columbia County Public Transportation	Jesse Kinney, Past President, Valley Transit
David Ocampo, Columbia County Public Transportation	Angie Peters, Valley Transit
Cyndie Eddy, Community Transit	Shonda Shipman, Vice President, Whatcom
Brandon Hilby, Everett Transit	Transportation Authority
Brandy Heston, Grant Transit	
Ken Mehin, Grays Harbor Transit	Guests Present
Jana Brown, Intercity Transit	Lilian Vanvioldt, Alliant Insurance Services (Broker
Staci Jordan, Island Transit	virtual)
Nicole Gauthier, Jefferson Transit (virtual)	Brian White, Alliant Insurance Services (Broker)
Miranda Nash, Small Member Rep, Jefferson Transit	Miranda Larrata, Whatcom Transportation Authority
Paul Shinnors, Kitsap Transit	
Justin Brockwell, Link Transit	WSTIP Staff Present
Amy Asher, At-Large Member Rep, Mason Transit	Cedric Adams, Claims Manager
Jason Rowe, Mason Transit (virtual)	Matthew Branson, Deputy Director
Pattie Gray, Pacific Transit (virtual)	Anna Broadhead, Board Relations
Amy Cleveland, Pierce Transit	Tracey Christianson, Executive Director
Karen Thesing, Pierce Transit (virtual)	Rick Hughes, General Counsel
Wayne Thompson, Pullman Transit	Todd Iddings, Safety & Risk Advisor
Jim Seeks, RiverCities Transit	Laura Juell, Training & Risk Coordinator (virtual)
Jennifer Davidson, Skagit Transit	Joanne Kerrigan, Member Services Manager
	Christine Rouse, Application Support Specialist

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 and there were not. *Behind the Curtain* prizes were awarded with a round of applause. Deutsch asked if there were any changes to the agenda. **Seeks moved to accept the agenda. Jordan seconded the motion and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Discussion/Potential Action Items

Member Representative Meeting Report and Discussion

Asher, Liard, and Nash gave updates on each group's discussion. Each group discussed the compensation philosophy, on the topic of which index to use for staff General Wage Increases (GWI) two groups preferred the CPI-U less food and energy with the other group preferring CPI-U (including food and energy). All groups seemed to favor incorporating a floor and ceiling with discussion of a floor between 0 and 2% and a ceiling between 5 and 7%. No objections to the proposed revisions to the Bylaws. The groups appreciated the work White had done getting the proposals for Property, Boiler Machinery, Cyber, Cyber Buy-down, and Auto-Physical damage and felt APIP was the better option. The large group was in favor of purchasing additional APD limits. Most Members were in favor of the proposed underwriting changes, although some were curious to see how the weighting would change over longer period of time.

Strategic Plan Update

Staff presented the draft Strategic Plan noting it looked very similar to the draft presented in March. Staff have provided the EC with action items to help achieve the goals in the Strategic Plan. **Liard moved to adopt the 2023-2026 Strategic Plan. Seeks seconded the motion and the motion passed.**

Governance Policies -

Shipman said the GPC had met April 26-28, explained the revisions to each of the policies on the agenda. Christianson explained the Board would not be able to adopt the Bylaws as the 30 day notice period had not passed but the Bylaws will be on the September agenda for adoption.

Assessment Allocation and Minimum Contribution Policy

George moved to adopt the Assessment Allocation and Minimum Contribution Policy as presented. Heston seconded the motion and the motion passed.

Bylaws

No action was taken but the group feels they are ready for adoption in September by show of thumbs up around the room.

New Member Admission Policy

Jordan moved to adopt the New Member Admission Policy as presented. Macdonald seconded the motion and the motion passed.

Policy Governance Defined and Explained Policy

Peters moved to adopt the Policy Governance Defined and Explained Policy as presented. Liard seconded the motion and the motion passed.

Purchasing Policy (Section 2.4)

Shipman said the GPC and EC are asking the Board to allow the Executive Director to bind coverage if the coverage is within 10 percent of the expiring. For example, if the renewal was flat, staff would notify the Board the coverage was bound but the Board wouldn't have to take action to bind a flat renewal. Branson further explained that sometimes we receive quotes for coverage but if the coverage isn't bound and the check not cashed the underwriters can withdraw their quote. Christianson said for the past two years we have been asking for authority to bind early and been successful in securing coverage. **Heston moved to adopt the revised language in Section 2.4 of the Purchasing Policy granting the Executive Director authority to bind coverage within 10% of expiring. Seeks seconded the motion and the motion passed.**

Financial Reports as of May 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 grateful for the work Thornton does for the department. There were no questions regarding the financial statements.

Staff Reports

Executive Staff Report

Christianson noted the addition of ongoing contracts to the back of Executive Staff Report (ESR). Branson said the WSTIP audit is scheduled to begin July 10, property appraisal site visits have been completed for the year, the appraisal reports will be back later in the year, property and APD deductible selection is due back today, he shared the graphics in the ESR by age, fuel type, and type of vehicle. He also reminded everyone that staff would be asking for miles and employee headcount for 2024 beginning in July. Kerrigan highlighted grants that are available, ongoing Best Practices development and revisions, 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. All but one Member are complying with the Cyber Security Awareness Training for users. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims. Deutsch thanked Staff for their report.

Best Practice Compliance Interim Report

Kerrigan shared the presented report is Best Practice Compliance report. This report will be updated each quarter as it will show when Iddings makes visits to the Members, as this ties to the strategic priorities. However, a final report should not be expected until year-end.

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. Deutsch thanked Hughes for his report.

Broker's Report

White said the insurance market is very difficult. 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.

The Board took a break at 9:56 and resumed their meeting at 10:15 am.

Action Items

Minutes –March 24, 2023

Jordan moved to approve the minutes from March 24, 2023. Shipman seconded the motion and the motion passed.

Adopt the 2023-2024 WSTIP Property Coverage Document

Thesing reminded the Board this Coverage Document will become effective July 1, 2023. **Shipman moved to adopt the 2023-2024 WSTIP Property Coverage Document as presented. Macdonald seconded and the motion passed.**

Request to bind Property Boiler Machinery Coverage

Christianson shared the latest numbers for the Property Boiler Machinery Coverage. White went through the differences between the APIP and Chubb proposals (limits, sub-limits, aggregates, Cyber). **Mehin moved to give staff permission to bind the APIP Property Boiler Machinery Coverage. Peters seconded the motion and the motion passed.**

Request to 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. **Mehin moved to authorize the Executive Director to bind the Cyber Coverage Deductible Buy-Down. Shinnors seconded the motion and the motion passed.**

Request to 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. **Mehin moved to authorize the Executive Director to bind the Auto-Physical Damage as expiring. Heston seconded the motion and the motion passed.**

The Board had a discussion about offering additional \$5 or \$10 million limits for APD, some were in favor of offering additional \$5, some wanted additional \$10 million. The current carrier will only offer \$20 million so if we want additional limits we will have to use a separate carrier to float on top of the current one. After discussion it was decided the additional APD limits would be available to any member but only those who Opt-In to the coverage would be charged for the additional limits. **Brown moved to authorize the Executive Director to bind an additional \$10 million in APD excess limits. Shipman seconded the motion and the motion passed.**

Executive Session

No executive session.

Adjournment

Deutsch quickly recapped the meeting and asked for a motion to adjourn. **Macdonald moved to adjourn the meeting at 11:01 am. Mehin seconded the motion and the motion passed.**

Submitted this 29th day of September 2023

Approved: 
7624726F511C442...
Joseph Macdonald, Secretary