



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
 Executive Committee Meeting  
 September 28, 2023  
 The Davenport Grand & Zoom

Executive Committee Members Present	Staff Present
Scott Deutsch, President, C-Tran Shonda Shipman, Vice-President, Whatcom Transportation Authority Joe Macdonald, Secretary, Skagit Transit Jesse Kinney, Past President, Valley Transit Monique Liard, Treasurer & Large Member Rep, Spokane Transit Shawn Larson, Medium Member Rep, Link Transit Miranda Nash, Small Member Rep, Jefferson Transit Amy Asher, At-Large Member Rep, Mason Transit Authority	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Robyn Galindo, Claims Specialist (v) Rick Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist (v) Karey Thornton, Accounting and Payroll Specialist (v)
Board Members Present	
Jenny George, Asotin County PTBA Betsy Dunbar, Central Transit (v) Cherie Huxtable, Clallam Transit David Ocampo, Columbia County Public Transportation Cyndie Eddy, Community Transit Brandon Hilby, Everett Transit Brandy Heston, Grant Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Island Transit	Nicole Gauthier, Jefferson Transit Paul Shinnors, Kitsap Transit Justin Brockwell, Link Transit Pattie Gray, Pacific Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Transit Jennifer Davidson, Skagit Transit Crystle Stidham, Skagit Transit Angie Peters, Valley Transit Greg Story, Yakima Transit (v)
Guests Present	Executive Session ONLY Guests Present
Brian White, Alliant	Mike Sanders, Mix Sanders (v) Elena Bundy, Bundy Law Group (v)

#### Call to Order

President Deutsch called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests will be annotated by Staff. Guests and new Board members were introduced. Branson noted Staff figured out how to get the sound system connected to Zoom and Zoom to the sound system. He noted the OWLS would be used for their camera but that we are going to start the meeting off without them until and try to get them joined to the Zoom meeting during the break. Deutsch asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. **Liard moved to approve the agenda. Asher 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.

## Consent Agenda

Minutes – August 24, 2023, August 2023 Vouchers and Electronic Payments totaling \$6,623,781.44, 2024 Draft General Liability (GL) Coverage Document, 2024 Draft Public Officials Liability (POL) Coverage Document, and Size Criteria for Member Groups for 2024

				<u>Total</u>	
Claims Vouchers	Numbers:	93503477	-	93503544	\$ 711,465.62
Administrative Vouchers	Numbers:	93002690	-	93002715	\$ 175,893.77
Electronic Payments	Dates:	08/01/2023	-	08/31/2023	\$ 5,736,422.05
					\$ 6,623,781.44

Deutsch asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Macdonald moved to approve the consent agenda. Liard seconded the motion and the motion passed.**

## Discussion / Potential Action Items

### 2023 Executive Committee Work Plan

Christianson said the 2023 work plan had been updated, and explained how it helps the EC track their work. There were no questions regarding the Work Plan.

### Executive Director Performance Review

Deutsch reminded attendees, one of the duties of the President is to evaluate the performance of the Executive Director. He asked that everyone complete the survey, which will be sent out by Broadhead on his behalf by October 12, for discussion at the Annual meeting in December.

### Out-of-State Training for Board Development

Asher explained the Board Development Committee (BDC) met the prior month to review training opportunities for the upcoming year. To be eligible to attend one of the out-of-state training events your agency must attend three of the four quarterly Board meetings, one of which must be the Annual meeting. The BDC removed the October AGRiP conference as it is now more staff focused and added the APTA Safety and Risk Seminar back onto the list. She noted that attending Shackleton does not prohibit a Member from attending one of the approved out-of-state trainings. **Liard moved to approve the following out-of-state trainings as recurring for Board Development in any year the listed event is held: AGRiP Governance Conference, PRIMA Annual Conference, AON Pooling Symposium, GEM Meeting; CAJPA Conference; APTA Safety & Risk Management Seminar. Kinney seconded the motion and the motion passed.**

### Rate Stability

Branson shared the historical view of rate stability, the Pool's Budget Development Policy which states the rate is considered stable if the total change (without Contribution to Surplus) is 5% or less. Branson fielded questions from Members. If you have questions regarding the rate stability, please reach out to Branson.

### Claims Settled over \$100,000

Adams talked about each of the claims contained in the memo, sharing background, and the philosophy used to reach a fair, equitable, and responsible settlement. Adams answered questions from Members regarding the various claims. Deutsch thanked Adams for his report. Christianson asked if the EC wanted to see this report again next year, by nodding heads they concurred they would like to see this report continued. If you have questions about any of the Claims in the report, please reach out to Adams.

### 2024 Underwriting Calendar

Branson noted the underwriting calendar topic is new, as multiple times throughout the year Staff reach out to

you to collect information. We realized we hadn't shared timelines with the Members and as such some of our deadlines were missed which delayed our underwriting efforts. This calendar will be included in the monthly Executive Staff Report. Most of our collection efforts will give you three weeks to respond with a first Thursday of the month as a due date. Members voiced their appreciation for the calendar.

Deutsch announced the sub-committee reports would be completed before the Executive Session as the attorney's hadn't joined the Zoom.

#### Sub-Committee Reports

##### Governance Policy Committee (GPC)

Christianson said Shipman is attending via Zoom as she isn't feeling well and reported the GPC is pretty much done with their work for the year, as all current policies have been reviewed. They are working on an Electronic Funds Transfer (EFT) policy, but likely won't be meeting in person. Deutsch thanked Christianson for the report.

##### Nominations and Elections Committee (NEC)

Christianson noted the NEC's work had begun, the size criteria was approved earlier today to set the Small, Medium, and Large groups for the upcoming year. The NEC will request nominations for the 2024 EC, a slate of candidates will be produced, and the election will be held in December at the Annual Board meeting. She reminded everyone that Vice-President, Secretary, and President all roll forward, so they make up the NEC, and are not listed on the nomination form. She also noted that the newly elected Secretary would be reviewing the AGRiP Advisory Standards application. The At-Large position can fill in for any Member Representative if they are not in attendance. Deutsch thanked Christianson for the report.

##### Board Development Committee (BDC)

Asher said the BDC met in August, reviewed the feedback from the June Board meeting, hopeful that the Audient device helps with the sound for the virtual participants, reviewed out-of-state training opportunities for the upcoming year which was approved earlier in the meeting, and developed the Member Representative Meeting agenda topics. Be prepared in December for some game show esq type activities during the Work Session (chocolate and bragging rights). Deutsch thanked Asher for the report.

##### Risks and Opportunities Committee (ROC)

Macdonald said the Committee met on September 8 and is working on the following topics: Safety and Security Best Practices, Safety Summit for 2024 dates to be determined, UW/Transit agencies fentanyl exposure study, Risk Management grants and past use, Loss Prevention campaigns to include ramps, running stop lights, fighting complacency, Near Miss Reporting, AON pilot project, updating other Best Practices, Pedestrian and Bicyclist events, and Member updates.

##### Coverage Review Committee (CRC)

No report.

##### Investment Committee

No report.

The EC took a break at 9:39 am and resumed their session at 10:00 am.

#### Executive Session

At 10:02 am Deutsch announced the EC would go into a 30-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation. The committee came out of Executive Session at 10:32 am. No action was taken. Attorney Sanders left the meeting.

The EC took a break at 10:32 to allow time for Attorney Bundy to join the Zoom.

At 10:38 am Deutsch announced the EC would go into a 20-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation. The committee came out of Executive Session at 10:58 am. No action was taken. Attorney Bundy left the meeting.

#### Recap and Adjournment

Deutsch recapped the meeting, new Board member introductions took place, accepted the agenda, approved the consent agenda, reviewed the work plan, reminded Board members to respond to the Executive Director Performance Evaluation survey, approved BDC recommendation, received reports about rate stability and claims settled over \$100,000, appreciate the Underwriting Calendar presented, held two Executive Sessions, and received reports from the sub-committees.

***Liard moved to adjourn the meeting at 10:59 am. Macdonald seconded the motion and the motion passed.***

Submitted this 26th day of October 2023.

Approved:   
7624726E511C442  
Joseph Macdonald, Secretary