



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
 PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

Minutes of the
 Executive Committee Meeting
 October 26, 2023
 WSTIP Office & Zoom

| Executive Committee Members Present | Staff Present |
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| 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 (v) Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist (v) Karey Thornton, Accounting and Payroll Specialist (v) |
| Board Members Present | |
| Brandon Hilby, Everett Transit (v) Ken Mehin, Grays Harbor Transit (v) | Nicole Gauthier, Jefferson Transit (v) Jim Seek, RiverCities Transit (v) |

Call to Order

President Deutsch called the meeting to order at 10:00 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests will be captured by Staff. Deutsch asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. **Shipman moved to approve the agenda. Larson 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 – September 28, 2023, September 2023 Vouchers and Electronic Payments totaling \$1,914,798.16

| | | | | <u>Total</u> |
|-------------------------|----------|------------|--------------|------------------------|
| Claims Vouchers | Numbers: | 93503545 | - 93503621 | \$ 1,512,261.43 |
| Administrative Vouchers | Numbers: | 93002716 | - 93002739 | \$ 162,910.51 |
| Electronic Payments | Dates: | 09/01/2023 | - 09/30/2023 | \$ 239,626.22 |
| | | | | <u>\$ 1,914,798.16</u> |

Deutsch asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Liard moved to approve the consent agenda. Macdonald 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, noted that some items carry into 2024, and congratulated the EC for all their work this year. There were no questions regarding the Work Plan.

Executive Director Performance Review

Deutsch stated that feedback had been received, he's in process of compiling the information, setting new goals with Christianson and Shipman, and will share at the Annual Meeting in December.

2024 Retreat Topics

Shipman reminded EC members the retreat is scheduled for January 17-19, 2024, at the Four Points by Sheraton at SeaTac. Current, exiting, and new EC members and any Committee chairs not on the EC will be invited to attend the retreat. Please send your topics to Shipman or Christianson as they have a running list of retreat topics.

Update on Liability Renewal

Christianson shared she and Branson had met with broker Brian White to look at the next iteration of renewal proposals. White is trying several different scenarios, but none are looking as promising as the one presented in September with the \$1.5M SIR. Branson noted we haven't lost the proposals we had in September, but we are not in love with the numbers. Deutsch thanked Staff and the broker for their work on this renewal, reminding everyone it's the marketplace and not anything we are doing as White has been preparing us with his doom and gloom for the past couple of years.

Investment Policy Addendum

Branson said the Investment Committee requested a revision to the Investment Policy Addendum to allow up to 50% of funds to be in the Local Government Investment Program (LGIP) which will allow the flexibility to potentially earn more interest income. **Kinney moved to adopt the Investment Policy Addendum.**

Macdonald seconded the motion and the motion passed.

Governance Policy – Electronic Funds Transfer Policy

Branson stated the proposed Electronic Funds Transfer (EFT) policy meets the request of the State Auditor's Office (SAO). It outlines what our policies and procedures are, providing a roadmap to evaluate how funds are transferred. **Liard moved to approve the Electronic Funds Transfer Policy. Shipman seconded the motion and the motion passed.**

Staff Reports

Executive Staff Report

Christianson welcomed Grant Transit's new General Manager Eric Loomis, he will be in attendance at the Annual Meeting. Christianson reminded everyone who may have gotten an email from Broadhead regarding Open Public Meeting Act (OPMA) to please send in their certificate, noting training is available in the WSTIP Learning Management System (LMS). Included in the report is the list of contracts, noting current contract negotiations with Origami. Branson explained why Staff were trying to align the renewal to the end of the fiscal/calendar year for GASB 96. He expects the contract to be on the agenda for the December EC meeting, if not a special meeting will potentially be called to approve the contract as the contract is \$300,000 per year with a five-year term. He also pointed out that he added a contract term stating the interest rate of 2% rather than the usual 8% which will result in approximately a \$66,000 paper adjustment on the Origami contract alone.

Branson said not many changes were received for the 2024 underwriting miles and employee counts but reminded attendees that everyone's rate sheet will be a little bit different due to the changes. Liard questioned if the changes were materiality or de minimis suggesting that if they weren't X% of your mode change then wait. Branson said yes, the changes would be corrected during the Prior Period Assessment Audit (PPAA). Kinney suggested this be a retreat topic. Christianson said even though we accept changes GEM and Munich do not, what we submit in August/September are what they move forward with.

Kerrigan reminded everyone to submit their Risk Management Grant requests by December 15, only about half of the Members have received their grants. Technology Grant applications need to be submitted early in November to give the Risk and Opportunities Committee (ROC) time to review, she has received one application and is expecting two more for potential approval in December. She said funding the Technology Grant may also be a retreat topic. The ROC will be presented with reviewing the latest update to Best Practices, Iddings has his remaining two visits scheduled, upcoming training classes are listed on the WSTIP website and new training is available in the Learning Management System (LMS) WSTIP Learns from Q'Straint. We are working to create a Training and Safety networking group that will meet more frequently than the annual Trainers' Showcase. She thanked Deutsch for opening and attending the Trainers' Showcase. Macdonald added that if you present at the Showcase your registration and room are paid for by WSTIP if cost is a concern. DOL Third-Party Testers Training is taking place at King County Metro this week. There is a recertification that must happen in January because of new federal rules that come into effect in February. You **MUST** send your third-party testers to one of the three three-day courses that will be offered at Pierce, King County Metro and Spokane.

Adams said the Claims Audit is wrapping up and will be presented in December, thanked his staff for a great Claims Conference and kudos for the subrogation recovery amounts year-to-date. Adams also gave an update on open and recently closed claims, and open litigated claims. Deutsch thanked Staff for their report.

Executive Session

There was no Executive Session.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Nominations and Elections Committee (NEC)

Shipman said nominations are going well, there is still time to add or remove your name from the ballots for the 2024 EC.

Board Development Committee (BDC)

No report.

Risks and Opportunities Committee (ROC)

No report.

Coverage Review Committee (CRC)

No report.

Investment Committee (IC)

Liard reported the IC met on October 16. They reviewed the investment portfolios' performance. WSTIP invested \$15 million in the Office of the State Treasurer (OST) Separately Managed Account (SMA) and year-to-date interest earnings is \$461,000 with \$4,500 in fees. So overall a good return on the investment. OST will give an update at the December work session. Potential retreat topic will be unrealized gains and losses. The IC plans to meet in February and October in 2024 but dates have not been set.


Recap and Adjournment

Deutsch recapped the meeting. The EC accepted the agenda, approved the consent agenda, reviewed the work plan, request retreat topics be sent to Shipman or Christianson, heard an update on the liability renewal,

approved the investment addendum and EFT policy, received updates from Staff, and received reports from the sub-committees. He also gave a shoutout to the Claims Conference and Trainers' Showcase, encouraging people to attend the next one. The EC appreciated all the work Staff, and the broker are doing for the liability renewal.

Macdonald moved to adjourn the meeting at 10:53 am. Liard seconded the motion and the motion passed.

Submitted this 7th day of December 2023.

Approved: 
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Joseph Macdonald, Secretary