



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
Executive Committee Meeting  
December 5, 2024  
Kitsap Conference Center & Zoom

Executive Committee Members Present (v) = virtual	
Shonda Shipman, President, Whatcom Transportation Authority (v) Joe Macdonald, Vice-President, Skagit Transit Karen Thesing, Secretary, Pierce Transit Scott Deutsch, Past President, C-Tran	Paul Shinnars, Large Member Rep, Kitsap Transit Staci Jordan, Medium Member Rep, Island Transit Miranda Nash, Small Member Rep, Jefferson Transit Shawn Larson, At-Large Member Rep, Link Transit Cyndie Eddy, Treasurer, Community Transit
Staff Present (v) = virtual	
Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Robyn Galindo, Claims Specialist 2 Jinny Hughes, Accounting Specialist	Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager Patrick Nickell, Pool Application Support Specialist Alyssa Zahir, Claims Specialist 1
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA Tina Braswell, Ben Franklin Transit Cherie Huxtable, Clallam Transit Nathan Roberts, Community Transit Brandon Hilby, Everett Transit Brandy Pesta, Grant Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Nicole Gauthier, Jefferson Transit Justin Brockwell, Link Transit (v) Amy Asher, Mason Transit	Pattie Gray, Pacific Transit Amy Cleveland, Pierce Transit Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Transit Jennifer Davidson, Skagit Transit Crystle Stidham, Skagit Transit Randy Alexander, Valley Transit Angie Peters, Valley Transit Jeff Benson, Whatcom Transportation Authority Greg Story, Yakima Transit (v)
Guests Present (v) = virtual	
Amy Hall, Jefferson Transit	Brian White, Alliant Insurance Services (broker))

#### Call to Order

Vice-President Macdonald 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 attendees were captured by staff. Guests were introduced. Macdonald asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. **Deutsch moved to approve the agenda. Thesing seconded the motion, and the motion passed.**

#### Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Consent Agenda

Minutes – October 24, 2024, October 2024 Vouchers and Electronic Payments totaling \$832,223.65

					Total
Claims Vouchers	Numbers:	93504404	-	93504463	\$ 494,581.29
Administrative Vouchers	Numbers:	93003129	-	93003173	\$ 104,665.65
Electronic Payments	Dates:	10/01/2024	-	10/31/2024	\$ 232,976.71
					\$ 832,223.65

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

Discussion / Potential Action Items

2024 Executive Committee Work Plan

Christianson said the 2024 work plan had been updated and a new work plan will be created at the retreat for 2025. She thanked and congratulated the EC for all their work this year (round of applause). She announced that Tom Hingson would be joining the group at dinner to say goodbyes as he retired in October. There were no questions regarding the Work Plan.

2025 Retreat Topics

Macdonald and Christianson are collecting topics for the retreat. If you have topics you would like the EC to look at as a potential topics, please email or call staff or Macdonald. Current 2024 EC, 2025 EC, and committee chairs are encouraged to attend the retreat.

Executive Director 2025 Goals

Macdonald said he is proposing the goals for 2025 remain the same as they were in 2024 and asked for questions. There were no questions.

Best Practice on Securing Mobility Devices

Kerrigan explained the Best Practice on Securing Mobility Devices had been updated, thanking the Risks and Opportunities Committee (ROC), and the ROC sub-committee that updated the Best Practice. Included in the packet is the refreshed Best Practice, which will be available on the website. This Best Practice will be part of Idding's visits next year and reported in the Best Practice Compliance Report for 2025. Nash questioned number 7 as she felt WC-20 should be included. Kerrigan and Iddings said they would update. There was a discussion regarding passengers declining to be secured. A couple of Members said they won't move the bus until the passenger is secured. Another added the mobility device must be secured but the passenger can decline being restrained.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Nominations and Elections Committee (NEC)

Macdonald said the list of nominees is included in the packet, noting Eddy had withdrawn, and Shinnors withdrew from Secretary and At-Large positions. The election will be held tomorrow and nominations will be accepted from the floor. Please reach out to any NEC member if you have questions regarding the roles and responsibilities.

#### Board Development Committee (BDC)

Larson stated the BDC met October 25th, reviewed and discussed the September meeting feedback, set the Member Rep Meeting agenda, and will be meeting with the Member Representatives at the retreat. Macdonald thanked Larson for his report.

#### Risks and Opportunities Committee (ROC)

Deutsch said the ROC met in November and spent time reviewing the Best Practice for Securing Mobility Devices, recommended it be forwarded to the Executive Director and EC. He talked about the creation of a safety group primarily represented by the large members because right now there is no WSTA group to accommodate safety personnel. This will be a helpful way to share and work through issues Members may be facing in regards to the Public Transportation Agency Safety Plan (PTASP) reporting requirements. The committee is discussing ways to increase risk reduction techniques so that as a whole WSTIP will look more attractive to the commercial insurance market. We all have access to the \$5,000 Risk Management Grant but maybe there is a carrot (more money) available if you adopt certain risk management techniques vs the club for not implementing. He also talked about the ROC's work in 2024; working with Washington Instructors Network (WIN) to create updated operator training, we created an AI resource guide for use by Members, awarded two Technology Grants this year. One grant was to Grays Harbor to put S1 guards on their buses to keep people from going under the duals, the other grant was to Skagit for emergency notifications. Deutch also said the ROC is looking for a couple more volunteers to be on the committee. Please reach out to Deutsch or Kerrigan if you are interested in serving on the ROC.

#### Coverage Review Committee (CRC)

No report.

#### Investment Committee (IC)

No report.

#### Audit Committee (AC)

No report.

*The EC took at break at 9:17 am and resumed their meeting at 9:30 am.*

#### Recap and Adjournment

Gauthier introduced Amy Hall, Jefferson Transit's Fixed Route Operations Manager. Everyone welcomed Hall. Branson reminded the group, Staff and the BDC are mindful of the feedback that the meetings are sometimes shorter than anticipated. We purposefully have the all-day Thursday and half day Friday so that no one is driving home at 5:30 in the dark with potentially adverse weather. If you have downtime, you can spend the time catching up on email or connecting with your peers. The Work Session will begin at 10:30 am. Macdonald recapped the meeting, accepted the agenda, approved the consent agenda, reviewed the work plan, asked for topics for the 2025 retreat, no comments on the Executive Director 2025 Goals, reviewed the Best Practice for Securing Mobility Devices and received reports from the sub-committees.

***Jordan moved to adjourn the meeting at 9:32 am. Thesing seconded the motion the motion passed.***

Submitted this 27 day of February 2025.

Approved:  Signed by:  
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Miranda Nash, Secretary