



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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Minutes of the
Executive Committee Meeting
March 27, 2025
Marcus Whitman Hotel and Conference Center & Zoom

Executive Committee Members Present (v) = virtual	
Joe Macdonald, President, Skagit Transit Karen Thesing, Vice-President, Pierce Transit (v) Miranda Nash, Secretary; Jefferson Transit Shonda Shipman, Past President, Whatcom Transportation Authority Cyndie Eddy, Treasurer, Community Transit	Paul Shinnars, Large Member Rep, Kitsap Transit Cherie Huxtable, Medium Member Rep, Clallam Transit Brandy Pesta, Small Member Rep, Grant Transit Authority Shawn Larson, At-Large Member Rep, Link Transit
Staff Present (v) = virtual	
Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Dominic Burrell, Senior Accountant (v) Tracey Christianson, Executive Director	Robyn Galindo, Claims Specialist (v) Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA Marcus McCready, Ben Franklin Transit Steve Mertens, Columbia County Public Transportation David Ocampo, Columbia County Public Transportation (v) Ariel Piedmont, Community Transit (v) Sally Stopher, Community Transit Scott Deutsch, C-Tran (v) Annette Shaw, C-Tran (v) Betsy Dunbar, Ellensburg Central Transit Brandon Hilby, Everett Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit (v)	Jana Brown, Intercity Transit Melinda Adams, Island Transit Nicole Gauthier, Jefferson Transit Justin Brockwell, Link Transit Amy Asher, Mason Transit Mike Williams, Pacific Transit (v) Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Crystle Stidham, Skagit Transit Nancy Williams, Spokane Transit Melanie Hall, Valley Transit Lowell Nee, Valley Transit Angie Peters, Valley Transit Greg Story, Yakima Transit (v)
Guests Present:	
Brian White, Alliant Insurance Services (Broker) Tammy Johnston, Spokane (v) Justin Leighton, WSTA	Erin Knudson, Whatcom Transportation Authority Miranda Laratta, Whatcom Transportation Authority

Call to Order

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. New Board members and 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. **Shipman moved to approve the agenda. Nash 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.

Legislative Update
Leighton gave an update on the current legislative activity.

Consent Agenda
Minutes – February 27, 2025, February 2025 Vouchers and Electronic Payments totaling \$808,473.16,
Governance Policies – Protocol for Meetings and Succession for Executive Director

					Total
Claims Vouchers	Numbers:	93504700	-	93504768	\$ 566,904.74
Administrative Vouchers	Numbers:	93003269	-	93003289	\$ 78,933.84
Electronic Payments	Dates:	02/01/2025	-	02/28/2025	\$ 162,634.58
					\$ 808,473.16

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

Discussion / Potential Action Items
2025 Executive Committee Work Plan

Christianson said the 2025 work plan had been updated and is how the EC tracks their work, several items came out of the retreat and are moving forward. There were no questions regarding the Work Plan.

Charter – Governance Policy Committee (GPC)
Thesing said the GPC met February 26 – 28, reviewed the charter and are requesting minor changes to the charter. **Pesta moved to approve the Governance Policy Committee Charter as presented. Nash seconded the motion, and the motion passed.**

Governance Policies: Budget Development, Claims Management, Coverage Appeal Hearing Procedures, Expense Reimbursement, Loss Prevention Program, Member Driver Record Monitoring, Payments by Members, Records Management
Thesing highlighted changes to each of the Governance Policies in the packet with both the red-line version and clean versions in the packet and fielded questions from the EC members. **Macdonald moved to adopt each of the Governance Policies as presented. Shipman seconded the motion, and the motion passed.**

Distribution of Surplus Committee (DSC)
Macdonald explained the Distribution of Surplus Committee had been established as one of the AGRiP advisory standards is to have a methodology for returning capital. Nash has volunteered to chair the committee and Huxtable has volunteered to be on the committee. The DSC can have up to seven participants with no more than three being from the EC. Please let Macdonald, Nash, and Branson know if you are interested in serving on the DSC via email.

Separated Deductibles for Property
Christianson reminded the EC this topic came from a Member asking why there weren't separate deductibles for property and auto-physical damage and the topic was discussed by the participants at the EC Retreat. Following the retreat, staff were directed to seek a quote for services from PwC. Staff have received that quote, which is \$7,500 for PwC to run the assessment allocation models with separated deductibles.

Christianson noted there is money available within the budget to do this work. The report in the packet shows an estimated timeline for the work, and potential work that would need to be done to a future Property Coverage Document. PwC will have a report for us in May. Branson said our model allows for separated deductibles, but we haven't done the analysis to see if there is any benefit to implementing separated deductibles for the Members. ***Shipman moved to move forward with the Separated Deductibles for Property analysis. Pesta seconded the motion, and the motion passed.***

The EC took a break from 10:01 to 10:16 am.

Executive Director Recruitment

Macdonald said Christianson had prepared a memo and included further information in the Board packet with a proposed Executive Director search committee work plan. Christianson said the EC had asked for a sample work plan for Executive Director recruitment, trying to figure out touch points for the Board since the Executive Director is employed by the Board. Hughes said he had assisted in hiring six or seven executives with public agencies in the past. He said the sample in the packet is a good platform to start the discussion. He recommended the Board decide if they want to do an internal or external recruitment for philosophical reasons. The Board should also decide whether you want an advisory sub-committee of the Board or EC. When hiring an executive, you may want to keep the process as private as possible so that you don't limit the potential applicants. Only when you get to the final couple of candidates would the candidates become publicly known. An advisory committee would also not be subject to OPMA assuming there is not a quorum of Board or EC members. He stated the Board needs to decide if they are going to recruit internally, externally, or both and whether or not they are going to use a consultant. Macdonald reminded attendees that further discussion would be held at the Member Representative Meetings and during the Board meeting the following day.

2025-2026 WSTIP Property Coverage Document

Nash stated the Coverage Review Committee (CRC) met on March 6 reviewed Property, General Liability (GL), and Public Officials Liability (POL) Coverage Documents. The CRC is recommending minor grammatical changes to the Property Coverage Document. We are looking for comments but also it is on the Board agenda for adoption tomorrow. There were no comments.

2026 WSTIP General Liability (GL) Coverage Document

Nash said the CRC is recommending minor changes to the GL Coverage Document and seek feedback prior to the June Board meeting. There were no comments.

2026 WSTIP Public Officials Liability (POL) Coverage Document

Nash asked for feedback and additional input regarding the POL Coverage Document. The committee is working with coverage counsel to clarify language that was confusing regarding wrongful acts claims, claims made vs occurrence, which is not included in this draft. The CRC will present proposed language to the EC in April.

Executive Session

There was no Executive Session.

Sub-Committee Reports

Governance Policy Committee (GPC)

Thesing thanked the EC for approving the work the GPC did in February, the committee will be meeting again in April to finish the review of policies.

Board Development Committee (BDC)

Larson stated the BDC met in February reviewed the BDC charter, reviewed and discussed the December meeting feedback, and the EC retreat feedback, set the Member Rep Meeting agenda, and discussed out of state training opportunities. Larson reminded everyone with the microphones to make eye contact with Todd before speaking and please speak directly into the microphone so that zoom participants can hear.

Macdonald thanked Larson for his report.

Risk and Opportunities Committee (ROC)

Deutsch apologized for not being in person. The ROC met March 12 with good lively discussion, they had no changes to the charter. They discussed five Best Practices: Code of Conduct, which had a legal review completed and is still in compliance, asked a group of Human Resources Managers to review the Compensation and Salary Survey Implementation Guide, discussed Rideshare Telematics and whether it should be voluntary or mandatory, ROC leaning towards mandatory, the need for the Digital Recording Systems to be reviewed, and discussed establishing Assault Mitigation Best Practices (more to come on this topic).

The Safety Committee is a new sub-committee of the ROC which will meet a week prior to the ROC meetings. This group focuses on large agency issues primarily. The sub-committee discussed FTA PTASP reporting requirements like the FTA Directive 24-1 on assault reporting, Agency Safety Plans, and, the (new) Annual Safety Summit. That event is scheduled for June 5th in SeaTac. The ROC reviewed the frequency of losses over the last three years, including the beginning of 2025. The financial impact of more recent claims isn't fully incurred yet, so frequency may be the better metric than expenses incurred. As of today, the most frequent collisions are with fixed objects and other vehicles. They also discussed Strategic Plan Innovation items, near miss reporting, and the technology grant. Macdonald thanked Deutsch for his report.

Coverage Review Committee (CRC)

Nash reported meeting on March 6, reviewing Property, GL, and POL Coverage Documents. Please send feedback regarding GL and POL Coverage Documents to Nash and Adams prior to the April meeting.

Macdonald thanked Nash for her report.

Investment Committee

No report.

Audit Committee

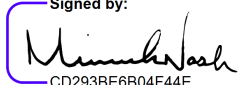
No report.

Recap and Adjournment

Macdonald recapped the meeting, accepted the agenda, approved the consent agenda, reviewed the work plan, approved Governance Policies, appointed a chair to the DSC, approved work to complete analysis of separated deductibles for property, reviewed potential work plan for Executive Director recruitment, and received reports from the sub-committees. Macdonald reminded attendees who participate in the group purchase for Underground Storage Tanks that the first part of the Work Session is for them. The Work Session will begin at 11:30 am.

Macdonald adjourned the meeting at 10:43 am.

Submitted this 24 day of April 2025.

Signed by:

Approved: CD293BE6B04F44E...
Miranda Nash, Secretary