



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION  
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Minutes of the  
Executive Committee Meeting  
April 24, 2025  
Seattle Airport Conference Center & Zoom

Executive Committee Members Present (v) = virtual	
Joe Macdonald, President, Skagit Transit Karen Thesing, Vice-President, Pierce Transit Miranda Nash, Secretary; Jefferson Transit Cyndie Eddy, Treasurer, Community Transit Shonda Shipman, Past President, Whatcom Transportation Authority (v)	Paul Shinnors, 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 Anna Broadhead, Board Relations Dominic Burrell, Senior Accountant (v) Tracey Christianson, Executive Director	Richard Hughes, General Counsel (v) Todd Iddings, Safety and Risk Advisor (v) Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Scott Deutsch, C-Tran (v) Ken Mehin, Grays Harbor Transit (v)	Dena Withrow, Intercity Transit (v) Staci Jordan, Island Transit (v) Amy Asher, Mason Transit (v)
Guests Present (v) = virtual	Executive Session Guests Present (v) = virtual
Lilian Vanvieldt, Alliant Insurance Services (broker) (v) Alex Kaplan, AMwins (v)	Erin McCool, Ogden Murphy (attorney) (v)

#### 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, staff requested moving the parametric insurance discussion to follow the consent agenda. He asked for a motion to accept the revised agenda. **Pesta moved to approve the revised 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 – March 27, 2025, March 2025 Vouchers and Electronic Payments totaling \$1,156,931.42

				Total
Claims Vouchers	Numbers:	93504769	- 93504860	\$ 758,216.63
Administrative Vouchers	Numbers:	93003290	- 93003321	\$ 99,042.81
Electronic Payments	Dates:	03/01/2025	- 03/31/2025	\$ 299,671.98
				\$ 1,156,931.42

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

#### Discussion / Potential Action Items

##### Parametric Insurance

Christianson explained the Parametric Insurance topic was discussed at the retreat we now have quotes for four Members. She introduced Lilian Vanvieldt from Alliant and Alex Kaplan from AMWins. Kaplan and Vanvieldt explained how parametric insurance is different than traditional insurance and more of a financial instrument with specific triggers you and the carrier agree to. Kaplan's presentation is included in the packet (page 51). EC members discussed earthquake, tsunami, and wildfire risks that Members may face. They also discussed costs, deductibles and how parametric insurance is first dollar coverage. Committee members feel this topic is worth exploring further with the Board.

Kaplan and Vanvieldt left the meeting at 9:57 am.

##### Charter – Executive Director Search Advisory Committee (EDSAC)

Macdonald said he has five volunteers for the EDSAC, the newly elected Vice President will be asked to chair the committee and he would like an additional Medium-sized Member volunteer. He then asked for a motion to approve the charter for the EDSAC. ***Pesta moved to approve the Charter for the Executive Director Search Advisory Committee as presented. Nash seconded the motion, and the motion passed.***

##### Executive Director Recruitment Contract

Macdonald asked the EC to approve the recommendation to contract with Prothman for the Executive Director recruitment. ***Thesing moved to accept the recommendation to contract with Prothman. Nash seconded the motion, and the motion passed.***

##### 2026 Public Officials Liability Coverage Document

Nash said the Coverage Review Committee (CRC) met and are proposing clarifying language on Page 10, Section 3c. She asked the EC to forward the Public Officials Liability (POL) Coverage Document onto the Board. ***Huxtable moved to send the POL Coverage Document to the Board. Thesing seconded the motion, and the motion passed.***

##### Vice President Vacancy

Christianson said we are sad to see Thesing go but are happy she is staying in the pooling family as the new Executive Director of Synchron. Information was provided in the packet for how vacancies of officers are filled. Macdonald has asked Shipman (Past President) to fill the role of Vice President until the Board's regularly scheduled June Board meeting where an election will be held. We will solicit nominations from the Board for the Vice President position. Staff are prepared to run an election in June, including scenarios if one of the current Member Representatives is elected to Vice President.

##### 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.

*The EC took a short break from 10:07 am to 10:17 am.*

## Executive Session

At 10:18 am, President Macdonald announced the EC would enter into a 60-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation and RCW 42.30.110 (1) (g) to discuss the performance of a public employee. The committee came out of Executive Session at 11:18 am. No action was taken. The attorney left the meeting.

The EC broke to gather lunch at 11:18 am and the meeting resumed at 11:27 am.

## Staff Reports

### Executive Staff Report

Christianson announced Lynn Bourton's upcoming retirement, thanking Bourton for her years of service on the WSTIP Board (1997 to 2020) and shared a couple of memories. She has asked Bourton to attend the June Board meeting but hasn't received confirmation yet. She reminded EC members that the May meeting is scheduled to be at Hotel Indigo in Everett. We hope to present information related to captives at the May meeting. Our audit has begun, and property appraisals will be starting towards the end of May. Christianson noted that Branson is attending the Governmental Entities Mutual Board meeting in Washington, D.C.

Kerrigan reminded EC members of the upcoming Safety Summit and to please send their safety and security personnel. There is no fee to attend but we do need to know who is attending so we can have the appropriate space and meals. We have submitted a request to WSDOT for the RTAP 2025-2027 grant which includes funding to potentially create some new videos similar to See it Sooner, Rock and Roll, Pull the Maxi based on serious loss reviews. The in-person de-escalation training had to be rescheduled as the trainer had a family emergency. One of the Origami projects listed in the Executive Staff Report for Pierce Transit doesn't belong there. She apologized for the mistake. She also reminded participants of the ongoing Origami projects and office hours with Nickell on Wednesdays.

Adams gave an update on open and recently closed claims, subrogation, and open litigated claims. Macdonald thanked Staff for their report.

## Sub-Committee Reports

### Governance Policy Committee (GPC)

Thesing said the GPC has three policies remaining for review and will meet one more time before she departs. Remaining policies to be reviewed are Assessment Allocation, Capital Funding Philosophy and Member Corrective Action and Termination. Thesing thanked EC members for allowing her to serve. Macdonald thanked Thesing for her contributions.

### Board Development Committee (BDC)

No report, the BDC meets on May 30 via Zoom.

### Risk and Opportunities Committee (ROC)

No report, the ROC meets on June 11 via Zoom.

### Coverage Review Committee (CRC)

No report.

### Investment Committee

No report.

#### Audit Committee

No report.

#### Recap and Adjournment

Macdonald recapped the meeting, accepted the agenda, there were no public comments, approved the consent agenda, had a presentation regarding Parametric which we want to share with the Board at a work session, approved the charter and search firm, voted to move the POL Coverage Document to the Board, reviewed the Vice President vacancy memo with plans to hold an election in June, held an Executive Session with no action. We also reviewed the work plan, heard an update from Staff and received reports from the sub-committees.

***Macdonald adjourned the meeting at 11:45 am.***

Submitted this 22 day of May 2025.

Signed by:  
  
Approved:    
Miranda Nash, Secretary