



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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Minutes of the
Executive Committee Meeting
May 22, 2025
Hotel Indigo - Everett & Zoom

Executive Committee Members Present (v) = virtual	
Joe Macdonald, President, Skagit Transit Miranda Nash, Secretary, Jefferson Transit 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	Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor (v) Laura Juell, Risk & Training Coordinator (v) Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Marcus McCready, Ben Franklin Transit (v) Scott Deutsch, C-Tran (v) Brandon Hilby, Everett Transit	Ken Mehin, Grays Harbor Transit (v) Staci Jordan, Island Transit (v) Greg Story, Yakima Transit (v)
Guests Present (v) = virtual	Executive Session Guests Present (v) = virtual
Craig Scukas, PwC (actuary)	

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. Guests were introduced. Macdonald asked if there were any changes to the agenda, there were no changes to the agenda. He asked for a motion to accept the agenda. **Huxtable 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.

Consent Agenda

Minutes – April 24, 2025 & May 13, 2025, April 2025 Vouchers and Electronic Payments totaling \$1,098,937.79

					Total
Claims Vouchers	Numbers:	93504861	-	93504928	\$ 774,861.48
Administrative Vouchers	Numbers:	93003322	-	93003354	\$ 92,259.17
Electronic Payments	Dates:	04/01/2025	-	04/30/2025	\$ 231,817.14
					\$ 1,098,937.79

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

Discussion / Potential Action Items

2025 Executive Committee Work Plan

Christianson presented the updated 2025 work plan had been updated which is used to track the EC's work. There were no questions regarding the work plan.

Separated Deductibles for Property

Branson said earlier this year we asked PwC to complete an analysis of separated deductibles for property and auto-physical damage (APD). Currently you select one deductible for both. Scukas did the analysis and the results are included in the packet. Staff also prepared a video on this topic ([click here](#)). To answer the question of whether we can have separate deductibles the simple answer is yes. However, Members may not see any significant savings. The EC asked Scukas to present the information to the Board in June.

Captive Formation

Christianson reminded the EC of prior discussions regarding captive formation at the retreat. She met with Seth Madnick, Jay Thebaut, and Lilian Vanvieldt from Alliant. Seth and Jay help Alliant clients form captives. Their initial review is included in the materials with a recommendation to run a request for proposal (RFP) to complete a financial feasibility study. She explained Washington State funding requirements of \$1 million above your expected level. Nash asked about fronting. Christianson explained the purpose of fronting carriers, and how for example, Safety National may be a potential partner. Shinnars questioned the assumption of forming a captive alone. Christianson said forming alone would be the most expensive but also offer the most control. The next step is a feasibility study so that we can make the decision to go alone or form with others. The EC asked to have a presentation by the Alliant Captive Group (Seth and Jay) at the June or July meeting.

Governance Policies – Assessment Allocation, Capital Funding Philosophy, Member Corrective Action and Termination

Macdonald asked if there were any questions regarding the proposed changes to the policies in the packet. There were no questions regarding the proposed revisions. **Pesta moved to send the Assessment Allocation, Capital Funding Philosophy and Member Corrective Action and Termination policies to the Board for approval in June. Shinnars seconded the motion, the motion passed.**

Nominations for Vice President

Macdonald shared the list of candidates to date for the Vice President position. Nash and Shinnars requested their names be removed from the list of candidates. We will accept nominations for Vice President from the floor as well. Macdonald reminded attendees that the Vice President will chair the EDSAC.

Executive Session

At 9:25 am, the EC went into a 60-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation. The committee came out of Executive Session at 10:25 am. President Macdonald extended the Executive Session for an additional 5-minutes at 10:26 am. The committee came out of Executive Session at 10:31 am. No action was taken.

The EC took a 15-minute break from 10:31 to 10:46 am.

Staff Reports

Executive Staff Report

Christianson said she left Lynn Bourton's upcoming retirement because she asked Bourton to attend the June Board meeting but Bourton is unable to attend so invitation was extended to September or December.

The Employee Handbook has been updated and is available on the website. She completed her 1:1 with Rebecca Towner of Lewis County Transit who is representing Pacific Transit. Prothman and Lighthouse Consulting contracts have been signed, there will be a presentation at the June meeting from Parametric.

Branson stated the audit had begun and is nearing completion, he had a check-in call with them and there have been no issues, he will send an exit conference invitation to the Board as soon as he has confirmation from the auditors office. Once we have the audited financial statements he will submit all the requested information to the State Risk Managers office for their annual report. He will be starting the Eastern WA property appraisal circuit the last week of May first week of June remind folks that they won't see an impact to their assessments until January 2027. Lastly, Underground Storage Tank renewal is expected to be difficult, Broadhead will send the applications to Members. We ask that you return your completed application and requested supporting documentation by June 26. You may also want to simultaneously apply to the PLIA program which White gave us information on at the March Board meeting.

Kerrigan received a Technology Grant application which the Risk and Opportunities Committee (ROC) will review at their June meeting, the deadline for Technology Grant applications is June 3 for this ROC meeting. The ROC will also be reviewing the Best Practice: Compensation and Salary Survey Implementation. There is a sub-committee working on the Best Practice: Digital Recording Systems, work also continues on Rideshare Telematics Best Practices. The safety sub-committee is a sub-committee of the ROC. It will host the first annual WSTIP Safety Summit June 5 in SeaTac for Safety and Risk professionals within the WSTIP Membership. The de-escalation training has been rescheduled in Spokane. The RTAP audit is complete. She also reminded participants of the ongoing Origami projects including beta testing at Community and Island of electronic event reporting for Rideshare via a QR code 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

Executive Director Search Advisory Committee (EDSAC)

Hughes said the President has assembled the EDSAC. Committee members are Nancy Williams (Spokane), Amy Cleveland (Pierce), Crystle Stidham (Skagit), Shawn Larson (Link), Jenny George (Asotin), and Brandy Pesta (Grant). The elected Vice President will chair the committee. The contract with Prothman has been approved and signed after the May 13 Special EC meeting. We anticipate the EDSAC will begin meeting soon. Macdonald may appoint an additional person to the committee so that there is an odd number depending on the Vice President election in June.

Governance Policy Committee (GPC)

Macdonald said the remaining three policies will go to the Board in June for approval which concludes the committee's work.

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.

Distribution of Surplus Committee (DSC)

No report, the DSC meets on June 25 at Skamania Lodge and Zoom.

Recap and Adjournment

Christianson thanked Scukas for attending the meeting. Macdonald recapped the meeting, accepted the agenda, there were no public comments, approved the consent agenda, reviewed the work plan, moved separated deductibles onto the Board's agenda, asked for a presentation regarding captive formation, moved three Governance Policies to the Board with a recommendation to approve, reviewed the slate of candidates for Vice President, held an Executive Session with no action, heard an update from Staff and received reports from the sub-committees.

Nash moved to adjourn the meeting at 11:17 am. Pesta seconded the motion, and the motion passed.

Submitted this 27 day of June 2025.

Signed by:

Approved: CD293BE6B04F44E
Miranda Nash, Secretary