WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

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Minutes of the
Executive Committee Meeting
June 26, 2025
Skamania Lodge & Zoom

Executive Committee Members Present (v) = virtual	
Joe Macdonald, President, Skagit Transit	Paul Shinners, Large Member Rep, Kitsap Transit
Miranda Nash, Secretary; Jefferson Transit	Cherie Huxtable, Medium Member Rep, Clallam Transit
Cyndie Eddy, Treasurer, Community Transit	Brandy Pesta, Small Member Rep, Grant Transit Authority
Shonda Shipman, Past President/Vice President, Whatcom Transportation Authority	Shawn Larson, At-Large Member Rep, Link Transit
Staff Present (v) = virtual	
Cedric Adams, Claims Manager	Tracey Christianson, Executive Director
Matthew Branson, Deputy Director	Richard Hughes, General Counsel
Anna Broadhead, Board Relations	Todd Iddings, Safety and Risk Advisor
Dominic Burrell, Senior Accountant	Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA	Nicole Gauthier, Jefferson Transit
Marcus McCready, Ben Franklin Transit	Justin Brockwell, Link Transit
David Ocampo, Columbia County Public Transportation	Jason Rowe, Mason Transit (v)
Ariel Piedmont, Community (v)	Mike Williams, Pacific Transit;
Sally Stopher, Community	Amy Cleveland, Pierce Transit
Scott Deutsch, C-Tran	Wayne Thompson, Pullman Transit (v)
Annette Shaw, C-Tran (v)	Tara Hargrave, RiverCities Transit
Brandon Hilby, Everett Transit	Jim Seeks, RiverCities Transit
Terri Gardner, Grays Harbor Transit	Jeff Benson, Whatcom Transportation Authority (v)
Ken Mehin, Grays Harbor Transit	Melanie Hall, Valley Transit
Dena Withrow, Intercity Transit	Angie Peters, Valley Transit
Staci Jordan, Island Transit (v)	Greg Story, Yakima Transit (v)
Guests Present (v) = virtual	
Brian White, Alliant Insurance Services (broker)	Susan Torres, Pierce Transit

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. Macdonald asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. ***Huxtable moved to approve the agenda. Shinners seconded the motion, and the motion passed.*** New Board members and guests were introduced.

Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Consent Agenda
Minutes – May 22, 2025, May 2025 Vouchers and Electronic Payments totaling $5,216,336.37

						Total
Claims Vouchers	Numbers:	93504951	-	93505026	$	4,910,619.79
Administrative Vouchers	Numbers:	93003355	-	93003378	$	139,856.73
Electronic Payments	Dates:	05/01/2025	-	05/31/2025	$	165,859.85
					$	5,216,336.37

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. Nash 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 noted information about captives will be presented at the July meeting as the guest speaker was not available to attend this meeting. The Board will see the separated deductibles topic which was part of the retreat. There were no questions regarding the Work Plan.

New Best Practice: Compensation Analysis Guide
Kerrigan shared the new Compensation Analysis Best Practices Guide. She explained how the Best Practice was developed, thanked the Human Resources (HR) Managers; Jennifer Davidson, Skagit Transit; Mary Pauly, Kitsap Transit and Julie Shipman, Link Transit who helped develop the guide, and the Risk and Opportunities Committee (ROC) for their review and input. This Best Practice will be placed on the website, distributed to HR departments, and be part of the Best Practice compliance visits with Iddings.

Technology Grant – Ben Franklin Transit
Kerrigan shared the Technology Grant application from Ben Franklin Transit for telematics on their large rideshare fleet. Ben Franklin is requesting $48,802. The ROC has reviewed and recommends approving the request. ***Shipman moved to approve the Ben Franklin Transit Technology Grant in the amount of $48,802. Larson seconded the motion, and the motion passed.***

Technology Grant Proposal or Sunset
Kerrigan explained the Technology Grant program is on a five-year cycle, and the Pool is nearing the end of the cycle. A decision needs to made to continue status quo, revamp, or end the Technology Grant program as we head into the 2026 budget cycle. The ROC would like to see the technology catalog updated and recommends the Technology Grant program continue. Macdonald asked what would happen to the funds that are already budgeted if the program were to end. Branson said anything in the reserve would be eligible to be awarded. Each of the EC members indicated the program was worthy of continuing, there were ideas of a tiered approach where the first half of the year it was open only to new technologies, and the second half for proven technologies. Other ideas included potentially having proven technologies awarded at a reduced percentage and awarding a contribution less than the 50% that help reduce risk or improve safety. Another idea was to fund only certain types of projects for a couple of years for example, telematics. Member Representatives were asked to discuss during the Member Representative meetings and perhaps the ROC can bring proposed language back at the September meeting. Branson said the 2026 budget proposal will include funding to have $500,000 available for Technology Grant awards in 2026.

Nominations for Vice President

Macdonald said there are four candidates for Vice President, Deutsch, Hilby, Jordan, and Larson reminding everyone nominations will be accepted from the floor as well as withdrawals.

Executive Director Search Advisory Committee (EDSAC) Report

Larson said the EDSAC met on June 2, the committee agreed to a five-week advertisement and is asking the EC to approve the Executive Director salary range and job description. Stakeholder interviews have been completed. The recruitment was posted June 24 at on the Prothman website (www.prothman.com) and on WSTIP's website. Prothman will interview and rank candidates and present candidates to the EDSAC at its August 11 meeting. The EDSAC will review candidates on August 11 and provide feedback to identify four finalists to present to the EC at its meeting August 28. In September, the Pool would hold an in-person candidate "meet and greet" and the EC would conduct candidate interviews in executive session. Macdonald thanked Larson for the report and for serving as interim chair until a Vice President is elected.

EDSAC – Approve Salary Range

Macdonald asked for a motion to approve the salary range for the Executive Director. ***Pesta moved to approve the salary range for the Executive Director as presented. Shipman seconded the motion, and the motion passed.***

EDSAC – Approve Job Description

Macdonald asked for a motion to approve the Executive Director job description. ***Larson moved to approve the Executive Director job description. Huxtable seconded the motion, and the motion passed.***

Executive Session

There was no Executive Session.

Sub-Committee Reports

Executive Director Search Advisory Committee (EDSAC)

Larson reported committee members are: Brandy Pesta, Jenny George, Crystle Stidham, Amy Cleveland, and Nancy Williams. Staff support is Tracey Christianson and Rick Hughes, in addition to Steve Worthington from Prothman. The recruitment for Executive Director is on the Prothman website. Macdonald thanked Larson for his report.

Governance Policy Committee (GPC)

Macdonald said there are three policies on the Board agenda for approval and once approved, the work for the GPC will be complete for the year.

Board Development Committee (BDC)

Larson stated the BDC met May 30 reviewed and discussed the March meeting feedback and set the Member Rep Meeting agenda. There was mixed feedback regarding Pooling Basics but we are going to continue to finish the three modules. Staff are working to fix issues with microphones, they thanked Iddings for his assistance. Macdonald thanked Larson for his report.

Risk and Opportunities Committee (ROC)

Deutsch said the ROC met on June 11, reviewed several Best Practices, discussed the Technology Grant program (he will spare everyone details since it was already a topic today), the safety sub-group and the Safety Summit, near miss reporting and the data that is being collected. Please reach out to Deutsch or Kerrigan if you are interested in serving on the ROC. Macdonald thanked Deutsch for his report.

Coverage Review Committee (CRC)
No report.

Investment Committee
No report.

Audit Committee
No report.

Distribution of Surplus Committee (DSC)
Nash reported the DSC had met the prior day, discussed the purpose for the DSC formation, reviewed the charter and relevant materials. Branson will draft a policy and compile data prior to the next meeting which will be in September at Semiahmoo. Macdonald thanked Nash for her report.

Recap and Adjournment
Macdonald recapped the meeting, accepted the agenda, approved the consent agenda, reviewed the work plan, received a new Best Practice Compensation Analysis Guide, approved a Technology Grant for Ben Franklin, agree the Technology Grant program should continue and have sent to ROC to possibly update, reviewed slate of candidates for Vice President, heard from the EDSAC, approved ED salary range and job description and received reports from the sub-committees.

Pesta moved to adjourn the meeting at 9:42 am. Nash seconded the motion, and the motion passed.

Submitted this 24 day of July 2025.

Signed by:

Miranda Nash

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Approved: _____

Miranda Nash, Secretary