



**Minutes of the
 WSTIP Board Meeting
 June 27, 2025
 Skamania Lodge & Zoom**

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

Call to Order

President Macdonald called the meeting to order at 9:00 am, a sign in sheet was passed around the room, staff accounted for the virtual participants. Macdonald asked if there were any changes to the agenda. **Deutsch moved to accept the agenda. George seconded the motion, and the motion passed.** There were four *Behind the Curtain* prizes awarded (Williams, McCreedy, Clark and Towner).

Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Discussion

Member Representative Meeting Report and Discussion

Shinners said his group had a good discussion regarding parametric coverage, at least four Members in his group are interested in a group purchase for earthquake. The group felt the separated deductibles topic can be discontinued. The group discussed IT reviews and encouraged participation in the AON pilot program, at least doing something is better than nothing. No questions or concerns regarding the governance policies, the election is self-explanatory. The group also talked about the Technology Grant and would support a tiered approach with timing for new technology versus proven technology and a priority scoring for new technology. They also discussed barriers and pain points with operators.

Huxtable's group want staff to explore a group purchase for parametric coverage and would like guidance setting the pins and triggers to make sure the right coverage is purchased. The committee also agrees there is no need to take separated deductibles further. The group discussed IT and how phishing attempts are getting harder to spot and will advocate back at their agencies to participate in the AON pilot projects. No concerns with the proposed governance policies changes or election. They also support a tiered approach to the technology grants, some agencies haven't applied because their projects don't qualify so perhaps upgrading existing equipment could also be considered the last six months of the year if funds are still available.

Pesta said her group also discussed parametric coverage and noted that not all Members will want to participate in earthquake but some on the east side of the state may be interested in wildfire coverage. There is no advantage to implementing separated deductibles, none of the small Members are jumping out of their seat to participate in the AON pilot but Jefferson might be interested. The group had no concerns about the governance policies and are ready to vote for a Vice President. The group would support a tiered approach to the Technology Grant and also discussed body worn cameras on security. Macdonald thanked each Member Representative for their report.

Q&A Work Session Videos

Q&A Technology Grant Report-Out Skagit

Kerrigan said this is the final required report out for Skagit's Technology Grant for their Emergency Alert System; however, Macdonald will give another update later as the project had stalled due to staff turnover. Please reach out to Kerrigan if you have questions regarding the Technology Grant projects.

Financial Reports as of May 2025

Treasurer's Report and Management Discussion and Analysis, Comparative Statement of Net Position, Claim Reserves Report, and Statement of Revenues and Expenses with Budget

Branson said the Pool's trend continues to be favorable, we end the month of May with about \$91 million in cash and investments, we are living within our budgetary means. Staff will begin developing the 2026 budget in August. There were no questions regarding the financial statements.

Staff Reports

Executive Staff Report

Christianson said she is happy to report the property insurance renewal was basically a non-event which is good news, contracts with Prothman and Lighthouse HR Consulting had been signed, there will be discussions regarding captives at the July meeting so if that topic interests you feel free to join the meeting.

Branson encouraged attendees to complete their expense reimbursements in Fyle. If you need assistance, please reach out to either Burrell or Branson. Our Financial and Accountability audits have been completed with clean audits for both (round of applause). The Annual Report and Risk Profiles were distributed, please share these with your staff. Property appraisal visits have been completed for the year, underwriting tasks are underway, please return your cyber excess as soon as possible, for those that purchase Underground Storage Tank (UST) those

applications are also due. Please share the Underwriting Calendar with folks that help you gather information for underwriting. The next request will start mid-July for 2026 estimated miles and employee counts.

Kerrigan reminded everyone to get their Risk Management and Network Security Grant requests in she has only received eight requests to date. The next deadline for Technology Grants is September 1. There are several Best Practices under review, she thanked Members who assisted with the ToddCasts, and reported the WIN group will be meeting at Ben Franklin Transit on July 15. We have received funding from Rural Transportation Assistance Program (RTAP). She thanked Juell for completing the application. She shared information regarding electric buses and CDL skills testing. She also reminded participants of the ongoing Origami projects and office hours with Nickell on Wednesdays. She received notice from Stroz Freiburg that they are going through a separation from Aon and changing to Ellium Blue, noting we may have to sign a new master services agreement, but otherwise it should be business as usual.

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

General Counsel's Report

Hughes said most of his work is done in committee meetings. Please reach out to Hughes if he can be of assistance. Macdonald thanked Hughes for his report.

Broker's Report

White had good news for the July 1 renewal relative to the property market. There were rate reductions but due to schedule of value increases the cost of renewal was a little higher. If you have questions, please reach out to Branson or Christianson.

President's Quarterly Report on ED Goals

Macdonald reported the Executive Director has been working on her goals set by the Board. She is meeting with new Board members, scheduling follow-ups with veteran Board members, preparing a succession ready staff, and managing the Pool in accordance with the strategic priorities.

The Board took a break from 9:51 to 10:10 am to allow people to check out.

Action Items

Minutes – March 28, 2025

Mehin moved to approve the minutes from March 28, 2025. Peters seconded the motion, and the motion passed.

Affirm binding of Terrorism Coverage

Christianson asked the Board to affirm the binding of Terrorism Coverage. ***Deutsch moved to affirm binding the Terrorism Coverage. Mehin seconded the motion, and the motion passed.***

Affirm binding of Property, Cyber, and Boiler Machinery Coverage

Christianson asked the Board to affirm the binding of the Property, Cyber, and Boiler Machinery Coverage. Explaining how the primary cyber coverage falls under this policy. ***Seeks moved to affirm binding the Property, Cyber, and Boiler Machinery Coverage. Huxtable seconded the motion, and the motion passed.***

Affirm binding of Cyber Buy-Down

Christianson asked the Board to affirm the binding of the Cyber Deductible Buy-Down. Christianson explained how this takes the deductible for cyber from \$50,000 to \$5,000 per member. ***Pesta moved to affirm binding the Cyber Deductible Buy-Down. Peters seconded the motion, and the motion passed.***

Affirm binding of APD Excess up to \$20 million

Christianson asked the Board to affirm the binding of Auto-Physical Damage (APD) Excess up to \$20 million. Christianson explained how this is the primary APD policy. **Mehin moved to affirm binding the APD Excess Coverage up to \$20 million. Deutsch seconded the motion, and the motion passed.**

Affirm binding of APD Excess above \$20 million

Christianson asked the Board to affirm the binding of the Auto-Physical Damage (APD) excess above \$20 million. Christianson said some Members have fleets in excess of \$20 million and this gives them extra coverage up to \$30 million. **Withdraw moved to affirm binding the APD excess above \$20 million. Mehin seconded the motion, and the motion passed.**

2026 WSTIP General Liability (GL) Coverage Document

Nash presented the 2026 WSTIP General Liability (GL) Coverage Document noting grammatical and cosmetic changes and requested the Board approve the 2026 GL Coverage Document. **Shipman moved to approve the 2026 WSTIP General Liability Coverage Document as presented. Deutsch seconded the motion, and the motion passed.**

2026 WSTIP Public Officials Liability (POL) Coverage Document

Nash presented the updated 2026 Public Officials Liability (POL) Coverage Document noting changes that were made after coverage counsel review. **Mehin moved to approve the 2026 Public Officials Liability Coverage Document as presented. Seeks seconded the motion, and the motion passed.**

Governance Policy: Assessment Allocation Policy

Macdonald asked if there were any questions regarding the governance policies, hearing none, he asked for separate motions to approve each policy. **Peters moved to approve the Assessment Allocation Policy. Huxtable seconded the motion, and the motion passed.**

Governance Policy: Capital Funding Philosophy

Mehin moved to approve the Capital Funding Philosophy. Pesta seconded the motion, and the motion passed.

Governance Policy: Member Corrective Action and Termination Policy

Pesta moved to approve the Member Corrective Action and Termination Policy. Mehin seconded the motion, and the motion passed.

Election

Vice President Election

Macdonald explained the election process, links will be posted in the chat pod for each position and thanked all candidates for their interest. Macdonald also explained how the results would be shared so it wasn't a secret vote (actual votes will be shown in the minutes). Hughes reminded everyone for the vote to be official there needed to be a majority and reminded the Board of past practices that the top two candidates move forward if 50% plus one isn't achieved, tie breakers would involve a speech by the two candidates, and if 50% plus one isn't achieved then the candidate who attended the most meetings the prior year would be determined the winner (see Governance Policy: Nominations and Elections).

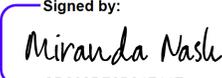
The nominees for Vice President are: Deutsch, Jordan, and Larson. Hilby withdrew. There were no nominations from the floor. Macdonald closed the ballot. After votes were counted. Scott Deutsch was announced Vice President with 18 votes out of 24 votes.

2025 Vice-President - Vote 1						
Deutsch					Larson	Jordan
Asotin Ben Franklin Central Community	C-Tran Everett Grant Grays Harbor	Intercity Jefferson Kitsap Link	Mason Pacific Pierce Skagit	Spokane Valley	Columbia Pullman RiverCities	Clallam Island Whatcom

Adjournment

Macdonald quickly recapped saying the agenda was accepted, there were no public comments, heard reports from the Member Representatives, received reports and financial information from the staff, approved the action items, and elected a new Vice President. **Macdonald adjourned the meeting at 10:32 am.**

Submitted this 26 day of September 2025

Signed by:

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Approved: _____
Miranda, Nash Secretary