



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
 PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

Minutes of the
 Executive Committee Meeting
 September 25, 2025
 Semiahmoo Resort & Zoom

Executive Committee Members Present (v) = virtual	
Joe Macdonald, President, Skagit Transit Scott Deutsch, Vice-President, C-Tran 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 Shonda Shipman, Past President, Whatcom Transportation Authority
Staff Present (v) = virtual	
Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Dominic Burrell, Senior Accountant (v) Sonja Cade, Accounting Specialist (v) Tracey Christianson, Executive Director	Robyn Galindo, Claims Specialist 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 Thomas Drozt, Ben Franklin Transit Jason McNickle, Clallam Transit David Ocampo, Columbia County Public Transportation Sally Stopher, Community Transit Annette Shaw, C-Tran (v) Brandon Hilby, Everett Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Dena Withrow, Intercity Transit Melinda Adams, Island Transit	Staci Jordan, Island Transit Nicole Gauthier, Jefferson Transit Justin Brockwell, Link Transit Amy Asher, Mason Transit Mike Williams, Pacific Transit Karessa Bowman, Pierce Transit (10:07 am) Danette Rogers, Pierce Transit Wayne Thompson, Pullman Transit (v) Jim Seeks, RiverCities Transit Jennifer Davidson, Skagit Transit Crystle Stidham, Skagit Transit Robert Hamud, Spokane Transit
Guests Present (v) = virtual	
Craig Scukas, PwC (actuary)	Brian White, Alliant Insurance Services (broker)

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 said there would only be an Executive Session to review qualifications for public employment, he asked for a motion to accept the amended agenda. **Huxtable moved to approve the amended agenda. Nash 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 – August 28, 2025, Minutes – September 11, 2025, August 2025 Vouchers and Electronic Payments totaling \$1,379,368.21

				<u>Total</u>
Claims Vouchers	Numbers:	93505163	- 93505224	\$ 1,039,028.31
Administrative Vouchers	Numbers:	93003493	- 93003518	\$ 99,933.01
Electronic Payments	Dates:	08/01/2025	- 08/31/2025	\$ 240,406.89
				<u>\$ 1,379,368.21</u>

Macdonald asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Deutsch 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 noting the end for Rideshare Telematics had been pushed out as the project had been delayed, she left the Executive Director Evaluation on the work plan, but it likely could be removed (laughter ensued due to her upcoming retirement). There were no questions regarding the work plan.

2026-2027 Meeting Schedule

Christianson presented the 2026-2027 meeting schedule with the option to take action. The 2026 dates have all been contracted and 2027 dates can be confirmed. **Deutsch moved to approve the 2026-2027 Meeting Schedule as presented. Shipman seconded the motion, and the motion passed.**

Technology Grant – Columbia County Public Transportation & Spokane Transit

Deutsch said the Risk and Opportunities Committee (ROC) reviewed and recommend approving two phenomenal technology grant applications. Kerrigan said the first request is Columbia County Public Transportation requesting \$7,777.34 to outfit their fleet with Angel Trax telematics, and the second request is by Spokane Transit for \$500,000 to put Samsara telematics on Fixed Route, Paratransit, and Administrative vehicles (Rideshare is already equipped). Ocampo answered questions regarding their grant request. Kerrigan said Hamud was available to answer questions regarding the Spokane Transit grant request. Hamud answered questions from Pesta. Macdonald asked for a motion to approve the Technology Grant requests. **Deutsch moved to approve the Technology Grant requests for Columbia County Public Transportation and Spokane Transit. Nash seconded the motion, and the motion passed.**

Size Criteria for Member Groups

Branson said the Nominations and Elections Committee (NEC) had reviewed the size criteria as required by policy to be completed by October and the NEC is recommending Whatcom Transportation Authority stay in the Medium group for 2026. Branson noted this size criteria or grouping is for the Member representative groups and it does not affect the actuarial determined groups for loss capping. The recommended groups are Small under 1 million miles, Medium 1 to 4 million miles, and Large over 4 million miles annually with the exception of Whatcom Transportation Authority remaining a Medium. **Pesta moved to accept the size criteria as presented. Nash seconded the motion, and the motion passed.**

Annual Report of Paid Losses over \$100K

Adams talked about each of the claims contained in the memo, sharing background, and the philosophy used to reach a fair, equitable, and responsible settlement. Adams answered questions from Members regarding the various claims. Shipman thanked Adams for his report. If you have questions about any of the Claims in the report, please reach out to Adams.

Labor Rates Study

Adams presented the updated labor rates for 2026 as required by the Claims Management Policy. He thanked John Cushing, Claims Specialist 2, for collecting and compiling the responses of the survey. He highlighted changes for the costs of repairs and standardized rates for first party claims, that helps the claims department with subrogation efforts. Christianson added the new rates will go into effect January 1, 2026. Macdonald asked for a motion to accept the Labor Rates. **Huxtable moved to accept the Labor Rates Study. Pesta seconded the motion, and the motion passed.** Macdonald thanked Adams and Cushing for the report.

Request to add Labor Rate Methodology to EC Retreat

Adams requested the Labor Rate Methodology in the Claims Management Policy be evaluated and reconsidered as a topic for the upcoming Executive Committee Retreat. He explained the graphics included in the memo and how some Members are penalized by having a standardized rate while others are rewarded due to the standardized rate. Macdonald asked for a motion to add Labor Rates Methodology to the EC Retreat as a topic. **Deutsch moved to add Labor Rates Methodology to the EC Retreat. Huxtable seconded the motion, and the motion passed.**

Executive Director Contract

Macdonald said he and Hughes had worked with Branson to bring forward a proposed Executive Director Contract. Hughes went over what could and could not be discussed in open versus Executive Session.

Executive Session

At 9:37 am, President Macdonald announced the EC would enter into a 30-minute Executive Session; pursuant to RCW 42.30.110 (1) (g) to discuss qualifications of an applicant for public employment. He asked staff other than Broadhead and Iddings to leave the room. The Executive Committee came out of Executive Session at 10:07 am. *Bowman arrived at 10:07 am.* President Macdonald announced Executive Session would be extended an additional 10-minutes. The EC came out of Executive Session at 10:17 am. President Macdonald announced Executive Session would be extended an additional 10-minutes. The EC came out of Executive Session at 10:27 am. President Macdonald announced the Executive Session would be extended an additional 5-minutes. The EC came out of Executive Session at 10:32 am. No action was taken.

The EC took a break from 10:32 to 10:43 am.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Board Development Committee (BDC)

Larson stated the BDC met September 5, as a reminder committee members are himself, Pesta, Huxtable and Shinnars. They reviewed and discussed the June meeting feedback and thanked Todd for his soundboard skills. Larson reminded everyone with the microphones to leave them on, make eye contact with Todd before speaking, speak directly into the microphone so that zoom participants can hear, and please be patient. Macdonald thanked Larson for his report.

Risk and Opportunities Committee (ROC)

Deutsch said the ROC met on September 9. The committee reviewed Technology Grant applications from Columbia and Spokane, had a lengthy discussion regarding future Technology Grant criteria and how the ROC would like to see "shovel ready" projects, emphasizing that right now there is a race to the finish if funds are exhausted. We anticipate more discussion regarding the Technology Grant at the October EC and

November ROC meetings. The proposed 2026 WSTIP budget brings the fund back to \$500,000. The safety subcommittee is planning to meet on October 10 to discuss Best Practices for Assault Mitigation. 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, this committee meets on October 3.

Audit Committee

No report, this committee meets on October 2.

Distribution of Surplus Committee (DSC)

Nash reported the DSC met the prior day, committee members are herself, Seeks, Huxtable, Hilby, Rogers and McCready. The DSC discussed circumstances (apart from dissolution) when surplus might be returned to Members, reviewed an example of how a distribution would work, using the dissolution example from the Interlocal Agreement. The committee reviewed a draft policy which will be presented to the EC in October for feedback and potential consideration at the December Board meeting. Macdonald thanked Nash for her report.

Executive Director Search Advisory Committee (EDSAC)

No report, this committee has completed its work.

Recap and Adjournment

Macdonald quickly recapped the meeting. We called the meeting to order, removed the claims portion of the Executive Session, approved the agenda, there were no public comments, approved the consent agenda, reviewed the work plan, approved the 2026-2027 meeting schedule, approved Technology Grants for Columbia and Spokane, approved size criteria, heard Adams' report of claims settled over \$100k, approved the labor rates study, added labor rates methodology to the EC retreat, reviewed the proposed Executive Director contract, held an Executive Session to discuss qualifications of an applicant for public employment, and heard from sub-committees.

Macdonald adjourned the meeting at 10:51 am.

Submitted this 23 day of October 2025.

Approved:  Signed by:
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Miranda Nash, Secretary