



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
 October 23, 2025
 SeaTac Conference Center Seoul Room & 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 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 Shonda Shipman, Past President, Whatcom Transportation Authority (v)
Staff Present (v) = virtual	
Cedric Adams, Claims Manager Matthew Branson, Executive Director Anna Broadhead, Board Relations Dominic Burrell, Senior Accountant (v)	Robyn Galindo, Claims Specialist (v) Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor (v) Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Marcus McCready, Ben Franklin Transit (v) Annette Shaw, C-Tran (v) Ken Mehin, Grays Harbor Transit (v)	Amy Asher, Mason Transit (v) Karessa Bowman, Pierce Transit (v) Robert Hamud, Spokane Transit Greg Story, Yakima Transit (v)
Guests Present (v) = virtual	
Barbara Rhoades, Ohio Transit Risk Pool Brian White, Alliant Insurance Services (broker)	Executive Session Only Guests Elena Bundy, Bundy Law Beth McIntyre, Law Lyman

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 for changes to the agenda. There were no changes to the agenda. He asked for a motion to accept the agenda. **Larson moved to approve the agenda. Nash seconded the motion, and the motion passed.** 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 – September 25, 2025, September 2025 Vouchers and Electronic Payments totaling \$812,171.58

				<u>Total</u>
Claims Vouchers	Numbers:	93505225	- 93505285	\$ 462,350.61
Administrative Vouchers	Numbers:	93003519	- 93003541	\$ 142,841.50
Electronic Payments	Dates:	09/01/2025	- 09/30/2025	\$ 206,979.47
				<u>\$ 812,171.58</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

Branson said the 2025 work plan had been updated and is tracking work through the end of the year. There were no questions regarding the Work Plan.

2026 Retreat Topics

Deutch stated he had met with Branson to begin discussions regarding retreat topics. Topics will likely include evaluation of experience rating calculation parameters, labor rate methodology, WSTIP building (revisiting the 2023 retreat topic), captive discussion, succession planning and compensation for those while learning, and how WSTIP can provide more assistance on the technical side to try to reduce risk. Another topic was deductibles for key areas of risk mitigation, such as seeing if there is a way for WSTIP to pay the first securement claim at 100% and then charging an increasing deductible for each additional securement claim. Lastly a topic about purposeful abandonment. Branson explained purposeful abandonment is the intentional process of evaluating what we are doing to enable us to determine which, if any, of our programs, services or offerings at WSTIP should be modified or discontinued because they are no longer productive or aligned with what the Members need, value and want. Shipman said she was interested in hearing more about succession planning. Hamud asked how the topics get fleshed out. Branson explained the EC retreat allows the EC to decide which topics to pursue by adding them to the 2026 EC workplan. There was a brief discussion regarding the building and the topic will be discussed at the retreat. The Board will also have the opportunity to submit topics for EC retreat consideration.

Captive Discussion

Branson introduced Barbara Rhoades from Ohio Transit Risk Pool (OTRP). Rhoades thanked everyone for inviting her to come talk to them about captives. [Click here](#) to view her pre-meeting video and [here](#) to view the slides presented at the meeting. Rhoades talked about Transit Insurance Group (TIG), TransitRE, and single cell captives, how they are formed, how they operate and examples of insurance towers and how they are reinsurance. She talked about how she feels Washington risk is the same as Ohio risk. The EC asked several questions regarding captives. Macdonald felt the Pool should consider doing something with a captive to restore stability in the layers and thanked Rhoades for her presentation. Rhoades said she is available to help Branson and staff.

The EC took a 10 minute break at 10:21 am and resumed their meeting at 10:31 am.

Executive Director (ED) Goals

Macdonald said he had met with Branson, Deutsch, and Nash the prior day to discuss goals, some are similar to the previous ED goals but there are some new ones. The proposed goals will be presented in December.

Distribution of Surplus Policy

Nash reported the Distribution of Surplus Committee (DSC) had written the requested policy in response to the last AGRiP recognition review recommendations. She asked the EC to consider recommending the Distribution of Surplus Policy to the Board for adoption. She explained how the allocation of surplus would only be for current Members and not withdrawn or terminated Members, and the calculations the DSC used. Macdonald asked for a motion. **Deutsch moved to forward the Distribution of Surplus Policy to the Board with a recommendation to adopt. Huxtable seconded the motion, and the motion passed.** Shinnars asked if there was a future value of money applied to the contribution values referencing the process the Social Security Department uses to index historical wages. Branson said that wasn't part of the policy, to include the concept would result in a different methodology than what is in the policy reminding the

EC that what is in the policy aligns with the interlocal agreement on liquidation. Nash said everyone is on the same plane if we are using a percentage. Shinnners asked Branson if he would prepare the exhibit in a way that shows a future value and apply that all the way across and see how the percentages calculate out. Branson said he could do the math Shinnners requested. Macdonald reminded the EC that the Governance Policy Committee (GPC) will review all the policies starting in February and that could be a time to include the concept Shinnners mentioned. Macdonald said the EC has recommended the Board approve this policy as presented which doesn't include the concept mentioned by Shinnners. Macdonald thanked Nash and the DSC for their work.

Target Ratios

Shinnners said the Audit Committee (AC) had met and reviewed the Target Ratios which he presented to the EC noting that some ratios did not meet their target. Shinnners doesn't feel there are any alarm bells but something to monitor going forward. The policy says the AC is supposed to report variances in ratios to the EC and the EC may determine if any corrective action is necessary. Shinnners recommend the EC add Target Ratios to the EC retreat as a topic and include the Target Ratios as part of the Annual meeting Board packet as an informational item for the Board. Macdonald thanked Shinnners for the report.

Nominations and Elections Update

Deutsch noted the current list of nominees for the 2026 EC are included in the packet, reminding attendees their name may be listed. If you would like to be a candidate or would like your name removed from any of the positions please let Broadhead, Deutsch, Nash or Macdonald know. Macdonald said being an EC member has been a very rewarding experience and thanked Deutsch for his report.

Shipman left the meeting at 11:00 am.

ROC Technology Grant Criteria/Structure Discussion

Deutsch said the Risk and Opportunities Committee (ROC) has been deep in discussions regarding the Technology Grant noting that some years we have no applications and others we have multiple. Should we have a race to the finish model (current) where a Member could apply and be awarded all the funds or should we have a deadline to apply so that all Members have equal opportunity for grant awards as well as the potential to have an award for a future year. Branson used an example of baseball gloves as an example of how we can adapt to meet the funding needs of the Members. He presented a right-handed glove which he said represented the current approach of making awards in the current year only. Sometimes Members need more time to prepare for a grant award. Branson said we can either offer them another right-handed glove (the same solution) or offer a left-handed glove (future awards) to meet their needs so we can get all Members "playing in the game" of technology grant awards. Branson also presented an excel spreadsheet to show how a deadline and future year award model could look ([click here](#) to view spreadsheet). The committee had a lively discussion regarding deadlines, how budgets are developed, and shovel ready projects. Deutsch asked for direction whether the EC wants a race to the finish or deadlines. EC members felt a deadline makes it more competitive and would like to have a May deadline for June awards for new technology and an August deadline for older technology with awards in September. Deutsch thanked the EC for the direction.

Executive Session

At 11:15 am, President Macdonald announced the EC would enter into a 30-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss agency litigation or potential litigation. The Executive Committee came out of Executive Session at 11:45 am. President Macdonald announced Executive Session would be extended an additional 10-minutes. The EC came out of Executive Session at 11:55 am. No action was taken.

The EC took a break to gather lunch from 11:55 am to 12:09 pm.

Staff Reports

Executive Staff Report

Branson said the Parametrics coverage webinar was on October 17 if selected this coverage would start for Members who opt in on July 1, 2026. Please let Branson or White know if you wish to pursue Parametrics coverage. There has been one additional contract entered into with Karey Thornton for assistance with claims. Branson shared the Underground Storage Tank (UST) renewal is complete three Members group purchased, Pierce has their own policy and the remaining Members went with PLIA or are replacing tanks with above ground storage tanks. We expect to bind Crime coverage so long as it is within 10% of expiring premium.

Kerrigan reminded everyone to get their Risk Management and Network Security Grant requests in before December 15. ROC has several Best Practices they are reviewing. She thanked Macdonald for opening up the Trainers' Showcase and gave kudos to Laura Juell for putting together the sessions and Todd Iddings for a being a great host. The WIN group met after the showcase and have an RFP for producing training videos out on the WSTIP website. She gave a shoutout to Patrick Nickell as the Origami mobile app for Pierce is about to launch and is hopeful we will be able to duplicate for other Members to be able to fill out supervisor forms in the field.

Adams thanked Galindo for putting together a great Claims Coordinators conference thanking Iddings for his discussion on Safety Culture and Kerrigan and Nickell for their presentations as well. He gave an update on open and recently closed claims, subrogation, and open litigated claims. Macdonald thanked Staff for their report.

Rhoades left the meeting at 12:16 pm.

Insurance Renewal Update

Branson said we have indications from White that we will have proposals from Metis, StarStone and AWAC. Coverage has been bound with GEM, Safety National, and MunichRE. Discussions for next year will be to see if everyone wants higher limits or if we can offer differing limits similar to the excess Auto-Physical Damage (APD). Macdonald said White will have options in December for us to consider. Branson confirmed.

Staff Recruitment Update

Branson stated that Claims Specialist 3/2 interviews would be on Friday 10/24 and Saturday 10/25 at the WSTIP office. He also reported that he would be seeking to fill the Deputy Director position, the job description has been updated and recruitment will begin immediately with hopes to have interviews in November.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Board Development Committee (BDC)

No report, this committee meets on November 14.

Risk and Opportunities Committee (ROC)

No report, this committee meets on November 13.

Coverage Review Committee (CRC)

No report.

Investment Committee

Eddy had to leave the meeting due to an alarm at her building and did not give a report. If you have questions regarding the Investment Committee, please reach out to Eddy or Branson.

Audit Committee

Shinners reported the Audit Committee had met, they reviewed the accountability and financial audits noting there were no findings or exit items. The committee reviewed the Electronic Funds Transfer (EFT) policy, with the addition of the Senior Accountant and the retirement of our CPA from our outside firm we are seeing cost savings. The AC also reviewed GEM's financials, the WSTIP Target Ratios, and reviewed the Pool's internal controls. Macdonald thanked Shinners for his report.

Distribution of Surplus Committee (DSC)

No report.

Nominations and Elections Committee (NEC)

Deutsch previously reported, if you would like to be a candidate or have your name removed from the ballots please let Broadhead, Deutsch, Macdonald, or Nash know.

Recap and Adjournment

Macdonald quickly recapped the meeting. We called the meeting to order, approved the agenda, there were no public comments, approved the consent agenda, reviewed the work plan, previewed EC retreat topics, robust discussion about captives which will carry on to the retreat, expect to review ED Goals in December, recommended approval of the Distribution of Surplus policy to the Board, reviewed the Target Ratios, received a report from the Nominations and Elections Committee, gave direction to the ROC regarding the Technology Grant, held and Executive Session with no action after, received reports from Staff and heard from sub-committees. **Macdonald adjourned the meeting at 12:36 pm.**

Submitted this 4 day of December 2025.

Approved:  Signed by:
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Miranda Nash, Secretary