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
June 25, 2026
Mirabeau Park Hotel & Conference Center & Zoom

Executive Committee Members Present (v) = virtual	**Staff Present** (v) = virtual
Scott Deutsch, President, C-Tran Shawn Larson, Secretary, Link Transit Amy Cleveland, Large Member Rep, Pierce Transit Cherie Huxtable, Medium Member Rep, Clallam Transit Brandy Pesta, Small Member Rep, Grant Transit Authority Amy Asher, At-Large Member Rep, Mason Transit	Cedric Adams, Claims Manager Matthew Branson, Executive Director Anna Broadhead, Board Relations Dominic Burrell, Senior Accountant Sonja Cade, Accounting Specialist (v) Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Training and Risk Coordinator (v) Joanne Kerrigan, Member Services Manager Valerie McAfee, Claims Specialist 3 (v) Miranda Nash, Deputy Director
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA Brian Lubanski, Ben Franklin Transit Marcus McCready, Ben Franklin Transit Jason McNickle, Clallam Transit David Ocampo, Columbia County Public Transportation Ariel Piedmont, Community Transit Annette Shaw, C-Tran Betsy Dunbar, Ellensburg Central Transit Brandon Hilby, Everett Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Melinda Adams, Island Transit Dena Withrow, Intercity Transit (v)	Nicole Gauthier, Jefferson Transit John Clauson, Kitsap Transit Justin Brockwell, Link Transit Mike Williams, Pacific Transit Karessa Bowman, Pierce Transit Jim Seeks, RiverCities Transit Crystle Stidham, Skagit Transit Robert Hamud, Spokane Transit Nancy Williams, Spokane Transit Melanie Hall, Valley Transit Angie Peters, Valley Transit (v) Jeff Benson, Whatcom Transportation Authority
Guests Present (v) = virtual	
Eyvette Brown, Ben Franklin Transit (v) Devin Nielsen, Ben Franklin Transit (v) Pauline Escalara, Ben Franklin Transit (v) Josh Rosas, Ben Franklin Transit (v)	Kevin Sliger, Ben Franklin Transit (v) Barbara Rhoades, Ohio Transit Risk Pool Dave Turissini, Sound Transit (v) Joe Macdonald (v)

Call to Order
President Deutsch called the meeting to order at 9:00 a.m., welcomed attendees, and thanked Spokane Transit Authority for hosting the meeting. He recognized Member agency representatives, guests, and staff in attendance.

Huxtable moved to approve the agenda, Pesta seconded, and the motion passed.

Public Comment on Consent Agenda, Discussion, Potential Action Items
Deutsch called for public comment. No public comments were received.

Consent Agenda

Minutes – May 28, 2026 & May 2026 Vouchers and Electronic Payments totaling $960,770.58

The Executive Committee considered the consent agenda, including the May 28, 2026 meeting minutes and May 2026 vouchers and electronic payments totaling $960,770.58.

						Total
Claims Vouchers	Numbers:	93505745	-	93505807	$	638,770.17
Administrative Vouchers	Numbers:	93003768	-	93003792	$	114,799.62
Electronic Payments	Dates:	05/01/2026	-	05/31/2026	$	207,200.79
					$	960,770.58

Pesta moved to adopt the consent agenda, Larson seconded, and the motion passed.

Discussion / Potential Action Items

2026 Executive Committee Work Plan

Branson reviewed the 2026 Executive Committee Work Plan and provided updates on several ongoing initiatives. A significant portion of the discussion focused on legislative activity and WSTIP's role in advocacy efforts affecting public entity risk pools. Branson discussed WSTIP's continued coordination with the Washington State Transit Association (WSTA), participation in legislative information sessions, and involvement with broader coalitions that address liability and insurance-related legislative proposals. He noted that while WSTA effectively advocates on behalf of public transit interests, there may be circumstances where risk pool-specific priorities differ from transit priorities and could warrant a more targeted advocacy approach.

Committee members discussed examples of legislation affecting liability exposure, tort reform, and emerging legal trends impacting public entities. Branson discussed how other Washington risk pools engage in legislative monitoring and advocacy activities and whether WSTIP should evaluate future options that allow for more direct participation when legislation arises that specifically affect risk pool matters; such as those which impact pool operations, the cost of claims, the costs of insurance or risk management.

Branson also provided an update regarding the future of the WSTIP office building. He reported on discussions with property management firms and reviewed services that could be provided if WSTIP were to retain the building and lease excess space. Potential services discussed included tenant marketing, property maintenance oversight, lease administration, inspections, and capital planning. The Committee discussed occupancy needs, the increasing use of remote work arrangements, the requirement that WSTIP maintain an office in Olympia pursuant to its bylaws, and the financial implications of retaining versus selling the building. Members expressed interest in reviewing additional cost-benefit analysis, including the relationship between potential investment earnings from sale proceeds and future lease expenses and whether WSTIP needed to have its offices in Olympia given the distribution of the Membership throughout the state.

Governance Policy – Payments by Members

The Committee continued its review of proposed revisions to the Payments by Members Policy intended to address concerns raised by Members during prior Board discussions. The proposed changes included establishing a grace period for payments received shortly after the due date and replacing the previous twelve-percent late payment interest rate with a rate tied to the Thurston County Investment Pool (TCIP) average return plus three percent. ***Pesta moved to adopt the Payments by Members Policy, Asher seconded, and the motion passed (see further discussion below and during the Board meeting).***

Coverage Review Committee – 2027 Public Officials Liability Coverage Document
Larson and Adams reported on the Coverage Review Committee's review of the 2027 Public Officials Liability (POL) Coverage Document. Branson asked they pause their report for a moment as we were having issues with sound.

Revisiting Payments by Members Policy
Peters stated she would like to revisit the Payments by Members Policy, as she was under the impression it was on the Member Rep Meeting agenda later this afternoon. Deutsch reminded Peters the floor had been opened for comments. Peters said she was trying to make a comment during the comment period but couldn't hear the discussion. Hughes said you can still have a discussion this afternoon, modify the approval, or take some other action during the Board meeting the following day, you could also rescind the motion. His recommendation would be to have the discussion and then modify the approval if necessary.

The EC recessed from 9:26 to 9:40 to try to fix the audio issues for the virtual participants.

Governance Policy – Payments by Members
Following additional discussion with Board Members in attendance, several concerns were raised regarding the philosophy behind the policy. Some Members expressed support for the revised approach, noting that WSTIP should be compensated when late payments negatively impact Pool earnings and that Member agencies have an obligation to meet payment deadlines. Others expressed concern that the policy could be perceived as punitive, particularly given that late payments are typically caused by staffing changes, administrative delays, mail delivery issues, or internal procedural challenges rather than intentional actions by Members. Committee Members discussed balancing accountability with preserving the collaborative culture of the Pool. Members also considered whether additional flexibility or alternative approaches should be explored before implementing revised requirements. Following additional Member feedback, the Committee revisited the action taken earlier in the meeting. ***Larson moved to reconsider the prior action approving the Payments by Members Policy and adding it as discussion/action item 8 on the agenda, Cleveland seconded, and the motion passed with Deutsch voting in opposition.***

Coverage Review Committee – 2027 Public Officials Liability Coverage Document
Larson and C Adams reported on the Coverage Review Committee's review of the 2027 Public Officials Liability (POL) Coverage Document. Proposed revisions included clarifying definitions, refining endorsement language, updating terminology for consistency throughout the document, and improving readability. Members discussed the importance of obtaining broader Member feedback before forwarding the document for final approval. Hughes reminded Board members to send responses to C Adams to avoid a potential serial meeting. ***Pesta moved to distribute the draft Public Officials Liability Coverage Document to Board Members and Member Representatives for review and comments to be sent to C Adams, Huxtable seconded, and the motion passed.***

Coverage Review Committee – 2027 General Liability Coverage Document
The Committee reviewed the draft 2027 General Liability (GL) Coverage Document and discussed proposed revisions, including clarification of coverage language, updates to aggregate provisions, revisions to endorsement references, and adjustments to reimbursement thresholds. Members noted that many of the changes were intended to improve consistency and readability while maintaining the Pool's existing coverage approach. ***Huxtable moved to distribute the draft General Liability Coverage Document to Board Members and Member Representatives for review and comment to C Adams, Cleveland seconded, and the motion passed.***

Sound Transit Potential New Member
The Committee continued its review of Sound Transit's request to join WSTIP for a limited operational exposure associated with the agency's Stride bus rapid transit service. Branson summarized the discussions that have occurred since the May Executive Committee meeting and reviewed a proposed membership structure designed to address concerns previously raised by Committee members.

Under the proposal, WSTIP coverage would apply only to specific Sound Transit employees engaged in limited non-revenue activities, including vehicle testing, inspections, acceptance drives, and movement of buses between facilities. Branson emphasized that the proposal was not intended to provide coverage for Sound Transit's contracted operating services and that proposed policy language would clearly distinguish WSTIP-covered activities from activities performed by the contracted operator. Branson noted his May report did not include the Executive Director's recommendation regarding the new Member application and that his June report now includes a recommendation to approve subject to conditions, which he reviewed during the meeting.

Committee Members discussed how responsibility would transfer between Sound Transit personnel and the contracted operator, how property and maintenance exposures would be handled, and the importance of avoiding coverage ambiguity. Additional discussion focused on assessment methodology, governance participation, and how Sound Transit should be classified within WSTIP given its large organizational size but comparatively limited covered mileage exposure.

Several Members expressed support for continuing to evaluate the proposal and acknowledged the unique nature of the request. The Committee agreed additional discussion with Member Representatives and the Board would be beneficial before a final recommendation is developed. No action was taken.

Technology Grant Application – Island Transit
The Executive Committee reviewed Island Transit's Technology Grant application and discussed the proposed project and anticipated benefits. Members expressed support for the request and recognized the value of continuing to support Member agency innovation through the Technology Grant Program. ***Huxtable moved to approve Island Transit's Technology Grant application in the amount of $40,743, Pesta seconded, and the motion passed.***

Best Practice: Boarding and Alighting for Rural and Urban Bus Zones Update
Staff presented an updated Best Practice resource addressing boarding and alighting safety considerations in both rural and urban transit environments. The resource includes operational guidance, safety recommendations, and enhancements developed with assistance from Member agency subject matter experts. Committee members expressed support for the document and recognized the

contributions of Spokane Transit staff for providing additional paratransit related content to strengthen the resource.

Approve Broker Contract with Aon

Branson presented staff's recommendation to award WSTIP's Broker Services contract to Aon following completion of a competitive Request for Proposals process. Staff reviewed the procurement process, proposal evaluation criteria, interview process, reference checks, pricing analysis, and overall proposal scoring.

Four proposals were received and evaluated with assistance from an outside procurement consultant. Staff highlighted Aon's strengths in public entity risk pool experience, market access, underwriting support, property appraisal assistance, communication practices, and strategic consulting capabilities. Branson reported that Aon received the highest overall evaluation score and that pricing among the leading proposals was relatively comparable.

Legal counsel reviewed final contract revisions and reported that previously identified concerns regarding indemnification and liability provisions had been satisfactorily resolved. Committee Members discussed the transition process and the importance of maintaining continuity during future coverage renewals. ***Pesta moved to authorize the Executive Director to execute the Broker Services Agreement with Aon, Huxtable seconded, and the motion passed.***

Governance Policy – Payments by Members

Following further discussion and in anticipation of additional feedback from the Member Representative Meetings, the Committee agreed that additional consideration was warranted before the policy moved forward. ***Larson moved to table the Payments by Members Policy until the July Executive Committee meeting pending discussions during the Member Rep Meetings, Cleveland seconded, and the motion passed.***

Executive Session

President Deutsch announced the EC would go into Executive Session at 11:17 am for 30 minutes pursuant to RCW 42.30.110(1)(i) to discuss litigation or potential litigation matters with legal counsel representing the agency. The Executive Session concluded at 11:37 am and the Committee returned to open session. No action was taken. Guests in attendance were asked to leave the room or placed in a waiting room in Zoom.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report was provided.

Board Development Committee (BDC)

Asher reported that the BDC met on June 12 and reviewed feedback from the March 2026 Board meeting. Members discussed future conference locations, appreciated the educational videos developed by staff, and considered opportunities for additional Board training before future meetings. Committee members encouraged Board Members to connect with their Member Representatives to discuss ideas and questions regarding WSTIP governance and operations.

Risks and Opportunities Committee (ROC)
The ROC met on June 4 and reviewed the Island Transit Technology Grant application, best practice initiatives, and several developing performance metrics byway of an Origami dashboard. Discussion included securement events, pedestrian and bicycle incidents, boarding and alighting claims, employment practices liability trends, and fire suppression and emergency response planning associated with zero-emission fleet technologies.

Coverage Review Committee (CRC)
Larson reported that the CRC met on June 10 and continued its review of Public Officials Liability, General Liability, and Automobile Liability coverage documents. The Committee plans to reconvene following receipt of Member feedback on the draft documents currently under review.

Investment Committee (IC)
No report was provided.

Audit Committee (AC)
No report was provided.

Recap and Adjournment
Deutsch summarized the meeting, highlighting discussion of legislative advocacy efforts, future office facility considerations, the Payments by Members Policy, Coverage Document reviews, the Sound Transit membership request, Island Transit's Technology Grant application, approval of the Broker Services Agreement with Aon, and sub-committee reports. ***Larson moved to adjourn the meeting at 11:57 a.m., Huxtable seconded, and the motion passed.***

Submitted this 23 day of July 2026.

Signed by:

Approved: Shawn Larson
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Shawn Larson, Secretary