



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
 May 23, 2024
 Seoul Room, SeaTac Conference Center & Zoom

Executive Committee Members Present	Staff Present (v) = virtual
Shonda Shipman, President, Whatcom Transportation Authority Joe Macdonald, Vice-President, Skagit Transit Monique Liard, Treasurer & Secretary, Spokane Transit (v) Scott Deutsch, Past President, C-Tran Karen Thesing, Large Member Rep, Pierce Transit Staci Jordan, Medium Member Rep, Island Transit Miranda Nash, Small Member Rep, Jefferson Transit Shawn Larson, At-Large Member Rep, Link Transit	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Robyn Galindo, Claims Specialist (v) Jinny Hughes, Accounting Specialist (v) Richard Hughes, General Counsel Todd Iddings, Safety & Risk Advisor (v) Laura Juell, Risk & Training Coordinator (v) Joanne Kerrigan, Member Services Manager Karey Thornton, Accounting & Payroll Specialist (v)
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Cherie Huxtable, Clallam Transit (v) Brandon Hilby, Everett Transit (v) Jean Braaten, Grays Harbor Transit (v)	Jana Brown, Intercity Transit (v) Dena Withrow, Intercity Transit (v) Jim Seeks, RiverCities Transit (v) Greg Story, Yakima Transit (v)

Call to Order

President Shipman 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 guests were captured by staff. Guests and new Board members were introduced. Shipman asked if there were any changes to the agenda. Staff and EC members had no changes. **Deutsch moved to approve the agenda. Jordan seconded the motion and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Consent Agenda

Minutes – April 25, 2024, April 2024 Vouchers and Electronic Payments totaling \$1,700,195.53

					Total
Claims Vouchers	Numbers:	93504016	-	93504070	\$ 994,929.08
Administrative Vouchers	Numbers:	93002971	-	93002998	\$ 164,672.14
Electronic Payments	Dates:	04/01/2024	-	04/30/2024	\$ 540,594.31
					\$ 1,700,195.53

Shipman asked if there were any items to remove from the consent agenda. No items were removed.

Macdonald moved to approve the consent agenda. Thesing seconded the motion and the motion passed.

Discussion / Potential Action Items

2024 Executive Committee Work Plan

Christianson reminded the EC the work plan gets updated monthly; some topics have been completed and a couple of items added. There were no questions regarding the Work Plan.

Audit Committee Charter (AC)

Macdonald said the draft Audit Committee (AC) charter is in the packet once adopted the Audit Committee Policy needs to be rescinded. **Jordan moved to approve the Audit Committee charter. Nash seconded the motion and the motion passed.**

Governance Policy – Accounting and Internal Controls

Macdonald noted the changes to the policy which include the addition of references to other policies and clarified Pool auditor. **Thesing moved to approve the Accounting and Internal Controls Policy as presented. Deutsch seconded the motion and the motion passed.**

Governance Policy – Budget Development

Macdonald explained paragraph 2b had been removed as it was duplicative with the Assessment Allocation Policy, and noted Staff will only ask for estimated numbers one time. **Jordan moved to approve the Budget Development Policy as presented. Nash seconded the motion and the motion passed.**

Governance Policy – Expense Reimbursement

Macdonald said at the Expense Reimbursement Policy was completely re-written, Staff were removed as their expenses are covered in the Employee Handbook, definitions were added, and financial support for out of state travel was revised. One other change was Board members will receive per diem only and not actual for meals. **Thesing moved to approve the Expense Reimbursement Policy as presented. Macdonald seconded the motion and the motion passed.**

Governance Policy – Purchasing

Macdonald shared the Disadvantaged Business Enterprise (DBE) goals were removed and inclusive language added. **Macdonald moved to approve the Purchasing Policy as presented. Liard seconded the motion and the motion passed.**

Governance Policy – Recognition

Macdonald stated the purpose statement was shortened and recognition value was increased. **Larson moved to approve the Recognition Policy as presented. Macdonald seconded the motion and the motion passed.**

Governance Policy – Rescind Audit Committee Policy

Macdonald requested the Audit Committee Policy be rescinded. **Jordan moved to rescind the Audit Committee Policy. Larson seconded the motion and the motion passed.**

Governance Policy – Rescind Member Guest Program

Macdonald asked that the Member Guest Program be rescinded because elements of the policy are now in the Expense Reimbursement Policy. **Deutsch moved to rescind the Member Guest Program. Nash seconded the motion and the motion passed.**

Governance Policy – Bylaws

Macdonald said changes to the Bylaws include language that no Member may make a motion when they are the sole direct beneficiary, however if there is a motion and a second the Member is still able to vote. The

State Risk Manager has reviewed this draft version of the Bylaws and didn't see any issues. Shipman asked for a motion to send notice to the Board of a potential Bylaw change and recommend adoption in June. **Liard moved to send notice to the Board of a potential Bylaw change and recommends adoption in June. Macdonald seconded the motion and the motion passed.**

WSTIP 2025 General Liability (GL) Coverage Document

Nash said when the Coverage Review Committee (CRC) met April 15 and May 6 their focus was the 2025 GL Coverage Document. The committee is proposing to remove Uninsured Motorist (UIM) coverage based on feedback from the Member Representative Meetings, WSTA Rideshare group, and the Membership via an ASK Transit ask. The CRC is proposing a new coverage called Transit Rider Medical Expense Endorsement. The Coverage is limited to medical payments (not general damages, lost wages, property, etc.), irrespective of fault, secondary to any other available coverage to include coverage available from the at-fault party, as well as the claimants themselves, limited to \$2,500 per person and \$15,000 per occurrence. The CRC proposes to charge Members the 2024 UIM mile cost of coverage until PwC can determine the appropriate rate to charge based on history. Nash, Adams, and Christianson fielded questions from the EC regarding various scenarios and how the proposed coverage would apply. To view the Draft WSTIP 2025 GL Coverage Document and Transit Rider Medical Expense Endorsement [click here](#). **Larson moved to send the GL Coverage Document and the Transit Rider Endorsement to the Membership with feedback due by 1 pm on June 3. Deutsch seconded the motion and the motion passed with one dissenting vote.** Adams will create a video based on feedback from the discussion, and send the proposed WSTIP 2025 GL Coverage Document, and Transit Rider Medical Expense Endorsement to the Board following the meeting. Please be sure to send Adams feedback by 1 pm on June 3.

The EC took a break from 10:08 am and resumed their meeting at 10:20 am.

WSTIP 2025 Public Officials Liability (POL) Coverage Document

Nash said the CRC reviewed the 2025 POL Coverage Document, are not recommending any changes, and ask the EC to recommend adoption to the Board in June. **Deutsch moved to send the 2025 POL Coverage Document to the Board for approval in June. Thesing seconded the motion and the motion passed.**

AGRiP Advisory Standards

Branson shared how he gathered and prepared the information for Liard's review, noting the AGRiP Advisory Standards Application review is a task of the Secretary every three years. Liard shared how the work with the GPC helped her in her review of the AGRiP Advisory Standards application. She gave kudos to staff for the great work in preparing the document for her review. Shipman asked for a motion to approve the application. **Thesing moved to submit the AGRiP Advisory Standards Application to AGRiP. Jordan seconded the motion and the motion passed.**

Investment: Thurston County Investment Pool (TCIP) vs Local Government Investment Pool (LGIP)

Christianson said she had been approached by a Board member suggesting Staff move additional funds to LGIP because their rate was significantly higher than TCIP's current rate. Our relationship with the Thurston County Treasurer's Office (TCTO) is unique, we can move funds between TCIP and LGIP easily. After discussion the EC reached consensus that \$15 million should be placed in LGIP until the rates level out.

Secretary and Treasurer Vacancies

Macdonald thanked Liard for all her work, but with her leaving we now have vacancies in both the Secretary and Treasurer roles at WSTIP. The Nominations and Elections Committee is soliciting nominees for Secretary and Treasurer. Currently we have three nominees for Secretary and one for Treasurer. We will be holding an election at the June Board meeting.

Executive Session

There was no Executive Session.

Staff Reports

Executive Staff Report

Christianson shared there is a new Board member Jeff Benson from WTA. She reported there is one new contract with Christine Rouse who is coming back to train Patrick Nickell. Both Patrick Nickell and Jinny Hughes will be attending the June Board meeting. Once the Terrorism Policy is received it will be loaded into the Member Document Portal. We are expecting the July 1 renewal information in the first week of June.

Branson reported the audit is almost done. He will send notice of the exit conference as soon as the date is known. The broker is obtaining quotes for the property, cyber, APD, and excess APD. If the proposals come back within 10% of last year's cost, Staff will bind coverage and seek affirmation at the June Board meeting. Members have chosen their deductibles for 2025. He will be spending the next two weeks attending property appraisal site visits.

Kerrigan reminded everyone to take advantage of the network security grant funding that is available to purchase products like KnowB4. Iddings has started his site visits for the year and reviewing the Driver Record Monitoring (DRM) Best Practice Compliance Audit, thank you to the Members who completed the audit by the deadline we requested. The Risk and Opportunities Committee (ROC) will be reviewing the Best Practice for Operator Training and Instructor Certification. DOL third-party tester training was completed recently. Origami project work continues as Nickell is brought up to speed.

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

Sub-Committee Reports

Governance Policy Committee (GPC)

Macdonald reported the GPC met April 24-25 in SeaTac. They recommended changes to the Bylaws, Accounting and Internal Controls, Budget Development, Expense Reimbursement, Recognition, and Assessment Allocation policy. The Assessment Allocation Policy and Bylaws will be on the agenda for approval in June. Shipman thanked Macdonald for his report.

Board Development Committee (BDC)

No report. The BDC meets next on May 24 via Zoom.

Risks and Opportunities Committee (ROC)

No report. The ROC meets next on June 14 via Zoom.

Coverage Review Committee (CRC)

Nash gave an update on the activities of the CRC. Please send feedback regarding the Draft 2025 WSTIP GL Coverage Document by 1 pm on June 3. The CRC meets next on June 3 via Zoom.

Investment Committee (IC)

No report.

Target Ratios Committee (TRC)


Thesing reported they are still recruiting members but hope to report back by the October EC meeting.

Recap and Adjournment

Shipman recapped the meeting. The EC accepted the agenda, approved the consent agenda, reviewed the work plan, and approved, rescinded, or forwarded governance policies. The EC discussed the proposed 2025 GL Coverage Document, recommended approval of the 2025 POL Coverage Document, approved the AGRiP Advisory Standards application. The EC discussed investment opportunities in LGIP vs TCIP, reminded everyone the Nominations and Elections Committee is soliciting nominees for the Secretary and Treasurer positions, and received reports from the staff and sub-committees.

Shipman adjourned the meeting at 11:10 am.

Submitted this 27 day of June 2024.

Approved: 
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Scott Deutsch, Acting Secretary/Past President