



**Minutes of the
 WSTIP Board Meeting
 June 28, 2024
 Swinomish Casino & Lodge & Zoom**

Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Tina Braswell, Ben Franklin Transit Betsy Dunbar, Central Transit (v) Jim Fetzer, Clallam Transit Cherie Huxtable, Clallam Transit David Ocampo, Columbia County Public Transportation (v) Cyndie Eddy, Community Transit Scott Deutsch, Acting Secretary/Past President, C-Tran Annette Shaw, C-Tran Brandon Hilby, Everett Transit Brandy Heston, Grant Transit Terri Gardner, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Medium Member Rep, Island Transit Nicole Gauthier, Jefferson Transit Miranda Nash, Small Member Rep, Jefferson Transit Paul Shinnars, Kitsap Transit Justin Brockwell, Link Transit Shawn Larson, At-Large Member Rep, Link Transit Amy Asher, Mason Transit Pattie Gray, Pacific Transit Karen Thesing, Large Member Rep, Pierce Transit Wayne Thompson, Pullman Transit (v) Jim Seeks, RiverCities Transit	Joe Macdonald, Vice-President, Skagit Transit Crystle Stidham, Skagit Transit Nancy Williams, Spokane Transit Randy Alexander, Valley Transit Angie Peters, Valley Transit Greg Story, Yakima Transit (v)
	Guests Present
	Lilian Vanvieldt; Alliant Insurance Services (broker) Brian White, Alliant Insurance Services (broker)
	WSTIP Staff Present
	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 Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager Patrick Nickell, Pool Application Support Specialist Karey Thornton, Accounting and Payroll Specialist

Call to Order

Vice-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. **Mehin moved to accept the agenda. Seeks seconded the motion and the motion passed.** Macdonald asked if there were any guests to introduce other than the ones in attendance during the EC or Work Session. Christianson introduced Nancy Williams from Spokane Transit. **Behind the Curtain** prizes were awarded with a round of applause.

Public Comment on Consent Agenda, Discussion, Potential Action Items, Elections

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

Discussion

Member Representative Meeting Report and Discussion

Nash shared the Small Members discussed the property renewal, but focused time on the General Liability Coverage Document and the Transit Rider Medical Expense Endorsement and understand that some may want to purchase the coverage while others do not just like the Un/Under-Insured Motorist (UIM) coverage. They reviewed the Assessment Allocation Policy and are comfortable with it keeping stable rates. No objections to the proposed Bylaws change. The group finds Fyle easy to use. Members who attended Public Risk Management Association (PRIMA) shared key takeaways from the conference.

Jordan said the Mediums didn't have any questions on the property or Auto Physical Damage (APD) renewals. The group had in-depth conversations about the UIM and Rideshare Med Pay coverages and everyone is onboard with the proposed Transit Rider Medical Expense Endorsement just because it is there doesn't mean you have to opt in and purchase it. No questions regarding the Assessment Allocation Policy or Bylaws. The group discussed Fyle and feel that it is easier than the spreadsheet expense reports. We discussed the upcoming Secretary and Treasurer elections. Stidham shared her experience at the PRIMA conference, and we did a roundtable to see what is happening at each of our agencies.

Thesing reported the Large group discussed the property renewal and appreciate the work White does on behalf of the Pool. The group is concerned about earthquake limits and if the Pool should consider purchasing higher limits. She thanked White for getting the increased values per bus to \$1.75 million. The group discussed the UIM coverage and how it could potentially be a gift of public funds and how fare free isn't. The group is in favor of eliminating UIM and support having the Transit Rider Medical Expense Endorsement for those who wish to purchase the coverage. They also discussed the Bylaws and agree with the changes and are supportive of the Assessment Allocation Policy. J Hughes will help you with Fyle but it is easy. Deutsch attended PRIMA and shared information he learned on the first amendment auditors. The group would like to see a Work Session topic on First Amendment Auditors, and also potentially something on the recent supreme court ruling on social media. The group also discussed Artificial Intelligence (AI) and feel that the Risks and Opportunities Committee could maybe take a closer look at this topic.

Macdonald thanked each of them for their reports.

Q&A on Videos

State of the Insurance Market

If you would like to watch his video [click here](#). If you have questions, please reach out to White.

Assessment Allocation Policy

If you would like to watch the video regarding the Assessment Allocation Policy [click here](#). There were no questions.

2025 General Liability Coverage Document

Christianson said the options for the proposed 2025 General Liability Coverage Document are to move it forward as an action item, send it back to the Coverage Review Committee with specific directions if you want something different than the Transit Rider Medical Expense Endorsement that is proposed, or direct them to consider if they need to completely re-write the UIM coverage. Shinnars clarified that the changes are removing UIM and adding the Transit Rider Medical Expense Endorsement. Christianson said correct. Peters said voting to allow it doesn't mean you are voting to have the endorsement for yourself. Staff are seeking feedback. Thesing said the large group is ready to vote and is comfortable removing UIM and adding the endorsement. **Jordan moved to move the 2025 General Liability Coverage Document to be an action item for approval today. Peters seconded the motion and the motion passed.**

Executive Director Succession Hiring Plan / Committee

Macdonald said he had discussions with Shipman regarding this topic. Christianson is going to retire in 2026, we hope to have a Request for Proposal out for a recruiting firm by mid-2025, the 2026 President will form a committee to hire the next Executive Director.

Financial Reports as of May 2024

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 in the interest of time he would just ask if anyone had questions about the financial reports. There were no questions regarding the financial reports.

Staff Reports

Executive Staff Report

Christianson shared the cost of cyber insurance was lower. We expect some new Board members in the coming months from Community, Island, and Spokane. Included in the Executive Staff Report is a list of current contracts, the Terrorism policy has been uploaded to the Member Document Portal. Branson said staff are working to expand the camera system at the building allowing for badged entry in the near future. The audit went well, the 2023 Annual Report and Risk Profiles are being distributed at this meeting, Shackleton is coming up quickly. The program will start at 1 pm on Tuesday, December 2 in Bremerton and conclude on Wednesday afternoon. The property renewal proposal is in the packet, the cost will decrease a bit as a couple of Members reduced their values. Appraisal work has concluded for the year. Kerrigan reminded Members of the available grants, please utilize them. Included in the packet is detailed information regarding the Kitsap Transit Simulator Project, we did reach out to them and asked if we could visit the simulator when we are in Bremerton for Shackleton and the Annual Board meeting. We can visit the simulator on Wednesday, December 3 in the afternoon. We are going to host a Maintenance Trainers showcase on October 7. If you are interested in participating in the next round of the AON Cybersecurity pilot please let Kerrigan know as soon as possible for budgeting purposes. 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. Of interest there was a headline in today's paper that the Supreme Court upheld Grants Pass ban on public camping. Please reach out to Hughes if he can be of assistance. Macdonald thanked Hughes for his report.

Broker's Report

White had nothing further to add. Please [click here](#) to view his video. If you have questions regarding the Broker Report, please reach out to White. Macdonald thanked White for his report.

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, and working on strategic action items.

Action Items

Minutes – March 29, 2024

Jordan asked to have the header of the minutes updated. **Deutsch moved to approve the revised minutes from March 29, 2024. Mehin seconded the motion and the motion passed.**

Approve 2024-2025 WSTIP Property Coverage Document

Christianson explained the 2024-2025 WSTIP Property Coverage Document would go into effect on July 1, there are no changes to the Coverage Document. **Thesing moved to approve the 2024-2025 WSTIP Property Coverage Document. Jordan seconded the motion and the motion passed.**

Request to Bind Property, Cyber, Boiler and Machinery Coverage

Christianson said the proposal for the Property, Cyber, Boiler and Machinery Coverage is in the packet. White quickly briefed the Board on the proposal, values are up but he was able to get a five percent rate reduction. **Brown moved to authorize the Executive Director to bind the Property, Cyber, Boiler and Machinery Coverage not to exceed \$2.5 million. Deutsch seconded the motion and the motion passed.**

White reminded attendees about vacant properties. If you have vacant properties, please make sure staff know so we can make sure it is noted on the Schedule of Values (SOV). If it is vacant you can get up to 120% of the value, and if the fire protection and alarm systems are maintained you receive full coverage and full replacement coverage. If it's not reported on the schedule, there is a maximum coverage of \$2.5 million. Please talk to staff about vacant properties.

Affirm binding Cyber Liability Buy-Down Coverage

Christianson explained she bound the Cyber Liability Buy-Down Coverage that takes the deductible from \$50,000 to \$5,000 for all participating Members. She indicated she believes this is a coverage option Members still want but wanted confirmation going forward. Members agreed they do want this as an ongoing coverage. **Brown moved to affirm binding the Cyber Buy-Down Coverage. Jordan seconded the motion and the motion passed.**

The Board took a break at 9:54 and resumed their meeting at 10:14 am. Macdonald noted the prior 2025 General Liability Coverage Document discussion ended with a motion to add it as an action item. He has added it as Action Item 7.

Request to Bind APD Excess Coverage up to \$20M

Christianson reminded the Board this coverage covers the vehicles. Last year the Pool added an additional \$10 million layer of coverage from \$20 to \$30 million. White explained the cost increase was due to increased vehicle values among the Members and raising the per bus replacement limit to \$1.75 million. Macdonald asked for a motion to bind APD Excess Coverage up to \$20 million. **Thesing moved to authorize the Executive Director to bind Auto Physical Damage Excess up to \$20 million. Mehin seconded the motion and the motion passed.**

Request to Bind APD Excess Coverage above \$20M

Brown moved to authorize the Executive Director to bind Auto Physical Damage Excess over \$20 million. Heston seconded the motion and the motion passed.

Approve 2025 WSTIP Public Officials Liability Coverage Document

Christianson said there were no changes to the 2025 WSTIP Public Officials Liability Coverage Document. **Brown moved to adopt the 2025 WSTIP Public Officials Liability Coverage Document. Thesing seconded the motion and the motion passed.**

Approve 2025 WSTIP General Liability Coverage Document

Macdonald said this was moved for action earlier in the meeting. **Jordan moved to approve the 2025 WSTIP General Liability Coverage Document. Heston seconded the motion and the motion passed.**

Governance Policy Assessment Allocation Policy

Macdonald said there were videos and discussions at the Member Representative Meetings and asked for a motion to approve. **Thesing moved to adopt the Assessment Allocation Policy. Brown seconded and the motion passed.**

Governance Policy – Bylaws

Seeks moved to approve the Bylaws. Peters seconded the motion and the motion passed.

Elections

Macdonald explained the election process, links will be posted in the chat pod for each position and thanked all candidates for their interest. Christianson explained how the results would be shared so it wasn't a secret vote. Hughes reminded everyone the for the vote to be official there needed to be a majority and reminded the Board that the top two candidates move forward if 50% plus one isn't achieved. Brown requested her name be removed from the Secretary ballot.

Treasurer

Nominees for Treasurer were Eddy and Rogers. Macdonald explained the Treasurer was a closed ballot and nominations from the floor would not be accepted. After votes were counted, Eddy was announced Treasurer with 14 votes.

Eddy				Rogers			
Clallam	Intercity	Pacific	Spokane	Asotin	C-Tran	Skagit	
Community	Jefferson	Pierce	Valley	Ben Franklin	Grant		
Everett	Link	Pullman		Central	Island		
Grays Harbor	Mason	RiverCities		Columbia	Kitsap		

Secretary

Nominees for Secretary were Jordan, Nash, Larson, and Thesing. Macdonald called for nominations from the floor. Hearing no nominations from the floor he closed the ballot for Secretary. After votes were counted, Nash, and Thesing had a run-off vote. After votes were counted, Thesing was announced Secretary with 15 votes.

Vote 1

Jordan		Nash		Larson	Thesing	
Asotin	Skagit	Clallam	Pullman	Central	Ben Franklin	Intercity
Community	Spokane	Jefferson	RiverCities	Grant	Columbia	Kitsap
Island		Link	Valley		C-Tran	Mason
					Everett	Pacific
					Grays Harbor	Pierce

Vote 2

Nash			Thesing		
Asotin	Link		Ben Franklin	Grant	Mason
Clallam	Pullman		Central	Grays Harbor	Pacific
Columbia	RiverCities		Community	Intercity	Pierce
Jefferson	Valley		C-Tran	Island	Skagit
			Everett	Kitsap	Spokane

Large Member Representative

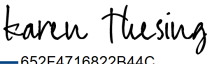
Shinners accepted the Large Member Representative position that Thesing vacated. Shinners was the

runner up in the December 2023 election held at the Annual meeting.

Adjournment

Macdonald quickly recapped the meeting, the Board approved the agenda, there were no public comments, there were no questions on the videos, added the 2025 GL Coverage Document to the action items, reported on Executive Director succession, received Staff reports, approved all the action items, elected a Treasurer and Secretary. He reminded attendees the next meeting is in September at the Holiday Inn Express in Pasco and asked for a motion to adjourn. **Brown moved to adjourn the meeting at 10:37 am. Gray seconded the motion and it passed.**

Submitted this 27 day of September 2024

Signed by:

Approved: 652F4716822B44C...
Karen Thesing, Secretary