



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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Minutes of the
 Executive Committee Meeting
 September 26, 2024
 Holiday Inn Express & Suites, Pasco & Zoom

Executive Committee Members Present	Staff Present (v) = virtual
Shonda Shipman, President, Whatcom Transportation Authority Joe Macdonald, Vice-President, Skagit Transit Karen Thesing, Secretary, Pierce Transit Cyndie Eddy, Treasurer, Community Transit (v) Scott Deutsch, Past President, C-Tran Paul Shinnars, Large Member Rep, Kitsap 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 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 (v) Cherie Huxtable, Clallam Transit David Ocampo, Columbia County Public Transportation (v) Annette Shaw, C-Tran (v) Brandon Hilby, Everett Transit Brandy Pesta, Grant Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit	Nicole Gauthier, Jefferson Transit Amy Asher, Mason Transit Pattie Gray, Pacific Transit Danette Rogers, Pierce Transit (v) Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Transit (v) Crystle Stidham, Skagit Transit Randy Alexander, Valley Transit Angie Peters, Valley Transit Jeff Benson, Whatcom Transportation Authority (v) Greg Story, Yakima Transit (v)
Executive Session Guests Present (v) = virtual	Guests Present
Becky Slattery, Wolf Lee (attorney)(v)	Brian White, Alliant (broker) Kevin Wick, PwC (actuary)

Call to Order

President Shipman called the meeting to order at 9:03 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests were captured by staff. Shipman asked if there were any changes to the agenda. There were no changes to the agenda from staff or the EC. **Jordan moved to approve the agenda. Macdonald 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 – August 22, 2024, August 2024 Vouchers and Electronic Payments totaling \$849,193.31, Size Criteria for Member Groups for 2025

				Total
Claims Vouchers	Numbers:	93504287	- 93504349	\$ 364,733.81
Administrative Vouchers	Numbers:	93003082	- 93003103	\$ 65,977.99
Electronic Payments	Dates:	08/01/2024	- 08/31/2024	\$ 418,481.51
				\$ 849,193.31

Shipman asked if there were any items to remove from the consent agenda. **Deutsch moved to approve the consent agenda. Nash seconded the motion and the motion passed.**

Discussion / Potential Action Items

2024 Executive Committee Work Plan

Christianson said the EC work plan is updated after every meeting to track when work is coming and where it is going. There were no questions regarding the Work Plan.

Executive Director Performance Evaluation

Shipman explained how Christianson reports each month to show progress towards the goals set by the Board, she met with direct reports regarding development and the business continuity plan, the next step is for the Board to complete a survey regarding Christianson’s performance. You will receive the survey after Friday’s Board meeting, we are requesting responses no later than October 10.

Target Ratios Policy

Christianson gave an update on the policy history to include the work the Target Ratios Committee (TRC) completed. The TRC felt the target ratios are important to monitor but feel the Audit Committee (AC) should receive the report and then have the AC report to the Executive Committee (EC) if there are variances. The EC has the ability to bring information to the Board should action need to be taken. The TRC is asking to approve the revised policy. This topic is also on the Board agenda. **Macdonald moved to approve the Target Ratios Policy as presented with a recommendation to the Board to approve. Thesing seconded the motion and the motion passed.**

AGRiP’s Pooling Academy Courses on Governance

Branson shared new course offerings from Association of Governmental Risk Pools (AGRiP) relating to Board governance. The Board Development Committee (BDC) reviewed the content and would like to offer the training to Board members. Options for offering the training are to purchase the content, complete a course together during a work session or purchase the courses for each individual Board member. Historically we have offered the Pooling Basics courses, but the content was not well utilized. Deutsch asked if new Board members who were not in attendance would be provided the same training. Branson and Larson both hadn’t thought about that, but it could be. Deutsch felt it would be cost effective to use the courses at a work session and then provide the training to new Board members. Macdonald and Jordan concurred. **Deutsch moved to approve purchasing the courses for offering the training together and purchasing individually for new Board members. Larson seconded the motion and the motion passed.**

Claims Settled 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.

Executive Session

At 9:18 am Shipman announced the EC would go into a 60-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation. President Shipman ended the Executive Session at 9:18 am. There was no action taken. While waiting for the attorney to join the meeting Sub-Committee Reports were given in open session.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report. The GPC has concluded their work for the year.

Nominations and Elections Committee (NEC)

Macdonald notified attendees that an email soliciting nominations would be distributed after the Board meeting Friday. He reminded attendees a Member cannot have more than one representative serve on the EC. We will be electing a Secretary, Large, Medium, Small and At-Large Member Representatives at the Annual Meeting in December. Christianson said this year there is no AGRiP application so the workload for Secretary would be lower. She reminded attendees the At-Large rep chairs the BDC, Secretary sits on the GPC and NEC. The GPC meets early in the year to begin the review of all the Governance Policies. Shipman thanked Macdonald for his report.

Board Development Committee (BDC)

Larson said the BDC met August 23 and reviewed the feedback from the June Board meeting. Based on the feedback we are letting you choose your seat so hopefully you will be able to see the screen, we also asked Staff to tell us the page number they are on so that it is easier to follow along on your devices screen. Staff try really hard to keep the video length under 20 minutes but recognize some topics need a longer time but you can always speed the video up and watch at a faster pace. We discussed the AGRiP course offerings and thanked Deutsch for the idea to provide to new Board members. Shipman thanked Larson for the report.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC had interesting discussions and previewed software to determine root causes of incidents or accidents. Everett Transit gave an update on their technology project unfortunately there are still too many false positives for the technology to be truly effective as it has a hard time distinguishing between passengers at a shelter waiting to be picked up and people in a crosswalk. Staff shared the status of reviews for Best Practices regarding Driver Record Monitoring, Securement and Digital Recording Systems. They discussed the liability renewal and things we as Members can do to help drive down the cost of claims. They talked about the Artificial Intelligence (AI) resource guide staff worked on with Aon, the Washington Instructors Network (WIN), and heard updates from Members. The next Meeting is November 14, 2024. Shipman asked Hilby if he wanted to share anything about the Technology Grant. Hilby said the union voted against installation. While he was a passenger on the bus he saw a false positive as a driver was going through a green light, there was a person standing on the crosswalk waiting for the light to change so they could cross. The technology is focused on how to avoid people. Shipman thanked Hilby and Deutsch for the report.

Coverage Review Committee (CRC)

No report.

Investment Committee

No report.

Target Ratios Committee (TRC)

No report.

Audit Committee (AC)

No report.

The EC recessed from 9:30 am to 9:40 am.

Executive Session

At 9:42 am Shipman announced the EC would go into a 60-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation. President Shipman ended the Executive Session at 10:42 am announcing they would extend for an additional 18 minutes at 10:42 am. The committee came out of Executive Session at 11:00 am. In open session ***Deutsch moved to extend Staffs requested authority in the Chang vs Kitsap Transit matter. Jordan seconded the motion and the motion passed.***

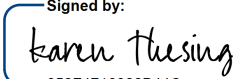
Recap and Adjournment

Shipman recapped the meeting, guest and new Board member introductions took place, accepted the agenda, approved the consent agenda, reviewed the work plan, recommend approval of the Target Ratios Committee, approve AGRiP trainings for Work Session and new Board members, received the claims settled over \$100k report, and received reports from the sub-committees. The Executive Committee held an Executive Session and in open session approved Staff's settlement authority request in Chang vs Kitsap Transit.

The Work Session began at 11:15 am. Lunch would be in the same room as breakfast at 12:00 pm.

Shipman adjourned the meeting at 11:02 am.

Submitted this 24 day of October 2024.

Approved:  Signed by:
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Karen Thesing, Secretary