



**Minutes of the
 WSTIP Board Meeting
 September 27, 2024
 Holiday Inn Express & Suites, Pasco & Zoom**

Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA Thomas Drozt, Ben Franklin Transit Betsy Dunbar, Central Transit (v) Cherie Huxtable, Clallam Transit David Ocampo, Columbia County Public Transportation (v) Cyndie Eddy, Treasurer, Community Transit (v) Sam Lushtak, Community Transit (v) Scott Deutsch, Past President, C-Tran Brandon Hilby, Everett Transit Brandy Pesta, Grant Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Dena Withrow, Intercity Transit (v) Staci Jordan, Medium Member Rep, Island Transit Nicole Gauthier, Jefferson Transit Miranda Nash, Small Member Rep, Jefferson Transit Paul Shinnars, Large Member Rep, Kitsap Transit Shawn Larson, At-Large Member Rep, Link Transit Amy Asher, Mason Transit Pattie Gray, Pacific Transit Danette Rogers, Pierce Transit (v) Karen Thesing, Secretary, Pierce Transit Wayne Thompson, Pullman Transit	Jim Seeks, RiverCities Transit (v) Joe Macdonald, Vice-President, Skagit Transit Crystle Stidham, Skagit Transit; Nancy Williams, Spokane Transit Randy Alexander, Valley Transit Angie Peters, Valley Transit Shonda Shipman, President, Whatcom Transportation Authority Greg Story, Yakima Transit (v)
	Guests Present
	Brian White, Alliant Insurance Services (broker) Kevin Wick, PwC (actuary)
	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 (v) Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager

Call to Order

President Shipman called the meeting to order at 9:00 am, a sign in sheet was passed around the room, and staff accounted for the virtual participants. Shipman asked if there were any changes to the agenda. **Peters moved to accept the agenda. Pesta seconded the motion and the motion passed.** Shipman asked if there were any guests to introduce other than the ones in attendance during the EC or Work Session. Christianson introduced Thomas Drozt from Ben Franklin Transit. There were *Behind the Curtain* prizes awarded.

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

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

Discussion / Potential Actions Items

Member Representative Meeting Report and Discussion

Shinnars reported the large members met, discussed the insurance layers and would prefer to transfer

the risk rather than self-insure. The group was mixed on the 7.5% vs 10% rate but predominately in favor of 10%. The group gave kudos to staff on the budget adding they didn't like the percentage increases but understand them. The group would prefer a \$2 million SIR but are comfortable with a \$2.5 million SIR. They also discussed initiative 2117 and how they are preparing, noting that some large members are preparing two budgets.

Jordan said the medium members would prefer 7.5% in case the CCA funding is repealed as it would bring more financial stability to their agencies. We would be interested in investigating a \$5 million SIR or even splitting and having a total of \$5 million. The group had no questions regarding the budget and felt staff wouldn't ask for an additional person unless it was really needed. We also talked about what was happening at our agencies, micro-transit, training operators, and construction/remodeling at our agencies.

Nash shared the small members would prefer 7.5% but are comfortable with the 10%. The group was unsure about what taking a lower rate this year would do to the following years budget given Initiative 2117 uncertainty, exposure unit growth, and the insurance market. We discussed adding a second SIR layer and would consider filling a layer higher in the tower as it is a lower exposure. They discussed the Senior Accountant position and how it will consolidate duties from other Staff to bring it back to the finance department. The group also shared what was happening at their agencies, such as George (at Asotin) has three new buses.

Shipman thanked each of them for their reports.

Q&A on Videos

Learning Management System (LMS)

If you would like to watch the video regarding the LMS, [click here](#). Kerrigan said there is new content available in the LMS. A training regarding Artificial Intelligence (AI) is being developed. If you have questions please reach out to Kerrigan.

2025/2026 Meeting Schedule

Macdonald said the proposed 2025 meeting schedule is in the packet, it shows the dates and locations for next year in addition to the Executive Committee retreat and continuing education conferences.

2025 Self Insurance Retention (SIR) Selection

Christianson said we do not have enough information at this time to make a SIR selection but what she heard from the discussions are that you want to transfer risk if possible. She asked if there was any information the Board needed from Wick before he left the meeting. Shipman said the information was helpful and felt that a special meeting the first week of November would be helpful. Wick and White are available on November 7. Broadhead will send a Doodle poll to the Board for a November 7 Special Meeting to be held virtually at a time to be determined.

2025 Insurance Layers

Christianson said information from the Work Session had been distributed, she asked if there were questions regarding insurance layers. There were no questions. If you have questions regarding the insurance layers please reach out to Christianson.

2025 Proposed WSTIP Operating Budget \$24,279,000

Christianson explained the budget is comprised of the loss fund which was discussed, purchased insurance, and the administrative budget. The technology grant is capped at \$500,000. Shipman felt the budget presentation was well put together and reminded staff that having no questions isn't a bad thing. Branson asked for their own budgeting purposes if it would be helpful to know which rate 7.5% or 10%

the Board was leaning towards before a decision is made in December. Board members concurred it would be better to know ahead of time. **Deutsch moved to vote to determine the rate for the budget please vote 7.5% or 10% rate. Brown seconded the motion, and the motion passed.** Roll call vote ensued: **Seven Members voted to use the 7.5%, 17 Members voted to use the 10% rate, and RiverCities did not vote. Shipman announced the vote passed at 10% rate.** Branson will send out the rate sheets that include a 10% rate.

7.5%	10%			No Vote
Community	Asotin	Grant	Pierce	RiverCities
Link	Ben Franklin	Grays Harbor	Spokane	
Mason	Central	Intercity	Valley	
Pullman	Clallam	Island		
Skagit	Columbia	Jefferson		
Whatcom	C-Tran	Kitsap		
Yakima	Everett	Pacific		

Financial Reports as of August 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 reported continued positive interest income, and are currently operating under budget. Branson asked if there were any questions. There were no questions regarding the financial statements.

Staff Reports

[Executive Staff Report](#)

Christianson introduced Sam Lushtak from Community who was attending virtually, reminded attendees to sign the card for Tom Hingson from Everett Transit who is retiring October 1. The Governmental Entities Mutual, Inc. (GEM) annual report is available on the WSTIP website. Included in the Executive Staff Report is a list of current contracts. Branson shared his section of the staff report highlighting the Transit Rider Medical Expense Protection choices noting the red text was a change from the prior year Un/Under-Insured Motorist choice.

Kerrigan reminded Members of the available grants, please utilize them the deadline to apply is December 15. 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. Iddings and Kerrigan have been visiting Members completing DRM audits. We are hosting a Maintenance Trainers showcase on October 7 followed up by the Trainers Showcase on October 16-17. The next Department of Licensing Third-Party Examiner class will be November 5-8 and 12-15 at Pierce Transit. There is a list of ongoing Origami projects included in the report, Community Transit is very close to launching the volunteer driver database and Pierce is working on a mobile workflow. The Artificial Intelligence (AI) resource guide is also included.

Adams encouraged Members to attend the Claims Coordinators Conference, October 15 at Hotel Interurban. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims. Shipman thanked Staff for their report.

[Best Practices Interim Report](#)

Kerrigan shared her interim report of the Driver Record Monitoring (DRM) audits, there are audits scheduled for a few Members still. She thanked Board members for ensuring we had the correct people in the room. Shipman thanked Kerrigan for her report.

General Counsel's Report

Hughes said most of his work is done in Board, Executive, and committee meetings. Please reach out to Hughes if he can be of assistance. Shipman thanked Hughes for his report.

Broker's Report

White said the property market appears to be softening and is hopeful hurricane Helene whose losses are already projected to be between \$10 and \$20 billion won't cause too much trouble for the market which is well capitalized. Please [click here](#) to view his video. If you have questions regarding the Broker Report, please reach out to White. Shipman thanked White for his report.

President's Quarterly Report on ED Goals

Shipman 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. Please complete the Executive Director Performance Evaluation Survey which will be distributed after this meeting no later than October 10.

Action Items

Minutes – June 28, 2024

Shipman asked for a motion to adopt the June 28, 2024, minutes. **Jordan moved to approve the minutes from June 28, 2024. Deutsch seconded the motion, and the motion passed.**

Approve 2025 WSTIP General Liability Coverage Document

Adams explained an endorsement was inadvertently left in the 2025 WSTIP General Liability Coverage Document when it was adopted in June and requested the Board adopt the updated version. **Mehin moved to approve the 2025 WSTIP General Liability Coverage Document. Gray seconded the motion, and the motion passed.**

Additional Participants for Shackleton Leadership Experience

Branson stated Shackleton is funded for 25 Member participants and six staff for a total of 31. Some agencies are not able to attend, so what should happen to the unspent funds. The EC recommends unspent funds roll to net position rather than offset costs for additional participants. If you do not attend Shackleton the budget allocated to your agency will fall to net position. **Pesta moved to have the unspent allocated funds for Shackleton roll to net position. Mehin seconded the motion, and the motion passed.** Branson said to watch for an email from Broadhead to affirm your participation in the Shackleton Leadership Experience.

Affirm Binding Underground Storage Tank Coverage

Christianson explained she bound the Underground Storage Tank Coverage as the renewal was flat. **Peters moved to affirm binding the Underground Storage Tank Coverage. Mehin seconded the motion, and the motion passed.**

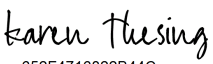
Governance Policy - Target Ratios Policy

Christianson said the Target Ratio Policy is included in the packet, the EC recommends adoption. By adopting this policy today, the EC will be responsible for updating this policy in the future. If the EC feels that action need to be taken on a Target Ratio they will bring it to the Board for discussion. **Mehin moved to adopt the Target Ratios Policy. Deutsch seconded the motion, and the motion passed.** Shipman thanked the Target Ratios Committee.

Adjournment

Shipman quickly recapped the meeting, the Board approved the agenda, there were no public comments, there were no questions on the videos, gave staff direction on our preferences for the SIR and the assessments, received financial and staff reports, and approved action items. She reminded attendees there will likely be a virtual special meeting on November 7 as we get a clearer picture of the insurance renewal. The next meeting is in December at the Kitsap Conference Center in Bremerton. **Shipman adjourned the meeting at 9:58 am.**

Submitted this 6 day of December 2024

Signed by:

Approved: _____
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Karen Thesing, Secretary