



**Minutes of the  
WSTIP Quarterly Board Meeting  
September 24, 2021  
Zoom/Skamania Lodge - Stevenson**

<b>Board Members Present</b>	
Jenny George, At-large Member Representative, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Donyele Mason, Clallam Transit David Ocampo, Small Member Representative, Columbia County Public Transportation Geri Beardsley, Large Member Representative, Community Transit Don Burr, Community Transit SuziAnna Scheidegger, Community Transit Scott Deutsch, Secretary, C-Tran Tom Hingson, Everett Transit Brandy Heston, Medium Member Representative, Grant Transit Ken Mehin, Grays Harbor Transit Suzanne Coit, Treasurer, Intercity Transit Staci Jordan, Island Transit Sara Crouch, Jefferson Transit Paul Shinnars, Kitsap Transit Justin Brockwell, Link Transit Shawn Larson, Link Transit Amy Asher, Mason Transit LeeAnn McNulty, Mason Transit Michael Wagner, Pacific Transit Danette Rogers, President, Pierce Transit Jonna Davis, Pullman Transit Wayne Thompson, Pullman Transit Elizabeth Halili, RiverCities Transit Tabitha Hayden, RiverCities Transit	Joe Macdonald, Skagit Transit Dale O'Brien, Skagit Transit Monique Liard, Spokane Transit Jesse Kinney, Vice-President, Valley Transit Shonda Shipman, Past-President, Whatcom Transportation Authority <hr/> <b>Guests Present</b> Brian White, Alliant (broker) Miranda Nash, Jefferson Transit Fran Draxton, Pierce Transit Mark Veach, Pierce Transit Kevin Wick, PwC (actuary) Peipei Zhou, PwC (actuary) Tami Coleman, Whatcom Transportation Authority Melanie Espinoza, WSTA <hr/> <b>WSTIP Staff Present</b> Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Brandy Clark, Administrative Assistant Chris DeVoll, Transit Risk Specialist Robyn Galindo, Claims Specialist Rick Hughes, General Counsel Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager Joel Lambert, Claims Associate Christine Rouse, Application Support Specialist

#### Call to Order

President Rogers called the meeting to order at 9:03 am. Verbal roll call took place. Rogers asked if there were any changes to the agenda, hearing none she asked for a motion to accept the agenda. **Crouch moved to accept the agenda. Deutsch seconded the motion and the motion passed.** Rogers asked if there were any guests to introduce, Wick introduced Peipei Zhou. There were two *Behind the Curtain* prizes (Asher and Seeks).

## Discussion

### Q&A Feedback from Pre-Recorded Work Session Topics

*Tech Grant Update Pierce* – Kerrigan introduced Fran Draxton and Mark Veach from Pierce Transit and opened the floor for questions regarding Pierce Transit's project. Rogers said she found it interesting that you needed a pilot license to fly a drone. Christianson reminded Members if they are purchasing drones that there is an insurance cost that comes along with the purchase. If you missed their video [click here](#) to view.

*Actuarial Study (June 2021) and 2022 Loss Fund* - Wick fielded questions from Board Members about the Actuarial Study, whether it would be wise to jump up to a \$2.5 million self-insured retention (SIR) (unnecessary exposure to more risk), as well as whether the Pool should look at longer term investments (risk may not equal reward). [Click here](#) to view Wick's presentation.

### Member Representative Meeting Report and Discussion

Beardsley, Heston, and Ocampo gave updates on each group's discussion. Each group talked about the pre-recorded Work Session videos, excitement about the Learning Management System (LMS), upcoming EC elections, technology grant and increasing awareness or rethinking contribution to match amount as technology is expensive, and vaccine mandates for transit agencies. Christianson said she would add Technology Grant and Investments to potential topics for the 2022 EC Retreat.

### 2022 Self-Insurance Retention (SIR) Selection

Christianson said after consultation with the actuary and receiving quotes from GEM and Munich RE she recommended WSTIP remain at a \$2 million SIR for 2022. She reminded the attendees that the SIR is selected each year in September for the following year. ***Shinners moved to accept Staff's recommendation for a \$2 million SIR for 2022. Deutsch seconded the motion and the motion passed.***

### Draft 2022 WSTIP Budget

Branson presented the draft 2022 WSTIP Budget, he explained how the first piece of the pie, the loss fund is determined by the miles, employee counts and Un/Under Insured Motorist (UIM) data received by the Members then gets sent to the actuary. We then add in the purchased insurance (GEM, Munich Re, etc.), and the contribution to surplus which is estimated at \$2.13 million this year. Then we add in the operating budget to come to a proposed \$17,053,000 budget for 2022. Shinners and Rogers complimented Branson on his presentation of the budget. Christianson thanked White for pushing to get the quotes for the purchased insurance earlier. Branson explained that Broadhead would be sending an email asking if there are any changes to the exposures (miles, employee counts, or UIM selection) after the meeting noting the responses will be due back on October 8, so the actuary can recalculate the assessments for each Member.

### Executive Director Evaluation

Rogers said one of Christianson's goals this year was to emphasize the "why". The Staff have been emphasizing the why by providing greater details, what decisions need to be made and the impact the decision has on the whole. The EC is responsible for evaluating the Executive Director, but we need input from the Board. Broadhead will be sending an Executive Director Evaluation survey on Rogers' behalf after this meeting to all Board Members. Please respond so we will have the survey results before the October EC meeting. We are waiting for the AGRiP salary survey results before we set the Executive Director salary for 2022. Rogers felt Christianson has been doing an outstanding job, provides timely

monthly reports, work accomplished to meet her goals is impressive, and Staff is doing an outstanding job under her leadership.

#### Strategic Plan Item(s) Update

Kerrigan shared an update on Strategic Plan Items 3b, 4a, 4b, 5a, 5b. She is focusing on 4b (Increase to 100% the members who adopt technological solutions that reduce the risks associated with cyber liability by December 31, 2022.) Watch for more information soon on additional products to help bolster cyber security. She is also working on 5a (Procure a learning management system in the 12 months following the adoption of this goal with 10% of the member agencies utilizing the system by the end of 2021, 25% by the end of 2022, and 50% by the end of 2023.) The Learning Management System (LMS) has been procured and we hope to share a demo in October. If you have questions, please reach out to Kerrigan.

The Board took a short break at 10:20 am and resumed the meeting at 10:32 am.

#### Financial Reports as of August 2021

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 the Pool's trend is favorable, we are living within our budgetary means. He appreciates Coit's review and feedback. There were no questions regarding the financial statements.

#### Staff Reports

##### Executive Staff Report

Christianson said she had been working with the broker for renewals, completed new Board Member one on one meetings with Seeks and Asher, and is reporting contracts and their estimated value in the Executive Staff Report. Currently we are seeking Request for Proposal (RFP) for Landscaping Services, and we will be posting an RFP for HVAC maintenance services before the end of the year. We completed the compensation and benefits survey and will do the survey again in two years as recommended.

Branson reported a clean audit. He also reported receiving three proposals for Driver Record Monitoring (DRM) services. If you or your staff would like to attend the demonstrations of each product are scheduled for October 5, at 9, 10, and 11 am. Branson will send zoom links for each demonstration which you are able to forward to anyone who may be interested. These demonstrations will also be recorded should you not be able to attend. He also noted the agencies who had property appraisals earlier this year would be receiving their report in October. Christianson asked Branson to talk about selecting deductibles. Branson excitedly said the Pool and actuary had a breakthrough on deductible selection, so rather than selecting your deductible for 2023 in July of 2021 you now will select it in quarter two of 2022.

Kerrigan reported awarding an Above and Beyond award to Keith Beiwer at Whatcom Transportation Authority who helped stop an attacker on his bus from further stabbing another passenger with a knife. She reminded everyone the tech grant recipients report out on a quarterly basis. In December, we will hear from Dr. Lutin and Heidi Soule, Pierce Transit regarding the Collision Avoidance Warning System (CAWS) project. The Trainer's Showcase has been cancelled, look for information to come out soon on an alternate format, and there are lots of Origami projects and training ongoing. Adams reminded everyone multifactor authentication would be turned on for Origami on October 4. He also gave an update on open and recently closed claims, subrogation, and open litigated claims.

#### General Counsel's Report

Hughes thanked everyone for letting him provide OPMA training and said his report is included in the

materials. He noted that smaller cities are struggling with homeless encampments and removing them has become a challenge, please reach out to your general counsel to determine appropriate and legal means to prevent it from occurring on your property. Shinners suggested that WSTA look at a legislative option to help with homelessness because it impedes the ability to use the property. Christianson said she would mention that to WSTA.

#### Broker's Report

White gave an update on the state of the insurance market (click here to view his video). White shared the first estimates for hurricane Ida damage is between 20 and 30 billion of insured losses and if you add in the wildfires the property market isn't looking good. Liability market remains difficult, and WSTIP's renewal quotes are good news compared to what he is seeing in the market. If you have questions regarding the Broker Report, please reach out to White.

#### President's Quarterly Report on the ED Goals

Rogers said as part of the Executive Director's evaluation last year we set goals, she submits a report monthly to the President on progress towards the goals. In the past quarter she awarded an Above and Beyond award at Whatcom and visited Skagit and Community. She is continuing to emphasize the "why" in all the communications to the Board and is preparing her staff to be succession ready. She is working with her staff on records management and with PwC to work on a model to align costs as specified in the Strategic Plan. Christianson thanked Staff for all the work that has been completed in records management and feels there is momentum in this project. Rogers said Christianson is meeting the goals, submitting great reports, and going the direction the Board is expecting.

#### Action Items

##### Minutes – June 25, 2021

**George moved to approve the minutes from June 25, 2021. Mehin seconded the motion and the motion passed.**

#### Bind Underground Storage Tank (UST) Coverage

White said eight Members participate in the UST coverage, there was a four percent reduction in cost this year. He reminded participants to notify immediately without delay if a leak is detected or the carrier can deny the claim for late reporting. **Shinners moved to bind the Underground Storage Tank Coverage as presented. Mehin seconded the motion and the motion passed.**

#### Permission to Bind Liability Reinsurance Government Entities Mutual (GEM)

White said similarly to the action taken in June to bind the Munich layer earlier we are requesting permission to bind the GEM layer, included in the packet is the renewal information. **Shinners moved to grant permission to the Executive Director to bind the Government Entities Mutual layer. Deutsch seconded the motion and the motion passed.**

#### Permission to Bind Two Excess Layers (Allied and Hallmark)

Christianson explained the second action being requested was to grant authority to bind the Allied and Hallmark layers if they are at or less than the projected amount on page 5 in the draft 2022 budget. White said there is enough volatility in the market right now that it may be prudent to bind and wrap up the renewals. **Crouch moved to grant permission to the Executive Director to bind the Allied and Hallmark layers within the budgeted amount. Heston seconded the motion and the motion passed.**

Rogers thanked White for being so proactive with the renewals.

**Governance Policy: Assessment Allocation and Minimum Contribution**

Kinney said the Governance Policy Committee had met and reviewed the Assessment Allocation and Minimum Contribution Policy made grammatical changes removed sections 3g, 4g, 5h, created a section 6 to cover the prior period assessment audit (PPAA), and clarified language in section 7. Liard likes the way it is structured but felt the work in January should be changed to annually. ***Dunbar moved to adopt the Assessment Allocation and Minimum Contribution Policy with the word January being replaced by annually in Section 6. Shinners seconded the motion and the motion passed.***

**Adjournment**

Rogers appreciated seeing everyone and hopes to see everyone in-person in December. We had a great discussion regarding the technology grant and actuarial study, we are moving forward with a \$2 million SIR for 2022. You will be receiving emails from Broadhead for the Executive Director Performance Evaluation, Nominations and Elections, and if you need to revise your 2022 estimated miles, employee counts, or UIM selection. We reviewed the financial reports from August, heard from Staff, granted permission to bind UST, GEM, Allied, and Hallmark layers, and approved the Assessment Allocation and Minimum Contribution policy with an amendment.

***Shinners moved to adjourn the meeting at 11:23 am. Jordan seconded the motion and the motion passed.***

Submitted this 10th day of December 2021

Approved:   
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Scott Deutsch, Secretary