



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION

PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

**Minutes of the
WSTIP Annual Board Meeting
March 25, 2022
Marcus Whitman & Zoom**

Board Members Present	
Jenny George, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Andy Rowison, Clallam Transit Steve Mertens, Columbia County Public Transportation David Ocampo, Small Member Rep, Columbia County Public Transportation Geri Beardsley, Secretary, Community Transit Scott Deutsch, Vice-President, C-Tran Tom Hingson, Everett Transit Brandy Heston, Grant Transit Ken Mehin, Grays Harbor Transit Suzanne Coit, Treasurer, Intercity Transit Staci Jordan, Island Transit Sara Crouch, Jefferson Transit Paul Shinnars, At-Large Member Rep, Kitsap Transit Justin Brockwell, Link Transit Shawn Larson, Link Transit Amy Asher, Mason Transit LeeAnn McNulty, Mason Transit Pattie Goedker, Pacific Transit Amy Cleveland, Pierce Transit Danette Rogers, Past President, Pierce Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Elizabeth Halili, RiverCities Transit	Jim Seeks, RiverCities Transit Joe Macdonald, Medium Member Rep, Skagit Transit Monique Liard, Large Member Rep, Spokane Transit Jesse Kinney, President, Valley Transit Angie Peters, Valley Transit Shonda Shipman, Whatcom Transportation Authority
Guests Present	
Brian White (broker), Alliant Miranda Nash, Jefferson Transit	
WSTIP Staff Present	
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 Rick Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist	

Call to Order

President Kinney called the meeting to order at 9:00 am. Verbal roll call took place. Kinney asked if there were any changes to the agenda, hearing none he asked for a motion to accept the agenda. **Seeks moved to accept the agenda. Mehin seconded the motion and the motion passed.** Kinney asked if there were any guests to introduce other than the ones in attendance during the EC or Work Session. There were no *Behind the Curtain* prizes awarded.

Discussion**Member Representative Meeting Report and Discussion**

Liard, Ocampo, and Macdonald gave updates on each group's discussion. Each group talked about the pre-recorded Work Session videos, passengers in agency and rental vehicles, prior period assessment audit, takeaways from the AGRIP conference, and the actuarial study. Kinney thanked each Member Representative for

their report.

Investment Committee Participation

Branson invited Board members to participate on the Investment Committee, current members are: Coit, Liard, Rogers and Shinners. Seeks volunteered. If you are interested in participating, please reach out to Branson, the Committee will be scheduling a meeting over Zoom soon.

Property Coverage Document

Adams shared the 2022-2023 Property Coverage Document noting the EC recommended adoption with Section F, Paragraph 2 removed on page 5. **Macdonald moved to accept the 2022-2023 Property Coverage Document as revised. Shipman seconded the motion and the motion passed.**

Technology Grant Program

Kerrigan reported to the group that the Technology Grant match has increased to 50% of the projects total cost following discussions at the retreat and February EC meeting. A technology catalog including case studies will be released in July. Currently there are no applications pending for the Technology Grant and the reporting requirements have been reduced to one year post implementation.

Strategic Plan Update Items 2A, B, & C

Kerrigan reminded attendees the report out is a snapshot in time, explained the metrics around each of the Strategic Plan Items and whether the Pool was meeting the goal or not and answered questions from Board members.

Risk Profiles & 2021 Safety Stars

Kerrigan stated the Risk Profiles are handed out to those Members in the room, for the virtual participants your Risk Profiles will be mailed. Again, the Risk Profiles are a snapshot in time as to how your agency is performing compared to other similar sized Members. Member Services is working on a video to accompany the Risk Profiles and Deeper Dive, please share feedback with Kerrigan if there is something regarding Risk Profiles you'd like to see explained in further detail. **Kinney announced and congratulated the 2021 Safety Star winners: Columbia, Clallam and Community.**

Prior Period Assessment Audit (PPAA)

Branson explained the results of the 2021 PPAA (\$1.47 million). He shared that a policy was developed last year and the history of past practice. He noted a Member has asked if 2021 is an exceptional year as per the policy, which is a Board decision. Kinney broke the topic into two questions: 1. Based on the existing policy is 2021 an exceptional year? 2. Do we need to send the assessment allocation and minimum contribution policy back to the GPC to define exceptional? The Board had a robust discussion about whether 2021 was an exceptional year and how Members account for either a credit or debit mid-year if it is determined to be exceptional. **Hingson moved that 2021 is not an exceptional year. Thompson seconded the motion and a roll call vote ensued. 23 Ayes (Asotin, Ben Franklin, Central, Clallam, Columbia, C-Tran, Everett, Grant, Grays Harbor, Island, Jefferson, Kitsap, Link, Mason, Pacific, Pierce, Pullman, RiverCities, Skagit, Spokane, Valley, Whatcom and Yakima) 1 Nay (Intercity) 1 Abstained (Community). The motion passed.**

Kinney then opened the floor to discuss whether the policy language needed to be updated or if it worked as intended. After discussing the policy, possible definitions for exceptional (percentage or \$ amount), prior practice, whether it would cause stress for a Member should they have to pay a large sum of money mid-year vs it being in the following year assessment. Kinney summarized the discussion stating there were three options: Option 1 – Leave policy as is so exceptional can be defined case by case; Option 2 – Change to show true-up in February with credits/debits due in June; Option 3 – Prior practice true-up at year end. Verbal poll took place Option 1 – 16, Option 2 – 7, 2 Members abstained. Kinney thanked everyone for their participation and feedback for the GPC.

Christianson thanked the Board for making tough decisions with great dignity.

The Board took a short break at 10:15 am and resumed the meeting at 10:30 am.

Financial Reports as of December 31, 2021

[Draft 2021 Year-End Financials, Treasurer's Report, Claim Reserves Report, 2021 Budget to Actual](#)

Branson shared the 2021 Year-End Financials, thanking Wick and PwC for the work they do and the claims departing for settling claims fairly and equitably, the Pool has a good net position and the 2021 PPAA is already included in the figure you see on the financial reports. He highlighted the Treasurer's Report as it shows where the money is being held and invested. There were no questions regarding the financial statements.

Financial Reports as of February 28, 2022

[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 and grateful for the work Thornton does for the department. There were no questions regarding the financial statements.

Staff Reports

[Executive Staff Report](#)

Christianson said she had been working with the broker on the cyber renewal, beginning discussions with underwriters for the January 1 renewal noting that she may ask to bind coverage early, and completed the Munich RE underwriting audit. We are recruiting to fill the vacant Claims Specialist position, participating in an amicus brief and hope to hear back regarding the oral arguments soon. There are several new Board members, please do reach out and welcome them. She is working with PwC on Strategic Plan Item 3a and will present the report in October. Branson highlighted the property schedule of values (SOV) and vehicle schedules will be coming to Members the following week for Members to affirm values and locations. Please be sure to return this information no later than April 13 so Staff can package the information for the broker. Kerrigan said Member Services is out visiting Members, in person and zoom training as well as the Learning Management System (LMS) courses are taking place, they are updating four Best Practices and requested that if contacted to give feedback to please do so. She also reminded participants of the ongoing Origami office hours with Christine on Wednesdays. Adams gave an update on open and recently closed claims, subrogation, and open litigated claims.

[General Counsel's Report](#)

Hughes apologized for not being in attendance in person but looks forward to seeing everyone in Everett. He asked if there were any questions regarding his report, and then gave a brief update on the House Bill 1329 regarding the Open Public Meetings Act, and House Bill 1795 which relates to settlement agreements involving sexual harassment and changes to be aware of. Kinney thanked Hughes for his report.

[Broker's Report](#)

White gave an update on the state of the insurance market ([click here](#) to view his video). White shared marketing efforts that are taking place we are expecting property to have a plus 15-20% which is consistent with your budget, cyber is unknown and the deductible buy down is unlikely this year. Please be sure to get the cyber applications submitted. Auto-Physical Damage (APD) is a little more stable and expected to be plus 5%. If you have questions regarding the Broker Report, please reach out to White.

[President's Quarterly Report on ED Goals](#)

Kinney 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, working on an ongoing records management project. Christianson said we've developed a relationship with the archivist and have gained greater clarity on the

items that were marked as appraisal required and are now able to complete transfer and destruction of those records. Working on other operational efficiencies to include underwriting process and property inventories.

Action Items

Minutes – December 10, 2021

Liard moved to approve the minutes from December 10, 2021. Seeks seconded the motion and the motion passed.

Accept Year-Ending 12-31-2021 Actuary Report

Branson requested the Board accept the actuarial report. **Mehin moved to accept the 12-31-2021 Actuarial Report prepared by PwC. Thompson seconded the motion and the motion passed.**


Bind Board Errors & Omissions Policy

Christianson explained the Errors and Omissions coverage provides protection for Pool assets, should an individual Board member have a lawsuit filed against them. White said the renewal is flat. **Seeks moved to authorize the Executive Director to bind the Board Errors and Omissions policy as presented. Shipman seconded the motion and the motion passed.**

Adjournment

Branson thanked the audio-visual crew (Jerry and George) from X Pro I out of the Tri-Cities. Kinney recapped the meeting and asked for a motion to adjourn. **Heston moved to adjourn the meeting at 11:19 am. Macdonald seconded the motion and the motion passed.**

Submitted this 24th day of June 2022

Approved:  Danette Rogers, Acting Secretary/Past President
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