



November 21, 2024

TO: Board of Directors

FROM: Tracey Christianson, Executive Director
Matthew P. Branson, CPA, Deputy Director

SUBJECT: **Approval of the 2025 Budget**

Action Requested

Staff request the Board approve, adopt, and delegate expenditure authority for the 2025 Budget. If the Board finds the proposed budget agreeable, they could make the following motion:

I move to accept the budget as summarized in the enclosed budget packet.

The motion delegates \$25,034,000 in expenditure authority to the Executive Director, approves the addition of a Senior Accountant position, and formally adopts the 2025 Budget.

Policy

The purpose of the Budget Development Policy is to (1) provide the framework for the orderly development of the Pool's annual budget; (2) coordinate the work and inputs from management, the Executive Committee, and the Board in the development and eventual adoption of the budget; (3) evaluate compliance with the Pool's funding targets; and (4) achieve consistency with the Strategic Plan. Staff and PwC, our actuaries, applied the Budget Development Policy to develop the 2025 Budget. The Interlocal Agreement and Bylaws affirm the approval and adoption of the budget is a Board decision.

Background

The Board of Directors met on September 27, 2024, to discuss the 2025 Budget. Staff presented a draft budget that included estimated costs for a loss fund, purchased insurance, as well as general administrative expenses. The Board directed re-development of the budget using a 10% rate increase (vs. the 7.5% presented). This action solidified the Member's assessments and any further erosion to the budget would be offset by a reduction in the contribution to surplus or the net position.

Updates following the September Board Meeting

Assessments using the 10% rate increase were distributed via email on September 27, 2024. A special board meeting was held November 7, 2024, where Staff presented options for self-insurance retention (SIR) and quotes from reinsurers. At the meeting the Board took the following action:

- Selected a \$1.5 million SIR (same SIR as 2024);
- Bound coverage with GEM who will provide a limit of \$3.5 million excess of \$1.5 million;
- Bound coverage with Safety National who will provide a limit of \$5 million in excess of \$5 million; and,
- Bound coverage with MunichRe who will provide a limit of \$5 million in excess of \$10 million.

On November 7, 2024, Staff provided PwC with the outcomes of the Board action and on November 15, 2024, Staff received revised schedules from PwC. The budget anticipates a \$4,771,000 contribution to net position at the end of 2025 which aligns with the actuary surplus of \$4,771,000.

Enclosure – 2025 Budget Packet

/TC & MB

2025 BUDGET

Overview, Narrative & Appendices



Table of Contents

Executive Summary	2
Budget Highlights by Grouping	2
Budget Development Policy and Rate Review	3
Budget Summary	3
Budget by Grouping	4
Position Control	9
Enclosure: Senior Accountant Job Description.....	10
Budget by Line Item	14
What isn't in the Budget!	18
Appendix A: Rate Stabilization Analysis/History	19



Executive Summary

The following is a comparative summary of the 2025 budget to the 2024 adopted budget.

	2025 Budget	2024 Budget	Change
Total Operating Revenues	\$ 26,405,000	\$ 22,684,000	16%
Total Operating Expenses	25,034,000	20,009,000	25%
Total Other Income	3,400,000	-	0%
Net Income (Anticipated Surplus)	\$ 4,771,000	\$ 2,675,000	78%

Budget Highlights by Grouping

Loss Fund

Our PwC actuaries have determined the loss fund to be \$10,931,000, a 22% increase from the prior year as we remain with a \$1.5 million self-insurance retention. The increase is attributed to claims activity and higher exposure units, specifically mileage.

Insurance Costs

Insurance costs are presented at \$9,338,000, a 42% increase over the prior year. The increase is also driven by claims activity, reduced coverage limits from GEM and Munich Re, and is attributed to the hardening of the liability markets. Includes additional coverage purchased by some Members.

General & Administrative (G&A)

The G&A budget is presented at \$4,765,000, a 6% increase over the prior year. This budget incorporates the recommendations of the Executive Committee (EC), which includes increases to fund technology grant awards, to purchase additional content within the Learning Management System, to fund cost increases related to quarterly meetings and staff travel, and to pay for the cash flow obligations of Subscription Based Information Technology Arrangements (Origami Risk, MSDS Online). The budget includes a request to increase staff by adding a Senior Accountant position. See Page 8 for more information about the requested position.

Total Operating Expenses

Total operating expenses are \$25,034,000, a 25% increase over the prior year. The proposed operating budget aligns with most of the target ratios established by the Target Ratios Policy. Staff anticipate a \$4,771,000 contribution to net position as part of the 2025 budget.

Ratios	2025 Target	2025 Budget	2024 Target	2024 Budget
Loss	50% or Less	41%	50% or Less	39%
Insurance Services	25% or Less	35%	20% or Less	29%
G&A Services	20% or Less	18%	25% or Less	20%
Operating	95% of Less	95%	95% of Less	88%



Budget Development Policy and Rate Review

The Budget Development Policy establishes a rate stability goal of 5%. This is measured as a year over year comparison of the budget (the total costs from the actuarial report without the equity contribution).

Rates	Avg	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
With Equity Contribution	7%	10%	5%	5%	5%	3%	7%	9%	7%	10%	5%
Without Equity Contribution	5%	4%	6%	2%	7%	3%	2%	4%	8%	12%	1%

See Appendix A for additional information

Budget Summary

Operating Revenues	2025 Budget	2024 Budget	Change
Member Assessments	\$ 25,161,017	\$ 21,478,251	17%
Other Rating Cost Components	1,146,717	1,104,197	4%
Total Assessment	26,307,734	22,582,448	16%
Other Operating Revenues	97,266	101,552	-4%
Total Operating Revenues	\$ 26,405,000	\$ 22,684,000	16%

Operating Expenses

Loss Fund	Claims & Loss Adjustments	\$	10,931,000	\$	8,946,000	22%
Insurance	Purchased Insurance - Liability		5,585,000		3,159,000	77%
	Purchased Insurance - Property		3,012,000		2,682,000	12%
	Other Insurance Products		741,000		736,000	1%
General & Admin	Payroll & Benefits		2,317,000		2,092,000	11%
	Contracted Services		537,000		561,000	-4%
	Risk & Loss Prevention		737,000		665,000	11%
	Training & Education		174,000		170,000	2%
	Technical & Subscription Services		102,000		114,000	-11%
	Administrative		565,000		573,000	-1%
	Depreciation & Amortization		333,000		311,000	7%
	Total Operating Expenses		25,034,000		20,009,000	25%
	Total Operating Income (Loss)	\$	1,371,000	\$	2,675,000	-49%

Other Income (Expense)

Interest Income	3,400,000	-	100%
Total Other Income (Expense)	3,400,000	-	100%
Anticipated Change in Net Position	\$ 4,771,000	\$ 2,675,000	78%



Operating Expenses, \$25,034,000

Loss Fund,
\$10,931,000

Purchased Insurance,
\$9,338,000

General & Administrative,
\$4,765,000

Budget by Grouping

Loss Fund

The loss fund is presented at \$10,931,000, a 22% increase from the prior year.

The loss fund is the largest expenditure grouping and is determined by our actuary based on various rating units to determine Members' exposure (or potential) for loss. As noted below, miles are estimated to increase in 2025 (over 2024's estimate) as Members continue to expand service. Vehicle values continue their increase as Members purchase battery/electric buses (and those values are then depreciated). Property values continue their increase and, for 2024, there were new and renovated transit properties that increased insured values.

Rating Units	2025 E	2024 E	Change	2023 A&E	2025/2023
Mileage	101,799,006	97,760,899	4.1%	90,575,040 A	12.4%
Employee Counts	6,397	6,213	3.0%	5,803 A	10.2%
Vehicle Values	544,768,000	474,860,000	14.7%	443,980,000 E	22.7%
Property Values	1,173,928,000	993,631,000	18.1%	763,922,000 E	53.7%

A = Actual E = Estimate P = Proposed

1st Party Loss Insurance – is when a Member files a claim to cover a loss of the Member. We often talk about these types of loss as they pertain to the Auto Physical Damage and Property coverages which are underwritten by the vehicle and property insured values. For 2025, the estimated cost to self-insure 1st party losses is \$1,264,000, a 37% increase over the prior year due primarily to claims activity. This \$1,264,000 represents 12% of the total loss fund for 2025.

3rd Party Loss Insurance – is when another person is injured by a Member's actions. We often talk about these types of loss as they pertain to the Auto Liability coverage which is underwritten by miles and the Other than Auto Liability coverage which is underwritten by employee counts. The cost of insuring miles traveled is the most substantial portion of each Member's assessment. For 2025, the estimated cost to self-insure 3rd party losses is \$9,667,000, a 20% increase from the prior year due to claims activity and higher exposure units, specifically mileage. This 9,667,000 represents 88% of the total loss fund for 2025.

Loss Type	Coverages	2025 Budget	2024 Budget	Change
3rd Party	Auto Liability	\$ 8,292,000	\$ 6,808,000	22%
3rd Party	Other than Auto Liability	1,375,000	1,215,000	13%
Total 3rd Party		9,667,000	8,023,000	20%
1st party	Auto Physical Damage	\$ 1,105,000	\$ 818,000	35%
1st party	Property	159,000	105,000	51%
Total 1st Party		\$ 1,264,000	\$ 923,000	37%
Total For All Coverages		\$ 10,931,000	\$ 8,946,000	22%

1st Party,
12%

3rd Party,
88%



Operating Expenses, \$25,034,000		
Loss Fund, \$10,931,000	Purchased Insurance, \$9,338,000	General & Administrative, \$4,765,000

Purchased Insurance

Purchased insurance is presented at \$9,338,000, a 42% increase from the prior year.

Purchased Insurance	2025 Budget	2024 Budget	Change
Liability	\$ 5,585,000	\$ 3,159,000	77%
Property	3,012,000	2,682,000	12%
Other Insurance Products	741,000	736,000	1%
Total Purchased Insurance	\$ 9,338,000	\$ 6,577,000	42%

Liability – WSTIP is budgeting to provide \$25 million of liability coverage for both general liability and public officials liability coverage which will be accomplished through layers of coverage that are still coming together (see graph below). Purchased liability coverage is estimated to cost \$5,585,000, a 77% increase over the prior year. The increase is attributed to a hardening of the liability markets in addition to increases in miles. We have bound coverage with GEM, Safety National, and MunichRe. The quotes for Star Stone and AWAC will be provided at the December meeting. The amounts shown below are estimates with us budgeting high for these renewals. This \$5,585,000 represents 60% of all purchased insurance for 2025.

Combined Layer	Layer	Provider	2025 Budget	2024 Budget	Change
25M	5M	AWAC	\$ 350,000	\$ 140,000	150%
20M	5M	Star Stone	600,000	240,000	150%
15M	5M	MunichRe	1,559,000	1,060,000	148%
10M	5M	Safety National	1,072,000		
5M	3.5M	GEM	2,004,000	1,719,000	17%
		Purchased Liability	5,585,000	3,159,000	77%
1.5M	1.5M	WSTIP SIR	9,667,000	8,023,000	20%
Total Liability (GL & POL Layers) w/SIR			\$ 15,252,000	\$ 11,182,000	36%





Operating Expenses, \$25,034,000		
Loss Fund, \$10,931,000	Purchased Insurance, \$9,338,000	General & Administrative, \$4,765,000

Purchased Insurance....Continued

Property – For 2025 WSTIP will provide a \$250,000 Self-Insurance Retention (SIR) with the remainder of coverage provided by the Alliant Property Insurance Program (APIP) with a limit of \$500 million. This covers Member's real property (structures and personal property). For 2025, WSTIP will also provide a \$250,000 SIR for auto physical damage. The remainder of coverage is provided by Evanston Insurance Company (a subsidiary of Markel). This policy has a replacement cost provision for vehicles in excess of \$250,000 and less than 10 years old. The limit on this policy is \$1.75 million on any one vehicle.

Purchased property coverage will cost \$3,012,000, a 12% increase over the prior year. These costs were incurred with the July 1 renewal and represent 32% of all purchased insurance for 2025. This \$3,012,000 represents 32% of all purchased insurance for 2025.

Provider	2025 Budget	2024 Budget	Change
Evanston (APD)	440,000	384,000	15%
APIP (Property)	2,444,000	2,177,527	12%
Beazley (Cyber)	128,000	120,473	6%
Purchased Liability	3,012,000	2,682,000	12%
WSTIP (APD SIR)	1,105,000	818,000	35%
WSTIP (Property SIR)	159,000	105,000	51%
Total Property w/SIR	\$ 4,276,000	\$ 3,605,000	19%

Other Insurance Products – is presented at \$741,000, a 1% increase over the prior year. The largest increases are related to the new terrorism coverage. This line item includes the cost of pollution, underground storage tanks, crime & fidelity, directors & officers, excess cyber, excess APD above \$20M, terrorism and driver record monitoring. This \$741,000 represents 8% of all purchased insurance for 2025.

Purchased Insurance	2025 Budget	2024 Budget	Change
Liability	\$ 5,585,000	\$ 3,159,000	77%
Property	3,012,000	2,682,000	12%
Other Insurance Products	741,000	736,000	1%
Total Purchased Insurance	\$ 9,338,000	\$ 6,577,000	42%





Operating Expenses, \$25,034,000		
Loss Fund, \$10,931,000	Purchased Insurance, \$9,338,000	General & Administrative, \$4,765,000

General & Administrative (G&A)

This cost group is presented at \$4,765,000, a 6% increase over the prior year. For greater detail read the narrative below and see the line-item budget in the pages that follow.

Payroll & Benefits – is presented at \$2,317,000, a 13% increase over the prior year. This category includes the salary, wages, benefits, withholdings and payroll taxes for staff. Includes a 3.0% general wage increase for staff, 3.5% for step increases (for the Executive Director to administer step increases to eligible employees), and 5% for healthcare costs. The budget includes \$125,000 in salary, benefits, withholding/payroll taxes for the proposed Senior Accountant position. See Page 8 for more information about the requested position. This \$2,317,000 represents 49% of all G&A expenses for 2025.

Compensation Modeling – Staff followed the process from the Board-adopted policy *Staff Compensation and Benefits Philosophy*. Per that policy, we utilize the July-to-July change in US Bureau of Labor Statistics Consumer Price Index: West Region (CPI-U), all items less food and energy (Core CPI or Sticky CPI). From the July report we note “the index for all items less food and energy advanced 3.0 percent.”

Contracted Services – is presented at \$537,000, a 4% decrease from the prior year. Reduced to remove the costs added in 2024 for the Capital Adequacy Assessment (Capital Funding Study). This study is only performed every three years. The next study will be in 2027. The decrease is partially offset with increased costs for the Financial and Accountability audits that will be performed in 2025 and \$15K to make improvements to the front end (customer facing) portions of the WSTIP Website. Included in this category are the broker, actuary, general counsel, and state risk manager costs. Fees for professional services such as financial audits, claims and property audits, and IT support services. This \$537,000 represents 11% of all G&A expenses for 2025.

Risk & Loss Prevention – is presented at \$737,000, an 11% increase from the prior year. The budget includes \$272,000 to bring the total available for technology grant award in 2025 to \$500,000 (assuming no additional awards are made in 2024). The budget funds strategic planning objectives and includes grant funded programs, pre-litigation, technical assistance, guest rider program, recognition programs like Above & Beyond, Safety Stars and Safe Driver awards. The technical assistance budget is \$120,000 in total. This \$737,000 represents 15% of all G&A expenses for 2025.





Operating Expenses, \$25,034,000		
Loss Fund, \$10,931,000	Purchased Insurance, \$9,338,000	General & Administrative, \$4,765,000

General & Administrative (G&A)....Continued

Risk & Loss Prevention....continued – Technical assistance budget has two sub-amounts:

- **Historical Technical Assistance (not technology related):** Budget is \$40,000 and the funding is used to help Members who have a technical matter/issue brought to WSTIP. Examples include instances where WSTIP engaged outside firms to perform policy, practice or procedure reviews and training.
- **Cyber Pilot Programs:** This started in 2023. In 2024 & 2025 we budgeted \$80,000 for cybersecurity training, awareness and/or mitigation efforts (AON pilot project).

Training & Education – is presented at \$174,000, a 2% increase over the prior year. The increase is for new content for the LMS program and includes the external costs for WSTIP to training programs such as the trainer's showcase and the claims conference. This \$174,000 represents 4% of all G&A expenses for 2025.

Technical & Subscription Services – is presented at \$102,000, a 11% decrease over the prior year. For 2024, our MSDS Online subscription meets the SBITA capitalization threshold. As such, we capitalized the MSDS Online contract as a Right-to-Use Subscription with future expenses being amortization expenses. This category includes hardware, software licensing and software subscription costs. This \$102,000 represents 2% of all G&A expenses for 2025.

Administrative – is presented at \$565,000, a 1% decrease over the prior year. Reduced to remove costs added in 2024 for the Shackleton leadership training. The decrease is partially offset by increased costs related quarterly meetings, staff travel and the cost of membership dues and subscriptions. This \$565,000 represents 12% of all G&A expenses for 2025. This category includes the following:

- board travel, meetings, board development;
- staff travel, professional development and wellness programs;
- membership dues and subscriptions, office supplies, postage & delivery, printing & graphic services, banking fees; and,
- all occupancy expenses: building & office equipment, repairs, maintenance, janitorial services, communications, utilities, and leasehold taxes.

Amortization – is presented at \$333,000, a 7% increase over the prior year. We budget the amortized costs of our Subscription Based Information Technology Arrangements (SBITA), namely the Origami Risk and MSDS Online contracts. We do this because we have an annual cash outflow in connection with these SBITA agreements requiring us to collect this as part of the annual assessment. This \$333,000 represents 7% of all G&A expenses for 2025.





Position Control

Below is a summary of WSTIP positions by department, with status and the head count noted. **There is a request to increase staff.**

Position	Status	Position Added or Changed	Last EE Change	2024 Total EE	2025 Request	2025 Total EE
Executive Director	Contracted	1993	2018	1.00	-	1.00
Board Relations	Filled	1993	2004	1.00	-	1.00
Deputy Director	Filled	1994	2021	1.00	-	1.00
Administrative Services Manager	Inactive	2016	2020	-	-	-
Senior Accountant	Proposed			-	1.00	1.00
Accounting Specialist	Filled	2024	2024	1.00	-	1.00
Administrative Assistant	Inactive	2007	2023	-	-	-
Member Services Manager	Filled	2001	2021	1.00	-	1.00
Safety & Risk Advisor	Filled	2009	2022	1.00	-	1.00
Training & Risk Coordinator	Filled	2009	2017	1.00	-	1.00
Application Support Specialist 2	Inactive	2012	2015	-	-	-
Application Support Specialist	Filled	2024	2024	1.00	-	1.00
Claims Manager	Filled	2017	2017	1.00	-	1.00
Claims Specialist 3 (Adjuster)	Inactive	2022	0	-	-	-
Claims Specialist 2 (Specialist)	Filled	2022	2022	2.00	-	2.00
Claims Specialist 1 (Associate)	Filled	2023	2023	1.00	-	1.00
Total				12.00	1.00	13.00

Senior Accountant

The job description for the position is enclosed. The 2025 salary scale for the Senior Accountant position:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
91,414	94,614	97,925	101,352	104,900	108,571	112,371	116,304

This position is in Pay Grade 4. Each step is 3.5% consistent with other Pay Grade step increases. By way of reference, the Accounting Specialist position is in Pay Grade 5 where Step 1 is 80,003.

To determine the salary, we performed a review of market salary data from our comparable public risk pools (this is outlined in the Staff Compensation and Benefits Philosophy Policy). While not all pools had the same position, several had comparable or equivalent positions, and the average top step of the comparative roles was within +/- 10% of the pay grade proposed. We also used these comparables to assist with the development of the job description.

Position Justification - The position will fill a knowledge and experience gap between Deputy Director and the Accounting Specialist. The role would add depth to the finance department (currently a staff of two), would bring work into the finance department that is currently done by others outside of the department (thus giving them more time to focus on their primary areas of work), and would allow for a rebalancing of the work performed in the finance department. The distribution of work within the finance department would support segregation of duties ensuring that at least two individuals are responsible for the separate parts of a task including custody, record keeping, reconciliation, and authorization. The pay grade is the one above the Accounting Specialist's due to the excel and data analytical skills sought in the position.

Position Impact on the Operations Budget - The 2025 General & Administrative budget includes approximately \$125,000 in salary, benefits, withholding and payroll taxes.



Enclosure: Senior Accountant Job Description

Senior Accountant

Reports to: Deputy Director
Status: Salary, Exempt

JOB SUMMARY:

This position serves as the Senior Accountant and will manage complex data, funds, and processes. The position will perform a variety of professional level accounting duties that support the finance and accounting operations of the Pool. The Senior Accountant will utilize professional expertise to assist with all aspects of data management, collection, and analysis for usage in underwriting, risk management and claims management. Work is performed independently requiring the exercise of discretion and sound judgement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

The Senior Accountant works in collaboration with the Deputy Director and Accounting Specialist on the complete scope of fiscal operations including accounts payable, accounts receivable, purchasing card (P-Card) program, account reconciliations, monthly and annual reports, payroll, and budget development. The Senior Accountant will be trained to function as the primary back-up for the Accounting Specialist.

Accounts Payable, Accounts Receivable, and P-Card Program (approximately 10% of the workload)

- Review entries in QuickBooks and Fyle ensuring transactions have proper support and approval.
- Review new vendors and verify vendor files are maintained in accordance with Pool policy.
- Assist with the management of the Pool's P-Card program.
- Assist with the annual compilation of 1099 statements for vendors.
- Review customer invoices, monitor receivables, ensure payment in accordance with Pool policy.
- Review invoices and credit card payments through online payment software including payments made through WSTIP's website and payment card processing partner(s).

Payroll (approximately 10% of the workload)

- Primarily responsible for transmitting/reporting retirement hours, earnings, and withholding related information to external retirement partners such as PERS and our 401(a) & 457 plan provider(s).
- Serves as backup for the payroll in cooperation with the Accounting Specialist. Would prepare payroll (lead the process) a minimum of 4 times a year to maintain proficiency.
- Ensure W-2's are prepared, reviewed and provided to WSTIP employees.

Banking, Investments and Reconciliations (approximately 20% of the workload)

- Serves as the backup to Accounting Specialist for the recording of Pool deposits.
- Reconcile monthly bank and investment statements.
- Prepare Treasurers Report and coordinate the review and approval workflow.
- Prepare assigned asset/liability account reconciliations and review reconciliations prepared by others.
- Prepare journal entries and reconciliations in connection with monthly close.



Financial Close, Reporting, Budgets and Audits (approximately 20% of the workload)

- Contribute to a timely month-end close and an effective and efficient year-end close.
- Review voucher reports and the classification of transactions for the statement of cash flows.
- Assist with preparation of monthly, quarterly and annual financial statements, reports, and summaries; resolve outstanding issues.
- Responsible for certain aspects of the accurate preparation and timely submission of internal reports as well as external reports (Washington State Auditor's Office and the State Risk Manager).
- Assist with external independent audit processes; provide relevant analytic documentation.
- Assist other departments with budget forecasts. Prepare/analyze budget to actual variance reports.
- Maintain financial records in accordance with agency guidelines, accounting, reporting, and auditing rules.

Underwriting (approximately 30% of the workload)

- Manage and maintain moderately complex Excel files and datasets used for underwriting and reporting.
- Manage the preparation and collection of all underwriting activity.
- Compiles and analyzes underwriting information to ensure completeness in Member datasets.
- Maintains multiple underwriting data files used for forecasts and underwriting projections
- Records changes in Origami related to underwriting activity.
- Manage several aspects of actuarial report data collection and analysis.
- Prepare the annual Prior Period Assessment Audit.

General Duties (approximately 10% of the workload)

- Collaborate with other departments by providing additional reviews of datasets from several sources.
- Stay abreast of new and updated laws and regulations.
- Compile financial data for various reporting purposes.
- Document processes and procedures. Continuously improve accounting systems, controls, and procedures.
- Support succession and business continuity planning efforts. This includes providing training to others who manage tasks with providing secondary support to critical aspects of this position.
- Scan files and perform work in a digital workflow environment. Participate in agency-wide maintenance activities such as database cleanup, record retention, purging, and storage.
- Attend staff meetings, training, and seminars as requested.
- Serve on WSTIP committees and represent WSTIP on WSTA committees as assigned.
- Other duties as assigned.

SOFTWARE AND SYSTEMS:

- QuickBooks (accounting software)
- US Bank SinglePoint (AP P-Cards/credit cards)
- KeyBank Navigator (banking)
- Origami (risk management information system)
- Authorize.net (AR credit card processing)
- Fyle (expense reimbursement software)
- Microsoft Office Suite including Word, Excel, Outlook, PowerPoint
- Adobe Acrobat Pro



STANDARDS OF PERFORMANCE:

- Actively support and incorporate WSTIP's vision, mission, core values and strategic priorities into daily activities.
- Work cooperatively with department managers, the Executive Director and Pool Members.
- Report to work as scheduled or as communicated.
- Maintain confidentiality of all information related to Members, Staff and other information as appropriate.
- Demonstrate positive interpersonal relations in dealing with fellow employees, WSTIP members, WSTA employees and vendors so that productivity and positive relations are maximized.
- Identify and work cooperatively with internal and external stakeholders on projects and communicate information and decisions through written communication and presentations.
- Strive to stay up to date through ongoing training, networking, and regular reviews of current relevant trade journals. This includes maintaining a certified public account license (if applicable).

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Bookkeeping, accounts payable, accounts receivable, expense reimbursements, banking including bank reconciliations, asset and liability reconciliations, payroll and budget practices.
- Generally Acceptable Accounting Principles (GAAP).
- Government Accounting Standards Board requirements (GASB).
- Knowledge of federal, state, and local laws as applied to personnel and labor.
- Project management.

Ability to:

- Understand, interpret, explain, and apply Federal and State laws and regulations as well as Agency policies and procedures related to assigned area.
- Read and understand bookkeeping, accounting, and financial documents.
- Make arithmetical computations and tabulations.
- Work independently with limited supervision.
- Plan and organize work in an efficient, cost effective and results-focused manner.
- Perform work accurately with strict attention to detail.
- Work well under pressure and in high stress situations, quickly switch from one task to another.
- Establish and maintain moderately complex records and reports.
- Communicate effectively, both orally and in writing, including effective presentation skills. Prepare clear, concise, and accurate reports.
- Interact favorably with people and work effectively in a team environment.
- Establish and maintain effective and cooperative working relationships with members, outside consultants, service providers, vendors, and the public.
- Analyze statistical and other data and make conclusions which produce effective risk analysis.
- Manage multiple projects and priorities within appropriate deadlines.
- Travel out of area on an infrequent basis.



QUALIFICATIONS:

A combination of experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

- Four years of experience performing similar professional level accounting functions.
- Experience producing financial statements.
- Intermediate knowledge of QuickBooks accounting software. (Experience with other accounting software programs will be accepted).
- Intermediate knowledge of Microsoft suite of products including Word, Outlook and PowerPoint.
- Expert knowledge of Microsoft Excel including the use of spreadsheets, tables, pivot tables, graphs, calculations, and automation efficiently to process large quantities of data relevant to business tasks.
- Intermediate knowledge of Adobe Acrobat Pro.
- Demonstrated ability to coordinate daily activities to meet schedules and complete assigned tasks.
- Desired: experience working in the public sector.
- Desired: familiarity with pooling.
- Desired: familiarity with insurance industry terminology.

Education:

- Bachelor's degree with finance/accounting coursework as part of the degree. May consider direct relevant work experience in lieu of a BA degree.

Licenses and Certifications:

- Valid Washington State driver license at the time of hire.
- Desired: Certified Public Accountant (CPA).
- Desired: QuickBooks certification

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is generally performed in a fast-paced office environment with frequent interruptions.

Strength: Lifting and carrying general office supplies and files; typically weighing less than 25 pounds.

Manual Dexterity: Ability to consistently perform moderately difficult manipulative skills such as typing and word processing.

Mobility: Ability to climb ladders, stairs, ramps, stoop, kneel, crouch, reach and move around in crawl spaces and areas with low ceilings while making on-site physical risk control inspections. Ability to walk at least ½ mile on variety of surfaces. Ability to sit for extended periods of time.

Visual Discrimination: Ability to consistently identify objects and persons at a distance; read fine print on records and forms.

Hearing: Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

Speech: Ability to speak clearly and make oneself understood on a one-on-one basis with individuals and in group settings.



Budget by Line Item

Account Description	[A]		[A]	[B]		(A-B) / B
	2025 Budget			2024 Budget		
	As Proposed Dec 2024	Adjustments Nov 2024	As Proposed Sep 2024	As Adopted Dec 2023		2025 / 2024 % Change
Operating Revenues						
4000 Member Assessments						
4001 Auto Liability - Fixed Route	12,270,399	273,524	11,996,875	10,499,355		17%
4002 Auto Liability - Paratransit	2,824,582	63,747	2,760,835	2,236,537		26%
4003 Auto Liability - Public Rideshare	1,244,924	28,716	1,216,208	1,040,374		20%
4004 Auto Liability - Admin	947,763	20,790	926,973	822,309		15%
4005 General Liability - POL	2,614,033	62,183	2,551,850	2,398,480		9%
4006 Auto Physical Damage	2,160,824	68,426	2,092,398	1,977,868		9%
4007 Property	3,098,492	76,140	3,022,352	2,503,328		24%
Total Member Assessments	\$ 25,161,017	\$ 593,526	\$ 24,567,491	\$ 21,478,251		17%
4100 Other Insurance Products						
4101 Fixed Route - TRMEP (formerly UIM)	125,196		125,196	181,014		-31%
4102 Paratransit - TRMEP (formerly UIM)	52,074	2,901	49,173	44,840		16%
4103a Public Rideshare - RDMEP (Driver Medical/UIM)	152,045	1,576	150,469	-		100%
4103b Public Rideshare - TRMEP (formerly UIM)	62,209		62,209	123,894		-50%
4104 Admin - TRMEP (formerly UIM)	9,993		9,993	18,271		-45%
4105 Pollution	51,000		51,000	45,000		13%
4106 Underground Storage	30,000		30,000	30,000		0%
4107 Crime & Fidelity	30,000		30,000	30,000		0%
4108 Directors & Officers	38,000		38,000	38,000		0%
4109 Driver Record Monitoring	73,000		73,000	177,000		-59%
4110 Driver Abstracts	49,000		49,000	50,003		-2%
4111 Origami Licenses - Additional	24,200	4,200	20,000	15,095		60%
4112 Excess Cyber Limit	209,000		209,000	191,080		9%
4113 Excess APD Limit - \$10M excess of \$20M	176,000		176,000	160,000		10%
4114 Terrorism Liability	65,000		65,000	-		100%
Total Other Insurance Products	\$ 1,146,717	\$ 8,677	\$ 1,138,040	\$ 1,104,197		4%
4500 Other Operating Revenue - Customers						
4505 Training Revenue - Grant Funded	68,000		68,000	68,000		0%
4510 Training Revenue - Fee Funded	8,000		8,000	8,000		0%
4520 Rental/Lease Income	18,000		18,000	18,000		0%
4550 Miscellaneous Income	3,266	(6,564)	9,830	7,552		-57%
Total Other Operating Revenues	\$ 97,266	\$ (6,564)	\$ 103,830	\$ 101,552		-4%
Total Operating Revenues	\$ 26,405,000	\$ 595,639	\$ 25,809,361	\$ 22,684,000		16%

TRMEP is Transit Rider Medical Expense Protection

RDMEP is Rideshare Driver Medical Expense Protection

For 2025, the General Liability Coverage Document offers TRMEP and RDMEP.

The Board eliminated UIM.



Account Description	[A]	[A]	[B]	(A-B) / B	
	2025 Budget			2024 Budget	
	As Proposed Dec 2024	Adjustments Nov 2024	As Proposed Sep 2024	As Adopted Dec 2023	2025 / 2024 % Change
Expenses					
5000 Claims & Loss Adjustments					
Establishing Loss Fund - 3rd Party - Auto	8,292,000	(504,000)	8,796,000	6,808,000	22%
Establishing Loss Fund - 3rd Party - General	1,375,000	(40,000)	1,415,000	1,215,000	13%
Establishing Loss Fund - 1st Party - APD	1,105,000		1,105,000	818,000	35%
Establishing Loss Fund - 1st Party - Property	159,000		159,000	105,000	51%
Total Claims & Loss Adjustments	\$ 10,931,000	\$ (544,000)	\$ 11,475,000	\$ 8,946,000	22%
Total Loss Fund	\$ 10,931,000	\$ (544,000)	\$ 11,475,000	\$ 8,946,000	22%
5100 Purchased Insurance - Liability					
5105 Reinsurance - GEMRe	2,004,000	(84,000)	2,088,000	1,719,000	17%
5110 Reinsurance - \$5M excess of \$5M (Safety National)	1,559,000	1,059,000	500,000	-	100%
5115 Reinsurance - \$5M excess of \$10M (MunichRe)	1,072,000	72,000	1,000,000	1,060,000	1%
5120 Excess - \$5M excess of \$15M	600,000	180,000	420,000	240,000	150%
5125 Excess - \$5M excess of \$20M	350,000	72,000	278,000	140,000	150%
Total Purchased Insurance - Liability	\$ 5,585,000	\$ 1,299,000	\$ 4,286,000	\$ 3,159,000	77%
5200 Purchased Insurance - Property					
5201 Excess - Auto Physical Damage	440,000	-	440,000	384,000	15%
5202 Excess - Property	2,427,000	-	2,427,000	2,163,610	12%
5203 Excess - Boiler & Machinery	17,000		17,000	13,917	22%
5204 Excess - Cyber Coverage	56,000		56,000	48,473	16%
5205 Excess - Cyber Ded Buy-Down	72,000	-	72,000	72,000	0%
Total Purchased Insurance - Property	\$ 3,012,000	\$ -	\$ 3,012,000	\$ 2,682,000	12%
5300 Other Insurance Products					
5301 Pollution	51,000	-	51,000	45,000	13%
5302 Underground Storage Tanks (UST)	30,000	-	30,000	30,000	0%
5303 Crime & Fidelity	30,000	-	30,000	30,000	0%
5304 Directors & Officers (D&O), Errors & Omissions (E&O)	38,000	-	38,000	38,000	0%
5305 Driver Record Monitoring	122,000	-	122,000	227,000	-46%
5307 Origami Licensing - Member Specific	20,000	-	20,000	15,000	33%
5308 Excess Cyber (Optional)	209,000	-	209,000	191,000	9%
5309 Excess APD \$10M excess of \$20M (Optional)	176,000	-	176,000	160,000	100%
5310 Terrorism Liability	65,000	-	65,000	-	100%
Total Other Insurance Products	\$ 741,000	\$ -	\$ 741,000	\$ 736,000	1%
Total Purchased Insurance	\$ 9,338,000	\$ 1,299,000	\$ 8,039,000	\$ 6,577,000	42%
6000 Payroll & Benefits					
6001 Salaries & Wages	1,737,000	-	1,737,000	1,560,000	11%
6002 Employee Benefits	294,000	-	294,000	268,000	10%
6003 Pension & 401(a) Withholdings	251,000	-	251,000	232,000	8%
6004 Payroll Taxes	35,000	-	35,000	32,000	9%
Total Payroll & Benefits	\$ 2,317,000	\$ -	\$ 2,317,000	\$ 2,092,000	11%



Account Description	[A]	[A]	[B]	(A-B) / B	
	2025 Budget			2024 Budget	2025 / 2024 % Change
	As Proposed Dec 2024	Adjustments Nov 2024	As Proposed Sep 2024	As Adopted Dec 2023	
Expenses					
6100 Contracted Services					
6101 Insurance Broker	115,000	-	115,000	115,000	0%
6102 Actuary	110,000	-	110,000	162,000	-32%
6103 General Counsel	107,000	-	107,000	107,000	0%
6104 State Risk Manager	12,000	-	12,000	12,000	0%
6105 Audits - Financial/Accountability	23,000	-	23,000	15,000	53%
6106 Audits - Claims/Property/AGRIp	15,000	-	15,000	15,000	0%
6107 IT Support Services	75,000	-	75,000	70,000	7%
6108 Accounting Review Services	10,000	-	10,000	10,000	0%
6110 Administrative Projects	70,000	-	70,000	55,000	27%
Total Contracted Services	\$ 537,000	\$ -	\$ 537,000	\$ 561,000	-4%
7000 Risk & Loss Prevention					
7001 Grants - Risk Management	125,000	-	125,000	125,000	0%
7002 Grants - Network Security	50,000	-	50,000	50,000	0%
7003 Grants - Technology Risk Reduction	272,000	-	272,000	200,000	36%
7004 Pre-Litigation Fund	100,000	-	100,000	100,000	0%
7005 Technical Assistance for Members	120,000	-	120,000	120,000	0%
7006 Guest Rider Program	10,000	-	10,000	10,000	0%
7008 Recognition Programs	20,000	-	20,000	20,000	0%
7009 Sponsorships	15,000	-	15,000	15,000	0%
7011 Loss Prevention - Other	25,000	-	25,000	25,000	0%
Total Risk & Loss Prevention	\$ 737,000	\$ -	\$ 737,000	\$ 665,000	11%
7100 Training & Education					
7101 Training Events	84,000	-	84,000	84,000	0%
7102 Trainers Showcase	10,000	-	10,000	10,000	0%
7103 Claims Conference	10,000	-	10,000	10,000	0%
7104 Ristau Scholarship	10,000	-	10,000	10,000	0%
7105 Learning Management System	60,000	-	60,000	56,000	7%
Total Training & Education	\$ 174,000	\$ -	\$ 174,000	\$ 170,000	2%
7200 Technical & Subscription Services					
7202 Hardware & Network Components/Support	40,000	-	40,000	40,000	0%
7203 Software & Licenses	50,000	-	50,000	50,000	0%
7204 MSDS Online	-	-	-	12,000	-100%
7205 MRSC Library (shared cost with WSTA)	12,000	-	12,000	12,000	0%
Total Technical & Subscription Services	\$ 102,000	\$ -	\$ 102,000	\$ 114,000	-11%



Account Description	[A]	[A]	[B]	(A-B) / B	
	2025 Budget			2024 Budget	
	As Proposed Dec 2024	Adjustments Nov 2024	As Proposed Sep 2024	As Adopted Dec 2023	2025 / 2024 % Change
Expenses					
7300 Administrative					
7301 Board - Travel & Lodging	120,000	-	120,000	120,000	0%
7302 Board - Governance Development	20,000	-	20,000	50,000	-60%
7303 Board - Meetings	120,000	-	120,000	110,000	9%
7304 Board - Expenses - Other	25,000	-	25,000	25,000	0%
7401 Staff - Travel & Lodging	100,000	-	100,000	90,000	11%
7402 Staff - Professional Development	30,000	-	30,000	30,000	0%
7403 Staff - Wellness Programs	3,000	-	3,000	3,000	0%
7501 Admin - Dues & Subscriptions	20,000	-	20,000	18,000	11%
7502 Admin - Office Supplies	15,000	-	15,000	15,000	0%
7503 Admin - Postage & Delivery	4,000	-	4,000	4,000	0%
7504 Admin - Printing & Graphic Services	15,000	-	15,000	15,000	0%
7505 Admin - Bank Charges & Fees	8,000	-	8,000	8,000	0%
7506 Admin - Miscellaneous	1,000	-	1,000	1,000	0%
7601 Occupancy - Building & Office Equipment	20,000	-	20,000	20,000	0%
7602 Occupancy - Repairs, Maint & Janitorial Svcs	25,000	-	25,000	25,000	0%
7603 Occupancy - Communications	22,000	-	22,000	22,000	0%
7605 Occupancy - Utilities	14,000	-	14,000	14,000	0%
7607 Occupancy - Rental/Leasehold Taxes	3,000	-	3,000	3,000	0%
Total Administrative	\$ 565,000	\$ -	\$ 565,000	\$ 573,000	-1%
Depreciation & Amortization					
8000 Depreciation	-	-	-	-	0%
8005 Amortization (Origami Risk & MSDS Contracts)	333,000	-	333,000	311,000	7%
Total Depreciation & Amortization	\$ 333,000	\$ -	\$ 333,000	\$ 311,000	100%
Total General & Administrative	\$ 4,765,000	\$ -	\$ 4,765,000	\$ 4,486,000	6%
Total Operating Expenses	\$ 25,034,000	\$ 755,000	\$ 24,279,000	\$ 20,009,000	25%
Net Operating Income	1,371,000	(159,361)	1,530,361	2,675,000	-49%
Other Income					
9000 Interest Income / Loss	3,400,000	-	3,400,000	-	0%
Total Other Income	3,400,000	-	3,400,000	-	0%
Net Other Income	\$ 3,400,000	\$ -	\$ 3,400,000	\$ -	0%
Net Income (Anticipated Budget Surplus)	\$ 4,771,000	\$ (159,361)	\$ 4,930,361	\$ 2,675,000	78%
Target Surplus (from Exhibit 8-1)	\$ 4,771,000	\$ -	\$ 4,930,361	\$ 2,675,000	78%
Surplus (below) / above target surplus	\$ -	\$ (159,361)	\$ -	\$ -	



What isn't in the Budget!

Non-Cash Expenditures – are excluded from the budget as we aren't seeking authority to spend or appropriate funds. Examples of non-cash expenditures not in the budget:

- Depreciation Expense
- Deferred Outflows/Inflows of Resources Related to Pensions or OPEB
- Other Postemployment Benefit (OPEB) Liability
- Incurred But Not Reported (IBNR) Loss Reserves
- Unallocated Loss Adjustment Expenses (ULAE)
- Interest Expense (new with GASB 96 – SBITA)

Technology Grant Reserve – If there are no additional awards in 2024, we would end 2024 with \$228,000 available to carry forward for technology grant awards in 2025.

Building Reserve Fund – we anticipate ending 2024 with \$129,166 carry forward into 2025, with us adding an additional \$25,000 to the reserve in 2025 (we add \$25,000 to the reserve annually to fund our ability to keep the WSTIP building in a state of good repair, in a marketable condition).



Appendix A: Rate Stabilization Analysis/History

		2025: From Exhibit 8-1				
Exhibit 8-1 Line		With Equity				
		Auto	General			
		Liability	Liability	APD	Property	Total
Line 08 Total Cost	[A]	13,955,000	1,836,000	2,545,000	2,843,000	21,179,000
Line 09 Exposure Units	[B]	101,799,006	6,397	544,768	1,173,928	101,799,006
Line 10 CY Rate (CYR)	[C]	0.1508	388.78	5.0731	2.5492	
Line 11 Contribution at CYR	[B] x [C] = [D]	15,351,290	2,487,026	2,763,663	2,992,577	23,594,556
Line 12 PwC Selected Rate Change	[E]	12.6%	5.1%	5.1%	5.1%	10.0%
Line 13 Selected Base Rate	([C] x (1+[E])) = [F]	0.1698	408.61	5.3318	2.6792	
Line 14 Contribution Generated	([D] x (1+[E])) = [G]	17,285,553	2,613,864	2,904,609	3,145,199	25,949,226
Line 15 PwC Equity Contribution	[G] - [A] = [H]	3,330,553	777,864	359,609	302,199	4,770,225
Line 15 Rounding	[I]	447	136	391	(199)	775
Line 15 Equity Contribution Rounded	[H] + [I] = [J]	3,331,000	778,000	360,000	302,000	4,771,000
		Without Equity				
		Auto	General			
		Liability	Liability	APD	Property	Total
Line 08 Total Cost	[A]	13,955,000	1,836,000	2,545,000	2,843,000	21,179,000
Add back interest used	[K]	2,373,867	554,426	256,313	215,394	3,400,000
Line 08 Total Cost w/o interest offset	[A] + [K] = [L]	16,328,867	2,390,426	2,801,313	3,058,394	24,579,000
Line 09 Exposure Units	[B]	101,799,006	6,397	544,768	1,173,928	101,799,006
Line 10 CY Rate (CYR)	[C]	0.1508	388.78	5.0731	2.5492	0.2414
Line 11 Contribution at CYR	[B] x [C] = [D]	15,351,290	2,487,026	2,763,663	2,992,577	23,594,556
Line 12 Rate (using Goal Seek)	[M], Total is ([O] / [D] - 1)	6.4%	-3.9%	1.4%	2.2%	4.2%
Line 13 Selected Base Rate	([C] x (1+[M])) = [N]	0.1604	373.68	5.1422	2.6053	
Line 14 Contribution Generated	([D] x (1+[N])) = [O]	16,328,867	2,390,426	2,801,313	3,058,394	24,579,000
Line 15 Goal Seek Equity Contribution	Should be zero	-	-	-	-	-

The actuary model of Exhibit 8-1 introduced a modified methodology for calculating equity contribution in 2024.

Rates	Avg	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
With Equity Contribution	7%	10%	5%	5%	5%	3%	7%	9%	7%	10%	5%
Without Equity Contribution	5%	4%	6%	2%	7%	3%	2%	4%	8%	12%	1%