



## New Member Admissions Policy

Governance Section: Governance

Revision Date: 6/23/2023

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### Purpose

To implement a process for the admission of new members to the Pool to ensure that new Members are committed to the concept of pooling and possess sound governance, management, and operations programs so that admission will not compromise the Pool's financial integrity.

### Authority

1. Interlocal Agreement, Section 9 (admission of members); and
2. Bylaws, Sections 4e (admission of members) and Article XI: New Members.

### Policy Statement

1. Eligibility. The Pool may admit Washington public transit systems to the Pool so long as the system can demonstrate that it has or will have sound governance, management, and operations programs.
2. Commitment to pooling. The Pool will not approve membership if a system's only interest in becoming a Member is to obtain coverage. A prospective Member must be committed to the concept of pooling and continuous improvement in governance, management, and operations.
3. Prerequisites. The overarching criterion for admission is that a new Member must not degrade the fiscal integrity of the Pool. A prospective new Member must have been in operation at least two years, provide at least two modes of public transportation, and will be charged for a minimum annual mileage from all modes of at least 200,000.
4. Burden of proof. The burden of establishing that it meets the criteria for membership lies with the system seeking admission.
5. Application.
  - a. A new Member may utilize a broker or agent to interact with the Pool regarding admission and/or ongoing membership. However, the Pool will not pay broker or agent fees or commissions.
  - b. The Executive Director will collect the applicant's loss data, risk profile, prior insurance coverage and premiums, description of governing body, management profile, facilities, rolling stock, description of existing and planned transit programs, and any other information requested by the Executive Director.
  - c. The applicant shall reimburse WSTIP the cost of investigating the applicant and its application.
  - d. Following their investigation, the Executive Director shall provide a report to the Executive Committee. The report shall include a recommendation for approval, rejection, or approval subject to conditions.
6. Action by Executive Committee. The Executive Committee shall make a recommendation to approve, reject, or approve membership subject to conditions to the Board.
7. Action by Board. The Board may approve, reject, or approve membership subject to conditions. Conditions may include, but are not limited to, implementation of loss control measures or improvements to governance, management, or operations. Approval requires a three-fourths majority vote of all members. An applicant not voted on or approved is deemed rejected. A transit agency's membership is subject to approval of an amendment to the Interlocal Agreement including the new agency as a Member and executed by the Pool and the new Member.



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### Amendment

The Pool's Board may amend this policy.

### Policy History and Repealer

Resolutions Nos. 14-93 and 8-91 which are hereby repealed. Revisions to provide clarity April 2023.

Passed by the Board of Directors on June 23, 2023.

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*Scott Deutsch*

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Scott Deutsch, President

Attest:

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*Joseph Macdonald*

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Joseph Macdonald, Secretary

Approved as to form:

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*Richard L. Hughes*

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Richard L. Hughes, General Counsel