



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
December 10, 2021
Alderbrook Resort & Zoom**

Board Members Present	
Jenny George, At-large Member Rep, Asotin County PTBA Jeff Lubeck, Ben Franklin Transit Betsy Dunbar, Central Transit Kevin Gallacci, Clallam Transit Steve Mertens, Columbia County Public Transportation David Ocampo, Small Member Rep, Columbia County Public Transportation SuziAnna Scheidegger, Community Transit Scott Deutsch, Secretary, C-Tran Tom Hingson, Everett Transit Brandy Heston, Medium Member Rep, Grant Transit Jean Braaten, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Suzanne Coit, Treasurer, Intercity Transit Staci Jordan, Island Transit Tammi Rubert, Jefferson Transit Paul Shinnars, Kitsap Transit Justin Brockwell, Link Transit Shawn Larson, Link Transit Amy Asher, Mason Transit LeeAnn McNulty, Mason Transit Amy Cleveland, Pierce Transit Danette Rogers, President, Pierce Transit Karen Thesing, Pierce Transit Wayne Thompson, Pullman Transit Jim Seeks, 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 Guests Present Brian White, Alliant (broker) Brandon Hilby, Everett Transit Dustin Rodrigues, Kitsap Transit Kevin Wick, PwC (actuary) Erin Knudson, Whatcom Transportation Authority Dr. Jerry Lutin WSTIP Staff Present Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Brandy Clark, Administrative Assistant Robyn Galindo, Claims Specialist 2 Rick Hughes, General Counsel Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager Joel Lambert, Claims Specialist 1 Christine Rouse, Application Support Specialist Karey Thornton, Accounting and Payroll Specialist

Call to Order

President Rogers called the meeting to order at 9:12 am as there were technical difficulties with sound getting out to the virtual participants. 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. **Heston moved to accept the agenda. Ocampo seconded the motion and the motion passed.** There were two *Behind the Curtain* prizes (Davis and Pauly).

Discussion**Q&A Feedback from Pre-Recorded Work Session Topics**

Actuarial Report Update – Wick fielded questions from Staff and Board Members. If you missed their video [click here](#) to view.

Kitsap Transit Technology Grant Update – Rodrigues answered questions from the Staff and Board regarding implementation, collective bargaining and lessons learned as well as costs. [Click here](#) to view the presentation.

There was a short break at 9:33 am to test sound quality going to the virtual participants. The meeting resumed at 9:38 am.

Target Ratio's Q&A – Branson asked if anyone had questions on the Target Ratios. Shinnors commented that it appears the Pool is doing well compared to our peers. Thesing asked if the numbers were based off of AGRIP's model. Branson said yes, we have selected the ones most applicable to our Pool. If you would like to view Branson's video please [click here](#).

Training Year in Review and ASK Transit Statistics Q&A – Kerrigan noted the report in the packet and Juell announced the 2021 ASK Transit agency with the most responses with and without vanpool is Grant Transit. [Click here](#) to view Kerrigan and Juell's presentation.

Member Representative Meeting Report and Discussion

George, Heston, and Ocampo gave updates on each group's discussion. Each group talked about the pre-recorded Work Session videos, vaccine mandates for transit agencies, Driver Record Monitoring options, request to make the videos shareable, appreciation for the ASK program, they asked if Jurassic Parliament training could be done, hybrid meetings, and the upcoming election.

Executive Director Evaluation

Rogers said the results of the Executive Director's evaluation are included in the packet, she appreciated everyone who took the time to respond. She did a great job reporting out on her goals, she mentors her Staff and is preparing them for succession readiness. Rogers expressed how much she appreciated all Christianson does in the background to set the stage for success.

Financial Reports as of October 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, we are ending the year with close to \$60 million. He appreciates Coit's review and feedback. There were no questions regarding the financial statements.

Staff Reports

Executive Staff Report

No comments on the Executive Staff Report, if you have questions please reach out to Christianson, Branson, Kerrigan, or Adams.

Strategic Plan Update

Kerrigan quickly explained the materials in the packet are a summary of the activity that has happened and progress toward the goals in the Strategic Plan. If you have questions regarding Strategic Plan Items, please reach out to Staff.

Executive Director's Annual Report

Christianson said the report is a summation of the activities for the year giving Board Members the opportunity to ask questions, and to reflect and thank Staff for all they do for you the Member. The Staff have a love for transit, they like what they are doing, and she could not do what she does without her amazing staff. The Board gave Staff a round of applause.

General Counsel's Report

Hughes thanked everyone for letting him be General Counsel for another year. There were no questions.

Broker's Report

White gave an update on the state of the insurance market. White shared the first estimates for 2021 with the Texas ice storm 20 billion and hurricane Ida damage around 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. All WSTIP coverages have been bound except for Crime which is on the agenda later today. Liard asked about the Cyber bill in congress and if there were things we needed to look at as a Pool. White suggested keeping an eye on it as part of the bigger picture. Shinnners asked about the property market and if it would be prudent to go out to market to see if there were better options. White said we haven't for a while, but he is willing to talk to underwriters to see if there is a better solution. If you have questions regarding the Broker Report, please reach out to White.

Gallacci abstained from voting on all matters.

Action Items

Minutes – September 24, 2021

Jordan moved to approve the minutes from September 24, 2021. Macdonald seconded the motion and the motion passed.

Executive Director's Goals

Rogers stated this was a topic of discussion during the EC meeting the prior day with a recommendation of the EC to adopt the goals for 2022. She asked if there were any questions, hearing none she asked for a motion. **George moved to accept the proposed Executive Director Goals for 2022. Ocampo seconded the motion and the motion passed.**

Approve General Liability / Auto Liability Coverage Document

Rogers said this came from the EC with a do pass recommendation. She appreciated the work the Coverage Review Committee, Hughes, and Curt Feig (Coverage Counsel) had done. **Heston moved to approve the 2022 General Liability Coverage Document. Deutsch seconded the motion and the motion passed.**

Approve Public Officials Liability Coverage Document.

Shinnners moved to approve the 2022 Public Officials Liability Coverage Document. Mehin seconded the motion and the motion passed.

Approve Crime / Employee Fidelity Insurance Proposal

Christianson said there was a lengthy discussion at the September meeting regarding the Crime/Employee Fidelity coverage, you requested White ask the underwriter to provide \$2 million in coverage with a \$10,000 deductible for every Member. White said he talked to the underwriters, and they were agreeable, the cost is \$25,292.

Christianson said there is enough money in the proposed budget to cover this expense. There are subjectivities for some Members, and those Members have responded, we are awaiting underwriter approval on those responses. **Mehin moved to accept the Crime/Employee Fidelity proposal and bind coverage. Macdonald seconded the motion and the motion passed.**

Accept Actuarial Report and Approve 2022 Member Allocations (\$18,387,277)

Branson requested the Board accept the actuarial report and approve the assessment allocation. **Shinnners moved to accept the Actuarial Report prepared by PwC and to approve the 2022 Assessment Allocation as presented in Exhibit 8-6 with Member Assessments totaling \$18,387,277. The motion includes acceptance of the equity contribution of \$1,980,000 and approval of the rates used for allocating cost equitably among**

Members. George seconded the motion and the motion passed.

Approve 2022 Budget (\$16,907,000)

Branson explained the 2022 budget including cyber coverage, salary survey results, cost of living adjustments.

Thompson moved to accept the proposed budget as summarized in Appendix A which includes a 3% general wage increase for WSTIP staff. The motion delegates \$16,907,000 in expenditure authority to the Executive Director and formally approves and adopts the 2022 Budget as presented. Heston seconded the motion and the motion passed.

2022 – 2023 Meeting Schedule

Rogers said the EC recommended adoption of the 2022/2023 Meeting Schedule. Mehin moved to adopt the 2022/2023 meeting schedule. Jordan seconded the motion and the motion passed.

The Board took a break at 10:38 and resumed their meeting at 10:57 am.

Executive Committee and Officers Election, Passing of the Gavel

Rogers explained the election process, links will be posted in the chat pod for each position and thanked all candidates for their interest. Christianson explained how the results would be shared so it wasn't a secret vote.

Rogers called for nominations from the floor for all positions. Hearing no nominations from the floor she closed the ballots. Hughes reminded everyone the for the vote to be official there needed to be a majority and reminded the Board of past practices that the top two candidates move forward if 50% isn't achieved.

Nominees for Secretary were Beardsley, Liard, Mehin and Shinners. After votes were counted, Beardsley and Liard had a run-off vote. After votes were counted, Beardsley was announced Secretary with 14 votes.

2021 Secretary - Vote 1				
Beardsley		Mehin	Liard	Shinners
Asotin	Jefferson	Everett	Columbia	Kitsap
Ben Franklin	Mason	Grays Harbor	Grant	Link
Clallam	Pierce	Pullman	Intercity	Skagit
C-Tran	RiverCities		Spokane	
Island	Valley			

2021 Secretary - Vote 2				
Beardsley			Liard	
Asotin	Grays Harbor	Pierce	Everett	Spokane
Ben Franklin	Island	RiverCities	Grant	Whatcom
Clallam	Jefferson	Skagit	Intercity	
Columbia	Kitsap	Valley	Link	
C-Tran	Mason		Pullman	

Nominees for Large Member Representative were Liard, Lubeck, and Shinners. Nominees for Medium Member Representative were Heston, Hingson, Macdonald, and Mehin. The nominees for Small Member Representative were Dunbar, Ocampo, and Wagner. After votes were counted and run-off votes completed, Liard (15 votes), Macdonald (11 votes), and Ocampo (16 votes) were announced as Member Representatives.

2021 Large System Representative - Vote 1				
Liard			Shinners	
Asotin	Grant	Mason	Columbia	Skagit
Ben Franklin	Grays Harbor	Pierce	Jefferson	
Clallam	Intercity	Spokane	Link	
C-Tran	Island	Valley	Pullman	
Everett	Kitsap	Whatcom	RiverCities	

2021 Medium System Representative - Vote 1					
Heston		Hingson	Macdonald		Mehin
Asotin	Link	Columbia	C-Tran	Pierce	Everett
Ben Franklin	Valley	Jefferson	Island	Skagit	Grays Harbor
Clallam		RiverCities	Kitsap	Whatcom	Pullman
Grant		Spokane	Mason		

2021 Medium System Representative - Vote 2					
Heston			Macdonald		
Asotin	Link		Columbia	Jefferson	Whatcom
Ben Franklin	Pullman		C-Tran	Kitsap	
Clallam	RiverCities		Everett	Mason	
Grant	Spokane		Grays Harbor	Pierce	
Intercity	Valley		Island	Skagit	

2021 Small System Representative - Vote 1				
Dunbar	Ocampo			
Asotin	Ben Franklin	Intercity	Pullman	Whatcom
Everett	Clallam	Jefferson	RiverCities	
Grays Harbor	Columbia	Kitsap	Skagit	
Island	C-Tran	Link	Spokane	
Pierce	Grant	Mason	Valley	

The nominees for At-Large Representative were: Dunbar, Hingson, Mehin and Shinners. After votes were counted, Dunbar, Hingson and Shinners had a run-off vote. Shinners was announced At-Large Representative with 15 votes.

2021 At-Large Representative – Vote 1				
Dunbar	Hingson	Mehin	Shinners	
Asotin	Everett	Pullman	Columbia	Mason
Ben Franklin	Intercity	RiverCities	C-Tran	Pierce
Clallam	Kitsap		Grant	Skagit
Grays Harbor	Spokane		Jefferson	Whatcom
Island	Valley		Link	

2021 At-Large Representative – Vote 2				
Dunbar	Hingson	Shinners		
Ben Franklin	Everett	Asotin	Intercity	Pierce
	Grays Harbor	Clallam	Island	RiverCities
	Kitsap	Columbia	Jefferson	Skagit
	Pullman	C-Tran	Link	Spokane
	Valley	Grant	Mason	Whatcom

The WSTIP 2022 Executive Committee is as follows: **Jesse Kinney**, President; **Scott Deutsch**, Vice President; **Geri Beardsley**, Secretary; **Danette Rogers**, Past President; **Monique Liard**, Large Member Representative; **Joe Macdonald**, Medium Member Representative; **David Ocampo**, Small Member Representative; and **Paul Shinners**, At-Large Member Representative.

Rogers thanked the Board for the opportunity to serve as President in 2021 and passed the gavel to Kinney. Kinney thanked Rogers for her leadership and presented a plaque to commemorate the year.

Adjournment

Kinney asked for a motion to adjourn. **Seeks moved to adjourn the meeting at 11:29 am. Deutsch seconded the motion and the motion passed.**

Submitted this 25th day of March 2022

Approved:  DA108FE1675642C
Geri Beardsley, Secretary