

**Minutes of the
Housing Authorities Risk Retention Pool
Board of Directors Meeting**

**Embassy Suites, Portland, Oregon
Thursday, June 5, 2025, 8:00 am**

A meeting of the Board of Directors of the Housing Authorities Risk Retention Pool ("HARRP") was held at 8:00 am on June 5, 2025 at Embassy Suites in Portland, Oregon.

1.0 CALL TO ORDER AND ROLL CALL

Directors Present

Director Calkins (virtual)	Bellingham & Whatcom County Housing Authorities
Director Fox	Homes for Good
Director Havlicek	Housing Authority of the County of Santa Barbara
Director Kohler	Housing Authority of Douglas County
Director Kruse	Stanislaus Regional Housing Authority
Director Rooker	Housing Authority of the City of Walla Walla
Director Utz	Salem Housing Authority

Others Present

Meaghan Brown (virtual)	Policy Administrator, AHRP
Darla Cazares	Accounting and Administrative Specialist, HARRP
Robin Cox (virtual)	Policy & Claims Administrator, HARRP
Karen Fallows	Operations Specialist, HARRP
Courtney Giesseman (virtual)	Alliant
Jesse Kinney	Deputy Director of Finance, HARRP
Rachel O'Neil (virtual)	Public Entities Policy Administrator, HARRP
Pat Saldana (virtual)	Claims Specialists, HARRP
Cindy Steele	Director of Risk Management & Underwriting, HARRP
Karen Thesing	Executive Director, HARRP
Tom Williams	Director of Claims, HARRP

President Rooker called the meeting to order at 8:00 am.

2.0 AGENDA APPROVAL

A motion was made by Director Kruse and seconded by Director Fox to approve the agenda. Motion passed by unanimous vote.

3.0 CONSENT AGENDA

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Board of Commissioners. A motion was made by Director Havlicek and seconded by Director Kohler to approve the consent agenda. Motion passed by unanimous vote.

4.0 COMMENTS FROM THE PUBLIC

This time is reserved for members of the public to address the Board with matters relative to Board business.

None

5.0 PRESENTATIONS

5.1 Mid-Year Stewardship Report, Courtney Giesseman, Alliant

Ms. Giesseman presented a report on the state of the market and the HARRP mid-year stewardship report. She stated that after several years of a hard market, we are starting to see a return of stability from incumbent markets. She advised that coverage limits for 2025 renewal are improving with Synchronous staff successfully communicating proper and adequate values. She stated property market pricing trends are stabilizing and she anticipates flat to 10% increases. General liability rates are up 3-10%, auto liability 5-30% and excess liability 3-10%. She advised the legal system abuse and third-party litigation funding are driving the increase. This year's market disruptors include severe storms, population growth in disaster prone areas and increased property values. A 2025 highlight included increased property limits to \$57M, up from \$47M, and the structure adjusted to stretch layers and retain all capacity. She commented that Cincinnati was removed as a reinsurer which improved terms and reduced costs. Also, she advised a successful negotiation of a premium collar was completed. President Rooker asked if she anticipates much structure change for the 2026 year. Ms. Giesseman stated she does not anticipate much change in the structure next year.

6.0 RISK MANAGEMENT ACTIVITIES

Ms. Steele presented and provided an update on the 1,000 FireAvert devices that were distributed. She advised the managed not owned coverage was expanded and the

underwriting manual was updated accordingly. Ms. Cox received a shoutout from the board for discovering the need for the update.

7.0 DISCUSSION and ACTION ITEMS

7.1 Conflict of Interest Code Review

Ms. Steele advised the annual acknowledgement form 700 has been signed and must be filed for the state of California. A motion was made by Director Havlicek and seconded by Director Kruse to file the Conflict of Interest Code. Motion passed by unanimous vote.

7.2 Consider Approving Revised Underwriting Manual

Ms. Steele informed after the discovery of managed not owned topic, an update to the underwriting manual was needed. A motion was made by Director Kruse and seconded by Director Fox to approve the revised underwriting manual. Director Kruse asked if this can be provided to the members and Ms. Steele advised it will be an internal document for in house guidelines and review by reinsurers. Motion passed by unanimous vote.

7.3 Consider Approving Interim Executive Director's Report

Ms. Steele advised of the things she has been busy with since March including upgrading the team's software system, team building exercises, completed annual regulatory filings and annual report, attended two NAHRO conferences, created process for solar process notification, moved LMS training to Grace Hill and finally prepared for new Executive Director start. President Rooker commented her appreciation on behalf of the board for the creation of the Executive Director orientation guide.

7.4 2026 Budget Preparation

Mr. Kinney stated he is working on the budget for next year and wanted to ensure the board is on the same understanding that the 2026 budget will use the existing compensation scale, allowing for step increases as reviewed by the executive director. Director Fox questioned how cost of living increase vs performance increase has worked historically. President Rooker advised she supports the current direction and review and suggests the board revisit COLA and compensation policies for the 2027 budget cycle focusing specifically on public entities. Mr. Kinney thanked the board for the direction of using the current steps for 2026 budget and for future direction.

8.0 TREASURER'S REPORT

Mr. Kinney reported HARRP is performing extremely well and financial reports were previously sent. A motion was made by Director Havlicek and seconded by Director Kruse to approve the Treasurer's Report. Motion passed by unanimous vote.

9.0 EXECUTIVE SESSION

A motion was made by Director Fox and seconded by Director Kohler to begin the Executive Session per RCW 42.30.110(g) to last approximately 15 minutes with no additional action to take place once the open session reconvenes. The executive session includes discussion of claims overview and the Executive Director's first impressions.

The Executive Session began at 9:13 am and ended at 9:44 am.

10.0 MATTERS FROM THOSE PRESENT

None

11.0 PRESIDENT'S REPORT

President Rooker stated her appreciation to the Synchronus team and commented how amazing and efficient the team has been during the Executive Director transition. On a different topic she stated Director Parr is getting married this June and recommended the board buy a gift. A motion was made by Director Kohler and seconded by Director Fox to purchase a gift card on behalf of Synchronus as a wedding gift. Motion passed by unanimous vote.

12.0 ADJOURNMENT

There being no further business, a motion was made by Director Havlicek and seconded by Director Kruse to adjourn the meeting. The motion passed by unanimous vote and the meeting adjourned at 9:46 am.

Renee Rooker, President