



Minutes of the
 Executive Committee Meeting
 June 27, 2024
 Swinomish Casino and Lodge & Zoom

Executive Committee Members Present	Staff Present (v) = virtual
Joe Macdonald, Vice-President, Skagit Transit Scott Deutsch, Acting Secretary/Past President, C-Tran Karen Thesing, Large Member Rep, Pierce Transit Staci Jordan, Medium Member Re, Island Transit Miranda Nash, Small Member Rep, Jefferson Transit Shawn Larson, At-Large Member Rep, Link Transit	Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Robyn Galindo, Claims Specialist (v) Jinny Hughes, Accounting Specialist Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager Patrick Nickell, Pool Application Support Specialist Karey Thornton, Accounting and Payroll Specialist
Board Members Present (v) = virtual	
Tina Braswell, Ben Franklin Transit Jim Fetzer, Clallam Transit Cherie Huxtable, Clallam Transit David Ocampo, Columbia County Public Transportation (v) Cyndie Eddy, Community Transit Annette Shaw, C-Tran Brandon Hilby, Everett Transit Brandy Heston, Grant Transit Terri Gardner, Grays Harbor Transit Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit	Emily Bergkamp, Intercity Transit (v) Nicole Gauthier, Jefferson Transit Paul Shinnors, Kitsap Transit Justin Brockwell, Link Transit Amy Asher, Mason Transit Pattie Gray, Pacific Transit Danette Rogers, Pierce Transit (v) Wayne Thompson, Pullman Transit (v) Jim Seeks, RiverCities Transit Crystle Stidham, Skagit Transit Randy Alexander, Valley Transit Angie Peters, Valley Transit
Guests Present (v) = virtual	
Brian White, Alliant Insurance Services (broker) (v) Andrew Halsall, Governmental Entities Mutual Chris Chidley, Skagit Transit (v)	Rebekah Tuno, Skagit Transit (v) Nicole Mugge, Thurston County Treasurers Office

Call to Order

Vice-President Macdonald called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting. A sign-in sheet was passed around the room, virtual guests will be captured by staff. Guests and new Board members were introduced. Macdonald asked if there were any changes to the agenda. **Thesing moved to approve the agenda. Jordan seconded the motion and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

Macdonald asked for public comment. No public comments were received.

Consent Agenda

Minutes – May 23, 2024, May 2024 Vouchers and Electronic Payments totaling \$987,499.88

				Total
Claims Vouchers	Numbers:	93504071	- 93504138	\$ 722,249.44
Administrative Vouchers	Numbers:	93002999	- 93003016	\$ 71,788.42
Electronic Payments	Dates:	05/01/2024	- 05/31/2024	\$ 193,462.02
				\$ 987,499.88

Macdonald asked if there were any items to remove from the consent agenda. **Deutsch moved to approve the consent agenda. Larson seconded the motion and the motion passed.**

Discussion / Potential Action Items

2024 Executive Committee Work Plan

Christianson said the EC work plan is updated after every meeting to track when work is coming and where it is going. There were no questions regarding the Work Plan.

Presentation: Thurston County Investment Pool (TCIP)

Branson introduced Nicole Muegge from the Thurston County Treasurer’s Office (TCTO). Muegge then presented information on WSTIP’s relationship with TCIP, new features TCTO is offering, investment strategies, how the portfolio is diversified, and plans for the future. [Click here](#) to view her slides.

Technology Grant – Skagit Transit

Kerrigan shared the Technology Grant Application submitted by Skagit Transit, staff have reviewed the application as well as the Risk and Opportunity Committee (ROC) and recommend approving the Technology Grant Application. **Jordan moved to approve the Technology Grant Application submitted by Skagit Transit in the amount of \$6,688. Thesing seconded the motion and the motion passed.**

Best Practices: Operator Training and Instructor Certification

Deutsch stated training is the number one tool to reduce risk, the ROC reviewed the recommended changes to the Best Practice for Operator Training and Instructor Certification and concur. Changes include changing the word remediation to post accident, recommend refresher training annually instead of every two years, and organized the document to make it easier to read. There was a lot of discussion about what we can do internally at our agencies to support training and align with loss prevention programs including having anyone who drives a WSTIP covered vehicle take defensive driving course. Kerrigan thanked Deutsch, the Best Practice Committee, and the ROC for their review. She reiterated refresher training is required annually to be in compliance with this Best Practice. The Best Practice will be posted onto the website and distributed. There were no questions regarding the Best Practice for Operator Training and Instructor Certification.

Executive Session

There was no Executive Session.

Sub-Committee Reports

Nominations and Elections Committee (NEC)

Macdonald reported there are two vacancies on the EC, Secretary and Treasurer with Liard’s departure. The NEC has compiled and distributed a list of candidates for Secretary and Treasurer. Tomorrow during the Board meeting, we will accept nominations from the floor for Secretary but for Treasurer due to the vetting process we cannot accept nominations.

Governance Policy Committee (GPC)

Macdonald reported the GPC will have completed their work if the Assessment Allocation Policy and Bylaws are approved tomorrow. He thanked the GPC members for their work this year.

Board Development Committee (BDC)

Larson said the BDC met May 24, reviewed the feedback from the March Board meeting. He thanked Iddings for the work he does with the soundboard. He also noted that the screen in the front of the room is hard to see so Staff will look to see what if anything can be done. He reminded everyone about the Shackleton Leadership Experience in Bremerton just before the Annual meeting. Macdonald thanked Larson for the report.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC reviewed and recommended approval of the Technology Grant for Skagit Transit. Spent a bit of time reviewing the Best Practice for Operator Training and Instructor Certification. The majority of the time was spent talking about Safety Culture through a variety of channels to create a road map. How do you build a safety culture, what can we do now, how do we distribute information, and how is WSTIP going to verify we are doing the work we need to do for the safety culture. We all say safety is number one. We also discussed what liability and preventability are and the differences, and why an operator may be disciplined even if not cited. The committee recommends funding for Technology Grants in the future, discussed the Washington Instructor's Network (WIN) network which is getting trainers talking and sharing with each other, and shared Member updates. Next Meeting: September 12, 2024. Macdonald thanked Deutsch for the report.

Coverage Review Committee (CRC)

Nash reported the CRC met remotely on June 3, from 1 to 3 pm, to review Member feedback on the Transit Rider Medical Endorsement, the proposed 2025 WSTIP General Liability Coverage Document is on the Work Session agenda and a Discussion Item on the Board meeting agenda. Macdonald thanked Nash for her report.

Investment Committee

No report.

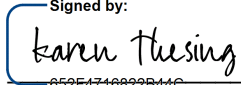
Recap and Adjournment

Macdonald recapped the meeting, guest and new Board member introductions took place, accepted the agenda, approved the consent agenda, reviewed the work plan, heard a presentation from TCTO, approved a Technology Grant Award for Skagit Transit, received the Best Practice for Operator Training and Instructor Certification, there was no Executive Session, and received reports from the sub-committees.

The Work Session will begin at 11:00 am. Lunch would be in the same room as breakfast at 12:00 pm and the Work Session will resume at 1:15 pm.

Macdonald adjourned the meeting at 9:49 am.

Submitted this 25 day of July 2024.

Approved:  Signed by:
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Karen Thesing, Secretary