



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
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Minutes of the
Executive Committee Meeting
January 18, 2018
Cedarbrook Lodge ~ SeaTac, WA

Executive Committee Members Present	Staff Present
Amy Asher, Small Member Rep, RiverCities Transit Danette Brannin, At-Large Member Rep, Mason Transit Nick Covey, Medium Member Rep, Link Transit Kevin Hebdon, Large Member Rep, Ben Franklin Transit Staci Jordan, Vice-President, Island Transit Diane O'Regan, President, C-Tran	Cedric Adams, Claims Manager Anna Broadhead, Board Relations (virtually) Tracey Christianson, Deputy Director Al Hatten, Executive Director Richard Hughes, Counsel Joanne Kerrigan, Member Services Manager Andrea Powell, Administrative Services Manager.
Board Members Present	
Sara Crouch, Jefferson Transit; Kevin Gallacci, Clallam Transit; Tom Hingson, Everett Transit; Ken Mehin, Grays Harbor Transit	Agustin Ortega, Yakima Transit Jim Quintana, C-Tran Heather Stafford-Smith, Intercity Transit

Call to Order

President O'Regan called the meeting to order at 8:02 am. She welcomed all participants as a sign in sheet was passed around the room and a verbal roll call took place. O'Regan called for changes to the agenda, and hearing none she asked for a motion to approve the agenda. **Jordan moved to approve the agenda. Covey seconded the motion and it passed.**

Consent Agenda

Minutes – December 7, 2017, November 2017 Administrative Vouchers/Checksⁱ, November 2017 Claims Vouchers/Checksⁱⁱ, December 2017 Administrative Vouchers/Checksⁱⁱⁱ, December 2017 Claims Vouchers/Checks^{iv}

O'Regan asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Brannin moved to approve the consent agenda. Asher seconded the motion and the motion passed.**

Discussion Items

Training Academy Committee

Kerrigan explained she was looking for direction as to whether to pursue the operator trainer training academy and went through each of the options. Committee members discussed and would like staff to ask Board members to talk to their safety and training departments to see what the interest level is and then report back at the February Executive Committee meeting.

Data Governance Committee

Powell said she is looking for a volunteer to chair the Data Governance Committee and additionally, the Committee needs members. Hebdon volunteered to chair. If you would like to participate on this committee, please let Hebdon or Powell know.

Emerging Risks and Opportunities Committee

Kerrigan reported the Emerging Risks and Opportunities Committee has a chair (Jordan) but is looking for volunteers. Current volunteers are: Mike Burress, Rob Huyck, Ken Mehin, and Ed McCaw. Asher volunteered to be on the committee. If you would like to participate on this committee, please let Jordan or Kerrigan know.

Sub-Committee Reports

Governance Policy Committee

No report.

Board Development Committee

No report.

Emerging Risks and Opportunities Committee Report

No report.

Data Governance Committee

No report.

Staff Reports

Executive Staff Report

O'Regan asked if anyone had questions regarding the staff report. There were no questions asked. Christianson spoke briefly about the Gilmore vs Jefferson Transit case which was heard last week at the Supreme Court, a decision could take six months to over a year to be reached. She also said the Committee will be seeing attorneys from the Sartin vs Pierce Transit case at the Executive Committee meeting in February. If you have questions regarding items on the Executive Staff Report, please reach out to staff.

Executive Session

The committee did not go into Executive Session.

Recap and Adjournment

Kerrigan will reach out to Board to determine interest in developing Operator Trainer Training Academy, Hebdon volunteered to chair the Data Governance Committee and Powell will solicit more participation, Emerging Risks and Opportunities Committee is looking for volunteers, Asher volunteered to be on the committee, and staff will send a Doodle poll to Board members to determine best dates for Gettysburg Leadership Experience (June 3-6, June 10-13, or September 9-12). ***O'Regan adjourned the meeting at 8:34 am.***

Submitted this 15th day of February 2018.

Approved: 
184DD4B0640E419
Shonda Shipman, Secretary

ⁱ Check numbers 27360 through 27404 in the amount of \$71,061.84. Internet transfers of \$54,137.19 for the 11/15/2017 payroll; \$49,527.22 for the 11/30/2017 payroll; \$9,532.47 for Staff Benefits for 11/2017 and \$166.00 for W2 Fees. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$42,277.64. Total voucher approval, including November 2017 staff payroll and Internet and ACH payments is \$226,702.36.

ⁱⁱ Check numbers 10361 through 10474 in the amount of \$3,118,988.83. Total voucher approval is \$3,118,988.83.

ⁱⁱⁱ Check numbers 27405 through 27480 in the amount of \$120,835.57. Internet transfers of \$51,931.26 for the 12/15/2017 payroll; \$49,215.26 for the 12/31/2017 payroll; \$9,532.47 for Staff Benefits for 12/2017. Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$56,065.49. Total voucher approval, including December 2017 staff payroll and Internet and ACH payments is \$287,580.05.

^{iv} Check numbers 10475 through 10577 in the amount of \$438,140.32. Total voucher approval is \$438,140.32.