



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
 PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

Minutes of the
 Executive Committee Meeting
 April 23, 2020
 WebEx

Executive Committee Members Present	Staff Present
Shonda Shipman, President, Whatcom Transportation Authority Danette Brannin, Vice-President, Mason Transit Authority Jesse Kinney, Secretary, Valley Transit Geri Beardsley, Large Member Rep, Community Transit Brandy Heston, Medium Member Rep, Grant Transit Authority Sara Crouch, Small Member Rep, Jefferson Transit Jenny George, At-Large Member Rep, Asotin County PTBA Staci Jordan, Past President, Island Transit Suzanne Coit, Treasurer, Intercity Transit	Cedric Adams, Claims Manager Matthew Branson, Member Services Manager Anna Broadhead, Board Relations Tracey Christianson, Executive Director Rick Hughes, General Counsel Laura Juell, Risk and Training Coordinator Andrea Powell, Administrative Services Manager
Board Members Present	
Betsy Dunbar, Central Transit Bill Kessler, Pierce Transit (10:19 am)	Jeff Lubeck, Ben Franklin Transit Joe Macdonald, Skagit Transit

Call to Order

President Shipman called the meeting to order at 10:06 am welcoming everyone to the virtual meeting. Verbal roll call took place. Shipman asked if there were any changes to the agenda hearing none, she asked for a motion to accept the agenda. **Jordan moved to approve the agenda. Beardsley seconded the motion and the motion passed.**

Consent Agenda

[March 2020 Administrative Vouchers/Checksⁱ](#) and [March 2020 Claims Vouchers/Checksⁱⁱ](#)

Shipman asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Kinney moved to approve the consent agenda. Heston seconded the motion. Discussion:** Brannin asked if the broker fee and origami fees were annually or quarterly. Christianson said the broker fee is quarterly, and Powell stated Origami is annually and that the Pool is in the second year of a three-year contract. **Shipman called for a vote and the motion passed.**

Discussion Items

2020 Executive Committee Work Plan

Christianson explained the work plan had been updated based on the draft strategic plan which has not yet been adopted in this virtual environment.

Governance Policy: Electronic Signatures

Christianson said the Board adopted electronic signatures quite some time ago, but WSTIP did not have a specific policy regarding electronic signatures. We also discovered the laws changed and are being updated again on June 11. Hughes drafted this policy for us. Hughes recommended adopting the proposed policy and suggested the Executive Director be able to update the policy with the changes that

will take effect on June 11. **Brannin moved to adopt the Electronic Signature Policy and allow the Executive Director to make minor changes once the new act is codified. Kinney seconded the motion and the motion passed.**

Best Practice for Reduction in Force

Branson said the Best Practice for Reduction in Force had been included in the packet. There is a requirement to present the Best Practice to the Executive Committee for your review, but no approval is needed. Staff worked with Kristin Anger at Summit Law to update the Best Practice, we hosted a webinar which was recorded and posted on the website (once you are logged in) in the Best Practice Library as well as the slides and Best Practice itself. Shipman thanked Branson.

Executive Session

There was no Executive Session.

Sub-Committee Reports

Governance Policy Committee, Board Development Committee, Emerging Risks and Opportunities Committee Report, Coverage Review Committee

No report.

Recap and Adjournment

Shipman quickly recapped the meeting, roll call, accepted the agenda, approved the consent agenda, discussed the discussion items, and adopted the Electronic Signatures Policy. We are monitoring the Stay Home, Stay Healthy and the OPMA/PRA guidance and hope to be able to meet in person in May. Attendees expressed appreciation for the WSTIP staff and the support role WSTIP is playing during this time. Brannin asked how the discussion with Twin Transit went. Hughes suggested the topic be discussed at future meeting. Christianson will send an update to the Executive Committee/Board.

Shipman adjourned the meeting at 10:25 am.

Submitted this 28th day of May 2020.

Approved: 
Jesse Kinney, Secretary

ⁱ Warrant numbers 93001163 through 93001227 in the amount of \$283,688.12; Internet and ACH payments for staff credit cards, travel/expense reimbursements and professional/misc. services total \$43,232.64; Transfer of \$51,759.67 for the 03/15/2020 payroll; Transfer of \$50,635.53 for the 03/31/2020 payroll; Payment of \$16,188.96 for February Staff benefits (Warrant #93001170, included above). Total voucher approval is \$429,315.96.

ⁱⁱ Warrant numbers 93500302 through 93500435 in the amount of \$401,451.12. Total voucher approval is \$401,451.12.