



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
 February 22, 2024
 Seattle Airport Conference Center & Zoom

Executive Committee Members Present	Staff Present (v) = virtual
Shonda Shipman, President, Whatcom Transportation Authority Joe Macdonald, Vice-President, Skagit Transit Monique Liard, Treasurer & Secretary, Spokane Transit Scott Deutsch, Past President, C-Tran Karen Thesing, Large Member Rep, Pierce Transit Staci Jordan, Medium Member Rep, 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) Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor (v) Laura Juell, Risk and Training Coordinator (v) Joanne Kerrigan, Member Services Manager
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA (v) Cherie Huxtable, Clallam Transit (v) Brandon Hilby, Everett Transit (v)	Ken Mehin, Grays Harbor Transit (v) Jana Brown, Intercity Transit (v) Jason Rowe, Mason Transit (v)

Call to Order

President Shipman called the meeting to order at 10:08 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, staff made note of those participating virtually. Shipman asked if there were any changes to the agenda, staff requested adding the investment addendum discussed at the prior Audit Committee meeting. She asked for a motion to accept the agenda as amended. **Deutsch moved to approve the agenda as amended. Jordan seconded the motion and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

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

Consent Agenda

Minutes – December 7, 2023, December 2023 Vouchers and Electronic Payments totaling \$4,789,871.24, and January 2024 Vouchers and Electronic Payments totaling \$1,469,297.06

				<u>Total</u>	
Claims Vouchers	Numbers:	93503745	-	93503830	\$ 755,192.86
Administrative Vouchers	Numbers:	93002825	-	93002890	\$ 3,831,295.03
Electronic Payments	Dates:	12/01/2023	-	12/30/2023	\$ 203,383.35
					<u>\$ 4,789,871.24</u>
					<u>Total</u>
Claims Vouchers	Numbers:	93503831	-	93503894	\$ 372,961.67
Administrative Vouchers	Numbers:	93002891	-	93002922	\$ 849,755.68
Electronic Payments	Dates:	01/01/2024	-	01/31/2024	\$ 246,579.71
					<u>\$ 1,469,297.06</u>

Shipman asked if there were any items to remove from the consent agenda. There were no items removed from the consent agenda. **Macdonald moved to approve the consent agenda. Thesing seconded the motion and the motion passed.**

Discussion / Potential Action Items

Retreat Recap

Christianson said the 2024 Retreat Topics are included in the brief memo which shows an overview of the topic and the outcome. Many of the topics are now showing on the 2024 EC work plan. There were no questions or comments.

2024 Executive Committee Work Plan

Christianson stated the 2024 Work Plan had been created anticipating what the EC may do with the tasks discussed at the retreat. She reminded them the work plan will be revised monthly. There were no questions regarding the work plan.

Prior Period (2023) Assessment Audit (PPAA)

Branson explained the memo included in the packet as well as the supporting documentation. Branson fielded questions from EC members. This information will also be presented to the Board in March.

Request to Waive Eligibility for Out of State Travel

Branson, on behalf of the Board Development Committee, requested the EC waive eligibility for Brown to attend the AGRiP Conference in March. Intercity did not meet the attendance requirement in the Duties, Responsibilities and Development of Executive Committee and Board Members by not attending the Annual Meeting (Brown was at the EC and Work Session the day prior). Staff gave examples of waivers which were approved and denied. EC members discussed the request. Brown stated she was unaware of the requirement but will attend or make sure someone from Intercity attends future meetings. **Macdonald moved to approve the waiver request for Brown to attend the AGRiP Governance Conference in March. Liard seconded the motion and the motion passed.**

Expense Reimbursement Software with EFT Payment as an Option

Branson shared an exciting new opportunity for increasing operational efficiency by using an expense reimbursement software called Fyle. Staff began using Fyle in October 2023 for all their expense reimbursements. The software streamlines the process of gathering supporting documentation that accompanies an expense reimbursement, keeps per diem rates up to date (which will reduce errors of incorrect per diem rates being submitted) and makes it possible for QuickBooks integrations. Branson indicated WSTIP could use Electronic Funds Transfer (EFT) to direct deposit an individual's expense reimbursements and eliminate the error of a Board Members Agency depositing the check (which happens regularly). Branson indicated WSTIP would mail a check when the reimbursement was payable to the Transit Agency instead of the individual (no EFT when payable to Transit). Branson fielded questions from EC members ranging from whether it is mandatory for staff to use and if would be mandatory for Board Members too; if reimbursements can be sent to the Board member for meals and then the Member for miles; and if there is way to print expense requests. Branson said yes, staff are required to use Fyle and in time it would be rolled out to the Boards as part of the replacing the excel expense reimbursement method; Yes, we can reimburse the Board Member for the expenses they incurred and we can separately reimburse the Member agency for the expenses that are payable to them; and yes, expense reimbursements requests can be printed. We would like the EC to start using after this meeting, and with favorable feedback, we would present to the Board in June with all Board Members using Fyle for reimbursements by September. If you haven't received your email introducing you to Fyle, please let

Branson or Thornton know so that they can help you.

Best Practice Compliance – Member Internal Audits of their Driver Record Monitoring

Kerrigan reminded the EC there are 12 Best Practices. Driver Record Monitoring (DRM) is the only mandatory Best Practice (and it is a governance policy). We are asking you to do an internal self-audit of compliance to this Best Practice. Staff created instructions and guidelines so that all Members are able to speak from the same place when Iddings comes to do his visits. We ask you to complete the self-audit by May 15. Staff will send out the guide and excel files and will roll this out to the Board in March. Kerrigan and Branson fielded questions, reminding Members the requirement has always been to keep your driver list current as you shouldn't be monitoring prior employees or volunteers if they are no longer driving for you. This topic will continue in March. If you have questions, please reach out to Kerrigan or Branson.

Investment Addendum

Shipman asked for a motion to adopt the Investment Policy Addendum to allow up to 100 percent of funds in the Local Government Investment Pool (LGIP) to afford the Executive Director the ability to maximize interest income. **Deutsh moved to adopt the Investment Policy Addendum as presented in the Audit Committee meeting. Nash seconded the motion and the motion passed.**

The EC took a 10 minute break at 10:56 am.

Executive Director Compensation

Shipman explained the AGRiP Salary Survey results are available and per Christianson's contract the EC is to review the results and adjust salary. She dismissed all staff except Broadhead.

Executive Session

At 11:09 am, the EC went into a 20-minute Executive Session; pursuant to RCW 42.30.110 (1) (g) to discuss the performance of a public employee. The committee came out of Executive Session at 11:29 am. Shipman announced the Executive Session would be extended for an additional 15 minutes at 11:29. The EC came out of Executive Session at 11:44 am. Staff rejoined the meeting. **Macdonald moved to adjust the Executive Director salary to \$227,013 plus the General Wage Increase, effective immediately, and retroactive to January 1, 2024. Deutsch seconded the motion and the motion passed.** Christianson thanked the EC.

Staff Reports

Executive Staff Report

Christianson informed attendees that Staff would be having a staff retreat at the office February 27 – 29 and may not be super responsive during this time. There are several Board members going to AGRiP in Nashville, Broadhead will be joining to assist with logistics. Christianson & Branson attended the Governmental Entities Mutual (GEM) Board meeting in January, noting GEM is working on updating their strategic plan and how interesting the process is. Branson was asked to participate on a GEM audit committee, and Kerrigan will be participating on a GEM committee focused on securing durable Member relationships (round of applause for Branson & Kerrigan).

Branson said all Member assessment invoices have been paid, pollution applications are with the broker and we are expecting quotes, Prior Period Assessment Audit (PPAA) has been calculated, noting that deadlines for requested items are still not being returned in a timely fashion. Staff are working on vehicle inventories, property inventories will be sent out as soon as we receive them from the broker, they have been delayed as we are awaiting appraisal reports for some Members. Branson is scheduling appraisals for the first week of June.

Kerrigan gave an update on the many projects the Member Services team is working on ranging from

technology grant, Member Improvement List (MIL) and scheduling visits, the stoplight report has been updated to match the Best Practices which have been updated. There are new trainings available and coming soon in the LMS. We continue to work with DOL and WSTA on third party examiners to schedule another class, as soon as we know dates we will communicate the information to you. Guest Rider program has kicked off and rides will be happening soon. Christianson thanked WSTA and DOL for having the third-party tester conversations. AON pilot program is kicking off, participants are working on their self assessments, and we will have a presentation at the Work Session from AON. Adams gave an update on open and recently settled claims, subrogation, and open litigated claims. Christianson gave a brief update on legislation she was monitoring.

Sub-Committee Reports

Governance Policy Committee (GPC)

Macdonald reported the GPC met February 21 and began to review the Governance Policies, the GPC will continue their meeting following the EC meeting (February 22) and will meet again on February 23. Several policies will be ready for review at the March meeting. Shipman thanked Macdonald for his report.

Board Development Committee (BDC)

Larson said the BDC met at the retreat, sharing lessons learned and passed on knowledge, discussed the request to waive the eligibility for out of state travel which was approved earlier in this meeting. The BDC will meet again February 23 via Zoom. Shipman thanked Larson for his report.

Risk and Opportunities Committee (ROC)

No report, this committee is scheduled to meet March 14.

Coverage Review Committee (CRC)

No report, this committee is scheduled to meet February 26.

Investment Committee (IC)

Liard reported the IC met on February 8, reviewed the investment portfolio and recommended the Executive Director move an additional 15 million from LGIP to the Separately Managed Account (SMA). We talked about investment balances and percentage distributions which prompted the requested changes to the Investment Policy Addendum which was approved. The IC will meet again in October to review investments and report out on fees. Shipman thanked Liard for her report.

Recap and Adjournment

Shipman recapped the meetings. The Audit Committee will be bringing forward Accounting and Internal Controls and Ethics policies to the EC in March, we asked the GPC to review the Audit Committee policy and will entertain a charter proposal for this committee, the Target Ratios will also be discussed by the EC at the March meeting. The EC accepted the amended agenda, approved the consent agenda, reviewed the retreat recap and work plan, received the PPAA, approved the request to waive eligibility for out of state travel for Brown, learned about Fyle expense reimbursement software with EFT capabilities, heard about the DRM self-audit guidelines, approved the Investment Policy Addendum, held an Executive Session, changed the Executive Directors compensation, and received reports from staff and sub-committees. ***Shipman adjourned the meeting at 12:12 pm.***

Submitted this 28 day of March 2024.

Approved: 
0728184EF0214E1...
Monique Liard, Secretary