



Minutes of the
 Executive Committee Meeting
 December 4, 2025
 Courtyard by Marriott Tacoma Downtown & Zoom

Executive Committee Members Present (v) = virtual	Staff Present (v) = virtual
Joe Macdonald, President, Skagit Transit Scott Deutsch, Vice-President, C-Tran Miranda Nash, Secretary, Jefferson Transit Cyndie Eddy, Treasurer, Community Transit Paul Shinnors, Large Member Rep, Kitsap Transit Cherie Huxtable, Medium Member Rep, Clallam Transit Brandy Pesta, Small Member Rep, Grant Transit Authority Shawn Larson, At-Large Member Rep, Link Transit	Cedric Adams, Claims Manager Matthew Branson, Executive Director Anna Broadhead, Board Relations Dominic Burrell, Senior Accountant Sonja Cade, Accounting Specialist John Cushing, Claims Specialist 2 Robyn Galindo, Claims Specialist 2 Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor Laura Juell, Risk and Training Coordinator Joanne Kerrigan, Member Services Manager Valerie McAfee, Claims Specialist 3 Patrick Nickell, Pool Application Support Specialist
Board Members Present (v) = virtual	
Jenny George, Asotin County PTBA Thomas Drozt, Ben Franklin Transit (v) Marcus McCready, Ben Franklin Transit (v) Jason McNickle, Clallam Transit David Ocampo, Columbia County Public Transportation Ariel Piedmont, Community Transit (v) Sally Stopher, Community Transit Brandon Hilby, Everett Transit Eric Loomis, Grant Transit Authority Ken Mehin, Grays Harbor Transit Jana Brown, Intercity Transit Staci Jordan, Island Transit Nicole Gauthier, Jefferson Transit Justin Brockwell, Link Transit	Amy Asher, Mason Transit Mike Williams, Pacific Transit Amy Cleveland, Pierce Transit Chris Schuler, Pierce Transit Wayne Thompson, Pullman Transit Jim Seeks, RiverCities Transit Jennifer Davidson, Skagit Transit Crystle Stidham, Skagit Transit Robert Hamud, Spokane Transit Melanie Hall, Valley Transit Angie Peters, Valley Transit Jeff Benson, Whatcom Transportation Authority (v) Greg Story, Yakima Transit
Guests Present (v) = virtual	Executive Session Only Guest
Craig Scukas, PwC (actuary) Anna Stenberg, Jefferson Transit Lilian Vanvioldt, Alliant Insurance Services (broker) (v)	Mark Lee, Wolf, Lee, Slattery Hurst (v)

Call to Order

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 attendees were captured by staff. Guests and new staff members were introduced. Macdonald asked if there were any changes to the agenda, hearing no changes, he asked for a motion to accept the agenda. **Huxtable moved to approve the agenda. Pesta 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 – October 23, 2025, October 2025 Vouchers and Electronic Payments totaling \$1,440,578.52

				<u>Total</u>
Claims Vouchers	Numbers:	93505286	- 93505354	\$ 1,101,941.71
Administrative Vouchers	Numbers:	93003542	- 93003578	\$ 127,412.49
Electronic Payments	Dates:	10/01/2025	- 10/31/2025	\$ 211,224.32
				<u>\$ 1,440,578.52</u>

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

Discussion / Potential Action Items

2025 Executive Committee Work Plan

Branson said the 2025 work plan is showing work completed thus far in 2025 and a new work plan will be created at the retreat for 2026. He thanked and congratulated the EC for all their work this year. There were no questions regarding the Work Plan.

2026 Retreat Topics

Deutsch and Branson are collecting topics for the retreat. If you have a topic you would like the EC to look at as a potential topic, please email or call staff or Deutsch. Current 2025 EC, 2026 EC, and committee chairs are encouraged to attend the retreat.

Executive Director 2026 Goals

Deutsch said he, Macdonald, Nash, and Branson met to establish goals for 2026 the goals are very similar to the prior Executive Directors with an additional goal for insurance tower stabilization. There were no questions.

Best Practices

Deutsch said the Risks and Opportunities Committee (ROC) met and are bringing forward two new Best Practices Rideshare Telematics and Employment Separations and an updated version of Vehicle Operations Digital Recording Systems.

Rideshare Telematics

Deutsch explained that the ROC drafted the Rideshare Telematics Best Practice to make telematics with cameras mandatory by 2028 with interior facing cameras by 2029. Recognizing rideshare drivers drive our equipment telematics encourage good driving behavior and helps with claim settlements. We recently had a 2018 claim settled in court that could have taken much less time had we had telematics. Kerrigan said the Vehicle Operations Digital Recording Systems Best Practice has had an advisory recommendation to put cameras in rideshare vehicles once fixed route and paratransit have been installed since it was established. Kerrigan noted the way the Rideshare Telematics Best Practice is written the camera piece is the mandatory piece whereas the rest of the document is advisory. Shinnors said he is an advocate for telematics but felt that seeing this mandatory Best Practice which would be the

second one in WSTIP's history for the first time, and being asked to approve at the Board meeting the following day felt rushed. He would like time to take the proposed Rideshare Telematics Best Practice back to leadership and the rideshare coordinators at his agency. He provided historical information regarding the Driver Record Monitoring Best Practice which is the only mandatory Best Practice currently. He suggested the Best Practices be presented at one quarterly Board meeting with time for discussion before voting at the following Board meeting. Peters voiced concerns asking to show mandatory vs advisory recommendations in a different format. Hilby stated he understood the 2028 and 2029 timeline but is curious if the requirement will be applied to maintenance and administrative vehicles as well. Deutsch said there had been no discussion on those modes, the focus has been rideshare. Macdonald said the EC can send this back to the ROC, pass it along to the Board or table the topic until the next meeting. **Deutsch moved to send the Telematics Rideshare Best Practice with a recommendation to approve. Pesta seconded the motion, and the motion passed.** Branson thanked Shinnors for his comments and he'll make sure in the future there is more time for discussion and review, and told Peters he thinks work can be done to highlight mandatory vs advisory recommendations.

Employment Separations

Deutsch said the Employment Separations Best Practice is brand new and has phenomenal documentation on how to document and work through the employment separation process. The ROC and legal counsel have reviewed these advisory Best Practices. Kerrigan thanked the HR Managers who helped review the Employment Separation Best Practice (Davidson, Nash, Shipman) as they provided a realistic lens. Whenever we see a trend or increase in claims activity we try to understand and then provide resources to Members to mitigate potential gaps or risks. There are eight appendices in the document to guide you whether you are a new HR professional or veteran. Hughes thanked Kerrigan for the opportunity to offer input on the Best Practice but reminded Members to consult with their legal counsel. Branson said this Best Practice was near and dear to Christianson as she wanted to support you through prickly matters. Kerrigan noted the best practice is presented as an advisory best practice and will be posted on the website following this meeting.

Vehicle Operations Digital Recording Systems

Deutsch said these Best Practices have been updated extensively for the first time since 2010. Kerrigan said the update moves focus from making the case for cameras to recommending where cameras are placed, retrieval of footage and retention guidelines. She thanked Iddings for working with Members to get pictures of camera locations and schematics so you can see a bus that looks like yours. She thanked the sub-committee that has worked on this document for the past two years. We are also recommending that cameras be placed on contracted service vehicles as well. We would like to have some sort of digital recording device on all vehicles we are providing coverage for. Kerrigan noted the best practice is presented as an advisory best practice and will be posted on the website following this meeting.

Appoint Kerrigan as WSTIP's Designated Representative to AGRiP

Branson said it was his pleasure to recommend Kerrigan as the WSTIP Designated Representative to AGRiP. **Huxtable moved to appoint Kerrigan to be WSTIP's Designated Representative to AGRiP. Deutsch seconded the motion, and the motion passed.**

Technology Grant: Grays Harbor Transit

Deutsch said the ROC recommends approving the technology grant request for Grays Harbor Transit for telematics in their rideshare fleet in the amount of \$25,513. They feel claims can be mitigated with

telematics, they plan to implement regardless of funding. ***Pesta moved to approve the Technology Grant request for \$25,513 for Grays Harbor. Deutsch seconded the motion, and the motion passed.***

Executive Session

At 9:32 am, President Macdonald announced the EC would enter into a 30-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss agency litigation or potential litigation. The Executive Committee came out of Executive Session at 10:02 am. President Macdonald announced Executive Session would be extended an additional 5-minutes. The EC came out of Executive Session at 10:07 am. No action was taken.

The EC took a break at 10:07 and completed the Board group photo. The meeting resumed at 10:25 am.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report.

Board Development Committee (BDC)

Larson stated the BDC met November 14, reviewed and discussed the September meeting feedback, set the Member Rep Meeting agenda, and will be meeting with the Member Representatives at the retreat. Macdonald thanked Larson for his report.

Risks and Opportunities Committee (ROC)

Deutsch said the ROC met on November 13 and gave a 2025 year in review summary. The ROC formed and supported a safety committee, hosted a safety summit, confirmed continuation of the Technology Grant, recommended four technology grants to fund telematics for a total of \$582,092, developed three new Best Practices, updated the Digital Recording Systems Best Practice and revised the Technology Grant Program guidelines. If you have any questions or would like to participate on the ROC please reach out to Kerrigan or Deutsch. Macdonald thanked Deutsch for his report.

Coverage Review Committee (CRC)

No report.

Investment Committee

Eddy gave an update on the Investment Committee meeting, they discussed interest rate trends, and the WSTIP portfolio. Macdonald thanked Eddy for her report.

Audit Committee

No report.

Nominations and Elections Committee (NEC)

Deutsch said we've been gathering candidates for the 2026 EC, since the packet was distributed we also solicited nominations for a Vice President. The election will be held tomorrow and nominations will be accepted from the floor. Please reach out to any NEC member if you have questions regarding the roles and responsibilities. Hughes reviewed how the voting process works and what would happen in the event

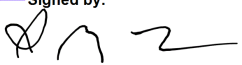
of a tie. Macdonald thanked Deutsch for his report.

Recap and Adjournment

Macdonald recapped the meeting, accepted the agenda, approved the consent agenda, reviewed the work plan, asked for topics for the 2026 retreat, no comments on the Executive Director 2026 Goals, discussed three Best Practices, appointed Kerrigan to be AGRiP Representative, approved a Technology Grant for Grays Harbor Transit, held an Executive Session with no action, and received reports from the sub-committees.

Macdonald adjourned the meeting at 10:38 am.

Submitted this 26 day of February 2026.

Signed by:

Approved: E5F0135235574D5...
Shawn Larson, Secretary