



Minutes of the  
 Executive Committee Meeting  
 March 26, 2026  
 The Lodge at Suncadia & Zoom

| <b>Executive Committee Members Present (v) = virtual</b>  | <b>Staff Present (v) = virtual</b>   |
|---|--|
| Scott Deutsch, President, C-Tran<br>Staci Jordan, Vice-President, Island Transit<br>Shawn Larson, Secretary, Link Transit<br>Cyndie Eddy, Treasurer, Community Transit<br>Amy Cleveland, Large Member Rep, Pierce Transit<br>Cherie Huxtable, Medium Member Rep, Clallam Transit<br>Brandy Pesta, Small Member Rep, Grant Transit Authority<br>Amy Asher, At-Large Member Rep, Mason Transit  | Cedric Adams, Claims Manager<br>Matthew Branson, Executive Director<br>Anna Broadhead, Board Relations<br>Dominic Burrell, Senior Accountant<br>Robyn Galindo, Claims Specialist 2 (v)<br>Rick Hughes, General Counsel<br>Todd Iddings, Safety and Risk Advisor<br>Laura Juell, Risk and Training Coordinator (v)<br>Joanne Kerrigan, Member Services Manager<br>Miranda Nash, Deputy Director<br>Patrick Nickell, Pool Application Support Specialist (v)<br>Valerie McAfee, Claims Specialist 3 (v)<br>Kortney Powers, Claims Specialist 1 |
| <b>Board Members Present (v) = virtual</b>  |  |
| Jenny George, Asotin Transit<br>Marcus McCready, Ben Franklin Transit (v)<br>Jason McNickle, Clallam Transit<br>David Ocampo, Columbia County Public Transportation (v)<br>Ariel Piedmont, Community Transit (v)<br>Sally Stopher, Community Transit<br>Annette Shaw, C-Tran<br>Brandon Hilby, Everett<br>Jean Braaten, Grays Harbor Transit<br>Ken Mehin, Grays Harbor Transit<br>Jana Brown, Intercity Transit<br>Nicole Gauthier, Jefferson Transit<br>John Clauson, Kitsap Transit (v)<br>Paul Shinnars, Kitsap Transit | Justin Brockwell, Link Transit<br>Mike Williams, Pacific Transit (v)<br>Wayne Thompson, Pullman Transit<br>Jim Seeks, RiverCities Transit<br>Chris Arkle, Skagit Transit<br>Jennifer Davidson, Skagit Transit<br>Crystle Stidham, Skagit Transit<br>Robert Hamud, Spokane Transit Authority<br>Nancy Williams, Spokane Transit Authority<br>Angie Peters, Valley Transit (v)<br>Melanie Hall, Valley Transit<br>Jeff Benson, Whatcom Transportation Authority<br>Shonda Shipman, Whatcom Transportation Authority                            |
| <b>Guests Present (v) = virtual</b>   |  |
| Joseph Macdonald (v)<br>Brian White, Alliant Insurance Services<br>Anthony Aguilar, Ben Franklin Transit<br>Michaela Dimas, Ben Franklin Transit  | Ellen Scott, Pierce Transit (v)<br>Justin Leighton, WSTA<br>Mike Shaw, WSTA  |

**Call to Order**

President Deutsch called the meeting to order at 9:00 am welcoming attendees. A sign in sheet was passed around the room and virtual participants were captured by staff. Branson introduced Kortney Powers, who joined WSTIP staff earlier in the year, replacing Alyssa Zahir. Michaela Dimas and Anthony Aguilar were present in the room for Ben Franklin Transit, along with Chris Arkle from Skagit Transit. President Deutsch asked if there were any changes to the agenda. Hearing none, he asked for a motion to accept the agenda. **Jordan moved to accept the agenda. Pesta seconded the motion, and the motion passed.**

**Public Comment on Consent Agenda / Discussion/Potential Action Items**

President Deutsch asked for public comment. No public comments were received, either in person or via Zoom.

**Legislative Update**

Justin Leighton and Michael Shaw provided an update on the 2026 legislative session, including discussion of bill activity, transit funding, Climate Commitment Act (CCA) revenues, multimodal account sustainability, and tort reform efforts. The update included consideration of long-term funding risks, coalition advocacy, and the importance of maintaining legislative relationships. EC members asked questions and provided comments. President Deutsch thanked Leighton and Shaw for their presentation.

**Consent Agenda**

Minutes February 26, 2026, February 2026 Vouchers and Electronic Payments Totaling \$3,224,751.95  
 President Deutsch asked if there were any items to remove from the Consent Agenda. There were none.

|                         |          |            |   | Total      |                 |
|-------------------------|----------|------------|---|------------|-----------------|
| Claims Vouchers         | Numbers: | 93505589   | - | 93505636   | \$ 2,296,316.24 |
| Administrative Vouchers | Numbers: | 93003671   | - | 93003695   | \$ 696,765.83   |
| Electronic Payments     | Dates:   | 02/01/2026 | - | 02/28/2026 | \$ 231,669.88   |
|                         |          |            |   |            | \$ 3,224,751.95 |

***Pesta moved to approve the Consent Agenda. Huxtable seconded the motion, and the motion passed.***

**Discussion / Potential Action Items**

2026 Executive Committee Work Plan

Branson reported that the EC Work Plan had been updated based on recent meetings, including upcoming items related to captives and an informational session regarding feasibility of forming a captive. There were no questions.

Change in January 2027 Retreat Dates

Branson requested approval to shift the January 2027 retreat dates by one week to allow availability of the proposed facilitator. ***Huxtable moved to approve changing the retreat dates to January 13–15, 2027. Pesta seconded the motion, and the motion passed.***

Right! Systems Inc Contract Extension

Branson requested authority to execute a three-year contract extension with RSI, WSTIP’s IT administrator, in the amount of \$194,148. ***Jordan moved to approve the RSI contract extension. Cleveland seconded the motion, and the motion passed.***

Charter – Coverage Review Committee (CRC)

Larson reported on the March 13 CRC meeting and requested approval of the revised charter, including clarification regarding EC and Board member participation to avoid quorum issues. ***Pesta moved to approve the charter as presented. Cleveland seconded the motion, and the motion passed.***

#### Governance Policies: Claims Management

Jordan and Adams presented revisions to the Claims Management Policy, including moving from a uniform labor rate to actual labor rates and limiting subrogation collection efforts if under \$100 unless requested by a Member. Implementation and transition timing were discussed. ***Pesta moved to approve the Claims Management Policy. Huxtable seconded the motion, and the motion passed.***

#### Governance Policy: Loss Prevention Program

Jordan presented proposed revisions to the Loss Prevention Program Policy, including language allowing mandatory Best Practices to be accompanied by penalties or incentives and changes to review cycles. EC Members discussed organizational culture, authority, and the need for additional Member input. By consensus, the item was referred back to the GPC for further discussion. No motion was made.

#### Governance Policies: Member Driver Record Monitoring

Jordan presented clarifying language regarding monthly database reviews and timely removal of drivers. Discussion focused on implementation, notifications, and training. ***Pesta moved to approve the Best Practice as presented. Larson seconded the motion, and the motion passed.***

*The EC took a break from 10:30 a.m. to 10:46 a.m.*

#### Governance Policies: Nominations and Elections

Jordan presented revisions addressing tie votes, including a coin toss and candidate statements. ***Larson moved to approve the Nominations and Elections Policy. Pesta seconded the motion, and the motion passed.***

#### Governance Policies: Property Inventory and Surplus

Jordan said the GPC recommended increasing the surplus threshold from \$5,000 to \$10,000 to reflect inflation. ***Huxtable moved to approve the revised threshold. Asher seconded the motion, and the motion passed.***

#### Governance Policies: Core Values

Jordan presented proposed language returning "side deals" provisions to the Core Values. EC members discussed clarity and intent. By consensus, the item was referred back to the GPC for further review. No motion was made.

#### Governance Policies: Member Corrective Action and Termination

Jordan presented a proposal allowing the President to set time limits during corrective action proceedings. Following discussion, the EC directed the item back to the GPC for further refinement. No motion was made.

#### Rideshare Operations Best Practice

Kerrigan and Deutsch presented updates to the Rideshare Operations Best Practice, including clarification and restructuring. There were no questions or comments.

### Assault Mitigation Best Practice

Kerrigan and Deutsch presented the recommended Assault Mitigation Best Practice developed by the subcommittee. There were no questions or comments. Deutsch thanked Kerrigan and the subcommittee members.

### WSTIP 26-27 Property Coverage Document

The Coverage Review Committee recommended forwarding the Property Coverage Document to the Board for approval. **Jordan moved to send the Property Coverage Document to the Board for approval. Asher seconded the motion, and the motion passed.**

### Executive Session

There was no Executive Session.

### Subcommittee Reports

Reports were provided by the Governance Policy Committee (GPC), Board Development Committee (BDC), Risks and Opportunities Committee (ROC), Coverage Review Committee (CRC), Investment Committee (IC), and Audit Committee (AC), summarizing recent meetings, ongoing work, and upcoming items.

### Adjournment

Deutsch recapped the meeting, noting approval of the agenda, legislative update, no public comments, consent agenda approval, CRC charter approval, RSI contract authority granted, approved governance policies Claims Management Policy, Nominations and Elections Policy, Property Inventory and Surplus, sent Core Values, Loss Prevention Program, and Member Corrective Action and Termination back to the GPC, received Best Practices, receipt of subcommittee reports, and sent the 26-27 WSTIP Property Coverage to the Board with a recommendation to approve. **Pesta moved to adjourn the meeting at 11:28 am. Huxtable seconded the motion, and the motion passed.**

Submitted this 23 day of April 2026.

Approved:  Signed by:  
E5F0135235574D5...  
Shawn Larson, Secretary