



Washington  
Metropolitan Area  
Transit Authority

300 7<sup>th</sup> Street, SW  
Washington, DC 20024  
202/962-1234

By Metrorail:  
L'Enfant Plaza --- Blue,  
Green, Orange, Silver and  
Yellow Lines  
By Metrobus:  
Routes 52, 74

A District of Columbia,  
Maryland and Virginia  
Transit Partnership

## Minutes

### Executive Committee November 21, 2024

Chair Santos called the meeting to order at 10:09 a.m. Present were:

#### Committee Members

Ms. Valerie Santos  
Mr. Paul Smedberg, Vice Chair  
Mr. Joe McAndrew  
Ms. Sarah Kline

#### Other Members Present

Dr. Tracy Hadden Loh  
Mr. Matt Letourneau  
Mr. Don Drummer  
Ms. Kamilah Martin-Proctor  
Ms. Spring Worth\*  
Mr. Canek Aguirre\*  
Mr. Michael Goldman\*  
Mr. Walter Alcorn\*  
Dr. Bryna Helfer\*

\* - Alternate Director; present for required trainings

The agenda was approved as presented.

The minutes of the November 7, 2024 Executive Committee and Executive Committee Executive Session were approved as submitted.

#### Information Items

##### Inspector General's Audit of WMATA's Contract Modifications Process

Inspector General Michelle Zamarin informed the Committee that the Inspector General would be publishing its Audit of WMATA's Contract Modifications Process. She noted that the audit contained six recommendations and that WMATA staff accepted all six recommendations and is in the process of implementing those recommendations.

##### Annual Ethics Training

Board Ethics Officer Phill Staub provided Board members with their Annual Ethics Training, including an overview of Board members' fiduciary duties, conflicts of interest and how to resolve them, and Board members' disclosure requirements.

## **Annual Audit Awareness Training**

Liz Sullivan, Vice President and Chief Risk and Audit Officer provided Board members with their Annual Audit Awareness Training, which highlighted their oversight responsibilities in the areas of internal controls and risk management and provided an overview of the risk landscape for transit agencies and risks specific to Metro.

The committee adjourned at 11:02 a.m.