



**BOARD OF DIRECTORS' MEETING  
Via Telephone Conference  
451 Diamond Drive, Ephrata**

**July 13, 2015 at 11:00 a.m.**

**MINUTES**

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted an All Board meeting on July 13, 2015, at 11:00 a.m. via telephone conference at 451 Diamond Drive, Ephrata WA. Board members participating: Pat Reay, City of College Place; Wes Crago, City of Ephrata; Tim Snead, City of Quincy; Helen Harvey, City of Yakima; Gina Anderson, City of Woodland; Eron Berg, City of Sedro Woolley; Brian Asmus, City of Liberty Lake; and Laura Koenig, City of Sultan. Also participating from the Administration Office: Jenni Bates, Frank Andrus, Ellen Kosa, Lance Hammond, Eric Homer, Mark Sherwood, Ron Huxtable, Phil Riche, and Angela Eloff representing Clear Risk Solutions.

**ITEM 1  
INTRODUCTIONS**

Roll call was taken.

**ITEM 2  
ADDITIONS**

Additions were called for; there were none.

**ITEM 3  
APPROVAL OF MINUTES**

The minutes of the April 24, 2015, meeting were presented. Motion Snead to approve the minutes as presented. Second Crago; motion carried.

**ITEM 4  
RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL**

Andrus gave an overview of the items listed on the Voucher Summary. The vouchers have been audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, have been recorded on a listing, which has been made available to the Board of Directors.

As of this date, July 13, 2015, the Board approves for payment those vouchers included in the above list and further described as follows: CIAW fiscal committee approved May Voucher #14/15-06 in the amount of \$496,016.03. CIAW fiscal committee approved June Voucher #14/15-07 in the amount \$818,071.57, and CIAW July voucher #14/15-08 in the amount of \$1,190,750.83. Motion Crago to approve the above vouchers and summaries as presented. Second Anderson; motion carried.

The Colville fire was discussed.

## **ITEM 5**

### **FINANCIAL REPORT**

E. Kosa presented a detailed financial report to the Board and those present - to include the May 31, 2015, Income statement with compared budget along with the May 31, 2015, Balance Sheet. All questions were answered in detail. The bank statements and transfers to date were reviewed. Motion by Crago to approve the bank statements and transfers as presented. Second by Anderson; motion carried.

E. Kosa presented the final names of the remaining cities that have not paid their re-assessment. She discussed and reviewed the changes on the financials to show an "allowance for a doubtful account" of \$23,630.90. The Board agreed that all members should pay their reasonable share and collection efforts should continue. Riche Suggested having John Nelson, the CIAW attorney write a final demand letter. The Board will discuss further and a visit by several board members to those remaining cities with past due balances for re-assessment may be necessary.

## **ITEM 6**

### **RESOLUTION UPDATE**

Eloff reported that all the "renewal date change" resolutions have been collected but one. Mark Sherwood is planning on traveling to their location and meeting with them as we don't believe they understand the process.

## **ITEM 7**

### **ACTUARY INTERLOCAL AND RFQ TIMELINES**

Homer presented an Interlocal Agreement to the Board, pursuant to Chapter 39.34 of the Revised Code of Washington, regarding jointly retaining the professional services of an actuary firm. The Interlocal Agreement is designed to retain and pay for the services of an actuary. The joint agreement is not intended to create any partnership or other independent entity. The parties agree they shall each be responsible for their individual costs billed. This Interlocal is written with a five-year term, and a 60-day advance notice for withdraw.

The draft request for actuarial qualifications minimum requirements were provided to the full Board and the committee.

Motion Crago to approve Chairman Reay to sign the Interlocal Agreement presented, with one change to show the duration of five years instead of six, and to serve on the RFQ selection committee to set the date and advertise for actuary services, per WAC 200-100-215. Second Koenig; motion carried.

## **ITEM 8**

### **DTS/LETS PROPOSAL DISCUSSION**

Riche presented a proposal to the Board asking them to consider the following:

Clear Risk Solutions to upgrade both the DTS and LETS hardware and software, instead of the CIAW. The CIAW would still own and maintain the vehicles and trailers, while being able to surplus the existing hardware and software. The cost per hour would remain the same and would be a budgeted item that would be charged against actual time used.

After some discussion, motion Crago to surplus the DTS and LETS existing hardware and software for the best price possible, per the appropriate bidding process. Second Snead; motion carried. Bid announcements will run in the Grant County Journal (paper of record) and on the CIAW Web site. All of the revenue from the surplus of the equipment will remain with the CIAW.

**ITEM 9**

**SAO AUDIT UPDATE AND EXIT**

E. Kosa updated the Board and those present regarding the CIAW financial and accountability audit. The audit went well and the exit should be scheduled in the next week or so.

**ITEM 10**

**ADDENDUM TO TPA FOR APPROVAL**

Homer presented an addendum regarding the Canfield name change to Clear Risk Solutions. The contracts were approved under Canfield as the DBA, so an addendum was presented to show Clear Risk Solutions as the DBA. Motion Koenig to approve the addendum for Professional services and Brokerage Services with a few minor word changes to line up with the original contracts (see attached). Second Anderson, motion carried.

**ITEM 11**

**BOARD OPENING AND ELECTION UPDATE**

Bates went over those Board members that have expiring terms 8/31/2015. An interest letter will be sent out to the membership in those areas to advise the members of the expiring terms and ask them to add their name to the ballots if interested. Area 3 still has a vacant Board position and an interest letter will also be sent out regarding the vacated position as well.

**ITEM 12**

**NEXT MEETING**

The next meeting of the Board will be held on October 12, 2015 451 Diamond Drive, Ephrata Washington at 11:00 a.m.

Respectfully submitted,

  
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Jenni Bates

  
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Pat Reay, Chairman