



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

October 19, 2015, at 11:00 a.m.

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted an All Board meeting on October 19, 2015, at 11:00 a.m. 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; Don Fortier, Grant County Fire District #3; and Brian Asmus, City of Liberty Lake. Also participating from the Administration Office: Jenni Bates, Frank Andrus, Ellen Kosa, Lance Hammond, Eric Homer, Jim Cherf, Mark Sherwood, Phil Riche, Rich Moore, and Angela Eloff representing Clear Risk Solutions. Shane Heston from Trask Insurance was also present.

**ITEM 1
INTRODUCTIONS**

Roll call was taken.

**ITEM 2
ADDITIONS**

Additions were called for; there were none.

**ITEM 3
ELECTION RESULTS**

Chair Reay asked Bates to open and count the ballots that were mailed, or e-mailed and announce the results at the end of the meeting since those running were all running unopposed.

**ITEM 4
APPROVAL OF MINUTES**

The minutes of the July 13, 2015, meeting were presented. Motion Asmus to approve the minutes as presented. Second Crago; motion carried.

**ITEM 5
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, October 19, 2015, the Board approves for payment those vouchers included in the above list and further described as follows: CIAW fiscal committee approved August Voucher #14/15-09 in the amount of \$747,852.77, CIAW fiscal committee approved September Voucher #14/15-10 in the amount \$2,574,379.94, and CIAW October Voucher #14/15-11 in the amount of \$590,380.75. Motion Crago to approve the above vouchers and summaries as presented. Second Asmus; motion carried.

**ITEM 6
FINANCIAL REPORT**

E. Kosa presented the Balance sheet and Income Statement dated August 31, 2015. The bank statements and transfers, to date, were reviewed and the receivables discussed. Motion by Crago to approve the bank statements and transfers as presented. Second by Fortier; motion carried.

E. Kosa went over the dollar amount still owing from those past members not paying their re-assessments. A meeting will be set up for Pat Reay and Wes Crago with the City of Othello as they are the largest City still owing re-assessment on the books. After much discussion, Motion Berg to authorize Clear Risk Solutions to draw up the legal paper work necessary to address non-payment of re-assessment, to date. Second by Snead; motion carried. The Board agreed to write off the remaining re-assessment owing at year-end to an account called allowance for doubtful collection, but will continue the collection process.

A letter should be written to DES, (Shannon Stuber) asking for clarification regarding the five-year plan that expires this year.

**ITEM 7
FINAL BUDGET DISCUSSION WITH DETAILED RENEWAL REPORT**

Moore went over the proposed 2016 CIAW final budget, in detail, to include all of the fees that Clear Risk Solutions receives per the Personal Services Agreement. An additional write up regarding fees was requested and will be sent to follow up this discussion. Reay, Chair of the renewal committee, and Homer went over the recommendations from the committee and explained the work that had been done leading up to this final budget meeting. Homer went over the annual renewal packet with the Board to include all coverage changes, and the exclusion of the TRIA coverage. The Personal Services Agreement was included in the packet along with all Brown and Brown disclosures. Motion Asmus to adopt the final budget as presented. Second Crago; motion passed with two nay votes from Berg and Harvey. Yes (5), Nay (2) the Chair does not vote.

Motion Crago to approve the renewal terms and bind coverage for the CIAW per the presented renewal packet for the 2016-2017 year. Second Snead, motion carried.

**ITEM 8
ACTUARY RFQ RESULTS**

Chairman Reay went over the results regarding the RFQ that was done for actuarial services. Reay also sat on the committee with the SIAW, USIP, WRCIP, and NPIP who reviewed the proposals.

After some discussion, and the resolve that all qualifications were met, motion by Berg to approve the proposal for CIAW Actuarial services by Richard J. Fallquist Actuaries, Inc. Second by Crago; motion carried.

Cherf presented a letter of commitment from Fallquist Actuaries for consideration. Motion Crago to approve the commitment letter from Fallquist Actuaries dated August 24, 2015. Second by Berg; motion carried.

ITEM 9

DTS EQUIPMENT SURPLUS

Cherf updated the Board and those present regarding the bid process on the DTS equipment. There were no minimum bids received. After some discussion, motion Crago to surplus the DTS equipment for the best possible price. Second Berg; motion carried.

ITEM 10

BALLOT RESULTS

Chairman Reay asked Bates to read the results of the ballots counted earlier in the meeting. The following Board members were re-running unopposed: Eron Berg, Don Fortier, and Tim Snead. All received several votes from membership; therefore, re-elected for an additional three-year term.

ITEM 11

NEXT MEETING

The next meeting of the Board will be held on January 11, 2016, at 451 Diamond Drive, Ephrata, Washington at 11:00 a.m.

Respectfully submitted,



Jenni Bates



Pat Reay, Chairman