



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

**January 11, 2016 at 11:00 a.m.**

**MINUTES**

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted an All Board meeting on January 11, 2016, 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; Eron Berg, City of Sedro Woolley; Laura Koenig, City of Sultan; and Brian Asmus, City of Liberty Lake. Also participating from the Administration Office: Jenni Bates, Frank Andrus, Ellen Kosa, Lance Hammond, Eric Homer, Phil Riche, Rich Moore, 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 October 19, 2015, meeting were presented. Motion Crago to approve the minutes as presented. Second by Snead, 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, January 11, 2016, the Board approves for payment those vouchers included in the above list and further described as follows: CIAW fiscal committee approved November Voucher #14/15-12 in the amount of \$855,887, December fiscal committee approved Voucher #15/16-01 in the amount \$947,321.40, and CIAW January Voucher #15/16-02 in the amount of \$1,026,303.99. Motion Crago to approve the above vouchers and summaries as presented. Second Koenig, motion carried.

**ITEM 5  
FINANCIAL REPORT**

E. Kosa presented a detailed financial report to the Board and those present. This report included a solvency test in which the CIAW passes in all categories, November 30, 2015, Income statement, and Balance statement. All questions were answered in detail. The bank statements and transfers, to date, were reviewed. Motion by Koenig to approve the bank statements and transfers as presented. Second by Snead, motion carried.

**ITEM 6  
FOLLOW UP BOARD OF DIRECTORS' COMMUNICATION ITEMS**

Chair Reay presented to the Board verbally regarding all of the work that had been done on the collection efforts towards the last of the re-assessment owed the CIAW. Two letters are in draft form for Chairman Reay's signature. One is addressed to DES and one is to Wade Ferris, City of Othello.

**ITEM 7  
LETS SURPLUS DISCUSSION**

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

**ITEM 8  
NEXT MEETING**

The next meeting of the Board will be held on March 14, 2016, at 451 Diamond Drive, Ephrata, Washington at 11:00 a.m. It was discussed and agreed upon that all phone meetings will be held at 2:00 p.m. and all Sit Down meetings will be at 11:00 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Jenni Bates

  
\_\_\_\_\_  
Pat Reay, Chairman