



**BOARD OF DIRECTORS' MEETING  
451 Diamond Drive, Ephrata**

**March 14, 2016 at 11:00 a.m.**

**MINUTES**

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted an All Board meeting on March 14, 2016, at 11:00 a.m. at 451 Diamond Drive, Ephrata, Washington. Board members participating: Pat Reay, City of College Place; Wes Crago, City of Ephrata; Tim Snead, City of Quincy; Don Fortier, Grant County Fire District #3; Helen Harvey, City of Yakima; 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, Mark Sherwood, Becca Rohrer, Ron Huxtable, 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. Motion by Crago to adopt the presented agenda. Second by Asmus; motion carried.

**ITEM 3  
APPROVAL OF MINUTES**

The minutes from the January 11, 2016, meeting were presented. Motion Crago to approve the minutes as presented. Second by Fortier; 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, March 14, 2016, the Board approves for payment those vouchers included in the above list and further described as follows: CIAW Fiscal Committee approved February Voucher #15/16-03 in the amount of \$7,505,417.60 and CIAW March Voucher #15/16-04 in the amount of \$1,765,622.72. Motion Snead to approve the above vouchers and summaries as presented. Second Crago; motion carried.

**ITEM 5  
FINANCIAL REPORT**

E. Kosa presented the income statement and balance sheet ending January 31, 2016. The bank statements and transfers, to date, were reviewed. Motion by Koenig to approve the bank statements and transfers as presented. Second by Fortier; motion carried. E. Kosa presented the CIAW solvency test per WAC and it shows the CIAW meets and exceeds the primary and secondary asset testing.

**ACCOUNTS RECEIVABLE UPDATE** – E. Kosa gave a brief report regarding the accounts that still owe money toward the reassessment. The Board had a discussion regarding the process for collection of these debts. Chair Reay and Riche are working on the particulars.

A letter will be sent to DES under Chair Reay's signature requesting DES to acknowledge the 5-year funding plan has been completed.

**ITEM 6  
RENEWAL UPDATE**

Homer and Moore gave a pre-report on renewal negotiations for the upcoming year. They explained that there is talk of a 2-year treaty offering that may be offered to the CIAW Board to consider. In order for this to be considered, it all has to make sense going forward for the CIAW. Homer will report back as he gathers information to share.

**ITEM 7  
LETS SURPLUS DISCUSSION**

Riche updated the Board and those present regarding the LETS equipment surplus. All questions were answered in detail.

**ITEM 8  
SCHOLARSHIP COMMITTEE**

Chair Koenig of the scholarship committee explained the committee's work and asked the Board to consider the following scholarship requests totaling \$2,805.37. Motion Snead to approve the amount of \$2,805.37 in payments to four cities for scholarships toward education. Second by Fortier; motion carried.

Bates will send out the proposed "Grant in Need" application and guidelines for the Board to review and discuss in June. This is the new program set up at budget time and is in addition to the educational scholarship the CIAW has always supported.

**ITEM 9  
OPEN BOARD POSITION**

Bates explained there is still an opening to serve as a CIAW board member in Area 3. This position will expire August 31, 2016. A notice, as well as election information, will be sent out to members in that area.

**ITEM 10  
NEXT MEETING AND CIAW FALL BOARD RETREAT**

The next meeting of the Board will be held on June 20, 2016, via telephone conference at 451 Diamond Drive, Ephrata, Washington at 2:00 p.m. The annual board retreat is scheduled for October 12-14, 2016, in Yakima, Washington.

Respectfully submitted,

  
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Jenni Bates

  
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Pat Reay, Chairman