



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

**June 20, 2016 at 2:00 p.m.**

**MINUTES**

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted an All Board meeting on June 20, 2016, at 2:00 p.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; Gina Anderson, City of Woodland; Eron Berg, City of Sedro Woolley; and Brian Asmus, City of Liberty Lake. Also participating from the Administration Office: Jenni Bates, Ellen Kosa, Lance Hammond, Eric Homer, Phil Riche, Mark Sherwood, Becca Rohrer, Dave Kosa, 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 from the March 14, 2016, meeting was presented. Motion Asmus to approve the minutes as presented. Second by Anderson; motion carried.

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

D. Kosa gave an overview of the items listed on the Voucher Summaries. 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, June 20, 2016, the Board approves for payment those vouchers included in the above list and further described as follows: CIAW Fiscal Committee approved April voucher #15/16-05 in the amount of \$496,345.88 and May voucher 15/16-06 in the amount of \$825,272.78, along with the CIAW June Voucher #15/16-07 in the amount of \$994,269.96. Motion Crago to approve the above vouchers and summaries as presented. Second Anderson; motion carried.

**ITEM 5  
FINANCIAL REPORT**

E. Kosa presented the income statement and balance sheet ending May 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 Berg; 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. Riche is consulting a contract attorney currently and hopes to hear back from him by the next meeting.

## **ITEM 6**

### **RENEWAL UPDATE**

Homer and Moore gave an updated pre-report on renewal negotiations since the last meeting in March. The two-year treaty offering could still be a consideration for the CIAW Board. The hope is that there will be additional information to share at the Board Retreat in October. July will be a busy month for the application process.

## **ITEM 7**

### **SCHOLARSHIP COMMITTEE**

Chair Koenig of the Scholarship Committee explained the committee's work and asked the Board to consider the following scholarship requests totaling \$3,172.00. Motion Crago to approve the amount of \$3,172.00 in reimbursements to several member cities for scholarships awarded through the scholarship program. Second by Fortier; motion carried.

There was additional discussion regarding the new "Grant in Need" application process, application format, and guidelines. The committee will continue to work on logistics for this newly funded program.

## **ITEM 8**

### **BOARD CHANGES AND ELECTIONS 2016**

Chairman Pat Reay resigned his Board position because of his recent employment change, effective July 31, 2016. With this change he is no longer eligible to be a CIAW Board member. After some discussion, motion Crago to appoint Brian Asmus as interim Chair of the Board leaving Vice Chair open. Second by Snead; motion carried.

Motion Crago to appoint Koenig as interim Vice Chair of the Board. Second by Anderson; motion carried.

Crago remains Fiscal Officer. Bates announced those with expiring terms. Interest letters will go out soon notifying the CIAW membership in those areas.

## **ITEM 9**

### **SAO AUDIT SCHEDULE**

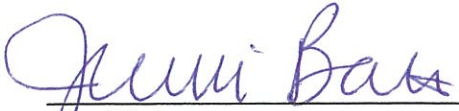
E. Kosa went of the SAO audit schedule. They are performing a financial audit only this year. The exit should be scheduled soon.

## **ITEM 10**

### **NEXT MEETING AND CIAW FALL BOARD RETREAT**

The next meeting of the Board will be held on August 11, 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,

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

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