



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

November 7, 2016, at 3:00 p.m.

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors meeting via telephone conference on November 7 2016, at 3:00 p.m. Board members participating: Tim Snead, City of Quincy; Helen Harvey, City of Yakima; Laura Koenig, City of Sultan; Eron Berg, City of Sedro Woolley, Gina Anderson, City of Woodland; Don Fortier, Grant County Fire District #3; and Brian Asmus, City of Liberty Lake. Attorney Paul Rosner from the Law Firm of Soha & Lang participated. Also participating from the Administration Office: Eric Homer, Phil Riche, Frank Andrus, Rich Moore, Lance Hammond, Sarah McDonnell, 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
EXECUTIVE SESSION, RCW 42.30.110 – Pending Litigation (30 minutes).**

Chair Asmus called an executive session at 3:04 p.m. for 30 minutes, per the advertised agenda to discuss pending litigation. Attorney Paul Rosner led the discussion. Chair Asmus called the meeting back to order at 3:22 p.m., there was no action taken on this matter.

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

Andrus gave an overview of the items listed on the voucher summary. The voucher presented has 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, which have been recorded on a listing, made available to the CIAW Board of Directors.

As of this date, November 7, 2016, the CIAW Board of Directors approves for payment the presented vouchers and summary further described as: CIAW November voucher #15/16-12 in the amount of \$823,137.48. Motion Koenig to approve the above voucher and summary as presented. Second by Harvey; motion carried.

ITEM 5

MEMBERSHIP COMMUNICATION TO THE CIAW BOARD OF DIRECTORS

Riche presented an email to the Board from Lewis County Water & Sewer District #5 asking for the Board to waive the notice period required so they can leave the CIAW without giving proper notice, per the CIAW Interlocal agreement. After much discussion, motion Harvey to deny their request, per section 3.1.3 of the Interlocal Agreement each member signs and agrees to. Second by Anderson; motion carried. The Board did ask Riche to work with Lewis County Water & Sewer District #5 and see if some of their concerns can be met in the next year.

ITEM 6

WSAMA CONFERENCE UPDATE

The CIAW has been approved to be a new conference sponsor for 2017 at the Washington State Association of Municipal Attorney's conference (WSAMA). The intent was to sponsor \$600.00 towards training, speaker, breakfast, or materials, to get the CIAW mentioned in a marketing sense. What this year's sponsor amount will get the CIAW as far as recognition goes is: Name in the handbook and at the registration table, posters, website, and a sponsor ribbon on the participation name badge. Motion Berg to participate in the conference with a \$600.00 sponsorship for 2017, but not to host anything in the hospitality suite. Second by Fortier; motion carried.

ITEM 7

NEXT MEETING

The next meeting of the Board will be held on January 9, 2017, at 11:00 a.m., via a telephone conference, Ephrata, Washington.

Respectfully submitted,



Sarah McDonnell



Brian Asmus, Chairman