



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

January 9, 2017, at 11:00 a.m.

**MINUTES**

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors meeting on January 9, 2017, at 11:00 a.m. via telephone conference, 451 Diamond Drive Ephrata Washington. Board members participating: Wes Crago, City of Ephrata; Tim Snead, City of Quincy; 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: Jenni Bates, Ellen Kosa, Frank Andrus, Rich Moore, Becca Rohrer, Phil Riche, Brian Turnbull and Angela Eloff representing Clear Risk Solutions.

**ITEM 1**  
**INTRODUCTIONS**

Roll call was taken.

**ITEM 2**  
**ADDITIONS**

Additions were called for; and there were none.

**ITEM 3**  
**ELECTION OF OFFICERS**

Chair Asmus called for nominations for the 2016-2017 Board officers. Tim Snead was nominated for Board Chair by Koenig, and seconded by Crago, Motion carried.

After some discussion, Koenig was nominated by Crago for Vice Chair, seconded by Berg, motion carried.

Wes Crago was nominated by Fortier for Fiscal Officer, seconded by Anderson, motion carried.

Chair: Tim Snead  
V. Chair: Laura Koenig  
Fiscal Officer: Wes Crago

**ITEM 4**  
**APPROVAL OF MINUTES**

The minutes of October 14 and November 7, 2016 were presented. Motion Crago to approve the minutes as written. Second by Koenig; motion carried.

**ITEM 5**  
**RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL**

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

As of this date, January 9, 2017, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: CIAW December voucher #16/17-01 in the amount of \$787,679.84, the CIAW January voucher #16/17-02 in the amount of \$2,301,955.61. Motion Berg to approve the above referenced vouchers and summaries as presented. Second by Anderson; motion carried.

**ITEM 6**

**BANK STATEMENTS AND TRANSFERS**

E. Kosa presented the current bank statements and transfers. Motion by Snead to approve the bank statements and transfers presented through November 2016. Second by Koenig, motion carried.

**ITEM 7**

**RETENTION AND MARKETING REPORT**

Riche and Turnbull went over the members that left the program and those that joined to date. The CIAW is keeping the Clear Risk marketing department very busy with new business quotes.

**ITEM 8**

**RISK MANAGEMENT COMMITTEE UPDATE**

Riche, Hammond, and the committee of Berg, Koenig and Snead are meeting in the next few months and will report back at the April retreat meeting regarding some recommendations moving forward.

**ITEM 9**

**NEXT MEETING**

The next meeting of the Board will be held on April 21, 2017, at 9:30 a.m., at the Sedro-Woolley City Hall.

Respectfully submitted,



Jenni Bates



Brian Asmus, Chairman