



**BOARD OF DIRECTORS' MEETING
Via Telephone Conference**

July 10, 2017 at 11:00 a.m.

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors meeting on July 10, 2017, at 11:00 a.m. via telephone conference, 451 Diamond Drive, Ephrata, WA. Board members participating: Wes Crago, City of Ephrata; Tim Snead, City of Quincy; Laura Koenig, City of Sultan; Gina Anderson, City of Woodland; Don Fortier, Grant County Fire District #3, Helen Harvey, City of Yakima and Brian Asmus, City of Liberty Lake. Also participating from the Administration Office: Jenni Bates, Becca Rohrer, Dave Kosa, Rich Moore, Phil Riche, Blair Kok, Lance Hammond, and Angela Eloff representing Clear Risk Solutions.

ITEM 1

INTRODUCTIONS

Roll call was taken at 11:00 a.m.

ITEM 2

ADDITIONS

Additions were called for; and there were none.

ITEM 3

APPROVAL OF MINUTES

The minutes of April 21, 2017, were presented. Motion Crago to approve the minutes as written. Second by Fortier; motion carried.

ITEM 4

RESERVE ACCOUNT REPORT AND VOUCHER APPROVAL

Kosa 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, July 10, 2017, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: CIAW May voucher #16/17-06 in the amount of \$782,395.24, the CIAW June voucher #16/17-07 in the amount of \$626,119.17, and CIAW July voucher #16/17-08 in the amount of \$551,234.83. Motion Crago to approve the above referenced vouchers and summaries as presented. Second by Koenig; motion carried.

ITEM 5

RFQ FOR CLAIMS AUDITOR

Riche explained WAC 200-100-050 which requires an independent claims audit every three years. The Board discussed two documents presented; one was a Request for Proposal and Minimum Qualifications, and the second one was an Interlocal Agreement with the SIAW, USIP and WRCIP to jointly hire a claims auditor. After some discussion, motion by Crago to approve the Request for Proposal and Minimum Qualifications with one change to section 5.0 under Historical Claims Statistics: The sentence shall read: The following is a summary for the fiscal years of 2013-2016 using an annual average of the total Property/Casualty claims per program. Second by Anderson, motion carried.

The Interlocal agreement presented was discussed. Motion by Crago to adopt the Interlocal agreement as presented with one addition, to clarify and add the language regarding at least \$1,000,000. of professional liability insurance is required. Second by Anderson, motion carried.

**ITEM 6
FINANCIAL REPORT**

Rich Moore went over the financial report dated May 31, 2017. All questions were answered. The solvency test for the primary and secondary assets was presented and showed the CIAW passes both tests.

Moore presented the current bank statements and transfers. Motion by Koenig to approve the bank statements and transfers presented through current. Second by Anderson, motion carried.

**ITEM 7
DTS AND LETS UPDATE**

Riche updated the Board on all the work that has been done, to date, regarding the new graphics that were needed on the very weathered trailers, and the unexpected additional paint work that was required due to the graphic removal process. The program has been very busy and the members really enjoy this product. Riche also advised the Board there is a big possibility that the trucks will need to be updated in the near future.

**ITEM 8
BOARD MEMBER ELECTIONS**

Bates explained the upcoming expiring terms and the timeline.

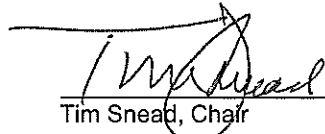
**ITEM 9
NEXT MEETING**

The All Board meeting time was discussed. The Board decided to go back to 10:00 a.m. for the All Board meetings and keep the fiscal committee calls at 2:00 p.m. The next meeting of the full Board will be held on October 9, 2017 at 10:00 a.m., Ephrata, WA. A call in option is always available as well.

Respectfully submitted,



Jenni Bates



Tim Snead, Chair