



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

February 12, 2018, at 10:00 a.m.

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors meeting on February 12, 2018, at 10:00 a.m., held at 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; Helen Harvey, City of Yakima; and Brian Asmus, City of Liberty Lake. Also participating from the Administration Office: Jenni Bates, Ellen Kosa, Dave Kosa, Rich Moore, Becca Rohrer, Phil Riche, Blair Kok, 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
ELECTION OF OFFICERS**

Chair Snead called for nominations for the 2017-2018 board officers. A motion was made by Asmus to keep the same slate of officers for one more year. Second by Anderson; motion carried.

Chair: Tim Snead
Vice Chair: Laura Koenig
Fiscal Officer: Wes Crago

**ITEM 4
BOARD VACANCIES**

Moore and Bates reviewed the board position vacancies in Areas 2 and 3. It was decided to send out an interest letter to all CIAW members in those areas asking for those interested to contact Clear Risk Solutions. The Area 2 board position can be appointed by the board of directors, as it has an unexpired term till August 31, 2018. The other two positions in Area 3 will need to run a mid-term election.

**ITEM 5
APPROVAL OF MINUTES**

The minutes of October 9, 2017 and November 6, 2017 were presented. Motion Crago to approve the minutes as written. Second by Koenig; motion carried.

**ITEM 6
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, February 12, 2018, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: Fiscal committee approved CIAW November voucher #16/17-12 in the amount of \$5,505,088.39, December voucher #17/18-1 in the amount of \$754,949.02, and January 2018 voucher #17/18-02 in the amount of \$2,162,500.91. The February 2018 voucher #17/18-03 in the amount of \$8,340,999.36 was presented in detail. Motion Crago to approve the above-referenced fiscal committee approved vouchers and summaries, along with the current voucher for February 2018 as presented. Second by Asmus; motion carried.

ITEM 7

CLAIMS AUDIT UPDATE

Riche updated the Board and those present on the timeline for the final claims audit report. Gary Jennings from Atlanta has sent notification that the final claims audit report will be sent in March 2018. This report will cover the last three years of business with an ending date of November 2017.

ITEM 8

FINANCIAL REPORT

E. Kosa went over the current financial statements for the CIAW, along with the solvency test through November 30, 2017. All questions were answered in detail.

ITEM 9

BANK STATEMENTS AND TRANSFERS

E. Kosa presented the current bank statements and transfers. Motion by Crago to approve the bank statements and transfers presented through December 2017. Second by Asmus; motion carried.

ITEM 10

INVESTMENT INTERLOCAL WITH GRANT COUNTY

E. Kosa explained the reasoning behind the need to have an Interlocal with Grant County for the program investments. They will have a draft Interlocal to us for the board to review at the April board meeting.

ITEM 11

RETENTION AND MARKETING REPORT

Riche updated the board on several members that received non-renewal notices, or had given notice. All members are working with Clear Risk Solutions for a positive outcome. The CIAW is keeping the Clear Risk Solutions Marketing Department very busy with new business quotes.

ITEM 12

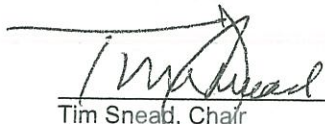
NEXT MEETING

The next meeting of the board will be held on April 27, 2018, at 9:00 a.m., at the Davenport Grand Hotel in Spokane, WA.

Respectfully submitted,



Jenni Bates



Tim Snead, Chair