



**BOARD OF DIRECTORS' MEETING  
Davenport Grand Hotel, Spokane WA  
April 27, 2018, at 9:00 a.m.**

**MINUTES**

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board meeting on April 27, 2018, at 9:00 a.m. at the Davenport Grand Hotel, Spokane WA. Board members participating: Wes Crago, City of Ephrata; Laura Koenig, City of Sultan; Gina Anderson, City of Woodland; Helen Harvey, City of Yakima; Tim Snead, City of Quincy and Brian Asmus, City of Liberty Lake. Also participating from the Administration Office: Jenni Bates, Ellen Kosa, Rich Moore, Phil Riche, Rich McBride, Becca Rhorer, Blair Kok, Eric Homer, Angela Eloff, Lane Larson, and Mark Sherwood representing Clear Risk Solutions.

**ITEM 1  
INTRODUCTIONS**

Roll call was taken at 9:00 a.m.

As the Board retreat host, Gina gave an update on the City of Woodland's activities and growth.

**ITEM 2  
ADDITIONS**

Additions were called for; and there were none.

**ITEM 3  
APPROVAL OF MINUTES**

The minutes of February 12, 2018, were presented. Motion Asmus to approve the minutes as written. Second by Anderson; motion carried.

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

Riche 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, April 27, 2018, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: CIAW March voucher #17/18-04 in the amount of \$2,005,216.35, and the CIAW April voucher #17/18-05 in the amount of \$1,023,669.34 Motion Crago to approve the above referenced vouchers and summaries as presented. Second by Koenig; motion carried.

**ITEM 5  
CLAIMS AUDIT RESULTS**

Riche went over the claims audit results performed by Gary Jennings, a third party auditor selected by the RFQ process. Provided to the Board was a written summary by Riche, and the claims report provided by Jennings. All questions were answered. Over all, the CIAW met and exceeded many claims auditing standards.

**ITEM 6  
FINANCIAL REPORT**

E. Kosa went over the year-end financial report dated November 30, 2017, with the Board and those present. She also provided financial information ending February 28, 2018. All questions were answered; the current CIAW solvency test was reviewed which shows the program passing all asset tests.

Kosa presented the current bank statements and transfers. Motion by Crago to approve the bank statements and transfers presented through February 2018. Second by Asmus, motion carried.

**ITEM 7**

**GRANT COUNTY INVESTMENT INTERLOCAL**

After some discussion, this item was tabled till further notice.

**ITEM 8**

**MEMBER ASSISTANCE PROGRAM COMMITTEE REPORT**

The committee reviewed four applications, Koenig presented their recommendations. Motion by Harvey to approve the following requests totaling \$2075.00. Second by Koenig, motion carried.

Town of Wilkeson – \$750.00

City of East Wenatchee - \$575.00

City of Electric City - \$750.00

**ITEM 9**

**BOARD VACANCY REPORT**

Bates went over the opening in area two due to a member resigning. There is several months left on that term in which the Board could appoint an interested member till 8/31/2018. There are also two expired positions in Area three where a mid-term election will take place. Per Board direction, an interest letter went out to the membership and several members inquired for both areas/positions. Those inquiries were discussed in detail. A motion by Crago to appoint Jon Johnston, Malaga Water District to the un-expired term in area two, second Koenig. Motion carried. Mr. Johnston will run an election after 8/31/2018.

There were two members that were interested in the mid-term election for area three, so ballots will go out, and the members in area three will need to vote. Both were running unopposed.

**ITEM 10**

**FOLLOW UP ON MEMBER RETENTION**

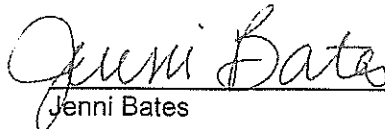
Riche spoke of those members that gave notice, and those potential members getting quotes. It seems there is a lot of moving around in the Special District and Fire District business, and the CIAW is a very viable program to consider.

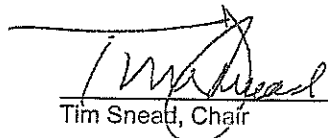
**ITEM 11**

**NEXT MEETING**

The next meeting of the Board of Directors will be held on July 9, 2018, at 10:00 a.m. via telephone conference.

Respectfully submitted,

  
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Jenni Bates

  
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Tim Snead, Chair