



**BOARD OF DIRECTORS' MEETING
104 B St SW, Quincy WA
May 15, 2019, at 10:00am**

MINUTES

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a Board of Directors' meeting on May 15, 2019, at 10:00am at 451 Diamond Drive, Ephrata, WA. Board members participating: Wes Crago, City of Ephrata; Tim Snead, City of Quincy; Laura Koenig, City of Sultan; Brian Asmus, City of Liberty Lake; Rosa Dekker, East Columbia Basin Irrigation District; Jon Johnston, Malaga Irrigation District; Helen Harvey, City of Yakima; Randy Hinchliffe, City of Waitsburg; Gina Anderson, City of Woodland, and Eron Berg, City of Sedro-Woolley. Also participating from the Administration Office: Jenni Bates, Becca Rohrer, Rich Moore, Phil Riche, Rich McBride, Blair Kok, Frank Andrus, Steve Whetstone, Eric Homer, Stacy Lyons, and Angela Eloff representing Clear Risk Solutions.

**ITEM 1
INTRODUCTIONS**

Roll call was taken at 10:00am

**ITEM 2
ADDITIONS**

Additions were called for; there were none.

**ITEM 3
APPROVAL OF MINUTES**

The minutes of February 11, 2019, were presented. Motion Crago to approve the minutes as written. Second by Asmus. Motion carried.

**ITEM 4
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 and made available to the CIAW Board of Directors.

As of this date, May 15, 2019, the CIAW Board of Directors approves for payment the presented vouchers and summaries that are further described as: CIAW March voucher #18/19-04 in the amount of \$852,115.02, the CIAW April voucher #18/19-05 in the amount of \$547,461.26, and CIAW May voucher #18/19-06 in the amount of \$610,897.98. Motion Crago to approve the above referenced vouchers and summaries as presented. Second by Anderson. Motion carried.

**ITEM 5
FINANCIAL REPORT**

Moore went over the financial report dated March 31, 2019. All questions were answered. Motion by Crago and second by Asmus to approve the bank statements and transfers presented.

**ITEM 6
FALLQUIST ACTUARY ANNUAL COMMITMENT LETTER**

After some discussion regarding the annual commitment letter received for actuarial services from Richard Fallquist of Fallquist Actuaries, Inc. Motion by Crago, second by Harvey to approve the letter of commitment for CIAW actuarial services thru November 30, 2019. Motion carried. Chair Laura Koenig will sign the letter and send Mr. Fallquist a copy.

ITEM 7

MEMBER ASSISTANCE PROGRAM COMMITTEE REPORT

Koenig presented several applications for assistance from members within the guidelines of the current program. Motion by Harvey to approve all three applications from the City of Colville, City of Lynden and Town of Electric City. Second by Dekker, motion carried. Additional conversations took place regarding regional trainings. A committee was formed of Koenig, Berg and Dekker to expand the current scholarship program.

ITEM 8

RFQ COMMITTEE REPORT

Chair Koenig went over the remaining timelines and the Board discussed an additional 1 year extension allowed per WAC 200-100-038.

Motion by Harvey to extend the current TPA and Brokerage contracts ending 11/30/19 with Clear Risk Solutions. This extension would be for one year ending 11/30/2020. Second by Anderson, motion carried.

The committee will continue to work on the RFQ language and TPA and Brokerage contracts. Sections 15 of the TPA under "Term" and Section 11 of the Brokerage under "Term" references the approved extension period ending 11/30/2020.

ITEM 9

DES AND SAO AUDIT TIMELINE

Moore explained the rate setting audit currently being done by DES. The SAO audit should exit soon.

ITEM 10

PRELIMINARY RENEWAL REPORT

Homer explained the current insurance market and what CRS is experiencing this year as they work with several markets seeking possible quotes. The market is hardening nationally and most all insurance companies are looking for additional rate this year.

ITEM 11

MARKET AND RETENTION

Riche went over those that are getting quotes and those that gave notice to the CIAW. Also discussed were accounts on the radar for possible non-renewal due to performance issues. Riche will continue to keep the Board informed.

ITEM 12

ANY ACTION NEEDED FROM WORKSHOP DISCUSSION

Tiered rating was discussed in detail, the Board agreed that additional discussion should take place regarding the current rating practice. CRS will recommend additional options going forward.

- Riche will research membership trends and report back.
- More discussion on the membership assistance program for future membership needs.

ITEM 13

VERY SPECIAL THANK YOU

The Board and CRS thanked Tim Snead, City of Quincy for his service on the CIAW Board of Directors. Tim is retiring in July and will be missed. Thank you Tim!

ITEM 14


NEXT MEETING

The next meeting of the full Board will be held on August 12, at 10:00am. at 451 Diamond Drive, Ephrata WA. A call-in option is always available as well.

Respectfully submitted,



Jenni Bates



Laura Koenig,