



Board of Directors' Meeting MINUTES September 23, 2022 – 9:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on September 23, 2022, at 9:00 a.m. at Hotel Windrow.

ITEM 1: INTRODUCTION & ROLL CALL

<u>Board Member Name:</u>	<u>Representation Member Entity:</u>	<u>Board Position:</u>	<u>Attendance:</u>
Randy Hinchliffe	City of Waitsburg	Chair	Present
Gina Anderson	City of Woodland	Vice Chair	Absent
Jon Johnston	Malaga Water District		Present
Holly Pannell	City of Colville		Absent
Rosa Dekker	East Columbia Irrigation District		Present
Pat Haley	City of Quincy		Present
Chief Randy Fehr	Enumclaw Fire Department		Absent
Cathleen Koch	City of Connell		Present
Chief Matthew Morris	Puget Sound Regional Fire Authority		Present
George Sisson	Port of Ephrata		Absent

Clear Risk Solutions:

Wes Crago	Blair Kok
Jessika Tempel	Frank Andrus
Rachel Hufman	Rick Doehle
Byron Riche	Brian Turnbull
Becca Kirsch	Steve Whetstone
Rick Templeton	
Mark Sherwood	

Guests:

None

Chair Hinchliffe welcomed all in attendance and noted that a quorum was present.

ITEM 2: EXECUTIVE/CLOSED SESSION

- i. Executive session for Planning or Adopting Strategy for Negotiations [RCW 42.30.140(4)b] were discussed with no action. The Board, Wes Crago, Rick Templeton, Frank Andrus, Rachel Hufman, and Brian Turnbull entered executive session at 9:01 a.m. and exited at 9:20 a.m.

ITEM 3: CHANGES TO PUBLISHED AGENDA

None.

ITEM 4: CONSENT AGENDA

The Consent Agenda items were reviewed by all board members. Hinchliffe called for a motion on all consent items. Haley moved to approve the Consent Agenda as presented and seconded by Johnston. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of the July 11, 2022, Minutes
- ii. Approval of the Claims Voucher for April 2022, August 2022 and September 2022

iii. Approval of Financial Reports

ITEM 5: PUBLIC HEARING & INPUT

- i. None.

ITEM 6: BOARD RESOLUTIONS

- i. 22-03 Cancellation for Non-Payment Policy
 - a. Crago discussed the updated changes on the resolution for the 22-03 Cancellation for Non-Payment Policy with the Board of Directors. Hinchliffe called for a motion for approval of 22-03 Cancellation for Non-Payment Policy. Haley moved to approve the 22-03 Cancellation for Non-Payment Policy as presented and seconded by Koch. With all in favor and none opposed, the motion carried.

ITEM 7: ITEMS FOR BOARD CONSIDERATION

- i. Designate Board Members with Check Signing Authority
 - a. Tempel discussed how CIAW currently has two check signers and there are usually three. With two needing to have two designated board members sign checks to get processed, staff's recommendation would be to designate George Sisson as a third person. Hinchliffe called for a motion to designate George Sisson signing authority. Johnston moved to approve designation of George Sisson signing authority as presented and seconded by Koch. With all in favor and none opposed, the motion carried.
- ii. Property Inspections & Appraisals
 - a. Crago discussed how staff is working with CBIZ on property inspections and appraisals and there is more work to be done at this time, this is just informational. No action was taken.
- iii. 2020-21 State Audit Results
 - a. Crago discussed that it was an overall smooth audit with no findings. No action was taken.
- iv. New Resources for Members
 - a. Crago discussed how staff is working on more preventative resources to limit losses. Sherwood went into detail on some HSB sensors that can help with losses, water sensor being a main one. No action was taken.
- v. New Website for CIAW
 - a. Tempel discussed how staff went out for Website RFP for the pool to improve the website and make it more assessable. There were two proposals and after review staff's recommendation is to move forward with D2 Creative LLC with the Board of Directors for approval. Hinchliffe called for a motion for approval of D2 Creative LLC for website design services. Johnston moved to approve D2 Creative LLC for website design services as presented and seconded by Koch. With all in favor and none opposed, the motion carried.

ITEM 8: STAFF REPORTS

The following items were discussed, and updates were given regarding the following topics. All questions were answered, and no action was taken.

- i. Financial
- ii. Marketing
- iii. Pre-Litigation Program
- iv. Claims
- v. Membership & Retention
- vi. Underwriting
- vii. Risk Management & Enquiron

ITEM 9: EXECUTIVE REPORT

- i. Administrator Report – Andrus wanted to thank everyone for being here and appreciated the work that staff and the CIAW Board do. Templeton agreed with Andrus and wanted to thank the Board for their service. Crago discussed with the Board of Directors and staff that there will be some renewal communications going out in the future, and a reminder that for the meeting in October staff will start talking about budget. He also wanted to thank the Board for their time and service being a Board member.

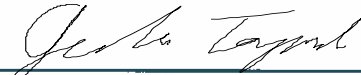
ITEM 10: UPCOMING MEETINGS

- i. October 24, 2022 – Board Meeting/Budget Meeting via Zoom
- ii. November 15, 2022 – Fiscal Meeting via Zoom

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully submitted,



Jessica Tempel



Randy Hinchliffe, Chair