



## Board of Directors Meeting MINUTES January 10, 2023 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on January 10, 2023, at 10:00 a.m. via Zoom.

### 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	Present
Jon Johnston	Malaga Water District		Absent
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		Present
Cathleen Koch	City of Connell		Present
Chief Matthew Morris	Puget Sound Regional Fire Authority		Present
George Sisson	Port of Ephrata		Present

### Clear Risk Solutions:

Wes Crago	Blair Kok
Jessika Tempel	Frank Andrus
Rachel Hufman	Steve Whetstone
Byron Riche	Stacy Lyons
Becca Kirsch	Ellen Kosa
Rick Templeton	Jenny Gunderson
Mark Sherwood	Dave Kosa
Patti Ferguson	

### Guests:

Winslow Cervantes – WHA Insurance  
Fred Lee – HUB International (*Joined at 10:10 am*)

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

### ITEM 2: EXECUTIVE/CLOSED SESSION

- i. None.

### ITEM 3: CHANGES TO PUBLISHED AGENDA

- i. None.

### ITEM 4: CONSENT AGENDA

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

The Consent Agenda consisted of the following:

- i. Approval of the October 24, 2022, Minutes
- ii. Approval of the Claims Voucher for November 2022, December 2022, and January 2023
- iii. Approval of Financial Reports

### ITEM 5: PUBLIC HEARING & INPUT

- i. None.

Administered by:



**ITEM 6: BOARD RESOLUTIONS**

- i. None

**ITEM 7: ITEMS FOR BOARD CONSIDERATION**

- i. Approval of Underwriting Renewal Report for 2022-2023
  - a. Huffman discussed the Underwriting Renewal Report for 2022-2023 with the Board and staff. With no concerns or questions, Hinchliffe called for a motion to approve the Underwriting Renewal Report for 2022-2023. Dekker moved to approve Underwriting Renewal Report for 2022-2023 as presented and seconded by Sisson. With all in favor and none opposed, the motion carried.
- ii. Approval of Amended Budget
  - a. Crago discussed some changes to the Budget due to the renewal report but noted that the Amended Budget was presented and approved in December by the fiscal committee to bring forward to the full board. Hinchliffe called for a motion to approve the Amended Budget. Anderson moved to approve the Amended Budget as presented and was seconded by Dekker. With all in favor and none opposed, the motion carried.
- iii. 2023 CIAW Board Meeting Calendar
  - a. Tempel discussed the 2023 CIAW Board Meeting Calendar and asked if there were any questions. With no questions, Hinchliffe called for a motion to approve the 2023 CIAW Board Meeting Calendar as presented. Anderson moved to approve the 2023 CIAW Board Meeting Calendar as presented and was seconded by Fehr. With all in favor and none opposed, the motion carried.
- iv. Declare Equipment Surplus
  - a. Crago discussed declaring equipment surplus and looking for a sealed bid. Discussed if we don't get bids that the Board feels acceptable, we can do a public auction. The equipment surplus is for a 2009 Dodge Ram 3500 SLT, VIN#3DMX48L79G556159 with about 158,000 miles, as well as a 2012 Dodge Ram 3500 SLT, VIN#3C63DRHLXCG190580 with about 158,000 miles. There were questions from the Board and Crago and staff will bring this back up at the next board meeting. No action was taken.
- v. Discussion: 2023 Retreat Location
  - a. Tempel discussed 2023 Board Retreat location and plans to get a poll out to the Board soon with some options. No action was taken.
- vi. Discussion: Renewal Date
  - a. Crago reported that staff does not recommend moving the renewal date as there is no advantage to doing so at this time. The Board of Directors agreed with staff's recommendation. No action was taken.

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

**ITEM 9: EXECUTIVE REPORT**

- i. Administrator Report – Templeton, Andrus and Crago thanked staff for getting renewal done and the board for everything they do as a board member. Crago reported that staff is already working on the upcoming renewal and really focusing on our services to reduce claims and losses.

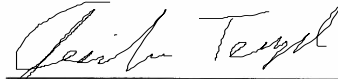
**ITEM 10: UPCOMING MEETINGS**

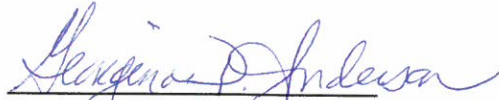
- i. February 13, 2023 – Fiscal Meeting via Zoom
- ii. March 13, 2023 – Fiscal Meeting via Zoom
- iii. April 18, 2023 – Full Board of Directors Meeting via Zoom

**MEETING ADJOURNED**

There being no further business, the meeting was adjourned at 10:52 a.m.

Respectfully submitted,

  
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Jessica Tempel

  
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~~Randy Hinchliffe, Chair~~  
Gina Anderson, Vice Chair