



BOARD MEETING
 Northern Quest Resort: 100 N Hayford Rd,
 Airway Heights, WA 99001
 September 22, 2023, 9:00 a.m.

Board of Directors Meeting MINUTES September 22, 2023 – 9:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on September 22, 2023, at 9:00 a.m. at Northern Quest Resort.

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		Present
Holly Pannell	City of Colville		Absent
Rosa Dekker	East Columbia Irrigation District		Present
Pat Haley	City of Quincy		Absent
Chief Randy Fehr	Enumclaw Fire Department		Present
Cathleen Koch	City of Connell		Absent
Josh DeLay	City of East Wenatchee		Present
Chief Brian Carson	Puget Sound Regional Fire Authority		Present

Clear Risk Solutions:

Wes Crago	Blair Kok
Jessika Tempel	Frank Andrus
Byron Riche	Jenny Gunderson
Becca Kirsch	Steve Whetstone
Rick Templeton	Austin Chamberlin
Mark Sherwood	Rebecca Joslin

Guests:

None

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 Fehr. With all in favor and none opposed, the motion carried.

The Consent Agenda consisted of the following:

- i. Approval of the July 18, 2023, Minutes
- ii. Approval of the Claims Voucher for August 2023, and September 2023
- iii. Scholarship Applications (1 – City of Asotin, 1 – City of Blaine, 5 – Consolidated Diking #1, 1 – City of Entiat)
- iv. Approval of Financial Reports

ITEM 5: PUBLIC HEARING & INPUT

- i. None.

ITEM 6: BOARD RESOLUTIONS

- i. None

ITEM 7: ITEMS FOR BOARD CONSIDERATION

- i. Fiscal Officer
 - a. Crago discussed with the Board of Directors the need to appoint an additional member as Fiscal Officer. Josh DeLay volunteered to be a Fiscal Officer. Hinchliffe called for motion. Fehr moved to approve the appointment of Josh DeLay as Fiscal Officer and was seconded by Anderson. With all in favor and none opposed, the motion carried.
- ii. Elections
 - a. Crago discussed with the Board of Directors the results of this year's election. Everyone was reappointed except Holly Pannell, who had Abby Gribi run against her ending in a tied election. Staff has been doing some research on how to resolve a tied election and staff wanted to bring some options to the Board. Option one (1) would be to flip a coin, option two (2) would be to re-hold elections, option three (3) would be to work with an attorney, and option four (4) would be to re-write the Bylaws to add in language about resolving a tied election. Hinchliffe called for motion. Carson moved to approve option four (4) and was seconded by Dekker. With all in favor and none opposed, the motion carried.
- iii. Audit update
 - a. Tempel discussed the Financial and Accountability Audits this year, reported that they were conducted smoothly, and thanked the Board and staff for their work in this area. No action was taken.
- iv. Truck Bids Review
 - a. Tempel discussed the surplus of the two (2) Dodge Ram trucks and that there were five (5) bids for both the 2009 Dodge Ram 3500 SLT, VIN#3D7MX48L79G556159 and 2012 Dodge Ram, 3500 SLT, VIN#3C63DRHLXCG190580. For the 2009, the highest bidder was Jason Gubler in the amount of \$18,500.00 and for the 2012 the highest bidder was Cliff Harden in the amount of \$25,500.00. Staff's recommendation to the Board would be to go with the highest bidders. Hinchliffe called for a motion. Fehr moved to approve the highest bidders for the two Dodge Ram trucks and was seconded by Carson. With all in favor and none opposed, the motion carried.

ITEM 8: STAFF REPORTS

The following items were discussed by staff, 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
- viii. Communications

ITEM 9: EXECUTIVE REPORT

- i. Administrator Report – Templeton, Andrus and Crago thanked the staff for their reports and the board for their service and all their work on behalf of CIAW. Templeton also thanked the Board for their participation at the retreat. Crago informed the board that staff will be continuing to work hard to get invoices for renewal out as soon as possible.

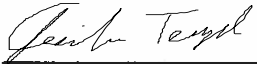
ITEM 10: UPCOMING MEETINGS

- i. October 23, 2023 – Full Board of Directors Meeting via Zoom
- ii. November 13, 2023 – Fiscal Meeting via Zoom
- iii. December 11, 2023 – Fiscal Meeting via Zoom

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 9:59 a.m.

Respectfully submitted,



Jessika Tempel



Randy Hinchliffe, Chair