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Board of Directors Meeting
MINUTES
July 21, 2026 – 10:00 A.M.

The Cities Insurance Association of Washington (CIAW) Board of Directors conducted a regular meeting on July 21, 2026, at 10:07 a.m. via Zoom.

EXECUTIVE/CLOSED SESSION

i. None.

ITEM 1: INTRODUCTION & ROLL CALL

Board Member Name:	Board Member Entity:	Board Position:	Attendance:
Randy Hinchliffe	City of Waitsburg	Chair	Present
Jon Johnston	Malaga Water District		Present
Holly Pannell	City of Colville		Present
Rosa Dekker	East Columbia Irrigation District	Vice Chair	Present
Ray Towry	City of Ephrata		Present
Chief Ben Hayman	Enumclaw Fire Department		Absent
Josh DeLay	City of East Wenatchee	Fiscal Officer	Present
Chief Mark Jones	Puget Sound Regional Fire Authority		Present – *Joined at 10:20 a.m.*
Dawn Masko	City of Fircrest		Present

Clear Risk Solutions:		Guests:
Wes Crago	Jenny Gunderson	Shane Heston, Broker
Jessika Tempel	Dave Kosa	
Angela Eloff	John McMillan	
Claire Hanberg	Janessa Wulf	
Rachel Hufman	Mercedes Brass	
Frank Andrus	Mark Sherwood	
Rick Templeton	Stacy Lyons	
Becca Kirsch	Pete Wyatt	
Jen Homer		

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

ITEM 2: CHANGES TO PUBLISHED AGENDA

i. None.

ITEM 3: CONSENT AGENDA

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

The Consent Agenda consisted of the following:

i. Approval of Minutes (May 5, 2026)
ii. Approval of the Claims Voucher (May 2026, June 2026, July 2026)
iii. Approval of Scholarship Applications (Town of LaCrosse – 1)
iv. Approval of Financials (Bank Statements: March 2026, April 2026, May 2026. Income Statement, and Balance Sheet, Solvency Report)

ITEM 4: PUBLIC HEARING & INPUT

i. None.

ITEM 5: BOARD RESOLUTIONS

i. Resolution 26-01: Training/Risk Management Grant Policy
    a. Crago reviewed Resolution 26-01, which updates the Training/Risk Management Grant Policy to provide additional flexibility for board-approved risk management grants. The changes clarify when grants may be denied and allow the board to approve grants for eligible purposes, such as equipment and travel costs, even if the budgeted line item has been exhausted. Hinchliffe called for a motion to approve Resolution 26-01: Training/Risk Management Grant Policy as presented. DeLay moved to approve the resolution as presented, and Masko seconded the motion. With all in favor and none opposed, the motion carried.

ITEM 6: ITEMS FOR BOARD CONSIDERATION

i. Audit Results
    a. Tempel provided an overview of the accountability and financial audits completed this year. Crago noted that one management letter item, related to updating the actuary contract, was not included in the report; however, staff is already addressing the matter. There were no questions or concerns, and no motion was required.

ITEM 7: 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
viii. Educational Services
ix. Communications

ITEM 8: EXECUTIVE REPORT

i. Administrator Report
    a. Andrus expressed appreciation for the board members attending in person and expressed appreciation for their leadership and partnership. He shared enthusiasm for the new office space, noting the benefits of increased collaboration and bringing teammates back together. He also highlighted successful recruitment efforts, strong interest in open positions, and the positive mentoring occurring between existing and new staff members. Templeton echoed Andrus' comments with having the board members that were able to attend in person and highlighted the completion of CRS's new collaborative office space, noted upcoming carrier meetings this fall, and thanked board members for their service. Tempel discussed how the September 16-18 retreat at Tulalip Resort and noted that additional details will be distributed soon. Crago reported that CIAW continues to perform well and commended members for their strong risk management practices.

He discussed wildfire-related considerations and reminded members to consult with CRS before entering into large projects or agreements to ensure insurability. He noted that renewal forecasts are still being developed and thanked board members for their service and commitment to the organization.

ITEM 8: UPCOMING MEETINGS

i. Fiscal Meeting: Tuesday August 18, 2026, via Zoom at 9:00 A.M.
ii. Board Meeting/Retreat: September 16-18, 2026, Tulalip, WA & via Zoom
iii. Board Meeting: Thursday October 22, 2026, via Zoom at 10:00 A.M.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Jessika Tempel

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Randy Hinchliffe, Chair 23 Sep 2026 8:04:35 AM PDT