

ASSOCIATION OF WASHINGTON CITIES

RMSA Operating Committee Meeting Minutes

Thursday, August 18, 2022

SeaTac Airport Conference Center and

Online Meeting with Phone Access

10:00 am

Present:

Chair & Position 1 - Dawn Masko, Deputy City Administrator, North Bend

Vice Chair & Position 9 – Jord Wilson, City Administrator, Pateros

Position 4 - Tanya Dashiell, Assistant City Clerk, Airway Heights

Position 5 - Raena Hallam, City Clerk/Treasurer, Kettle Falls

Position 6 - Karen Bennett, HR Manager, Yelm

Position 7 - Brandy Wallace, City Clerk, Port Orchard

Position 8 – Brenda Martinez, City Clerk/HR Manager, Black Diamond

Staff Present:

Deanna Dawson, CEO

Gene Emmans, CFO

Carol Wilmes, Director of Member Pooling Programs

Carol Rehnberg, Program Director

Ashley Jones, Claims & Pre-Litigation Manager

Kim Dennis, Risk Management Coordinator

Andrea Luper, Membership Coordinator

Heidi Olmstead, Special Projects Coordinator

Betsy Hildreth, Executive Assistant/Recording Secretary

Others:

Charles H. “Skip” Houser III, RMSA General Counsel

Kevin Wick, Jordan He, PwC

Mike Day, Aon

Absent:

Position 3 - David Vorse, Public Works Director, Castle Rock

1. Call to Order, Welcome, and Introductions

Ms. Rehnberg provided opening comments identifying that the Board meeting would be conducted pursuant to the recent guidelines in the Governor’s Proclamation 20-28. This included the offering of an online and phone option for meeting attendees, with notice to members and the public of the identified physical location for attendance at the meeting. As such, members of the public were not asked to identify themselves.

Staff shared how to use the Zoom technology to actively participate in the meeting, explained the remote governance procedures, and confirmed that all motions and seconds would be made by name, followed by a voice vote. A roll call vote would be taken only if it were not clear how many “nays” were voiced. Ms. Rehnberg then asked for verbal confirmation from participants that they can hear and be heard and that they had all received the agenda. Upon confirmation the meeting was turned over to Chair Dawn Masko to call to order.

1.1 Welcome, introductions, opening remarks

Chair Dawn Masko called the meeting to order at 10:00 am. A quorum was established. Introductions followed.

2. *Approval of Minutes*

2.1 May 25, 2022 Operating Committee Meeting Minutes

The Committee reviewed the minutes of the May 25, 2022 meeting.

Motion:

Motion by Jord Wilson to approve the May 25, 2022 AWC RMSA Operating Committee meeting minutes, second by Brandy Wallace; motion carried.

3. *Governance*

3.1 Operating Committee Vacancy Appointments

Ms. Rehnberg provided an update on the two Committee vacancies: Position 5 due to Eatonville Town Administrator Seth Boettcher's resignation from the Committee and Position 6 due to Carnation City Clerk Mary Madole's departure from the City.

In accordance with the AWC RMSA Bylaws, Article 4-Operating Committee, Section 3-Vacancies, the remaining members of the Committee have authority to fill vacancies from qualified candidates. Staff received two nominations for the open positions from the City of Kettle Falls Mayor Jesse Garrett for Raena Hallam, Clerk/Treasurer, and City of Yelm Mayor Joe DePinto for Karen Bennett, Human Resource Manager. The Committee reviewed both applications.

Motion:

Motion by Tanya Dashiell to appoint Raena Hallam to Position 5 and Karen Bennett to Position 6 on the RMSA Operating Committee, second by Brandy Wallace; motion carried.

Ms. Hallam and Ms. Bennett took their place on the Operating Committee.

3.2 Operating Committee Elections

The RMSA Operating Committee elections are held each year at the RMSA Annual Meeting and Dinner. The odd-numbered seats are up for election at the October 11, 2022 Annual Meeting and Dinner.

Incumbents were contacted in August and confirmations for interest in re-election were received from Dawn Masko, David Vorse, Brandy Wallace, and Jord Wilson.

4. *Administration*

4.1 Coverage Agreement Updates

Ms. Rehnberg reviewed a proposed change to the Cyber Coverage Agreement and Liability Coverage Agreement with the Committee.

Motion:

Motion by Jord Wilson to recommend the Board of Directors approve the proposed changes to the Liability Coverage Agreement, as presented, second by Tanya Dashiell; motion carried.

Motion by Raena Hallam to recommend the Board of Directors approve the proposed Privacy and Cyber Coverage Agreement, as presented, second by Brenda Martinez; motion carried.

4.2 Member Standards Updates

Ms. Rehnberg reviewed proposed changes to the Member Standards document for the Committee's discussion and feedback. A second draft will be brought before the Committee at its November 3 meeting, and a final draft will be brought before the RMSA Board of Directors at its December meeting.

Staff noted the RCW's quoted in the document will be corrected in the next draft. Per request of the Committee, both a red-lined and a clean version of the draft will be provided in the November agenda packet.

4.3 Coverage Renewal Updates

All lines of coverage the AWC RMSA Program purchases will expire on December 31, 2022 and renew on January 1, 2023.

RMSA's broker consultant, Mike Day of Aon, provided tentative 2023 renewal information for the Operating Committee's discussion and consideration. Staff expect to present final premiums and coverage options to the Board for approval on September 28 or, at the latest, their December Board meeting.

At this time, no renewals and/or coverage offerings have been confirmed; therefore, the Committee was not asked to provide direction to staff or recommendations to the Board of Directors on renewal of reinsurance agreements and insurance policies for 2023.

5. *Financials*

5.1 Quarter 2 2022 Financial Report

Mr. Emmans presented the financial report for the period ending June 30, 2022.

5.2 2022 Mid-Year Actuarial Report

Jordan He of PricewaterhouseCoopers (PwC) reviewed the rate study for the 2022 coverage year.

Chair Masko called for a recess at 12:15 pm. The meeting reconvened at 12:45 pm.

Upon return from the lunch break, Mr. He reviewed factors to be considered by the Committee for a recommended assessment increase to the Board, including reserve status, target fund policy and prior year's claims activity as it relates to reserving levels.

Motion:

Motion by Tanya Dashiell to recommend a 15 percent 2023 coverage year rate adjustment and recommend Option 1 to the rate stabilization plan for the Board of Director's consideration at its September 29, 2022 meeting, second by Karen Bennett; motion carried.

6. *Membership*

6.1 Claims Report

Ms. Jones presented the claims report.

6.2 Risk Control Report

Ms. Rehnberg presented the risk control report.

6.3 Membership Report

Ms. Luper presented the membership report.

7. Other Business

7.1 2023 Board and Operating Committee Fiduciary Training Opportunities

Ms. Rehnberg provided an overview of the 2023 fiduciary training opportunities available for the Board and Operating Committee members to attend.

7.2 2022 and 2023 Governance Meetings Schedule

Ms. Rehnberg provided an overview of the balance of 2022 and 2023 Board, Committee, and the Annual Meeting schedule.

7.3 Appreciation and presentation for Dawn Masko

Agenda item 7.3 no longer needed to be addressed due to Ms. Masko's continued eligibility to serve on the Operating Committee.

8. Adjournment

8.1 Adjourn

Chair Masko adjourned the meeting at 1:25 pm.

The foregoing minutes were approved by the Operating Committee on 11/3/2022
Date

Dawn Masko

Chair

ATTEST:

Betsy Heidrich

Recording Secretary