

ASSOCIATION OF WASHINGTON CITIES

RMSA Operating Committee Meeting Minutes

Thursday, November 3, 2022

Online Meeting with Phone Access

10:00 am

Present:

Chair & Position 1 - Dawn Masko, Finance Director, Pacific
Position 3 - David Vorse, Public Works Director, Castle Rock
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:

Alicia Seegers Martinelli, Deputy CEO/COO
Gene Emmans, CFO
Carol Wilmes, Director, Member Pooling Programs
Carol Rehnberg, Program Director
Ashley Jones, Claims & Pre-Litigation Manager
Kim Dennis, Risk Management Coordinator
Andrea Luper, Membership Supervisor
Anthony Vasquez, Claims Coordinator
Meg Gooding, Membership Specialist
Betsy Hildreth, Executive Assistant/Recording Secretary
Amy Davis, Government Relations Assistant

Others:

Charles H. "Skip" Houser III, RMSA General Counsel
Mike Day, Katie Dimak, Aon

Absent:

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

1. *Call to Order, Welcome, and Introductions*

1.1 Welcome, introductions, opening remarks

Chair Dawn Masko called the meeting to order at 10:00 am. A quorum was established. Ms. Hildreth took roll call.

2. *Approval of Minutes*

2.1 August 18, 2022 Operating Committee Meeting Minutes

The Committee reviewed the minutes of the August 18, 2022 meeting.

Motion:

Motion by Raena Hallam to approve the August 18, 2022 AWC RMSA Operating Committee meeting minutes, second by Tanya Dashiell; motion carried.

3. *Administration*

3.1 Coverage Agreement Updates

Ms. Rehnberg reviewed two proposed changes to the Coverage Agreements with the Committee.

Motion:

Motion by Tanya Dashiell to recommend the Board of Directors approve the proposed changes to the Liability, Crime, and Privacy and Cyber Coverage Agreements, and Property Coverage Agreement as presented, second by Karen Bennett; motion carried.

3.2 Member Standards Update

Prior Committee feedback was incorporated into the second draft of the Members Standards document provided in the agenda packet for additional Committee discussion before being sent to the Board for consideration and adoption at its December 8 meeting.

Motion:

Motion by Brenda Martinez to recommend adoption of the Member Standards, as amended, to the Board of Directors effective January 1, 2023, second by Tanya Dashiell; motion carried.

3.3 2023 Renewal Update

All lines of coverage the AWC RMSA Program purchase will expire on December 31, 2022 and renew on January 1, 2023. Ms. Rehnberg reviewed current coverages and carriers with the Committee.

RMSA's broker, Mike Day of Aon, provided tentative 2023 renewal information, including estimated premiums, for the Operating Committee's discussion and consideration. Final premiums and coverage options will be presented to the Board for final approval on December 8.

The coverages for which staff requested the Committee take action on were Pollution, Liability first two layers, Cyber, and Property first layer.

All other coverages were yet to be finalized and will be brought to the Board at its December 8 meeting.

Motion:

Motion by Tanya Dashiell to recommend to the Board of Directors approval of the Pollution coverage, as presented by staff and consultant, second by Raena Hallam; motion carried.

Motion by Tanya Dashiell to recommend to the Board of Directors approval of the Property 1st layer reinsurance renewal offering for 2023 with NLC MIC, increasing the self-insured retention from \$200,000 to \$300,000, as presented by staff and consultant, second by Brenda Martinez; motion carried.

Motion by Raena Hallam to recommend to the Board of Directors approval of the Liability reinsurance coverage proposal for 2023 with NLC MIC, second by Brenda Martinez; motion carried.

Motion by Brenda Martinez to recommend to the Board of Directors approval of the Cyber coverage renewal, as presented by staff and consultant, second by Raena Hallam; motion carried.

4. *Financials*

4.1 **2021 SAO Audit Report**

Mr. Emmans reviewed the 2021 annual financial audit with the Committee. The report was included in the agenda packet.

4.2 **Staff Report: 2023 Preliminary RMSA Budget**

Ms. Rehnberg gave a brief overview of the 2023 RMSA preliminary budget to the Committee. The final budget numbers will be presented to the Board at their December 8 meeting.

5. *Membership*

5.1 **Claims Report**

Ms. Jones presented the claims report.

5.2 **Risk Control Report**

Ms. Dennis presented the risk control report.

5.3 **Membership Report**

Ms. Luper presented the membership report.

6. *Other Business*

6.1 **Re-Cap of 2022 RMSA Annual Meeting, Operating Committee Elections, and AWC Member Expo**

Ms. Rehnberg provided a recap of the Annual Meeting, Operating Committee elections, and AWC Member Expo that occurred in October.

6.2 **2023 Board and Operating Board Fiduciary Training Opportunities**

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

6.3 **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. *Adjournment*

7.1 **Adjourn**

Chair Masko adjourned the meeting at 11:41 am.

The foregoing minutes were approved by the Operating Committee on 5/24/2023.
Date

Jord Wilson
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Chair

ATTEST
Signed by:
Betsy Hildreth
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Recording Secretary