

ASSOCIATION OF WASHINGTON CITIES

RMSA Operating Committee Meeting Minutes

Wednesday, May 24, 2023

Online Meeting with Phone Access

10:00 am

Present:

Chair & Position 1 - Dawn Masko, Finance Director, Pacific, *joined at 10:27 am*

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

Staff Present:

Deanna Dawson, CEO

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

Andrea Luper, Membership Supervisor

Henry Dietz, Risk Management Coordinator

Anthony Vasquez, Claims Coordinator

Shaylee Dipo, Membership Specialist

Betsy Hildreth, Executive Assistant/Recording Secretary

Others:

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

Absent:

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

Position 7 - Brandy Wallace, City Clerk, Port Orchard

1. Call to Order, Welcome, and Introductions

1.1 Welcome, introductions, opening remarks

Vice Chair Jord Wilson called the meeting to order at 10:04 am. A quorum was established. Ms. Hildreth took roll call.

2. Approval of Minutes

2.1 November 3, 2022 Operating Committee Meeting Minutes

The Committee reviewed the minutes of the November 3, 2022 meeting.

Motion:

Motion by Brenda Martinez to approve the November 3, 2022 AWC RMSA Operating Committee meeting minutes, second by Tanya Dashiell; motion carried.

3. *Financials*

3.1 **Quarter 4 2022 Financial Report**

Mr. Emmans presented the fourth quarter financial report for the period ending December 31, 2022, and noted that all 2023 RMSA member fees billed have been received in full with the exception of six members set to pay via an installment plan.

4. *Membership*

4.1 **Claims Report**

Ms. Jones presented the claims report.

4.2 **Membership Report**

Ms. Luper presented the membership report and introduced new RMSA Membership Specialist Shaylee Dipo to the Committee members.

4.3 **Loss Control Report**

Ms. Rehnberg presented the risk control report and introduced new RMSA Risk Management Coordinator Henry Dietz. Staff reported on the new NLC Cyber Roadmap pilot program RMSA is taking part in with a set of select members.

5. *Governance*

5.1 **Operating Committee Chair Vacancy**

Ms. Rehnberg updated the Committee on Chair Masko's resignation from the Committee effective May 31, 2023, due to her departure from the City of Pacific in June to become the new city administrator at the Town of Fircrest, a non RMSA member.

In accordance with the By-laws, the Committee may elect a new chairperson at the May 24 meeting. Vice Chair Jord Wilson has expressed his interest and willingness to serve as Chair.

Tanya Dashiell nominated Jord Wilson as Chair to be effective immediately following the May 24 meeting, second by Raena Hallam. There were no other nominations. Motion carried.

Staff and Committee members thanked and recognized Chair Masko's many years of service to RMSA.

A new vice chair will be elected at the next Operating Committee meeting.

6. *Other Business*

6.1 **2023 Board and Operating Committee Fiduciary Training Opportunities**

Ms. Rehnberg provided an overview of known 2024 Board and Operating Committee fiduciary training opportunities available for the Board and Operating Committee to attend as trainings in 2023 have concluded.

6.2 **2023 Governance Meetings Schedule**

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

7. Adjournment

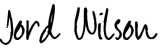
7.1 Adjourn

Motion:

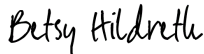
Motion by Jord Wilson to adjourn the meeting at 10:47 am, second by Tanya Dashiell; motion carried.

The foregoing minutes were approved by the Operating Committee on 9/18/2023.

Date

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Chair

ATTEST:
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Recording Secretary