

ASSOCIATION OF WASHINGTON CITIES

RMSA Operating Committee Meeting Minutes

Thursday, September 7, 2023

Online Meeting with Phone Access

10:00am

Present:

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

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

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

Beverly Lakey, Trust 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

Jordan He, PwC

Mike Day, Aon

Terri Sutton, Kennedys Law

Absent:

Position 7 - Brandy Wallace, City Clerk, Port Orchard

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

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

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

1.1 Welcome, introductions, opening remarks

Chair Jord Wilson called the meeting to order at 10 am. A quorum was not established. All action items were postponed to the next Committee meeting if it can occur prior to the September 28 RMSA Board of Directors meeting. Ms. Hildreth took roll call.

2. *Approval of Minutes*

2.1 **May 24, 2023 Operating Committee Meeting Minutes**

The minutes of the May 24, 2023, meeting was not reviewed due to a lack of quorum and will occur at a future meeting.

3. *Governance*

3.1 **Operating Committee Vice Chair Vacancy**

Nominations and appointment of the vice chair position will occur at the next meeting when a quorum has been established.

3.2 **Operating Committee Elections**

The RMSA Operating Committee elections are held each year at the RMSA Annual Meeting and Dinner. The even-numbered seats are up for election at the October 17, 2023 Annual Meeting and Dinner.

Incumbents were contacted by staff and confirmations for interest in re-election were received from Tanya Dashiell, Karen Bennett, and Brenda Martinez.

4. *Financials*

4.1 **Quarter 2 2023 Financial Report**

Mr. Emmans presented the financial report for the period ending June 30, 2023.

4.2 **2023 Mid-Year Actuarial Report**

Staff and Jordan He of PricewaterhouseCoopers (PwC) reviewed rate options of an increase of 10%, 15%, and 20%, for consideration, and factors affecting the 2024 coverage year for Committee discussions and recommendation to the RMSA Board.

No action was taken by the Committee due to the lack of a quorum.

5. *Administration*

5.1 **Coverage Agreement Updates**

Ms. Rehnberg reviewed proposed changes to the Liability Coverage Agreement/Declarations and Property Coverage Agreement for Committee consideration and recommendation to the RMSA Board.

No action was taken by the Committee due to the lack of a quorum.

5.2 **Coverage Renewal Updates**

All lines of coverage the AWC RMSA Program purchases will expire on December 31, 2023, and renew on January 1, 2024.

RMSA's broker consultant, Mike Day of Aon, provided tentative 2024 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 2024.

6. *Membership*

6.1 **Claims Report**

Ms. Jones presented the claims report.

6.2 **Membership Report**

Ms. Luper presented the membership report.

6.3 **Loss Control Report**

Mr. Dietz presented the risk control report and gave an update on the National League of Cities RISC Cyber Roadmap pilot program.

7. *Other Business*

7.1 **2024 Board and Operating Committee Fiduciary Training Opportunities**

Ms. Rehnberg provided an overview of the 2024 fiduciary training opportunities available for the Board and Operating Committee members to attend.

7.2 **2023 Governance Meetings Schedule**

The balance of 2023 Board, Committee, and Annual Meeting schedule were provided in the agenda packet.

8. *Adjournment*

8.1 **Adjourn**

Chair Wilson adjourned the meeting at 11:56 am.

The foregoing minutes were approved by the Operating Committee on 11/29/2023.
Date

DocuSigned by:

Jord Wilson

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Chair

ATTEST:

DocuSigned by:

Betsy Hildreth

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Recording Secretary