

ASSOCIATION OF WASHINGTON CITIES

RMSA Board of Directors Meeting Minutes

Thursday, December 6, 2023

Cedarbrook Lodge and
Online Meeting with Phone Access

10:00 am

Present:

Directors:

President Julie Struck, Mayor, South Bend
Dee Roberts, Mayor, Raymond
Matthew Schuh, Councilmember, Bridgeport
Leanne Guier, Mayor, Pacific
Stefany Smith, Mayor, Springdale
Micki Harnois, Councilmember, Rockford
RMSA Committee Chair, Jord Wilson, City Administrator, Pateros

Staff:

Deanna Dawson, CEO
Alicia Seegers Martinelli, Deputy CEO/COO
Gene Emmans, CFO
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/Recording Secretary

Guests:

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

Absent:

Vice President Jose Trevino, Mayor, Granger

1. Call to Order, Welcome, and Introductions

1.1 Welcome, introductions, opening remarks

President Julie Struck called the meeting to order at 10 am. A quorum was established. Introductions followed.

1.2 Call for Public Comment

Pursuant to the Open Public Meetings Act RCW 42.30.240, the AWC RMSA Board of Directors invited public comment on the agenda items presented.

There was no public comment.

2. *CEO Report*

2.1 CEO Meeting Overview

Ms. Dawson gave an overview of the meeting.

3. *Approval of Minutes*

3.1 September 28, 2023 Board of Director Meeting Minutes

The Board reviewed the minutes of the September 28, 2023 meeting.

Motion:

Motion by Micki Harnois to approve the September 28, 2023 AWC RMSA Board meeting minutes, second by Leanne Guier; motion carried.

3.2 October 17, 2023 Annual Meeting Minutes

The Board reviewed the minutes of the October 17, 2023 Annual Meeting.

Motion:

Motion by Dee Roberts to approve the October 17, 2023 Annual Meeting minutes, second by Leanne Guier; motion carried.

3.3 November 14, 2023 Board of Director Meeting Minutes

The Board reviewed the minutes of the November 14, 2023 meeting.

Motion:

Motion by Micki Harnois to approve the November 14, 2023 AWC RMSA Board meeting minutes, second by Dee Roberts; motion carried.

4. Financials

4.1 Staff Report: Q3 Financial Report

Mr. Emmans provided the third quarter financial report for the period ending September 30, 2023.

4.2 Staff Report: 2024 Proposed RMSA Budget

Ms. Rehnberg reviewed the proposed 2024 AWC RMSA budget with the Board, which included the Board's recent action on the adjustment to member assessments. Mr. Emmans assisted in explaining the programs expenses and provided an overview of AWC overhead charges. Total income at \$13.2 million, expenses at \$13.7 million, with a pledge from the reserve fund of \$458,880.

Motion:

Motion by Matthew Schuh to adopt the 2024 AWC RMSA Budget, as presented by staff, second by Dee Roberts; motion carried.

5. *Administration*

5.1 New Member Application

Ms. Rehnberg reviewed the new member application from the City of Medina with the Board.

Motion:

Motion by Dee Roberts to approve the City of Medina as an RMSA member effective January 1, 2025, second by Leanne Guier; motion carried.

5.2 **2024 Renewal Update**

All lines of coverage AWC RMSA Program purchase will expire on December 31, 2023, and renew on January 1, 2024. RMSA's broker, Mike Day of Aon, presented all available final premium and coverage options to the Board for approval.

Motion:

Motion by Dee Roberts to approve drone coverage with an increased limit of \$25,000, second by Matthew Schuh; motion carried.

Motion by Dee Roberts to approve Aviation and Pollution coverage renewal offerings for 2024, as recommended by Operating Committee and presented by staff and consultant, second by Stefany Smith; motion carried.

Motion by Matthew Schuh to approve Vehicle Physical Damage coverage renewal offering for 2024, as presented by staff and consultant, second by Leanne Guier; motion carried.

Motion by Micki Harnois to approve 1st and 3rd layers Property coverage renewal offerings for 2024, as recommended by Operating Committee and presented by staff and consultant. (NLC MIC \$2.7M x \$300K, Chubb Bermuda \$200M x 50M), second by Stefany Smith; motion carried.

Motion by Matthew Schuh to approve 1st and 2nd layers Liability coverage offerings for 2024, as recommended by Operating Committee and presented by staff and consultant. (NLC MIC \$9.5M x \$.5M, StarStone \$5M x 10M), second by Dee Roberts; motion carried.

Motion by Micki Harnois to approve Cyber coverage renewal offering for 2024, as recommended by Operating Committee and presented by staff and consultant, second by Dee Roberts; motion carried.

Motion by Matthew Schuh to authorize RMSA staff to bind coverage for second layer of property coverage for 2024 as presented by the consultant, or any substantially similar quotes at the same or lower cost as presented, second by Dee Roberts; motion carried.

6. *Membership*

6.1 **Claims Report**

Mrs. Jones gave the claims report.

6.2 **Loss Control Report**

Mr. Dietz gave the loss control report.

6.3 **Membership Report**

Ms. Luper gave an update on the AWC RMSA membership services.

7. *Governance*

7.1 **Board Vacancy Appointment**

As of January 1, 2024, there will be two vacancies on the Board due to Mayor Jose Trevino and Mayor Leanne Guier leaving their city positions. In accordance with the RMSA Bylaws, Article 2-Board of Directors, Section 5-Vacancies, the remaining members of the Board have the authority to fill vacancies from qualified candidates.

Staff notified the RMSA membership of the vacancies via *RMSA News* and other communications beginning in June 2023. Two candidates submitted applications for the open positions and were reviewed by the Board.

Ms. Rehnberg and Ms. Dawson recognized Mayor Leanne Guier and Mayor Jose Trevino for their service on the RMSA Board. Mayor Guier was presented with a farewell gift as a token of appreciation. Mayor Guier shared her gratitude with RMSA for the opportunity to serve on the RMSA Board and thanked them for the gift.

Motion:

Motion by Micki Harnois to appoint Mayor Rob Putaansuu to Position 3 and Mayor Mike Reuter to Position 4 on the RMSA Board of Directors effective January 1, 2024, second by Matthew Schuh; motion carried.

8. *Other Business*

8.1 Re-Cap of 2023 RMSA Annual Meeting and AWC Member Expo

Ms. Rehnberg gave a re-cap of the RMSA Annual Meeting, Operating Committee elections, and AWC Member Expo that occurred in October.

8.2 2024 Board and Operating Board Fiduciary Training Opportunities

The 2024 Board and Operating Committee fiduciary trainings were provided in the agenda packet.

8.3 2024 Governance Meetings Schedule

The 2024 Board, Operating Committee, and Annual Meeting schedule were provided in the agenda packet.

9. *Adjournment*

9.1 Adjourn

President Struck adjourned the meeting at 11:48 am.

The foregoing minutes were approved by the Board of Directors on 04/24/2024.
Date

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President

ATTEST:

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Recording Secretary