

## ASSOCIATION OF WASHINGTON CITIES

### RMSA Board of Directors Meeting Minutes

Thursday, September 26, 2024

Seattle Airport Marriott and Online Meeting with Phone Access

10:00 am

#### **Present:**

##### **Directors:**

President Julie Struck, Mayor, South Bend  
Vice President Micki Harnois, Councilmember, Rockford  
Rob Putaansuu, Mayor, Port Orchard  
Mike Reuter, Mayor, Kalama  
Matthew Schuh, Councilmember, Bridgeport  
Stefany Smith, Mayor, Springdale

##### **Staff:**

Deanna Dawson, CEO  
Gene Emmans, CFO  
Carol Wilmes, Director of Member Pooling Programs  
Andrea Luper, RSMA Program Director  
Ashley Jones, Claims & Pre-Litigation Manager  
Henry Dietz, Risk Management Coordinator  
Anthony Vasquez, Claims Coordinator  
Shaylee Dipo, Membership Specialist  
Betsy Hildreth, Recording Secretary

##### **Guests:**

Charles H. "Skip" Houser III, RMSA General Counsel  
Mike Day, Aon  
Matt Schockley, PricewaterhouseCoopers

##### **Absent:**

Dee Roberts, Mayor, Raymond  
Brenda Martinez, RMSA Operating Committee Chair

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

##### **1.1 Welcome, introductions, opening remarks**

Vice President Micki Harnois called the meeting to order at 10:00 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 June 20, 2024, Operating Committee Meeting Minutes**

The Board reviewed the June 20, 2024, meeting minutes.

**Motion:**

Motion by Matthew Schuh to approve the June 20, 2024, RMSA Board of Directors meeting minutes, second by Rob Putaansuu; motion carried.

**4. *Financials***

**4.1 Quarter 2 2024 Financial Report**

Mr. Emmans reviewed the 2024 second quarter financial report for the period ending June 30, 2024.

**4.2 2024 Mid-Year Actuarial Report**

Ms. Luper briefed the Board on the rate recommendation made by the Operating Committee (OC) at their September meeting.

Matt Shockley of PwC provided an actuarial review of the Pool's self-funded property and liability program. Possible rate adjustments of 4, 8, and 12 percent were discussed.

At their September 11 meeting, the OC recommended a rate adjustment of 6% or 7% but not to exceed 7%, with a contingency based upon additional information provided to the Board of Directors from PwC at their September 26 meeting.

**Motion:**

Motion by Matthew Schuh to select a rate adjustment of 6% for the 2025 coverage year, second by Rob Putaansuu; motion carried.

**5. *Administration***

**5.1 Underwriting Policy Update**

The AWC RMSA Underwriting Policy was adopted in 2021. Staff reviewed proposed amendments to the policy for consideration and approval.

**Motion:**

Motion by Rob Putaansuu to approve the proposed amendments to the Underwriting Policy, as reviewed and recommended by the RMSA Operating Committee, second by Matthew Schuh; motion carried.

**5.2 Coverage Renewal Update**

All lines of coverage AWC RMSA Program purchases will expire on December 31, 2024, and renew on January 1, 2025. As of this meeting, no renewals and/or coverages offerings had been confirmed; therefore, staff and Aon will update the Board with current renewal options at the December 11 meeting.

**5.3 Member Standard Updates**

Proposed changes to the Member Standards were reviewed with the Board. Ms. Jones gave an overview of the Public Works Focus Group sessions reviewing the Public Works standards and their recommended changes for Board consideration.

**Motion:**

Motion by Matthew Schuh to approve the proposed changes to Member Standards, to be effective January 1, 2025, as reviewed and recommended by the RMSA Operating Committee to the Board of Directors, second by Rob Putaansuu; motion carried.

Vice President called for a recess at 11:56 am. The meeting reconvened at 12:26 pm.

**5.4 Scholarship Policy**

Ms. Luper gave an overview of RMSA's training scholarship reimbursement program. Staff identified the need to establish a policy to memorialize and establish criteria RMSA will follow to administer the training scholarship program. Changes to the scholarship program were outlined for Committee members' review at their September 11 meeting and now for the review and consideration of the Board.

**Motion:**

Motion by Rob Putaansuu to approve the proposed scholarship policy, to be effective January 1, 2025, as reviewed and recommended by the RMSA Operating Committee to the Board of Directors, second by Matthew Schuh; motion carried.

*6. Membership*

**6.1 Loss Control Report**

Mr. Dietz presented the loss control report and provided an update of the cyber pilot project.

**6.2 Claims Report**

Ms. Jones presented the claims report.

**6.3 Membership Report**

Ms. Dipo gave the membership report.

**6.4 New Member Application**

Ms. Dipo reviewed the new member application from the City of Kahlotus.

**Motion:**

Motion by Matthew Schuh to approve the City of Kahlotus as an RMSA member effective January 1, 2025, second by Rob Putaansuu; motion carried.

*7. Legal*

**7.1 Amicus Brief Report**

Ms. Jones presented a proposal to participate in a potential amicus curiae brief related to a case that considers the public duty doctrine: *Zorchenko v. Federal Way*.

**Motion:**

Motion by Rob Putaansuu to approve RMSA participation in an amicus brief to the Washington State Supreme Court, if the case is accepted for review, in support of the City of Federal Way and the public duty doctrine, second by Julie Struck; motion carried.

**7.2 Contract Renewal – General Counsel**

Ms. Wilmes discussed the proposal to extend the contract for RMSA’s general counsel, Skip Houser, for a 3-year and 5-month period to end December 31, 2027.

**Motion:**

Motion by Matthew Schuh to approve Resolution 2024-05 extending AWC RMSA’s General Counsel contract, second by Rob Putaansuu; motion carried.

**8. Other Business**

**8.1 Operating Committee and Board of Director Elections**

Ms. Luper reviewed the Operating Committee and Board elections process noting Operating Committee odd-numbered seats will occur at the Annual Meeting in October.

The Board of Directors even-numbered seats election process will begin in November with results announced at the December 11 Board meeting.

**8.2 2025 Board and Operating Committee Fiduciary Training Opportunities**

The 2025 Board and Operating Committee fiduciary training opportunities were provided in the agenda packet.

**8.3 2024 and 2025 Governance Meetings Schedule**

The balance of 2024 and 2025 RMSA Operating Committee, Board of Directors, and Annual Meeting schedules were provided in the agenda packet.

**9. Adjournment**

**9.1 Adjourn**

Vice President Harnois adjourned the meeting at 1:41 pm.

The foregoing minutes were approved by the Board of Directors on 12/11/24.

Signed by: \_\_\_\_\_ Date  
*Julie Struck*  
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President

ATTEST:  
DocuSigned by: \_\_\_\_\_  
*Betsy Hildreth*  
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Recording Secretary