

**Association of Washington Cities  
Risk Management Service Agency**

Annual Meeting Minutes  
Tuesday, October 8, 2024  
Campbell's Resort, Centennial Ballroom, Chelan, WA  
7 pm

**Present:**

**Board of Directors:**

President & Position 7 - Julie Struck, Mayor, South Bend  
Vice President & Position 6 – Micki Harnois, Councilmember, Rockford  
Position 2 – Matthew Schuh, Councilmember, Bridgeport  
Position 3 – Rob Putaansuu, Mayor, Port Orchard  
Position 5 – Stefany Smith Mayor, Springdale

**Operating Committee:**

Chair & Position 8 - Brenda Martinez, City Clerk/HR Manager, Black Diamond  
Vice Chair & Position 6 – Karen Bennett, HR Manager, Yelm  
Position 1 – Brent Kirk, City Manager, Granite Falls  
Position 2 – Jim Zumini, City Clerk/Treasurer, Rock Island  
Position 3 - Dave Vorse, Public Works Director, Castle Rock  
Position 4 - Tanya Dashiell, Assistant City Clerk/Treasurer, Airway Heights  
Position 5 – Raena Hallam, City Clerk/Treasurer, Kettle Falls  
Position 9 - Ariana Cruz, Deputy Clerk, Bridgeport

**Staff Present:**

Deanna Dawson, Chief Executive Officer  
Alicia Seegers Martinelli, Deputy Chief Executive Officer  
Gene Emmans, Chief Financial Officer  
Carol Wilmes, Director, Member Pooling Programs  
Andrea Luper, Program Director  
Ashley Jones, Claims and Pre-Litigation Manager  
Anthony Vasquez, Senior Claims Coordinator  
Henry Dietz, Risk Management Coordinator  
Shaylee Dipo, Membership Coordinator  
Betsy Hildreth, Recording Secretary

**Absent:**

Board Position 1 – Dee Roberts, Mayor, Raymond  
Board Position 4 – Mike Reuter, Mayor, Kalama  
Operating Committee Position 7 – Brandy Wallace, City Clerk, Port Orchard

**Guests:**

Corey Kaufman, General Manger, US West with VC3  
Erin Peterson, Senior Program Specialist, NLC RISC  
Niles Kostick, Manger, Center of Government Innovation, Washington State Auditor's Office

*1. Call to Order*

**1.1 Call to Order and Presidents Welcome**

Risk Management Service Agency (RMSA) Board President Julie Struck called the meeting to order at 7:00 pm, welcomed the membership and thanked the AWC RMSA Board of Directors and Operating Committee for their service.

President Struck introduced AWC's Chief Executive Officer Deanna Dawson and Director of Member Pooling Programs Carol Wilmes.

**1.2 Welcome from the Association of Washington Cities**

Ms. Dawson welcomed the membership to the Annual Meeting and preceding Member Expo. Ms. Dawson introduced AWC's Director of Member Pooling Programs, Carol Wilmes.

**1.3 Welcome from the Director**

Ms. Wilmes provided an overview of the AWC RMSA Program and introduced staff members. She also welcomed and thanked RMSA vendors and AWC RMSA's General Counsel, Charles H. "Skip" Houser III. Special recognition was given to RMSA Operating Committee member Brandy Wallace and David Vorse for their years of service to the Operating Committee.

Ms. Wilmes introduced Henry Dietz, RMSA Risk Management Coordinator, to introduce the guest panelists; Corey Kaufman, General Manager, US West and VC3, Erin Peterson, Senior Program Specialist, NLC RISC, and Niles Kostick, Manager for the Center of Government Innovation with the Washington State Auditor's Office to share their guidance on the topic of cyber security.

*2. Guest Speaker*

**2.1 Cyber resilience: emerging threats and attainable solutions**

The guest panelists engaged in a panel discussion moderated by Mr. Dietz.

Ms. Peterson acknowledged AWC RMSA's participation in the cyber pilot with an award to staff.

*3. Business*

**3.1 State of the Pool**

Ms. Luper gave a brief overview of the AWC RMSA's coverages, financial status, claims status, loss prevention programs and member services 2024 accomplishments, and anticipated initiatives for 2025.

*4. Other Business*

**4.1 Operating Committee Elections**

Ms. Luper gave an overview of the Operating Committee elections process and introduced the 2024 Operating Committee candidates. Ms. Luper noted that this year's elections are being held for the Committee's odd-numbered positions and those who are elected will serve a two-year term on the Committee. In August and September, members were requested to submit nominations for the five open positions.

The following candidates were on the ballot for the open positions:

- Position 1 – Brent Kirk, City Manager, Granite Falls
- Position 3 – Erin Mitchell DeBerg, HR Manager/Emergency Coordinator, North Bend
- Position 5 – Raena Hallam, City Clerk/Treasurer, Kettle Falls
- Position 7 – Vacant
- Position 9 – Ariana Cruz, Deputy Clerk/Treasurer, Bridgeport

Positions 1, 5, and 9 are incumbents, either elected in 2022, or appointed to fill vacant spots in the interim.

There was no motion from the floor to add additional nominees to the slate of current candidates.

President Struck asked for a motion from the floor to elect the slate of candidates to the RMSA Operating Committee.

**Motion:**

A motion was made from the floor to elect the slate of candidates, motion was seconded from the floor, motion carried.

**4.2 2024 Award Recipients**

Ms. Luper explained the awards criteria to the membership, noting this year's awards focus on improvements in members' liability loss experience.

Ms. Luper presented awards for the following categories: Risk management achievement and claims improvement champion.

Ms. Luper congratulated the 2024 RMSA award recipients.

**4.3 2024 AWC RMSA Annual Meeting location**

President Struck announced the 2025 AWC RMSA Annual Meeting would take place on October 7 in Chelan in conjunction with AWC Member Expo October 8-9.

**5. *Adjournment***

**5.1 Adjourn**

President Struck adjourned the meeting at 8:31 pm.

The foregoing minutes were approved by the Operating Committee on 12/11/2024 .

Signed by:

Date

*Julie Struck*

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President

**ATTEST:**  
Signed by:

*Betsy Hildreth*

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Recording Secretary