

## **ASSOCIATION OF WASHINGTON CITIES**

### **RMSA Board of Directors Meeting Minutes Wednesday, December 11, 2024 Seattle Airport Marriott and Online Meeting with Phone Access 10 am**

#### **Present:**

##### **Directors:**

President Julie Struck, Mayor, South Bend  
Vice President Micki Harnois, Councilmember, Rockford  
Rob Putaansuu, Mayor, Port Orchard  
Mike Reuter, Mayor, Kalama  
Dee Roberts, Mayor, Raymond  
Matthew Schuh, Councilmember, Bridgeport  
Stefany Smith, Mayor, Springdale  
Brenda Martinez, RMSA Operating Committee Chair

##### **Staff:**

Deanna Dawson, CEO  
Alicia Seegers Martinelli, Deputy CEO/COO  
Gene Emmans, CFO  
Carol Wilmes, Director, Member Pooling Programs  
Andrea Luper, RMSA Program Director  
Ashley Jones, Claims & Pre-Litigation Manager  
Henry Dietz, Risk Management Coordinator  
Kayla Guenther, RMSA Membership Coordinator  
Betsy Hildreth, Recording Secretary

##### **Guests:**

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

#### **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 26, 2024 Board of Director Meeting Minutes**

The Board reviewed the September 26, 2024, meeting minutes.

#### **Motion:**

Motion by Matthew Schuh to approve the September 26, 2024, AWC RMSA Board of Directors meeting minutes, second by Dee Roberts; motion carried.

### **3.2 October 8, 2024 Annual Meeting Minutes**

The Board reviewed the October 8, 2024, Annual Meeting minutes.

#### **Motion:**

Motion by Rob Putaansuu to approve the October 8, 2024, Annual Meeting minutes, second by Dee Roberts; motion carried.

### **3.3 November 26, 2024 Board of Director Special Meeting Minutes**

The Board reviewed the November 26, 2024, meeting minutes.

#### **Motion:**

Motion by Matthew Schuh to approve the November 26, 2024, AWC RMSA Board of Directors meeting minutes, second by Dee Roberts; motion carried.

## **4. *Governance***

### **4.1 Board Elections**

The AWC RMSA Board of Directors are elected by a majority of the voting members. Currently the odd-numbered seats are up for election.

The following candidates were nominated and placed on the electronic ballot for the open positions:

Position 2 – Matthew Schuh, Councilmember, Bridgeport (incumbent)

Position 4 – Mike Reuter, Mayor, Kalama (incumbent)

Position 6 – Micki Harnois, Councilmember, Rockford (incumbent)

AWC RMSA staff securely tallied the electronic votes received from the membership and were verified by general counsel prior to the meeting.

The following votes were received for the below positions:

Position 2 – Matthew Schuh, Councilmember, Bridgeport, received 18 votes.

Position 4 – Mike Reuter, Mayor, Kalama, received 18 votes.

Position 6 – Micki Harnois, Councilmember, Rockford, received 18 votes.

#### **Motion:**

Motion by Rob Putaansuu to accept the AWC RMSA Board of Directors election ballot results, as confirmed by General Counsel and presented by the RMSA Program Director, second by Stefany Smith; motion carried.

**4.2 Board Resource Manual**

Ms. Luper gave a brief overview of online resources available to all RMSA Board and Operating Committee members.

**4.3 AWC Emergency Response Policies, Plans, Procedures**

Ms. Martinelli presented the AWC Emergency Response policies, plans, and procedures, for Board members awareness.

**5. *Administration***

**5.1 2025 Coverage Renewal**

All lines of coverage AWC RMSA Program purchase will expire on December 31, 2024, and renew on January 1, 2025. RMSA's broker, Mike Day of Aon, presented all available final premium and coverage options to the Board for approval.

**Motion:**

Motion by Rob Putaansuu to approve drone, aviation, pollution, vehicle physical damage, first layer property, crime, all layers of liability, and cyber coverage (includes Arch coverage for cyber) renewal offerings for 2025, as presented, second by Micki Harnois; motion carried.

Motion by Matthew Schuh to give staff and consultant tacit approval in negotiating the 2025 property excess coverages with the existing carrier or seek out a more favorable alternative with another carrier, second by Dee Roberts; motion carried.

**5.2 Coverage Agreement Updates**

Ms. Jones reviewed proposed amendments to the Liability Coverage Agreement and Declarations, and Property Coverage Agreement with the Board for their consideration. The Operating Committee reviewed at its last meeting and recommended the Board adopt the amendments as proposed.

**Motion:**

Motion by Matthew Schuh to approve the proposed changes to the Liability Coverage Agreement and Property Coverage Agreement, as presented, second by Stefany Smith; motion carried.

**5.3 Loss Prevention Grant Policy**

Ms. Luper presented changes to the RMSA loss prevention grant policy for the Board's approval. At its last meeting, the Operating Committee recommended the Board adopt the changes with minor additions.

**Motion:**

Motion by Rob Putaansuu to approve the proposed loss prevention grant policy, to be effective January 1, 2025, second by Micki Harnois; motion carried.

**5.4 Public Records Act Requests Annual Update**

Ms. Martinelli provided an update on the public records activity over the previous year, as submitted to the Joint Legislative Audit and Review Committee.

**5.5 Underwriting Policy**

Ms. Luper presented AWC RMSA Resolution 2024-06 that will formalize the implementation of the recently approved changes to the underwriting policy.

**Motion:**

Motion by Dee Roberts to approve AWC RMSA Resolution 2024-06, second by Rob Putaansuu; motion carried.

**5.6 New Member Application- Soap Lake**

Ms. Luper reviewed the new member application from the City of Soap Lake.

**Motion:**

Motion by Matthew Schuh to approve the City of Soap Lake as an RMSA member effective January 1, 2025, second by Micki Harnois; motion carried.

**5.7 New Member Application- Lind**

Ms. Luper reviewed the new member application from the Town of Lind.

**Motion:**

Motion by Rob Putaansuu to not accept the Town of Lind's RMSA membership application at this time; however, RMSA will continue outreach and support to the Town, second by Matthew Schuh; motion carried.

President Struck called for a recess at 11:54 am. The meeting was reconvened at 12:25 pm.

**6. *Financials***

**6.1 2023 RMSA Financial Statement Audit Reports**

Mr. Emmans gave an overview of the 2023 financial statement and accountability audits.

**6.2 Staff Report: Q3 Financial Report**

Mr. Emmans provided the third quarter financial report for the period ending September 30, 2024.

**6.3 GPA Update and Contract Renewal**

Mr. Emmans reviewed the contract history with AWC RMSA and investment firm Government Portfolio Advisors (GPA) with the Board and recommended a renewal of their contract through December 31, 2026.

**Motion:**

Motion by Matthew Schuh to approve extension of RMSA investment consulting agreement with GPA, effective January 1, 2025, through December 31, 2026, second by Micki Harnois; motion carried.

**6.4 Staff Report: 2025 RMSA Budget**

Ms. Luper presented the proposed 2025 RMSA budget. Mr. Emmans explained the programs expenses and provided an overview of AWC overhead charges.

**Motion:**

Motion by Matthew Schuh to approve the 2025 RMSA Budget as presented, second by Rob Putaansuu; motion carried.

**7. *Membership***

**7.1 Loss Control Report**

Mr. Dietz presented the loss control report.

**7.2 Claims Report**

Ms. Jones presented the claims report.

**7.3 Membership Report**

Ms. Luper gave the membership report.

**8. *Other Business***

**8.1 Re-Cap of 2024 RMSA Annual Meeting and AWC Member Expo**

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

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

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

**8.3 2025 Governance Meetings Schedule**

The 2025 Board, Operating Committee, and Annual Meeting schedule were provided in the agenda packet.

**9. *Adjournment***

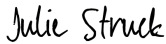
**9.1 Adjourn**

President Struck adjourned the meeting at 1:23 pm.

The foregoing minutes were approved by the Board of Directors on 4/23/25.

Signed by:

Date



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President

ATTEST:

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Recording Secretary