

Association of Washington Cities
RMSA Board of Directors Meeting Minutes
Wednesday, December 10, 2025
Seattle Airport Marriott and
Online Meeting with Phone Access
10 am

Committee:

President Julie Struck, Mayor, South Bend
Vice President Micki Harnois, Councilmember, Rockford
Rob Putaansuu, Mayor, Port Orchard
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
Anthony Vasquez, Senior Claims Coordinator
Henry Dietz, Risk Manager
McKenzie Ervin, Accounting Manager
Shaylee Dipo, Membership Coordinator
Kayla Guenther, Membership Coordinator
Betsy Hildreth, Recording Secretary

Guest:

Charles H. "Skip" Houser III, RMSA General Counsel
Loann Lee, Brooke Pita, Mike Rask, Aon

Absent:

Mike Reuter, Mayor, Kalama

1. Call to Order, Welcome, and Introductions

1.1 Welcome, introductions, opening remarks

Vice President Micki Harnois 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, 2025, Board Meeting Minutes**

The Board reviewed the September 26, 2025 AWC RMSA Board meeting minutes.

Motion:

Motion by Matthew Schuh to approve the September 26, 2025, AWC RMSA Board of Directors meeting minutes, second by Dee Roberts; motion carried.

3.2 **October 7, 2025, Annual Meeting Minutes**

The Board reviewed the October 7, 2025, AWC RMSA Annual Meeting minutes.

Motion:

Motion by Dee Roberts to approve the October 7, 2025, AWC RMSA Annual Meeting minutes, as amended by noting Micki Harnois attendance, second by Matthew Schuh; 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 held by the below Board members are up for election.

Position 1–Dee Roberts, Mayor, Raymond

Position 3–Rob Putaansuu, Mayor, Port Orchard

Position 5–Stefany Smith, Mayor, Springdale

Position 7–Julie Struck, Mayor, South Bend.

Staff received the below five applications and/or intent to remain on the ballot:

Mayor Dee Roberts, City of Raymond (incumbent)

Mayor Rob Putaansuu, City of Port Orchard (incumbent)

Mayor Stefany Smith, Town of Springdale (incumbent)

Councilmember Mike Schaub, Town of Eatonville

Mayor Troy Linnell, City of Algona

AWC RMSA staff securely tallied the electronic votes received from the membership and were verified by general counsel prior to the meeting. Ballot results were presented to the Board by RMSA general counsel, Skip Houser.

The top four vote getters were: 1) Mayor Troy Linnell, 2) Mayor Rob Putaansuu, 3) Mayor Dee Roberts, and 4) Mayor Stefany Smith.

Motion:

Motion by Dee Roberts 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 Matthew Schuh; motion carried.

4.2 Board Officer Elections

In accordance with the RMSA Bylaws, Article 2-Board of Directors, Section 7-Officers of the Board of Directors, the RMSA Board of Directors elects its own Officers: President and Vice President. Officer terms are for two years, and elections occur at the last meeting of each odd numbered year. As such, Board members must elect Officers to serve the next term, running from January 1, 2026, until January 1, 2028.

Motion:

Motion by Matthew Schuh to nominate Micki Harnois for President. No other nominations were made. Second by Julie Struck; motion carried.

Motion by Micki Harnois to nominate Matthew Schuh for Vice President. No other nominations were made. Second by Stefany Smith; motion carried.

5. Financials

5.1 Q3 2025 Financial Report

Mr. Emmans provided the third quarter financial report for the period ending September 30, 2025.

5.2 Proposed 2026 RMSA Budget

Ms. Luper presented the proposed 2026 RMSA budget and explained the programs expenses and provided an overview of AWC overhead charges.

Motion:

Motion by Matthew Schuh to approve the 2026 RMSA Budget as presented, second by Dee Roberts; motion carried.

6. Administration

6.1 2026 Coverage Renewal Update

All lines of coverage AWC RMSA Program purchase will expire on December 31, 2025, and renew on January 1, 2026. RMSA's broker, Loann Lee of Aon, presented final premium and coverage options to the Board for approval.

Motion:

Motion by Matthew Schuh to approve coverage renewal offerings for 2026, as presented, second by Dee Roberts; motion carried.

6.2 2026 Coverage Agreement Updates

Ms. Jones reviewed proposed amendments to the Liability Coverage Agreement, and Crime 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 Dee Roberts to approve the proposed changes to the Liability Coverage Agreement and Crime Coverage Agreement, as presented, second by Julie Struck; motion carried.

6.3 Public Records Act Requests Annual Update

Ms. Martinelli gave a review of roles and responsibilities of the Board in regard to the Public Records Act and provided an update on the public records activity in 2024 and year-to-date, as submitted to the Joint Legislative Audit and Review Committee.

6.4 AWC RMSA Request for Proposal Process

Under Chapter 200-100-215 WAC, every joint self-insurance pool shall use a formal competitive solicitation process to select consultants including independent individuals or firms for actuarial, claims auditing, third-party administration or broker services.

Ms. Luper reviewed the proposed written process for AWC RMSA's competitive solicitation process for Board consideration.

Motion:

Motion by Stefany Smith to adopt the RMSA Request for Proposal process, second by Dee Roberts; motion carried.

Vice President Harnois called for a recess at 11:55 am. The meeting was reconvened at 12:30 pm.

6.5 Member Standards Update

Ms. Luper reviewed the proposed final 2026 Member Standards document with the Board for adoption.

Board members made minor edits to the proposed Member Standards.

Motion:

Motion by Dee Roberts to approve the proposed changes as presented and amended, to the Member Standards, to be effective January 1, 2026, second by Matthew Schuh; motion carried.

Vice President Harnois moved to agenda item 7.2.

6.6 AWC Emergency Response Policies, Plans, Procedures

An overview of the AWC Emergency Response policies, plans, and procedures, for Board members awareness was provided in the agenda packet.

7. *Membership*

7.1 Cyber Pilot Project Report

An update on the Cyber Pilot Project was provided in the agenda packet.

7.2 Membership Interest - City of Cle Elum

Ms. Luper reviewed the membership application from the City of Cle Elum with the Board for discussion and analysis.

Staff will return to the Board in 2026 with further analyses from the reinsurers to ensure it would benefit the Pool, for Board consideration.

Vice Chair moved to agenda item 9.1.

7.3 Membership Report

A membership report was provided in the agenda packet.

7.4 Risk Management Report

A risk management report was provided in the agenda packet.

7.5 Claims Report

A claims report was provided in the agenda packet.

8. *Other Business*

8.1 Re-Cap of 2025 RMSA Annual Meeting, Operating Committee Elections, and AWC Member Expo

A brief re-cap of the RMSA Annual Meeting, Operating Committee elections, and AWC Member Expo that occurred in October, were provided in the agenda packet.

8.2 2026 Board and Operating Committee Fiduciary Training Opportunities

The 2026 Board and Operating Committee fiduciary trainings were provided in the agenda packet.

8.3 2026 Governance Meetings Schedule

The 2026 Board, Operating Committee, and Annual Meeting schedules were provided in the agenda packet.

9. *Executive Session*

9.1 Executive session pursuant to RCW 42.30.110(i)

Before entering Executive Session, Vice President Harnois asked that any of the individuals identified as participating in this Executive Session joining remotely ensure that no other individuals were in their offices or on the line and if so, those individuals must now exit and leave the room/area. Anyone needing additional time for others present to leave, were asked to speak up and advise further. Confirming only invited participants were on the call or in the room, Vice President Harnois moved to Executive Session.

Vice President Harnois adjourned to Executive Session to discuss current and potential litigation, per RCW 42.30.110(i), for a period of eight minutes at 1:51 pm. Vice President Harnois announced the names of individuals remaining in executive session in addition to Board members: Skip Houser, AWC RMSA General Counsel; Deanna Dawson, AWC CEO; Gene Emmans, AWC CFO; Carol Wilmes, AWC Director of Member Pooling Programs; Andrea Luper, RMSA Program Director; Ashley Jones, Claims & Pre-Litigation Manager; Betsy Hildreth, AWC Recording Secretary.

Vice President Harnois adjourned executive session at 1:59 pm and returned to open session. There were no members of the public on the call or outside of the meeting room to rejoin to the regular session.

No action was taken during executive session.

10. *Adjournment*

10.1 Adjourn

Vice President Harnois adjourned the meeting at 2 pm.

The foregoing minutes were approved by the Board of Directors on 4/29/2026.
Date

Signed by:
Micki Harms
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President

ATTEST:
Signed by:
Betsy Hildreth
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Secretary