

ASSOCIATION OF WASHINGTON CITIES

RMSA Operating Committee Meeting Minutes

Wednesday, November 29, 2023

Cedarbrook Lodge and
Online Meeting with Phone Access

10:00 am

Present

Committee:

Chair & Position 9 – Jord Wilson, City Administrator, Pateros

Vice Chair & Position 8 – Brenda Martinez, City Clerk/HR Manager, Black Diamond, *joined at 10:30 am*

Position 2 – Jim Zumini, City Clerk/Treasurer, Rock Island

Position 3 - David Vorse, Public Works Director, Castle Rock

Position 5 - Raena Hallam, City Clerk/Treasurer, Kettle Falls

Position 6 - Karen Bennett, HR Manager, Yelm

Position 7 - Brandy Wallace, City Clerk, Port Orchard

Staff:

Deanna Dawson, CEO

Alicia Seegers Martinelli, Deputy CEO/COO

Gene Emmans, CFO

Carol Wilmes, Director, Member Pooling Programs

Carol Rehnberg, Program Director

Ashley Jones, Claims & Pre-Litigation Manager

Anthony Vasquez, Claims Coordinator

Andrea Luper, Membership Supervisor

Henry Dietz, Risk Management Coordinator

Shaylee Dipo, Membership Specialist

Betsy Hildreth, Executive Assistant/Recording Secretary

Absent:

Position 4 - Tanya Dashiell, Assistant City Clerk, Airway Heights

Others:

Charles H. "Skip" Houser III, RMSA General Counsel

Mike Day, Aon

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

1.1 **Welcome, introductions, opening remarks**

Chair Jord Wilson called the meeting to order at 10:04 am. A quorum was established. Introductions followed.

2. *Approval of Minutes*

2.1 **September 7 and September 18, 2023 Operating Committee Meeting Minutes**

The Committee reviewed the minutes of the September 7 and September 18, 2023 Operating Committee meetings.

Motion:

Motion by David Vorse to approve the September 7 Operating Committee meeting minutes, as amended, noting the meeting date change to September 7, 2023, second by Karen Bennett; motion carried.

Motion by Raena Hallam to approve the September 18, 2023 AWC RMSA meeting minutes, second by Brandy Wallace; motion carried.

3. *Governance*

3.1 Operating Committee Vacancy Appointment

In accordance with AWC RMSA Bylaws, Article 4-Operating Committee, Section 3-Vacancies, the remaining members of the Committee have authority to fill vacancies from qualified candidates. Position 2 was vacated at the end of 2022 and staff received one nomination for the open position from the City of Rock Island for James Zumini, City Clerk/Treasurer.

Motion:

Motion by Karen Bennett to appoint James Zumini to Position 2 on the RMSA Operating Committee effective immediately, second by David Vorse; motion carried.

Mr. Zumini took his place as an Operating Committee member.

4. *Administration*

4.1 2024 Renewal Update

All lines of coverage the AWC RMSA Program purchase will expire on December 31, 2023, and renew on January 1, 2024.

RMSA's broker, Mike Day of Aon, provided tentative 2024 renewal information, including estimated premiums, for the Operating Committee's discussion and consideration. Final premiums and coverage options will be presented to the Board for final approval on December 6.

The coverages for which staff requested the Committee take action were General Liability and Property first layers reinsurance, pollution, cyber, and drone.

All other coverages are yet to be finalized and will be brought to the Board at its December 6 meeting.

Motion:

Motion by David Vorse to recommend to the Board of Directors approval of drone coverage with an increased limit of \$25,000, second by Brandy Wallace; motion carried.

Motion by Jim Zumini to recommend to the Board of Directors approval of the General Liability and Property first Layer reinsurance, pollution, and cyber as presented by staff and consultant, second by Brenda Martinez; motion carried.

5. *Financials*

5.1 2022 SAO Audit Reports

Mr. Emmans reviewed the 2022 annual financial audit with the Committee. The report was included in the agenda packet.

5.2 Staff Report: Q3 Financial Report

Mr. Emmans presented the financial report for the period ending September 30, 2023.

5.3 Staff Report: 2024 Preliminary RMSA Budget

Ms. Rehnberg gave an overview of the 2024 RMSA preliminary budget to the Committee. The final budget numbers will be presented to the Board at their December 6 meeting.

6. *Membership*

6.1 Claims Report

Ms. Jones presented the claim report.

6.2 Loss Control Report

Mr. Dietz presented the risk control report.

6.3 Membership Report

Ms. Luper presented the membership report.

7. *Other Business*

7.1 Re-Cap of 2023 RMSA Annual Meeting, Operating Committee Elections, 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.

7.2 2024 Board and Operating Board Fiduciary Training Opportunities

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

7.3 2023 and 2024 Governance Meetings Schedule

The balance of 2023 and 2024 AWC RMSA Board, Operating Committee, and Annual Meeting schedule was provided in the agenda packet.

8. *Adjournment*

8.1 Adjourn

Motion:

Motion by David Vorse to adjourn the meeting at 12:01 pm, second by Karen Bennett; motion carried.

The foregoing minutes were approved by the Operating Committee on 5/22/2024 .
Date

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Brenda Martinez

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Chair

ATTEST:

DocuSigned by:

Betsy Hildreth

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Recording Secretary