

ASSOCIATION OF WASHINGTON CITIES

RMSA Operating Committee Meeting Minutes

Wednesday, May 22, 2024

Online Meeting with Phone Access

10:00 am

Present

Committee:

Chair & Position 8 – Brenda Martinez, City Clerk/HR Manager, Black Diamond

Vice Chair & Position 6 - Karen Bennett, HR Manager, Yelm

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

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

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

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

Position 7 - Brandy Wallace, City Clerk, Port Orchard

Position 9 - Brent Kirk, City Manager, Granite Falls

Staff:

Deanna Dawson, CEO

Gene Emmans, CFO

Carol Wilmes, Director, Member Pooling Programs

Brian Parry, Director of Communications

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

Others:

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

Mike Day, Aon

Matt Shockley, PwC

1. Call to Order, Welcome, and Introductions

1.1 Welcome, introductions, opening remarks

Vice Chair Brenda Martinez called the meeting to order at 10 am. A quorum was established. Ms. Hildreth took roll call.

2. Approval of Minutes

2.1 November 29, 2023 Operating Committee Meeting Minutes

The Committee reviewed the minutes of the November 29, 2023 Operating Committee meeting.

Motion:

Motion by Tanya Dashiell to approve the November 29, 2023 Operating Committee meeting minutes, second by Brandy Wallace; motion carried.

3. Governance

3.1 **Operating Committee Chair Vacancy**

Previous Chair Jord Wilson announced his resignation from the committee effective March 11, 2024. In accordance with the By-Laws, the Operating Committee may elect a new chairperson at the May 22 meeting.

Motion:

Tanya Dashiell nominated Vice Chair Brenda Martinez for position of Chair effective immediately at the May 22, 2024 meeting. Second by Brandy Wallace. There were no other nominations, all were in favor therefore, Brenda Martinez was elected Chair of the Operating Committee.

With a Vice Chair vacancy, Chair Martinez opened nominations for the position of Vice Chair of the Operating Committee.

Brandy Wallace nominated Karen Bennett as Vice Chair. Second by Tanya Dashiell. There were no other nominations, all were in favor therefore, Karen Bennett was elected as Vice Chair of the Operating Committee effective immediately.

3.2 **Operating Committee Vacancies – Districts 1 and 9**

Ms. Wilmes provided an update on the two Committee vacancies: Position 1 due to Dawn Masko moving to a non-RMSA city in June of 2023, and Position 9 due to Jord Wilson's resignation from the Committee.

Staff received one nomination for Position 1 from City of Granite Falls Mayor Matt Hartman for Brent Kirk, City Manager. As of printing of this packet, staff had not received any nominations for Position 9; however, since the packet was issued, staff received one nomination for Position 9 from City of Bridgeport Mayor Sergio Orozco for Ariana Cruz, City Clerk.

Motion:

Motion by Tanya Dashiell to appoint City Manager Brent Kirk to Position 1 on the RMSA Operating Committee, second by Jim Zumini; motion carried.

Motion by Jim Zumini to appoint City Clerk Ariana Cruz to Position 9 on the RMSA Operating Committee, second by Raena Hallam; motion carried.

3.3 **Strategic Planning Retreat Overview**

Ms. Wilmes gave an overview of the RMSA Board adopted 2024-2026 work plan.

3.4 **Bylaws Amendment re Board Elections**

Ms. Wilmes reviewed the proposed RMSA Bylaws revisions to the director election process as presented to the Board at their April 24, 2024 meeting. The final Bylaws change will be brought to the Board at their June 20 meeting.

3.5 **Resolution 2024-01 Travel Reimbursement Policy**

Ms. Wilmes reviewed RMSA Resolution 2024-01 adopting AWC Operating Policy 2024-01 AWC Board and Committee Travel and Expense Reimbursement Policy.

3.6 Resolution 2024-02 Member Assessment Payment Plan Policy

Ms. Wilmes reviewed RMSA Resolution 2024-02 Adopting a Membership Assessment Payment Plan Policy as adopted by the RMSA Board at their April 24 meeting.

3.7 Resolution 2024-03 Revising Target Fund Balance Policy

Ms. Wilmes reviewed RMSA Resolution 2024-03 Terminating Resolution 2018-03 and Revising the Target Fund Balance Policy as adopted by the RMSA Board at their April 24 meeting.

4. Financials

4.1 Quarter 4 2023 Financial Report

Mr. Emmans presented the financial report for the period ending December 31, 2023.

4.2 Year-End 2023 Actuarial Report

Matt Shockley of PricewaterhouseCoopers (PwC) presented the actuarial review of RMSA's self-funded property and liability coverages which included estimates on unpaid claim liability as of December 31, 2023; unallocated loss adjustment expenses; and ceded ultimate loss estimates.

4.3 Preparation for 2025 Renewal

As required by RMSA's property reinsurance carriers to ensure accurate and true replacement values are up to date, RMSA contracted with CentuRisk for the budget year 2025 to conduct on-site appraisals of all members over a 3-phased regional approach. By the end of May 2024, all claims' data, updated property values, membership survey responses, and estimated costs will be forwarded to appropriate parties for the 2025 renewal process.

5. Membership

5.1 Member Standards Review

RMSA's Member Standards were adopted and implemented by the Board of Directors in 2013. As part of a regular staff review, staff identified a potential need to update the standards addressing Public Works risk exposures. Staff have outreached to member public works professionals, creating a Public Works Focus Group, to gain insight and knowledge in areas that could reduce claims involving Public Works departments. Once drafted, the set of recommended Public Works Standards will be presented to the RMSA Operating Committee for recommendation for adoption to the RMSA Board of Directors.

5.2 Membership Report

Ms. Luper presented the membership report.

5.3 Loss Control Report

Mr. Dietz presented the loss control report and provided an update on the NLC Cyber Roadmap Pilot project.

5.4 Claims Report

Ms. Jones presented the claims report.

6. Other Business

6.1 2024 Board and Operating Committee Fiduciary Training Opportunities

The 2024 Board and Operating Committee fiduciary training opportunities were discussed; 2025 dates are forthcoming.

6.2 2024 Governance Meetings Schedule

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

7. *Adjournment*

7.1 Adjourn

Motion by Tanya Dashiell to adjourn the meeting at 12:28 pm, second by Brandy Wallace; motion carried.

The foregoing minutes were approved by the Operating Committee on 9/11/2024.

Signed by:

Brenda Martinez

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Chair

ATTEST:

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Betsy Hildreth

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Recording Secretary