



Insurance Authority

## EXECUTIVE COMMITTEE MEETING

July 10, 2015

### WCIA OFFICES

320 Andover Park East, Ste. 104  
Tukwila, WA 98188  
(206) 575-6046

#### 9:00 a.m.—Call to Order/Self Roll Call

##### Committee Attendance

Excuse Absent Committee Members

##### Consent Calendar:

- Executive Committee June Minutes Page 1
- May & June Expenditures Page 4
- June Claims Settlements Page 17

##### Executive Session

Claim Settlements and Litigation

##### Action Items:

- Approval of 2016 Assessment Rates Page 18

#### Director's Report – Verbal Presentation

##### Staff Quarterly Reports

- Jill Marcell, Deputy Director of Admin Services/Treasurer Page 29
- Reed Hardesty, Claim Manager Page 31
- Patti Crane, Member Services Manager Page 33
- Robin Aronson, Risk Services Manager Page 35
- Eric Larson, Deputy Director of Programs Page 37

## EXECUTIVE COMMITTEE MEETING

June 12, 2015

WCIA Offices – Tukwila, WA

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### **MEMBERS PRESENT:**

Jared Burbidge, Thurston Regional Planning Council (TRPC); John Caulfield, Lakewood; Stan Strebel, Pasco; Arlene Fisher, Mountlake Terrace; Rob Roscoe, Auburn; Paul Schmidt, Chelan; Paul Loveless, Steilacoom and Pete Rose, Lake Forest Park.

### **OTHERS PRESENT:**

Ann Bennett, Executive Director; Mark Bucklin, Counsel; Tina Smith, Authority Secretary; Eric Larson, Deputy Director of Programs; Patti Crane, Member Services Manager; Reed Hardesty, Claim Manager; Gordy Van, Senior Claims Adjuster; Jason Barney, Senior Claims Adjuster; Doug Martin, Senior Claims Adjuster; Carlene Brown, Claims Representative; Robin Aronson, Risk Services Manager; Lisa Knapton, Senior Risk Management Rep; Tanya Crites, Senior Risk Management Rep and Chip McKenna, Senior Risk Management Rep and Regina Harpster, Evergreen Adjustment Service.

### **COMMITTEE ABSENCE LOG:**

**January:** J. Burbidge, TRPC  
**February:** S. Strebel, Pasco

**March:** P. Schmidt, Chelan  
**June:** D. Timmons, Port Townsend

### **CALL TO ORDER**

President Jared Burbidge called the meeting to order at 9:00 a.m. and began with a self-roll call.

### **COMMITTEE ATTENDANCE**

#### ***Motion***

A. Fisher moved to excuse David Timmons-Port Townsend; P. Loveless seconded. The motion passed unanimously.

### **CONSENT CALENDAR:**

#### ***Motion***

P. Rose moved to approve the consent calendar; P. Loveless seconded. The motion passed unanimously.

### **EXECUTIVE SESSION**

#### ***Motion***

P. Loveless moved to enter executive session for 80 minutes to discuss claims and litigation per RCW 42.30.110, paragraph (i); P. Rose seconded. The motion passed unanimously.

The committee entered executive session at 9:02 a.m.; staff remained for the session. The committee returned from executive session at 10:03 a.m.

#### ***Motion***

P. Schmidt moved to ratify and approve the settlement amounts discussed in executive session; P. Loveless seconded. The motion passed unanimously.

The committee recessed for 5 minutes.

## EXECUTIVE COMMITTEE MEETING

June 12, 2015

WCIA Offices – Tukwila, WA

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### **ACTION ITEM(S):**

- **Approval of Resolution 235-15 — Information Security Policy**

A. Bennett explained the resolutions before the committee were necessary for the renewal of our accreditation through the Association of Government Entities Risk Pools (AGRIP). WCIA has successfully achieved this award for a number of years. It is renewed every three years, incorporating changes to the requirements as pooling changes and matures. Many of the new requirements are moving toward providing policies, rather than just confirming practices. To adopt any new policy, the committee must formally approve it. This policy incorporates specific requirements to protect data; passing Resolution 235-15 will allow staff to submit it for the accreditation.

#### ***Motion***

P. Loveless moved to approve Resolution 235-15 — Information Security Policy; J. Caulfield seconded. The motion passed unanimously.

- **Approval of Resolution 235-15 — Fixed Asset Policy**

#### ***Motion***

P. Loveless moved to approve Resolution 234-15 — Fixed Asset Policy; J. Caulfield seconded.

#### ***Discussion***

J. Caulfield wished to confirm this was just a general “housekeeping” policy; A. Bennett confirmed it was.

The motion passed unanimously.

### **DIRECTOR’S REPORT:**

WCIA received its unaudited financials and they were favorable; the net position of the pool increased by approximately 17%, recovering half of the loss from last year. She stated this was all due to changes in claim reserves, which came down significantly. Unrestricted member reserves are up 16%, providing approximately \$68 million in that line item. All the information for the 2014 Annual Report has been collected and it should go to press next week; the members will all receive copies of the report. R. Roscoe asked at what percentage confidence level the \$68 million was funded and A. Bennett estimated it was 97%, still well above the amount required by the WAC.

At the May meeting, the committee gave A. Bennett binding authority for cyber coverage. She noted to the committee that the final quote reflected some inequality in the exclusions applied to the membership. She and E. Larson negotiated with the underwriter to wait on applying these exclusions until November. During that time, members will be required to complete questionnaires in order to avoid the application of all exclusions to their coverage. The coverage is bound, and the underwriter will conduct training for the membership on cyber security loss control measures at the Fall Full Board Meeting.

R. Roscoe asked if there were any dual coverage issues with WCIA’s general liability and the cyber liability; A. Bennett confirmed there was, as cyber liability is not excluded from the coverage document. The cyber policy covers additional items involved in a cyber-event that are

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## EXECUTIVE COMMITTEE MEETING

June 12, 2015

WCIA Offices – Tukwila, WA

not covered by the WCIA document. She noted this might be something to consider excluding from the pool coverage document. E. Larson noted cyber rates are going up, especially for government and retail. R. Roscoe suggested offering this coverage as a pass through program that is selected and paid for by each individual member. Counsel M. Bucklin recommended limiting coverage to the SIR level in order to avoid exposing the pool assets that might not be covered by excess insurance.

The new reinsurer CV Starr asked to review WCIA claims practices and procedures. Their representative reviewed the claims manual and a few files; they were very complimentary of WCIA procedures and staff. He was very impressed that the membership gives claims control to a professional staff to make objective decisions. He will likely do another review in 3 years; A. Bennett stated it is good to have the reinsurers trust our claim decisions. He did notify staff that CV Starr has pulled completely out of California due to the tort climate; much like Ironshore, who had indicated they did not like California, Illinois or Washington. It was significant to note this decision and the potential difficulty for public entities to acquire excess insurance.

J. Burbidge thanks A. Bennett for sharing in the agenda the positive feedback from the membership about C. McKenna; A. Bennett noted she always likes to pass on to the committee any kudos she received about staff and their good work.

J. Burbidge noted both he and Vice President J. Caulfield would be unable to attend the next committee meeting scheduled for July 10. Several other members indicated they too were either unable to attend or would need to participate remotely. The committee must approve the 2016 rates; therefore the meeting could not be cancelled. M. Bucklin noted that historically the next most senior member of the committee would act as chair; if that was not possible the committee must nominate a chair for the meeting.

### **Motion**

J. Caulfield moved to appoint P. Loveless as interim chair to conduct for the July 10, 2015 meeting; Arlene seconded. The motion passed unanimously.

The committee adjourned at 10:28 a.m.

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Jared Burbidge, President

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Tina Smith, Authority Secretary

Approved on: \_\_\_\_/\_\_\_\_/2015

Invoice Approval Listing  
June-15

Date	Number	Vendor Name	Invoice Description	Amount
06/12/2015	32813	Fifth Color	819 · Printing	357.31
06/16/2015	32814	Keating, Bucklin & McCormack, PS	733 · Pre-Defense Review	62,861.10
06/16/2015	32815	Outsourced Information Systems	843 · Risk Management Consulting	525.00
06/16/2015	32816	Marsh USA, Inc.	750 · Insurance Expense - Liability	196,296.00
06/16/2015	32817	Law, Lyman, Daniel, Kamerrer & Bogdanovic	733 · Pre-Defense Review	7,468.65
06/16/2015	32818	Summit Law Group	733 · Pre-Defense Review	4,788.00
06/16/2015	32819	Menke Jackson Beyer & Elofson, LLP	733 · Pre-Defense Review	1,138.44
06/16/2015	32820	Etter, McMahon, Lamberson	843 · Risk Management Consulting	1,790.00
06/16/2015	32821	Ogden Murphy Wallace P.L.L.C.	843 · Risk Management Consulting	2,254.35
06/16/2015	32822	Michael & Alexander, PLLC	733 · Pre-Defense Review	6,071.40
06/16/2015	32823	International Risk Management Institute,	817 · Dues/Conferences/Subscriptions	327.71
06/16/2015	32824	Evans, Craven & Lackie, P.S.	733 · Pre-Defense Review	180.00
06/16/2015	32825	Lukins & Annis	733 · Pre-Defense Review	264.00
06/16/2015	32826	Hedeen & Caditz, PLLC	843 · Risk Management Consulting	600.00
06/16/2015	32827	Ann Bennett	807 · Transportation/Per Diem	2,665.80
06/16/2015	32828	Paul Loveless	835 · Ex. Committee Transportation	30.38
06/16/2015	32829	Tiffany Woods	807 · Transportation/Per Diem	20.84
06/16/2015	32830	Emily Schuh	842 · Risk Reduction Grant	1,406.20
06/16/2015	32831	Alki Bakery	807 · Transportation/Per Diem	183.81
06/16/2015	32832	Lisa Thatcher	729 · Consulting Services	2,000.00
06/16/2015	32833	Connie Poulsen	841 · Member Training/Seminars	2,000.00
06/16/2015	32834	Vickie Storey	807 · Transportation/Per Diem	469.22
06/16/2015	32835	Wash. Assn. of Sheriffs & Police Chiefs	817 · Dues/Conferences/Subscriptions	75.00
06/16/2015	32836	Specialty Coatings Plus, Inc.	825 · Records Retention	263.75
06/16/2015	32868	Pacific Office Automation	801 · Supplies	108.41
06/16/2015	32869	Crystal Springs	801 · Supplies	112.15
06/16/2015	32875	Comcast	805 · Telephone	390.34
06/16/2015	32876	FedEx	803 · Postage	44.80
06/16/2015	32877	AT & T	805 · Telephone	853.18
06/16/2015	32878	City of Poulsbo	841 · Member Training/Seminars	195.00
06/16/2015	32837	City of Pullman	841 · Member Training/Seminars	195.00
06/16/2015	32879	Grays Harbor Communications E9-1-1	841 · Member Training/Seminars	295.00
06/16/2015	32880	City of Mountlake Terrace	841 · Member Training/Seminars	249.00
06/16/2015	32881	City of Longview	841 · Member Training/Seminars	500.00
06/16/2015	32882	City of Pasco	841 · Member Training/Seminars	663.04
06/16/2015	32883	Valley Regional Fire Authority	841 · Member Training/Seminars	648.41
06/17/2015	32884	Costco	801 · Supplies	53.02
06/26/2015	32885	City of Des Moines	841 · Member Training/Seminars	195.00
06/26/2015	32886	City of Enumclaw	841 · Member Training/Seminars	2,000.00
06/26/2015	32887	City of Poulsbo	841 · Member Training/Seminars	1,000.00
06/26/2015	32888	City of Zillah	841 · Member Training/Seminars	80.00
06/26/2015	32889	Terry Weiner	841 · Member Training/Seminars	32.40
06/26/2015	32890	City of Battle Ground	841 · Member Training/Seminars	705.00
06/26/2015	32891	City of Puyallup	841 · Member Training/Seminars	600.00
06/26/2015	32892	City of Enumclaw	841 · Member Training/Seminars	600.00
06/26/2015	32893	City of Shoreline	841 · Member Training/Seminars	600.00
06/26/2015	32894	City of Monroe	841 · Member Training/Seminars	525.00
06/26/2015	32895	Marsh USA, Inc.	755 · Insurance Expense - Specialized	1,236.00
06/26/2015	32896	Outsourced Information Systems	843 · Risk Management Consulting	75.00

06/26/2015	32897	Ogden Murphy Wallace P.L.L.C.	843 · Risk Management Consulting	2,010.75
06/26/2015	32898	Summit Law Group	733 · Pre-Defense Review	26,302.54
06/26/2015	32899	Lukins & Annis	733 · Pre-Defense Review	1,767.50
06/29/2015	32900	City of Issaquah	841 · Member Training/Seminars	1,904.00
06/29/2015	32901	Robin Aronson	807 · Transportation/Per Diem	178.25
06/29/2015	32902	Office Depot	801 · Supplies	1,634.21
06/29/2015	32903	City Picnics	841 · Member Training/Seminars	300.88
06/29/2015	32904	Connie Poulsen	841 · Member Training/Seminars	8,000.00
06/29/2015	32905	Clover Park Technical College	841 · Member Training/Seminars	653.84
06/29/2015	32906	Access	729 · Consulting Services	457.00
06/29/2015	32907	Paul Loveless	835 · Ex. Committee Transportation	37.12
06/29/2015	32908	wedu, Inc.	730 · Website Services	125.00
06/29/2015	32909	Comcast	805 · Telephone	780.68
06/29/2015	32910	Two Pollard Design	819 · Printing	2,030.00
06/29/2015	32911	PricewaterhouseCoopers	727 · Actuarial Services	21,400.00
06/29/2015	32912	Insight	814 · Software/License Fees	3,577.42
06/29/2015	32913	AT & T	805 · Telephone	853.18
06/29/2015	32914	G.Neil	801 · Supplies	58.95
06/29/2015	32915	Kirby Electrical Inc.	801 · Supplies	229.95
06/29/2015	32916	WFOA	817 · Dues/Conferences/Subscriptions	365.00
06/29/2015	32917	Evergreen Adjustment Service, Inc.	731 · Claims Administration	35,116.48
06/29/2015	32918	South Sound 911	842 · Risk Reduction Grant	2,433.78
06/29/2015	32919	Fifth Color	819 · Printing	650.43
06/29/2015	32920	Sprint	805 · Telephone	24.78
06/29/2015	32921	Washington Cities Insurance Authority	811 · Rents/Utilities	10,000.00
06/29/2015	32922	Evergreen Safety Council	841 · Member Training/Seminars	1,164.73
06/29/2015	32923	Castle Event Catering	841 · Member Training/Seminars	233.78
06/29/2015	32924	Michael & Alexander, PLLC	841 · Member Training/Seminars	2,589.08
06/29/2015	32925	Sound Employment Solutions, LLC	841 · Member Training/Seminars	2,567.50
06/29/2015	32926	Gordon Van	807 · Transportation/Per Diem	197.75
06/29/2015	32927	City of Tukwila	841 · Member Training/Seminars	525.00
06/29/2015	32928	Town of Yarrow Point	841 · Member Training/Seminars	725.00
06/29/2015	32929	City of Fife	841 · Member Training/Seminars	525.00
06/30/2015	32959	Debbi Sellers	807 · Transportation/Per Diem	1,203.15
06/30/2015	32960	Charles McKenna	807 · Transportation/Per Diem	305.33
06/30/2015	32961	Jason Barney	807 · Transportation/Per Diem	190.33
06/30/2015	32962	Maria Orozco	807 · Transportation/Per Diem	1,205.84
06/30/2015	Payroll	Payroll Transactions	Personnel Services	174,145.32
06/30/2015	Payroll	Payroll Transactions	Personnel Benefits	60,209.68
		<b>Total Operating Fund Expenses</b>		<b>\$ 672,671.94</b>
06/30/2015	Claims	Claims Payments Made	June	4,205,086.51
		<b>Total June Expenses</b>		<b>\$ 4,877,758.45</b>

  
Jill Marcell, Treasurer

  
Ann Bennett, Executive Director

Approved by the Executive Committee/Board of Directors:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jared Burbidge, President

**Washington Cities Insurance Authority**  
**Budget Comparison-General Administration**

Accrual Basis

January through June 2015

	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
701 · Personnel Services	357,234.00	737,200.00	-379,966.00	48.5%
711 · Personnel Benefits	116,811.07	239,800.00	-122,988.93	48.7%
713 · Vehicle Allowance	3,000.00	6,000.00	-3,000.00	50.0%
721 · Legal Services	19,217.96	70,000.00	-50,782.04	27.5%
723 · Financial Services	12,050.00	24,000.00	-11,950.00	50.2%
725 · Audit Services	0.00	20,000.00	-20,000.00	0.0%
727 · Actuarial Services	36,400.00	36,400.00	0.00	100.0%
729 · Consulting Services	32,257.50	88,600.00	-56,342.50	36.4%
730 · Website Services	6,069.80	34,460.00	-28,390.20	17.6%
735 · State Risk Mngmt Audit	5,867.20	11,750.00	-5,882.80	49.9%
801 · Supplies	11,577.58	28,400.00	-16,822.42	40.8%
803 · Postage	3,162.16	9,000.00	-5,837.84	35.1%
805 · Telephone	6,886.76	20,700.00	-13,813.24	33.3%
807 · Transportation/Per Diem	10,058.48	20,200.00	-10,141.52	49.8%
813 · Leased Equipment	2,681.50	5,700.00	-3,018.50	47.0%
814 · Software/License Fees	6,299.21	34,800.00	-28,500.79	18.1%
815 · Repairs and Maintenance	993.17	8,500.00	-7,506.83	11.7%
817 · Dues/Conferences/Subscriptions	11,306.68	16,850.00	-5,543.32	67.1%
819 · Printing	3,355.08	13,900.00	-10,544.92	24.1%
831 · Ex. Comm./Board Meetings	12,857.52	30,500.00	-17,642.48	42.2%
835 · Ex. Committee Transportation	7,246.27	18,900.00	-11,653.73	38.3%
879 · Computer/Equipment	2,504.32	27,800.00	-25,295.68	9.0%
<b>Total Expense</b>	<b>667,836.26</b>	<b>1,503,460.00</b>	<b>-835,623.74</b>	<b>44.4%</b>

**Washington Cities Insurance Authority**  
**Budget Comparison-Member Services**  
 January through June 2015

Accrual Basis

	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
701 · Personnel Services	382,095.73	804,600.00	-422,504.27	47.5%
711 · Personnel Benefits	126,893.31	262,000.00	-135,106.69	48.4%
801 · Supplies	5,942.82	25,000.00	-19,057.18	23.8%
807 · Transportation/Per Diem	23,109.43	74,700.00	-51,590.57	30.9%
817 · Dues/Conferences/Subscriptions	3,395.94	10,800.00	-7,404.06	31.4%
841 · Member Training/Seminars	202,834.24	690,000.00	-487,165.76	29.4%
842 · Risk Reduction Grant	3,839.98	130,000.00	-126,160.02	3.0%
843 · Risk Management Consulting	103,745.36	370,000.00	-266,254.64	28.0%
<b>Total Expense</b>	<b>851,856.81</b>	<b>2,367,100.00</b>	<b>-1,515,243.19</b>	<b>36.0%</b>



**Washington Cities Insurance Authority**  
**Budget Comparison-Claims Administration**  
 January through June 2015

Accrual Basis

	Jan - Jun 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
701 · Personnel Services	296,536.21	604,500.00	-307,963.79	49.1%
711 · Personnel Benefits	117,930.48	236,000.00	-118,069.52	50.0%
731 · Claims Administration	170,291.25	522,000.00	-351,708.75	32.6%
733 · Pre-Defense Review	232,882.89	775,000.00	-542,117.11	30.0%
801 · Supplies	2,230.61	3,800.00	-1,569.39	58.7%
807 · Transportation/Per Diem	2,313.48	15,700.00	-13,386.52	14.7%
817 · Dues/Conferences/Subscriptions	0.00	4,010.00	-4,010.00	0.0%
825 · Records Retention	1,582.50	3,700.00	-2,117.50	42.8%
<b>Total Expense</b>	<b>823,767.42</b>	<b>2,164,710.00</b>	<b>-1,340,942.58</b>	<b>38.1%</b>

Invoice Approval Listing  
May-15

Date	Number	Vendor Name	Invoice Description	Amount
05/04/2015	32677	City of University Place	841 · Member Training/Seminars	359.00
05/04/2015	32678	City of Bainbridge Island	841 · Member Training/Seminars	150.00
05/04/2015	32679	City of Westport	841 · Member Training/Seminars	585.00
05/04/2015	32680	City of Walla Walla	841 · Member Training/Seminars	195.00
05/04/2015	32681	City of Kennewick	841 · Member Training/Seminars	175.00
05/04/2015	32682	Benton Co. Emergency Services	841 · Member Training/Seminars	260.00
05/04/2015	32683	City of Westport	841 · Member Training/Seminars	500.00
05/04/2015	32684	City of Walla Walla	841 · Member Training/Seminars	600.00
05/04/2015	32685	City of Lakewood	841 · Member Training/Seminars	195.00
05/04/2015	32686	City of Sumner	841 · Member Training/Seminars	150.00
05/04/2015	32687	City of Covington	841 · Member Training/Seminars	1,235.00
05/04/2015	32688	Business Insurance	817 · Dues/Conferences/Subscriptions	149.00
05/04/2015	32689	FedEx	803 · Postage	19.25
05/04/2015	32690	Tanya Crites	807 · Transportation/Per Diem	786.58
05/04/2015	32691	MailFinance	813 · Leased Equipment	1,340.75
05/04/2015	32692	Washington Cities Insurance Authority	811 · Rents/Utilities	10,000.00
05/04/2015	32693	Evergreen Adjustment Service, Inc.	731 · Claims Administration	44,061.05
05/04/2015	32694	Zaremba Claims Service - Pasco	731 · Claims Administration	693.09
05/04/2015	32695	Homesite Insurance Company	755 · Ins. Exp. - Specialized Program	8,247.00
05/04/2015	32696	Access	729 · Consulting Services	225.00
05/04/2015	32697	JTConnex	729 · Consulting Services	3,420.00
05/04/2015	32698	wedu, Inc.	730 · Website Services	750.00
05/04/2015	32699	Sound Employment Solutions, LLC	841 · Member Training/Seminars	4,415.93
05/04/2015	32700	City Picnics	841 · Member Training/Seminars	345.07
05/04/2015	32701	Evergreen Safety Council	841 · Member Training/Seminars	206.62
05/04/2015	32702	Comcast	805 · Telephone	390.34
05/04/2015	32703	AT & T	805 · Telephone	910.99
05/04/2015	32704	Crystal Springs	801 · Supplies	152.11
05/04/2015	32705	Marsh USA, Inc.	750 · Ins. Exp. - Liability Program	12,647.00
05/04/2015	32706	Menke Jackson Beyer & Elofson, LLP	733 · Pre-Defense Review	11,195.10
05/04/2015	32707	Connie Poulsen	841 · Member Training/Seminars	8,000.00
05/04/2015	32708	Etter, McMahon, Lamberson	843 · Risk Management Consulting	2,025.00
05/04/2015	32709	Outsourced Information Systems	843 · Risk Management Consulting	1,350.00
05/04/2015	32710	Inslee, Best, Doezie & Ryder, P.S.	733 · Pre-Defense Review	9,410.25
05/04/2015	32711	Keating, Bucklin & McCormack, PS	733 · Pre-Defense Review	21,528.00
05/14/2015	32713	Specialty Coatings Plus, Inc.	825 · Records Retention	263.75
05/14/2015	32714	Phillip C. Baber, CPA	723 · Financial Services	11,500.00
05/14/2015	32715	Sprint	805 · Telephone	24.78
05/14/2015	32716	Dell Computer Corp.	879 · Computer/Equipment	438.42
05/14/2015	32717	Tab Northwest	801 · Supplies	0.00
05/14/2015	32718	Sodexo, Inc & Affiliates	841 · Member Training/Seminars	248.06
05/14/2015	32719	Ingallina's Box Lunch, Inc.	841 · Member Training/Seminars	121.87
05/14/2015	32720	Oxford Inns & Suites	807 · Transportation/Per Diem	130.66
05/14/2015	32721	Wilson Investigative Services	733 · Pre-Defense Review	8,537.26
05/14/2015	32722	JTConnex	729 · Consulting Services	3,330.00
05/14/2015	32723	Big Bend Community College	841 · Member Training/Seminars	450.50
05/14/2015	32724	Lacey Community Center	841 · Member Training/Seminars	187.00
05/14/2015	32725	Connie Poulsen	841 · Member Training/Seminars	4,000.00
05/14/2015	32726	Evergreen Safety Council	841 · Member Training/Seminars	96.03

05/14/2015 32741	Hedeen & Caditz, PLLC	843 · Risk Management Consulting	1,890.00
05/14/2015 32727	Lukins & Annis	733 · Pre-Defense Review	350.00
05/14/2015 32728	Colvin & Hallett, Inc. P.S.	733 · Pre-Defense Review	4,812.50
05/14/2015 32729	Outsourced Information Systems	843 · Risk Management Consulting	525.00
05/14/2015 32730	Menke Jackson Beyer & Elofson, LLP	733 · Pre-Defense Review	6,020.05
05/14/2015 32731	Law, Lyman, Daniel, Kamerrer & Bogdanovic	733 · Pre-Defense Review	9,039.28
05/14/2015 32732	Lisa Thatcher	729 · Consulting Services	2,000.00
05/14/2015 32733	Keating, Bucklin & McCormack, PS	841 · Member Training/Seminars	7,569.00
05/14/2015 32734	Holiday Inn-Yakima	807 · Transportation/Per Diem	5,694.31
05/14/2015 32735	Arlene Fisher	835 · Ex. Committee Transportation	180.41
05/14/2015 32736	Christina Smith	807 · Transportation/Per Diem	343.99
05/14/2015 32737	Patti Crane	807 · Transportation/Per Diem	1,297.31
05/14/2015 32742	David Timmons	835 · Ex. Committee Transportation	306.60
05/14/2015 32738	Summit Law Group	801 · Supplies	30,283.20
05/14/2015 32739	Office Depot	801 · Supplies	1,246.79
05/14/2015 32740	City of Lacey	841 · Member Training/Seminars	1,211.76
05/14/2015 32743	Metro Park District of Tacoma	841 · Member Training/Seminars	888.88
05/14/2015 32744	City of Kennewick	841 · Member Training/Seminars	600.00
05/14/2015 32745	City of Olympia	841 · Member Training/Seminars	195.00
05/14/2015 32746	City of Camas	841 · Member Training/Seminars	195.00
05/14/2015 32747	City of Port Townsend	841 · Member Training/Seminars	150.00
05/14/2015 32748	City of Sumner	841 · Member Training/Seminars	195.00
05/14/2015 32749	City of Grandview	841 · Member Training/Seminars	195.00
05/14/2015 32750	City of Battle Ground	841 · Member Training/Seminars	195.00
05/14/2015 32751	Metro Park District of Tacoma	841 · Member Training/Seminars	195.00
05/14/2015 32752	Maria Orozco	807 · Transportation/Per Diem	150.00
05/14/2015 32753	FedEx Kinko's	801 · Supplies	3,612.02
05/19/2015 32802	Costco	801 · Supplies	160.36
05/20/2015	Bank of America	807 · Transportation/Per Diem	1,869.84
05/21/2015 32754	Summit Law Group	733 · Pre-Defense Review	19,210.75
05/21/2015 32755	Outsourced Information Systems	729 · Consulting Services	1,600.00
05/21/2015 32756	Michael & Alexander, PLLC	733 · Pre-Defense Review	2,160.00
05/21/2015 32757	City Picnics	841 · Member Training/Seminars	145.39
05/21/2015 32758	Connie Poulsen	841 · Member Training/Seminars	4,000.00
05/21/2015 32759	Yakima Valley Museum	841 · Member Training/Seminars	350.00
05/21/2015 32760	Enduris	841 · Member Training/Seminars	2,585.52
05/21/2015 32761	Evergreen Safety Council	817 · Dues/Conferences/Subscriptions	299.00
05/21/2015 32762	The Seminar Group	817 · Dues/Conferences/Subscriptions	510.00
05/21/2015 32763	Pacific Office Automation	801 · Supplies	716.64
05/21/2015 32764	AssetWORKS, Inc	753 · Ins. Exp.- Property	44,547.00
05/21/2015 32765	Jill Marcell	807 · Transportation/Per Diem	518.95
05/21/2015 32766	South Sound 911	841 · Member Training/Seminars	2,400.00
05/21/2015 32767	Pullman-Moscow Regional Airport Board	841 · Member Training/Seminars	195.00
05/21/2015 32768	City of Ellensburg	841 · Member Training/Seminars	195.00
05/21/2015 32769	City of Auburn	841 · Member Training/Seminars	2,400.00
05/21/2015 32770	City of Union Gap	841 · Member Training/Seminars	370.00
05/21/2015 32771	City of Centralia	841 · Member Training/Seminars	195.00
05/21/2015 32772	South Sound 911	841 · Member Training/Seminars	195.00
05/21/2015 32773	City of Kenmore	841 · Member Training/Seminars	220.00
05/21/2015 32774	City of Ridgefield	841 · Member Training/Seminars	195.00
05/21/2015 32775	City of Burien	841 · Member Training/Seminars	1,076.00
05/21/2015 32776	City of Port Townsend	841 · Member Training/Seminars	46.68
05/21/2015 32777	City of West Richland	841 · Member Training/Seminars	500.00
05/21/2015 32778	City of Kenmore	841 · Member Training/Seminars	500.00

05/21/2015	32779	City of Mount Vernon	841 · Member Training/Seminars	195.00
05/21/2015	32780	City of Port Townsend	841 · Member Training/Seminars	195.00
05/21/2015	32781	Valley Regional Fire Authority	841 · Member Training/Seminars	195.00
05/21/2015	32782	American Data Guard	801 · Supplies	120.00
05/28/2015	32783	Marsh USA, Inc.	755 · Ins. Exp. - Specialized Program	6,760.00
05/28/2015	32784	Outsourced Information Systems	729 · Consulting Services	625.00
05/28/2015	32785	Etter, McMahon, Lamberson	843 · Risk Management Consulting	10,480.30
05/28/2015	32786	Summit Law Group	843 · Risk Management Consulting	5,326.00
05/28/2015	32787	wedu, Inc.	730 · Website Services	2,874.80
05/28/2015	32788	Eglick Kiker Whited, PLLC	733 · Pre-Defense Review	8,717.50
05/28/2015	32789	Evergreen Safety Council	841 · Member Training/Seminars	364.80
05/28/2015	32790	Lacey Community Center	841 · Member Training/Seminars	125.00
05/28/2015	32791	Tab Products Co. LLC	801 · Supplies	462.40
05/28/2015	32792	Washington Cities Insurance Authority	811 · Rents/Utilities	10,000.00
05/28/2015	32793	Sound Employment Solutions, LLC	841 · Member Training/Seminars	1,567.25
05/28/2015	32794	Evergreen Adjustment Service, Inc.	731 · Claims Administration	18,715.00
05/28/2015	32795	Planning Association of Washington	817 · Dues/Conferences/Subscriptions	150.00
05/28/2015	32796	Connie Poulsen	841 · Member Training/Seminars	4,000.00
05/28/2015	32797	City Picnics	841 · Member Training/Seminars	236.04
05/28/2015	32798	Eric Larson	807 · Transportation/Per Diem	343.85
05/28/2015	32803	Jennifer Lawson	807 · Transportation/Per Diem	42.55
05/28/2015	32804	Robin Aronson	807 · Transportation/Per Diem	333.63
05/28/2015	32805	Danielle Stephens	807 · Transportation/Per Diem	23.00
05/28/2015	32806	Gordon Van	807 · Transportation/Per Diem	1,044.15
05/28/2015	32807	Maria Orozco	807 · Transportation/Per Diem	531.91
05/28/2015	32808	Paul Schmidt	835 · Ex. Committee Transportation	160.28
05/29/2015	32838	Tanya Crites	807 · Transportation/Per Diem	1,215.13
05/29/2015	32839	Charles McKenna	807 · Transportation/Per Diem	876.38
05/29/2015	32865	Debbi Sellers	807 · Transportation/Per Diem	1,825.95
05/29/2015	32867	Patti Crane	807 · Transportation/Per Diem	2,168.09
05/29/2015	32799	City of Aberdeen	841 · Member Training/Seminars	195.00
05/29/2015	32809	City of Othello	841 · Member Training/Seminars	615.78
05/29/2015	32810	Jane Joyce	841 · Member Training/Seminars	15.16
05/29/2015	32811	City of Ellensburg	841 · Member Training/Seminars	80.00
05/29/2015	32812	City of Monroe	841 · Member Training/Seminars	350.00
05/29/2015	32873	Lisa Knapton	807 · Transportation/Per Diem	1,776.27
05/29/2015	Payroll	Payroll Transactions	Personnel Services	174,145.32
05/29/2015	Payroll	Payroll Transactions	Personnel Benefits	60,662.90
05/29/2015		<b>Total Operating Fund Expenses</b>		<u>\$ 660,017.13</u>
	Claims	Claims Payments Made	May	<u>1,698,820.79</u>
05/29/2015		<b>Total May Expenses</b>		<u>\$ 2,358,837.92</u>

  
 Jill Marcell, Treasurer

  
 Ann Bennett, Executive Director

Approved by the Executive Committee/Board of Directors:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jared Burbidge, President

**Washington Cities Insurance Authority**  
**Budget Comparison-General Administration**

Accrual Basis

January through May 2015

	Jan - May 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
701 · Personnel Services	297,695.00	737,200.00	-439,505.00	40.4%
711 · Personnel Benefits	97,720.89	239,800.00	-142,079.11	40.8%
713 · Vehicle Allowance	2,500.00	6,000.00	-3,500.00	41.7%
721 · Legal Services	13,946.16	70,000.00	-56,053.84	19.9%
723 · Financial Services	12,050.00	24,000.00	-11,950.00	50.2%
725 · Audit Services	0.00	20,000.00	-20,000.00	0.0%
727 · Actuarial Services	15,000.00	36,400.00	-21,400.00	41.2%
729 · Consulting Services	29,800.50	88,600.00	-58,799.50	33.6%
730 · Website Services	5,944.80	34,460.00	-28,515.20	17.3%
735 · State Risk Mngmt Audit	5,867.20	11,750.00	-5,882.80	49.9%
801 · Supplies	10,040.05	28,400.00	-18,359.95	35.4%
803 · Postage	3,117.36	9,000.00	-5,882.64	34.6%
805 · Telephone	4,844.13	20,700.00	-15,855.87	23.4%
807 · Transportation/Per Diem	7,527.35	20,200.00	-12,672.65	37.3%
813 · Leased Equipment	2,681.50	5,700.00	-3,018.50	47.0%
814 · Software/License Fees	2,721.79	34,800.00	-32,078.21	7.8%
815 · Repairs and Maintenance	993.17	8,500.00	-7,506.83	11.7%
817 · Dues/Conferences/Subscriptions	10,538.97	16,850.00	-6,311.03	62.5%
819 · Printing	317.34	13,900.00	-13,582.66	2.3%
831 · Ex. Comm./Board Meetings	12,857.52	30,500.00	-17,642.48	42.2%
835 · Ex. Committee Transportation	7,178.77	18,900.00	-11,721.23	38.0%
879 · Computer/Equipment	2,504.32	27,800.00	-25,295.68	9.0%
<b>Total Expense</b>	<b>545,846.82</b>	<b>1,503,460.00</b>	<b>-957,613.18</b>	<b>36.3%</b>

**Washington Cities Insurance Authority**  
**Budget Comparison-Member Services**  
 January through May 2015

Accrual Basis

	Jan - May 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
701 · Personnel Services	316,710.73	804,600.00	-487,889.27	39.4%
711 · Personnel Benefits	105,434.83	262,000.00	-156,565.17	40.2%
801 · Supplies	5,148.99	25,000.00	-19,851.01	20.6%
807 · Transportation/Per Diem	19,334.99	74,700.00	-55,365.01	25.9%
817 · Dues/Conferences/Subscriptions	3,395.94	10,800.00	-7,404.06	31.4%
841 · Member Training/Seminars	171,242.28	690,000.00	-518,757.72	24.8%
842 · Risk Reduction Grant	0.00	130,000.00	-130,000.00	0.0%
843 · Risk Management Consulting	65,750.16	370,000.00	-304,249.84	17.8%
<b>Total Expense</b>	<b>687,017.92</b>	<b>2,367,100.00</b>	<b>-1,680,082.08</b>	<b>29.0%</b>

**Washington Cities Insurance Authority**  
**Budget Comparison-Claims Administration**

Accrual Basis

January through May 2015

	Jan - May 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
701 · Personnel Services	247,314.89	604,500.00	-357,185.11	40.9%
711 · Personnel Benefits	98,269.46	236,000.00	-137,730.54	41.6%
731 · Claims Administration	135,174.77	522,000.00	-386,825.23	25.9%
733 · Pre-Defense Review	165,915.50	775,000.00	-609,084.50	21.4%
801 · Supplies	2,230.61	3,800.00	-1,569.39	58.7%
807 · Transportation/Per Diem	1,925.40	15,700.00	-13,774.60	12.3%
817 · Dues/Conferences/Subscriptions	0.00	4,010.00	-4,010.00	0.0%
825 · Records Retention	1,318.75	3,700.00	-2,381.25	35.6%
<b>Total Expense</b>	<b>652,149.38</b>	<b>2,164,710.00</b>	<b>-1,512,560.62</b>	<b>30.1%</b>

**Washington Cities Insurance Authority  
AP Listing Report  
APRIL 2015**

Check Date	Check #	Payee Name	G/L Code	Description	Amount
4/10/2015	12395	CENTURYLINK	5145-00 Fire/Safety-Alarm Phone Lines	03/29-04/29 alarm line	185.97
4/10/2015	12396	COMCAST	7200-07 Bldg Data Services	04/09-05/08 D/S-104	315.85
4/10/2015	12396	COMCAST	7200-07 Bldg Data Services	04/09-05/08 D/S-102	89.08
4/10/2015	12396	COMCAST	7200-07 Bldg Data Services	04/09-05/08 D/S-205	89.08
4/10/2015	12396	COMCAST	7200-07 Bldg Data Services	04/09-05/08 D/S-100	84.13
4/10/2015	12396	COMCAST	7200-07 Bldg Data Services	04/09-05/08 D/S-270	99.08
4/10/2015	12396	COMCAST	7200-07 Bldg Data Services	04/09-05/08 D/S-250	99.08
4/10/2015	12397	E-SQUARED SYSTEMS LLC	5140-01 Fire/Safety/Security Contract	04/15-06/15 fire/sec mon	180.00
4/10/2015	12398	GREENWAY COMMERCIAL LANDSCAPE	5160-00 Landscape Contract-Exterior	04/15 land maint	682.19
4/10/2015	12399	KING COUNTY TREASURY	6110-01 Real Estate Tax	2015 RE TX 022320006004	12.68
4/10/2015	12400	PUGET SOUND ENERGY	6005-01 Electricity	02/25-03/25 elec	2,278.00
4/10/2015	12401	PSR MECHANICAL	5135-01 HVAC Repair & Maint	remote connection	43.80
4/10/2015	12401	PSR MECHANICAL	5135-01 HVAC Repair & Maint	remote connection	43.80
4/10/2015	12402	SEATTLE MAINTENANCE SERVICES	5065-01 Janitorial Contract	04/15 janitorial svcs	1,751.08
4/10/2015	12402	SEATTLE MAINTENANCE SERVICES	5070-01 Janitorial Supplies	03/15 janitorial spls	335.76
4/10/2015	12403	Springtime Enterprises, LLC	5185-00 Lot Sweeping	03/15 lot sweeping	66.40
4/10/2015	12404	SUPERIOR ENGINEERING SERVICES LLC	5135-01 HVAC Repair & Maint	02/13 installed locking cover for AC	249.68
4/10/2015	12405	CITY OF TUKWILA	6010-01 Water & Sewer	02/10-03/17 wtr/swr	474.54
4/23/2015	12406	Washington State Department of	6112-00 Leasehold Excise Tax	2015 1st Qtr Leasehold Excise Tax	3,857.50
4/30/2015	12407	AB WINDOW CLEANING	5085-00 Window Cleaning	04/10/15 cln ext/int windows & skyl	1,600.00
4/30/2015	12408	Eden Advanced Pest Technologies	5105-00 Pest Control	01/09/15 pest ctrl	136.88
4/30/2015	12409	The Interior Foliage Company LLC	5165-00 Landscape Contract-Interior	04/15 int plant care	229.95
4/30/2015	12410	JAMESON BABBITT STITES & LOMBARD PLLC	7050-00 Legal Fees	03/17 Nagai Amendment	162.50
4/30/2015	12411	JSH PROPERTIES INC	5058-00 Energy Management	recycled alum. EPA Plaque	141.00
4/30/2015	12411	JSH PROPERTIES INC	5110-00 Property Management Fees	04/15 mgmt. fee	1,750.00
4/30/2015	12412	LUMENAL LIGHTING	5026-00 Lighting Maint/Supplies	03/15 misc lighting spls	481.67
4/30/2015	12412	LUMENAL LIGHTING	5026-00 Lighting Maint/Supplies	03/15 lighting spls/labor	344.54
4/30/2015	12413	PSR MECHANICAL	5135-01 HVAC Repair & Maint	04/15 remote connection	43.80
4/30/2015	12414	SEATTLE MAINTENANCE SERVICES	5070-01 Janitorial Supplies	04/15 janitorial spls	238.56
<b>Total April Expenses:</b>					<b>16,066.60</b>

  
Jill Marcell, Treasurer

  
Ann Bennett, Executive Director

Approved by the Executive Committee/Board of Directors:

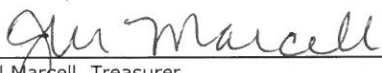
Date

Jared Burbidge, President



**Washington Cities Insurance Authority  
AP Listing Report  
MAY 2015**

Check Date	Check #	Payee Name	G/L Code	Description	Amount
5/8/2015	12415	AMERICAN SOLUTIONS FOR BUSINESS	7030-00 Tenant Relations	04/15 greeting cards	23.08
5/8/2015	12416	CENTURYLINK	5145-00 Fire/Safety-Alarm Phone Lines	04/29-05/29 alarm line	186.90
5/8/2015	12417	GREENWAY COM'L LANDSCAPE	5160-00 Landscape Contract-Exterior	05/15 land maint	682.19
5/8/2015	12417	GREENWAY COM'L LANDSCAPE	5170-00 Landscaping R&M	03/24 install bark	2,617.05
5/8/2015	12417	GREENWAY COM'L LANDSCAPE	5170-00 Landscaping R&M	04/15 aerate lawn/apply lime	901.19
5/8/2015	12418	LUMENAL LIGHTING	5026-00 Lighting Maint/Supplies	04/15 svc call & lighting spls	906.90
5/8/2015	12418	LUMENAL LIGHTING	5026-00 Lighting Maint/Supplies	04/21 svc call	104.66
5/8/2015	12419	PUGET SOUND ENERGY	6005-01 Electricity	03/26-04/23 elec	2,099.73
5/8/2015	12419	PUGET SOUND ENERGY	6030-00 Gas	03/26-04/23 gas	599.48
5/8/2015	12420	PSR MECHANICAL	5135-01 HVAC Repair & Maint	04/21 remote	43.80
5/8/2015	12421	SEATTLE MAINTENANCE SERVICES	5070-01 Janitorial Supplies	05/15 janit spls	238.56
5/8/2015	12422	CITY OF TUKWILA	6010-01 Water & Sewer	03/17-04/14 wtr/swr	474.54
5/8/2015	12423	WASTE MANAGEMENT	6035-00 Trash/Recycle	04/15 trash rmvl	422.35
5/8/2015	12424	COMCAST	7200-07 Bldg Data Services	05/08-06/09 D/S 250	99.08
5/8/2015	12424	COMCAST	7200-07 Bldg Data Services	05/08-06/09 D/S 270	99.08
5/8/2015	12424	COMCAST	7200-07 Bldg Data Services	05/09-06/08 D/S 100	84.13
5/8/2015	12424	COMCAST	7200-07 Bldg Data Services	05/09-06/08 D/S 205	89.08
5/8/2015	12424	COMCAST	7200-07 Bldg Data Services	05/09-06/08 D/S 102	89.08
5/8/2015	12424	COMCAST	7200-07 Bldg Data Services	05/09-06/08 D/S 104	347.46
5/8/2015	12425	PSR MECHANICAL	5135-01 HVAC Repair & Maint	04/28 HVAC rpr	153.30
5/12/2015	12426	NW Minority Business Council	2060-00 Clearing-Tenant Deposits	Security Deposit Refund	3,667.79
5/29/2015	12427	BMH SERVICES	5015-01 Building R&M-Interior	05/15 rpr rr trash lock	49.28
5/29/2015	12428	COAST TO COAST CONCRETE CUTTING	5010-01 Building R&M-Exterior	05/05/15 grind sidewalk/trip hazard	602.25
5/29/2015	12429	E-SQUARED SYSTEMS LLC	5027-00 Security - Contract	03/31 retention	184.45
5/29/2015	12430	The Interior Foliage Company LLC	5165-00 Landscape Contract-Interior	05/15 int plant care	229.95
5/29/2015	12431	JSH PROPERTIES INC	5110-00 Property Management Fees	05/15 mgmt. fee	1,750.00
5/29/2015	12432	LANCE MUELLER & ASSOC	1440-01 Building Improvements	05/01/15 plans for lobby remodel	1,626.24
5/29/2015	12433	LUMENAL LIGHTING	5026-00 Lighting Maint/Supplies	05/06/15 svc call/rpl lamps	245.48
5/29/2015	12434	PINKY'S PLUMBING LLC	5015-01 Building R&M-Interior	rpr broken urinal	1,436.87
5/29/2015	12434	PINKY'S PLUMBING LLC	5015-01 Building R&M-Interior	rpl drop-in diaphragm	217.91
5/29/2015	12435	PSR MECHANICAL	5135-01 HVAC Repair & Maint	Ste 275-too warm	43.80
5/29/2015	12435	PSR MECHANICAL	5135-01 HVAC Repair & Maint	05/08 rprs to actuator	376.68
5/29/2015	12435	PSR MECHANICAL	5135-01 HVAC Repair & Maint	05/06 air issues	525.60
5/29/2015	12435	PSR MECHANICAL	5135-01 HVAC Repair & Maint	05/07 remote	43.80
5/29/2015	12436	SEATTLE MAINTENANCE SERVICES	5065-01 Janitorial Contract	05/15 janitorial maint	1,945.54
5/29/2015	12436	SEATTLE MAINTENANCE SERVICES	5070-01 Janitorial Supplies	05/15 soap dispensers	83.99
5/29/2015	12437	Springtime Enterprises, LLC	5185-00 Lot Sweeping	04/15 sweeping	66.40
<b>Total May Expenses:</b>					<b>23,357.67</b>

  
 \_\_\_\_\_  
 Jill Marcell, Treasurer

  
 \_\_\_\_\_  
 Ann Bennett, Executive Director

Approved by the Executive Committee/Board of Directors:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Jared Burbidge, President

**WCIA EXECUTIVE COMMITTEE  
SETTLEMENT CONSENT AGENDA  
FOR JULY 10, 2015**

The following lawsuits and/or claims are submitted for Executive Committee final review and approval of settlement and judgment payment:

1. **Claimant name;** David Lott  
**Member;** City of Tukwila  
**Date of loss;** 8/11/2011  
**Nature of claim;** Police Excessive Force  
**Settlement amount;** \$300,000  
**Settlement terms;** Settles all claims with full release and no admission of liability
  
2. **Claimant name;** Debra Humann  
**Member;** City of Edmonds  
**Date of loss;** 9/22/2011  
**Nature of claim;** Employment Wrongful Termination  
**Judgment amount;** \$2,142,046.58
  
3. **Claimant name;** Estate of Ellen DeBondt  
**Member;** City of Port Angeles  
**Date of loss;** 3/6/2011  
**Nature of claim;** Police Negligence  
**Settlement amount;** \$300,000  
**Settlement terms;** Settles all claims with full release and no admission of liability
  
4. **Claimant name;** Betty Gage  
**Member;** City of Oak Harbor  
**Date of loss;** 11/27/2012  
**Nature of claim;** Fall Down on Premises  
**Settlement amount;** \$67,500  
**Settlement terms;** Settles all claims with full release and no admission of liability

\_\_\_\_\_  
Authority President

Approved on \_\_\_/\_\_\_/15

Attest: \_\_\_\_\_

## 2016 Liability Assessments

### Background:

GASB 10 and state regulation require that all self-insured pools use actuarial projection in determining their expected and unexpected losses and to fully fund to those projections. Each year, our actuary, PricewaterhouseCoopers determines three key calculations for WCIA:

1. Estimated needed Reserves at December 31, 2014, for all prior years losses.
2. Projected 2016 Costs (losses and expenses)
3. Group and Individual Member Assessments for 2015

Overall, average percentage rate increases over the last several years have been as follows:

Year	Recommended Actuarial Liability Rate Increase	WCIA Actual Liability Rate Increase
2006	-4.6%	-4.6%
2007	-4.3%	-4.3%
2008	-3.9%	-3.9%
2009	5.6%	5.6%
2010	9.5%	5.0%
2011	4.4%	0.0%
2012	1.9%	0.0%
2013	-2.8%	-2.8%
2014	7.0%	3.0%
2015	10.1%	7.0%
2016	4.3%	

In ten of the last nineteen years, member rates were subsidized with a portion of undesignated members' reserve.

Although the recommended 2016 overall average pool rate is 4.3%; individual member rates vary based on losses. Individual member rate changes are capped at +15%/-15% **on top of** the overall pool rate changes. For example, the maximum rate increase for 2016 is 19.3% (4.3% overall rate plus 15%).

Resolution 151-97 requires a 3% annual growth rate of the Undesignated Members' Reserve, with annual review, and requires the all years' reserve to be funded at a minimum 75% confidence level. WAC 200-100 requires pools to be funded to an 80% confidence level.

### Discussion:

#### *2016 Actuarial Report*

Each year the actuary determines reserves needed to cover all losses (ultimate losses) of the pool from prior years. The chart below shows the actuary's projection at "expected" and at increased confidence level intervals.

Actuarial Confidence Level	Actuarial Total Reserves Required
54% (Expected)	\$71,581,000
70%	\$89,476,000
75%	\$95,346,000
80%	\$101,788,000
85%	\$110,306,000
95%	\$136,720,000
98%	\$156,118,000
99%	\$169,647,000
WCIA Total Assets 12/31/14:	\$170,292,465

WCIA remains funded for all years of operation at a 99% confidence level, well exceeding the 80% level required by the WAC. As a mature pool with a high self-insured retention, this level of funding for contingencies is prudent. During the last twenty years, WCIA has been funded between a 93-99% confidence level.

The graph attached shows the growth of the Undesignated Members' Reserve and the Claims Reserve since 2001. The Designated Claims Reserves at the 75% confidence level decreased \$5.9 million or 6% from 2013 to 2014. Pool assets increased approximately \$3 million or 2% in 2014. Undesignated Members' Reserve increased approximately \$10.9 million or 19% in 2014.

#### *Solvency Standard Testing*

The revised Washington Administrative Code (WAC) 200-100 includes various actuarial solvency standards for risk pools in Washington State. Specifically, the WAC requires pools to obtain an annual actuarial review, which provides estimates of the unpaid claims measured at the expected 80% confidence level. The State Risk Manager and State Auditor's Office annually review all pools to ensure compliance with these solvency standards.

Under the defined solvency standard, assets are compared to unpaid claims estimates. In each of the two tests, the requirement is to have more assets than unpaid claims.

1. In the first test, the unpaid claims estimate at the expected level is compared to primary assets, which are defined as cash and investments less non-claims liabilities.

Primary Assets = \$157,664,748

Unpaid Claims at Expected Confidence Level = \$71,581,000

WCIA Passes

2. The second test compares the unpaid claims estimate at the 70% confidence level with primary and secondary assets. Secondary assets are defined as insurance receivables, real estate or other assets, the value of which can be independently verified by the State Risk Manager.

Primary and Secondary Assets = \$168,328,481

Unpaid Claims at 70% Confidence Level = \$89,476,000

WCIA Passes

*Target Fund Balance Review*

In 2013, WCIA retained PricewaterhouseCoopers (PwC) to provide a target fund balance study in addition to the annual actuarial assessment study. The Target Fund Balance study is a more comprehensive assessment of the pool's total capital needs. Traditionally, the confidence level measurement was completed annually with a focus on the funds required to meet claims reserve demands at various levels of certainty. However, confidence levels are not a complete measure of the overall risk faced by a pool. The Target Fund Balance Review also includes Underwriting and Reserving risks, Asset & Credit risks, and Operational risks.

In the insurance industry, the standard is target funding at or above the risk of a 1-in-100 event. In July 2013, the Executive Committee passed Resolution 227-13, setting a goal of a funding between the 1-in-100 to 1-in-250 year event range and to have a study completed every three years. WCIA was within this range when the study was completed. Actuarial projections anticipate WCIA has been out of the target range the last two years (see attached). This is attributed to changes in equity and claims reserves. Another target fund balance study will be conducted in 2016.

*2016 Liability Rates*

The actuary's analysis recommends a 4.3% rate increase for 2016. (See attached Exhibit 2-1).

The rate increase is mainly due to two factors:

- Change in loss estimates – i.e. claims experience
- +2.9% from last year – not fully funded prior year

The majority of the recommended 4.3% increase is due to not fully funding the prior year's average rate recommendation. Claim payments made during 2014 reached an all-time high. However, overall case reserves decreased \$5.9 million, which helped temper the rate recommendation.

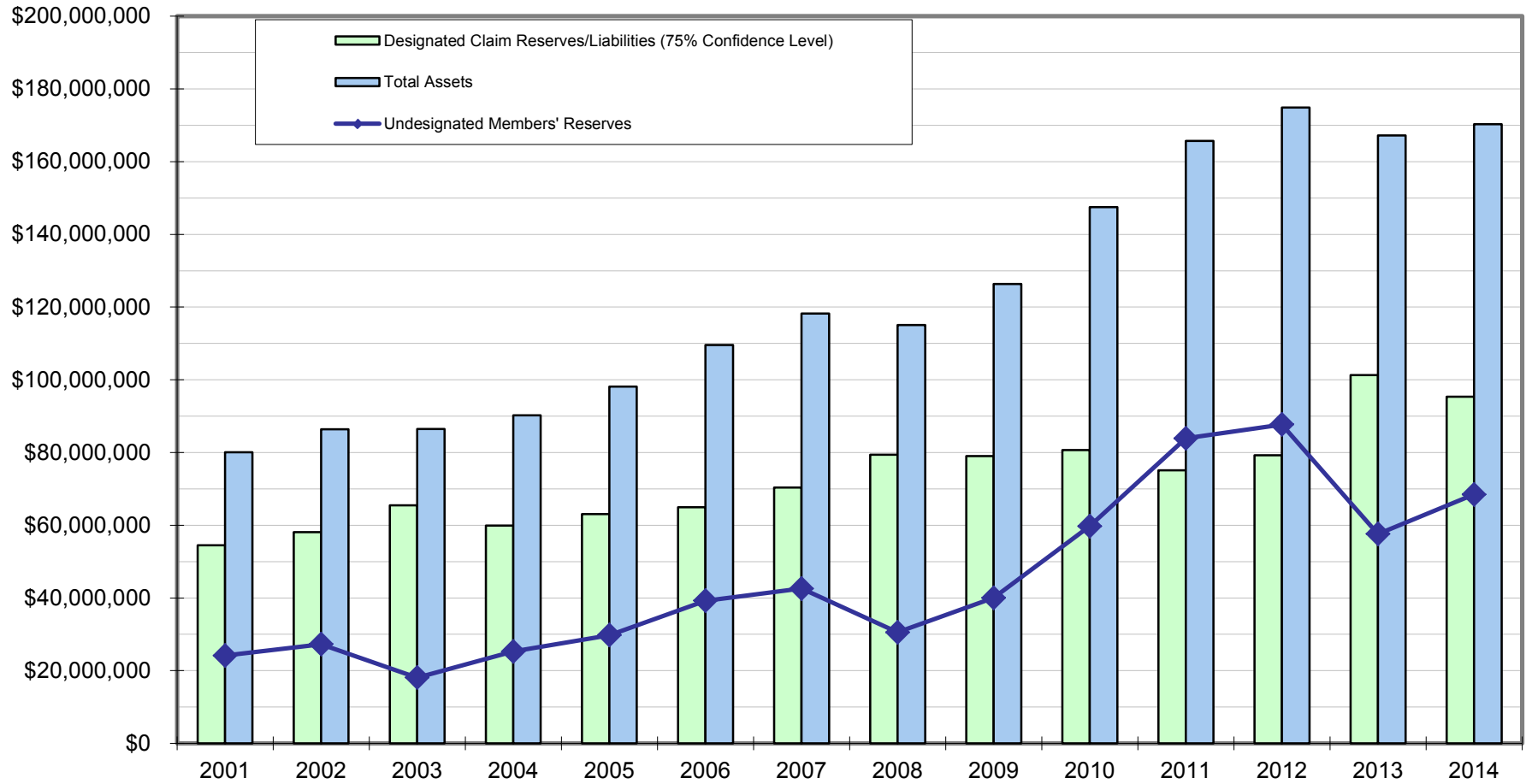
Staff asked the actuary to calculate the expected return on equity as various assessment rate options.

Indicated Rate Change	Total Projected Assessments	Dollar Amount of Subsidy	Expected Net Income	Expected Change in Equity
4.3%	\$28,784,196	0	\$3,222,543	3.75%
3.0%	\$28,427,201	\$356,996	\$2,865,547	3.33%
2.0%	\$28,151,208	\$632,988	\$2,589,555	3.01%
1.3%	\$27,958,014	\$826,182	\$2,396,360	2.79%

Recommendation:

The Budget Committee met on June 26, 2015 and reviewed the recommended 4.3% assessment rate increase and the Target Fund Balance projection by the actuary. The Budget Committee recommends using a portion of the interest earning on equity to subsidize the rate change to a 2% rate change. Even though claims payments were at a record high in 2014, the decrease in claims reserves is a positive sign that future claims payments should also decrease. This recommendation balances WCIA's financial condition and takes into consideration the current insurance climate and members' needs.

## Washington Cities Insurance Authority Assets and Reserves History



2014 figures are unaudited.

Washington Cities Insurance Authority  
 Liability Insurance  
 Coverage Year Beginning January 1, 2016

Selected Assessment Rate

(1) Projected Loss	\$23,989,000
(2) Discount Factor	0.868
(3) Discounted Projected Loss (1)x(2)	\$20,834,196
(4) Operating Expenses	\$7,950,000
(5) Estimated Required Assessments (3)+(4)	\$28,784,196
(6) Projected Exposures	28,000,665
(7) Indicated Assessment Rate (5)/(6)	\$1.028
(8) Current Assessment Rate	\$0.986
(9) Indicated Rate Change (7)/(8) - 1.0	4.3%
(10) Selected Rate Change	4.3%
(11) Selected Assessment Rate (8) x [1.0+(10)]	\$1.028
(12) Assessments at Selected Assessment Rate (6)x(11)	\$28,784,196

1. Line (1) is from Exhibit 2-2.
2. Line (2) is from Exhibit 2-5.
3. Lines (4) and (6) were provided by WCIA.
4. Line (10) was selected by WCIA.

Washington Cities Insurance Authority  
 Liability Insurance  
 Coverage Year Beginning January 1, 2016

Budgeted Operating Year Results

	Rate Change			
	<u>1.3%</u>	<u>2.0%</u>	<u>3.0%</u>	<u>4.3%</u>
(1) Estimated Invested Equity as of 12/31/2014	85,934,469	85,934,469	85,934,469	85,934,469
(2) Expected Investment Rate of Return	3.75%	3.75%	3.75%	3.75%
(3) Total Assessments	27,958,014	28,151,208	28,427,201	28,784,196
(4) Expected Losses	23,989,000	23,989,000	23,989,000	23,989,000
(5) Operating Expenses	7,950,000	7,950,000	7,950,000	7,950,000
(6) Expected Underwriting Gain/Loss (3)-(4)-(5)	(3,980,986)	(3,787,792)	(3,511,799)	(3,154,804)
(7) Investment Income on Reserves	3,154,804	3,154,804	3,154,804	3,154,804
(8) Expected Underwriting Gain/Loss After Discount (6)+(7)	(826,182)	(632,988)	(356,996)	-
(9) Investment Income on Equity (1)x(2)	3,222,543	3,222,543	3,222,543	3,222,543
(10) Budgeted Operating Year Results (8)+(9)	2,396,360	2,589,555	2,865,547	3,222,543
(11) Budgeted Percentage Change in Equity (10)/(1)	2.79%	3.01%	3.33%	3.75%

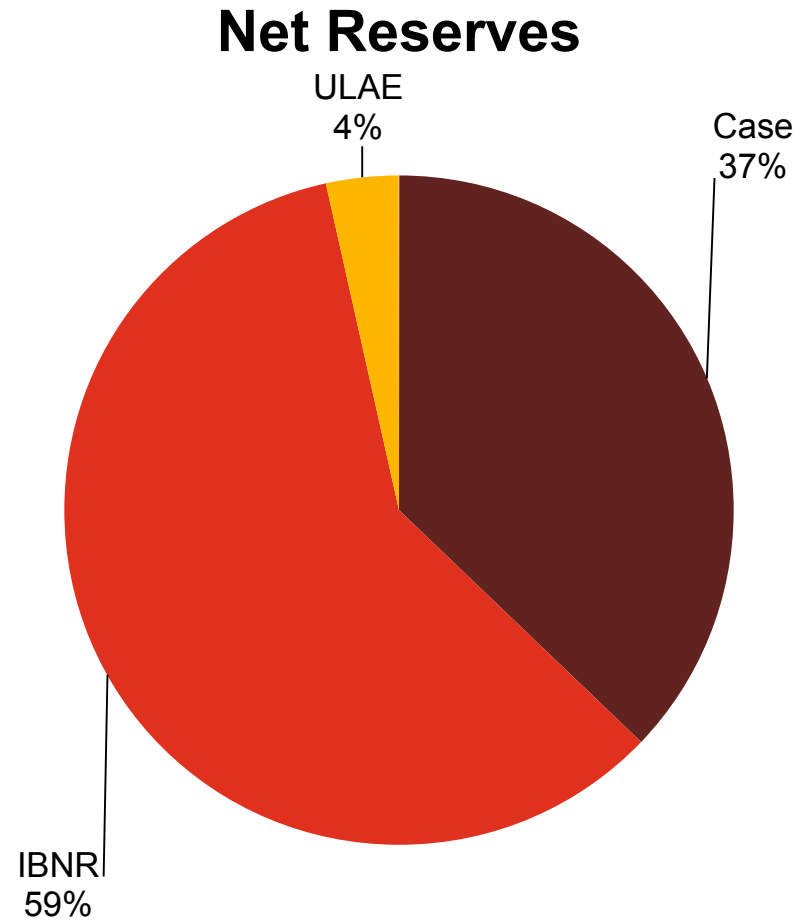
1. Line (1) is based on cash plus invested assets minus total liabilities excluding reserve for increased confidence level.



# Reserves

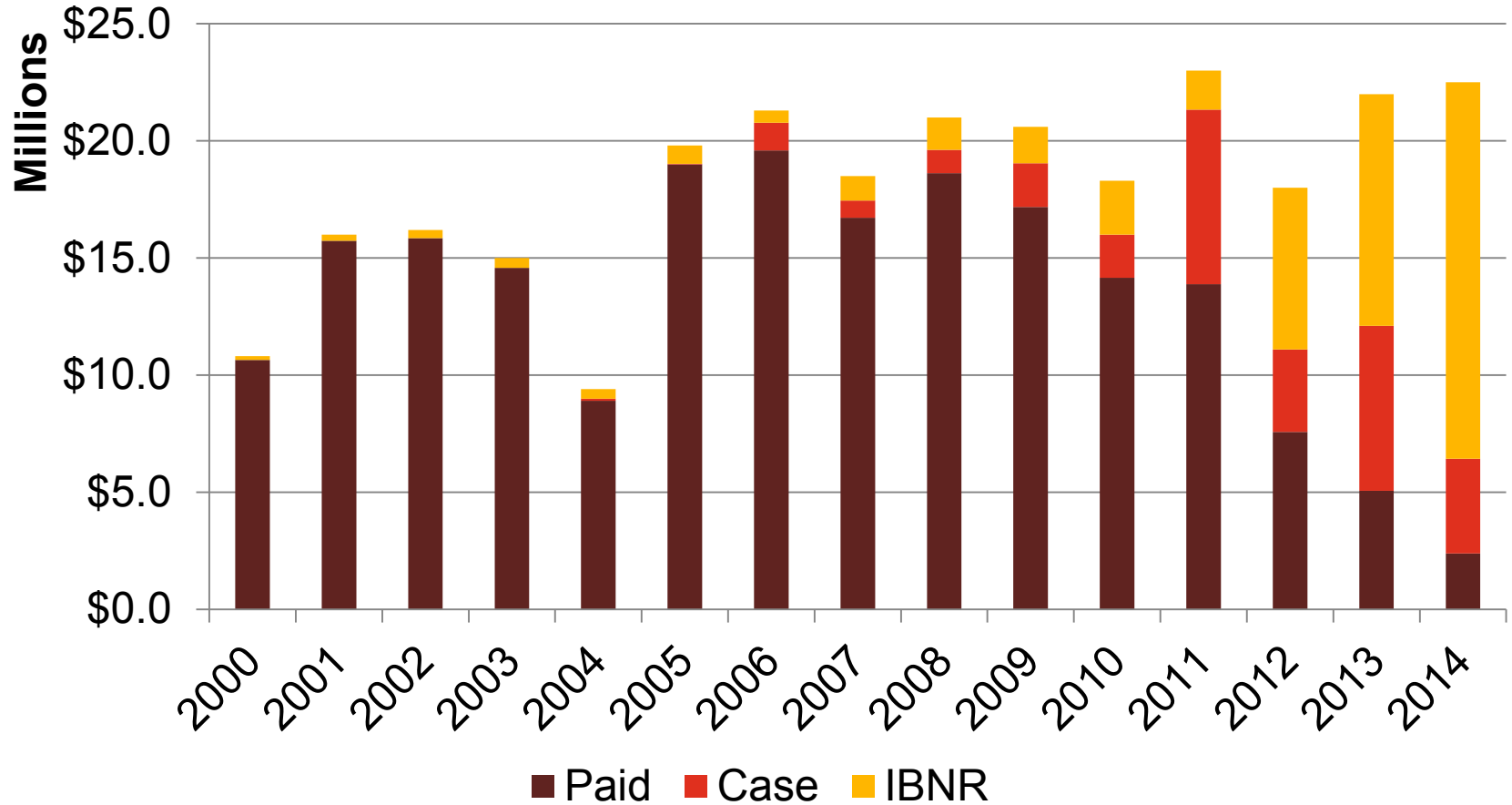
	Dec-14	Dec-13
Case	\$26.6	\$39.3
IBNR	42.5	36.1
<u>ULAE</u>	<u>2.5</u>	<u>2.7</u>
Net Total	\$71.6	\$78.0
Gross Total	\$75.8	\$82.5

Amounts in millions.  
Net of member deductibles.



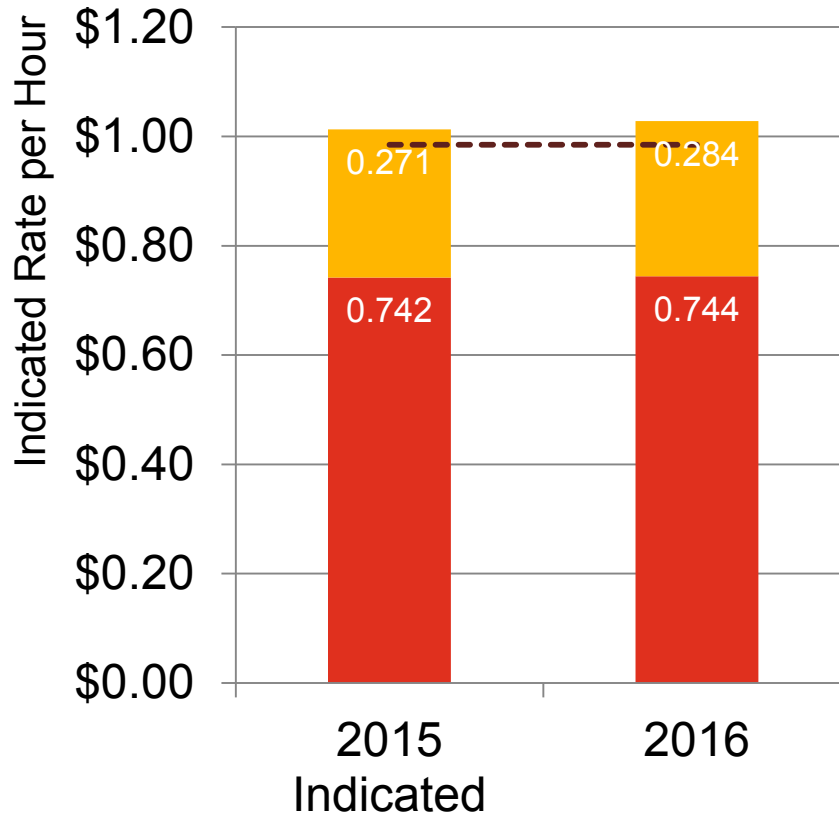
# *Estimated Net Ultimate Losses*

Before Deductibles



Large Burien claim coded to Accident Year 1993 for purposes of actuarial analysis.

# Change in Indicated Rates



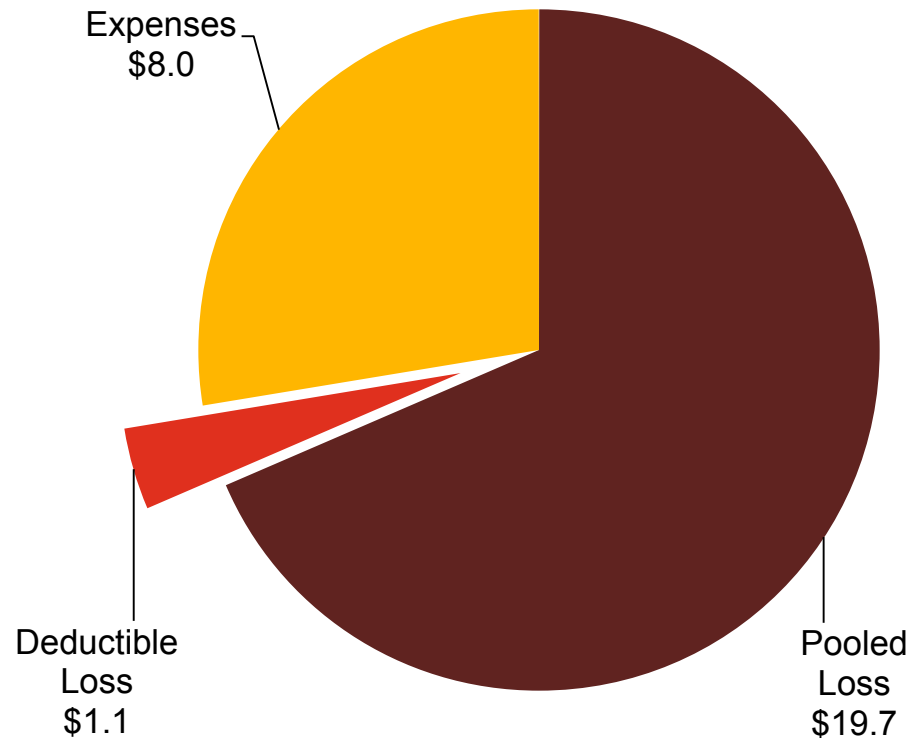
## +4.3 % Indicated Rate Change:

- +0.5% from indicated loss rate (change in loss estimates)
- +2.9% left over from last year (7% rate increase vs. 10% estimated rate need)

Discounted Loss Expense  
--- 2015 Rate Implemented

## *Projected 2016 Costs*

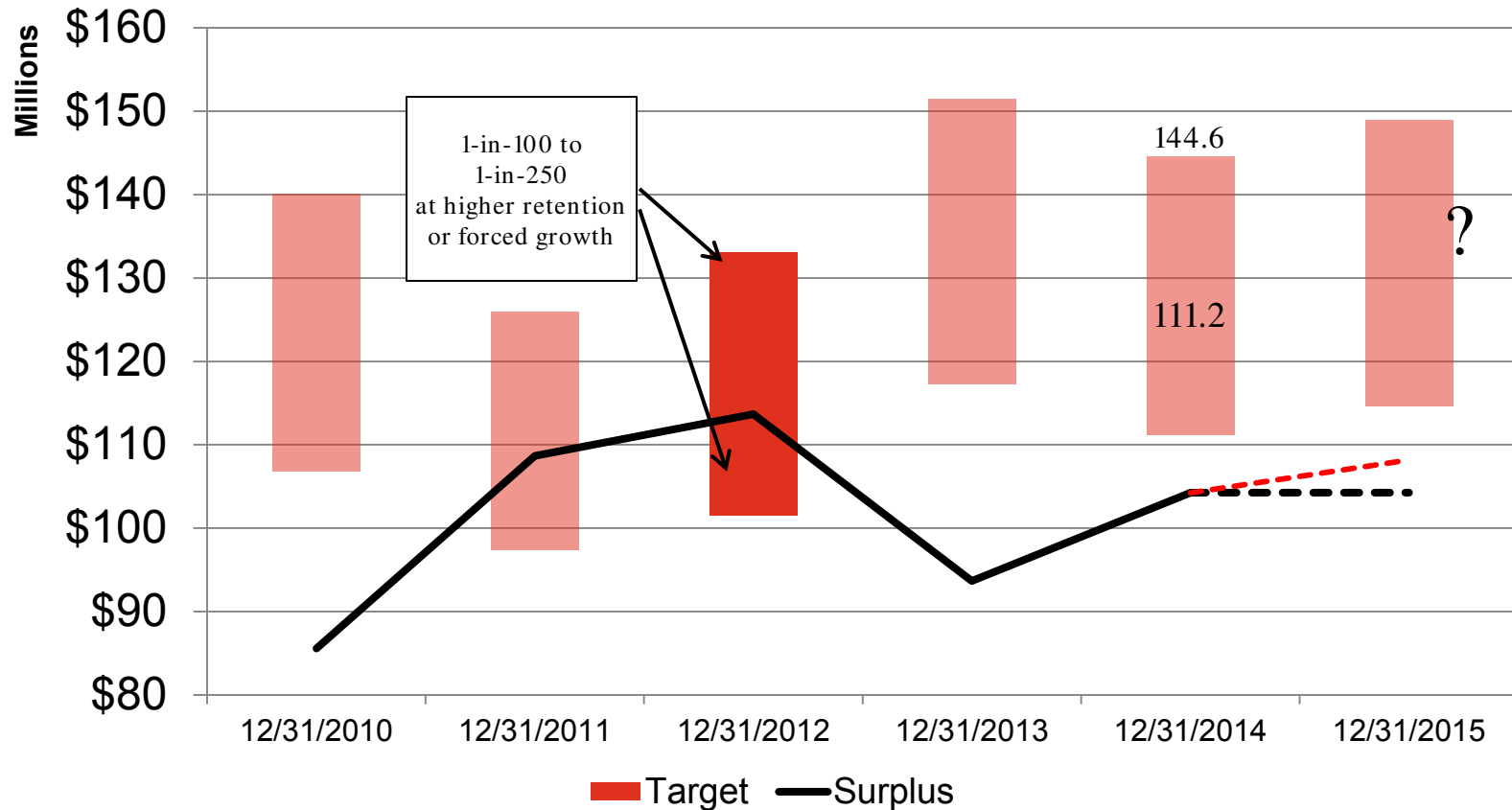
- 2016 total costs = \$28.8 M
- Claim costs are variable –  
More uncertainty due to high retention (\$4 million)
- Uncertainty handled through equity balance



Amounts in millions. Losses are discounted  
Limited to net retention.

# Rate Level Decision in Context of Target Capital

## Illustrative Example



Lower bound = lesser of a 1-in-100 year event assuming higher retention (\$10m liab/\$2.5m prop) or forced growth assumption.  
Upper bound = larger of a 1-in-250 year event under the same two scenarios. Forced growth is 60 new Group 1 and 20 new Group 2 cities.

**By Jill Marcell, Deputy Director of Administrative Services**

<b>Investment Diversification by Type:</b>	<b>Amount</b>	<b>Percent</b>
State Investment Pool	\$42,843,381	23%
Other Short Term	9,238,947	5%
Discount Notes	8,198,522	5%
Mortgage-Backed Securities	114,016,226	62%
FNMA (\$74,016,597)		
Freddie Mac (\$22,540,481)		
GNMA (\$17,459,148)		
US Treasury/Agency Securities	<u>8,764,070</u>	<u>5%</u>
 TOTAL as of 5/31/15	 \$183,061,146	 100%

<b>Investment Diversification by Institution:</b>	<b>Amount</b>	<b>Percent</b>
State Investment Pool	\$42,843,381	23%
Morgan Stanley	59,872,796	33%
Cambridge	<u>80,344,969</u>	<u>44%</u>
 TOTAL as of 5/31/15	 \$183,061,146	 100%

**Expense Summary by Month:**

Month	Claims Expense	Operating Expense*	2015 Claims & Operating Total Expense	2014 Claims & Operating Total Expense
January	\$ 1,052,596	\$ 232,414	\$ 1,285,010	\$ 8,134,902
February	1,690,103	226,783	1,916,886	1,833,298
March	2,404,920	436,123	2,841,043	2,476,836
April	1,809,423	329,297	2,138,720	4,607,699
May	1,698,821	660,017	2,358,838	2,679,220
June	4,205,087	672,672	4,877,759	3,212,813
Total	\$12,860,950	\$2,557,306	\$15,418,256	\$22,944,768

\*Building operating expenses are not included in figures above.

- 2015 operating expenses paid are well below 50% half way through the year. At 6/30/15, claims expenses were about \$1 million less than last year's record amount. Hopefully, the trend slows down through the second half of the year.
- The WCIA Wellness Program has received the 2015 WellCity award from AWC. Thanks goes out to our Wellness Committee for all of their hard work: Tina Smith, Tanya Crites, Maria Orozco and Carlene Brown. Wellness mini-grant funds were used to purchase items for the Wellness Library and kitchen; on-site health screening is scheduled for August.
- The WCIA Building earned the EPA's 2015 ENERGY STAR certification for the first time. Recently completed interior and exterior lighting upgrades should help reduce our energy costs even more.

**Jill Marcell**

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**From:** [escertification@energystar.gov](mailto:escertification@energystar.gov) [mailto:[escertification@energystar.gov](mailto:escertification@energystar.gov)]

**Sent:** Wednesday, March 04, 2015 8:44 AM

**To:** Emma Karlsson

**Cc:** [adriana.bonilla@psrmechanical.com](mailto:adriana.bonilla@psrmechanical.com)

**Subject:** 320 Building (ID 3214043) - Congratulations! You have earned EPA's ENERGY STAR.

Dear Chuck Weigman:

Congratulations! You have earned EPA's ENERGY STAR for 320 Building, located at 320 Andover Park East, Tukwila, WA 98188, for label year 2015.

### **Promote your 2015 certified building**

Your 2015 ENERGY STAR certification building decal (if you requested one in your application) and your official letter will be mailed to you within 4 to 6 weeks. In the meantime, here are some other ways you can promote your certified building – and show your stakeholders your commitment to energy efficiency and sustainability.

- Your property will automatically be included as part of our online [Registry of ENERGY STAR Certified Buildings](#). To make the most of this opportunity, please [submit a profile and photo of your building](#) as part of our online registry. These building profiles are often used by the media and others as a source of stories on energy efficiency.
- The ENERGY STAR certification mark (logo) files are available for use at [www.energystar.gov/logos](http://www.energystar.gov/logos). You may use the ENERGY STAR certification logo in literature, on the web, and in advertisements about your ENERGY STAR certified building.
- Celebrate your ENERGY STAR certified building with a press release and other promotional activities. Find samples and ideas on [our website](#).
- If you are interested in purchasing additional ENERGY STAR recognition items, visit our [online store](#).

If you have questions, please contact our [help desk](#).

Once again, congratulations! We look forward to celebrating with you this year!

Sincerely,

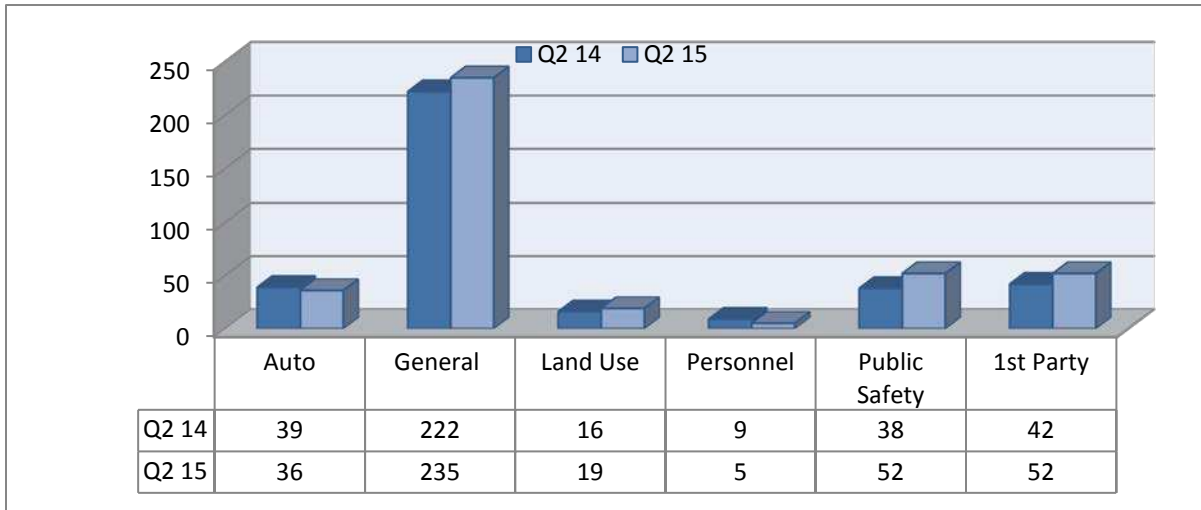
Jean Lupinacci  
Director, Commercial & Industrial Branch ENERGY STAR

*Jill Marcell*, Deputy Director

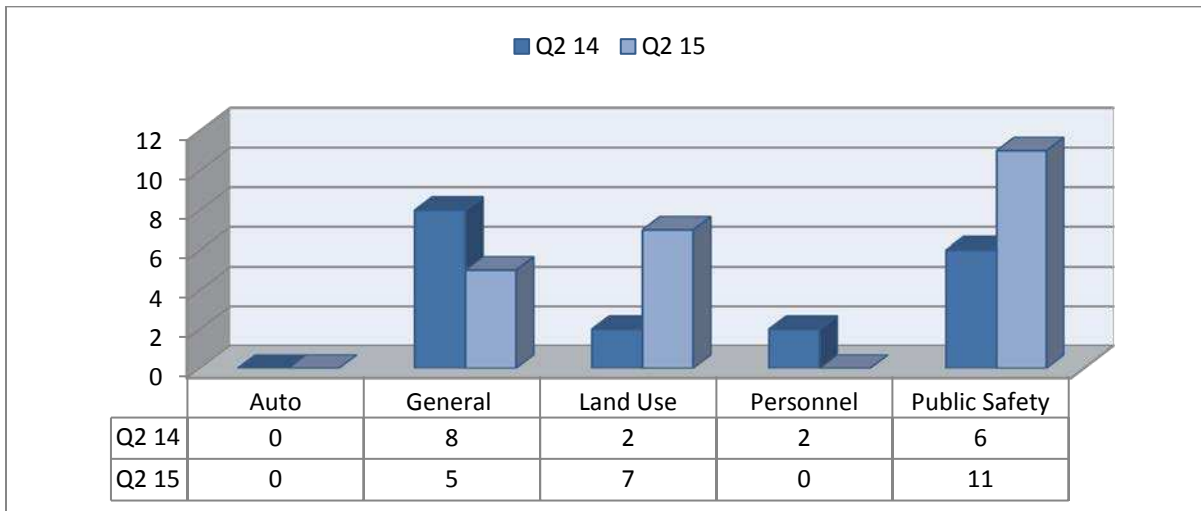
Washington Cities Insurance Authority  
PO Box 88030  
Tukwila, WA 98188  
(206) 575-6046

By Reed Hardesty, Claim Manager

- The number of new claims and new lawsuits filed in the 2nd Quarter (Q2) of 2015 was 366, a 9% increase from Q2 2014. The largest increase was in public safety exposures and first party losses. Employment claims decreased and 3 of the 5 new claims were WCIA's participation in separation and release agreements. All other loss types were relatively flat. We had 667 open claims at the end of Q2. The field adjuster line item is well under budget for the year.



- For Q2 we received 23 new lawsuits, including those filed on existing claim files; a 27% increase from 2014, with increases in Land Use and Police liability exposures.





- Indemnity and Legal payments totaled \$7,414,581; a 16% decrease from 2014.
  - Indemnity—\$5,393,728 (a 16% decrease from 2014)
    - \$2.2M funded the Humann verdict
  - Legal/Expense—\$2,020,853 (a 7% decrease from 2014)
  - Property claims—\$295,894
- We closed 415 files in Q2; 46% of closed claim files resulted in payments to claimants and this includes payments to members on first party claims. Of 33 lawsuits closed, 64% resulted in payments to the plaintiffs. We had three dismissals by summary judgment, and we had three partial summary judgment dismissals, which we expect will be appealed by the plaintiffs. We settled a police pepper spray case in the middle of trial after poor trial rulings.
- The Pre-Defense program is stable and reliable at 63 accepted requests for Q2. We are slightly below budget for the year.
- We received two high profile police liability claims this quarter. We responded with defense attorney assignment and utilization of a public relations firm. We have used the public relations firm on three high profile events this year. It is a tool for the defense attorney and for the member to assist in developing a comprehensive message that supports the numerous stakeholders and the defensibility of the expected claims. We met the public relations firm and received better billing rates with expected increased assignments.
- The media intensity in responding to police activity will likely increase the liability exposure through an increased number of claims, even on lower level police engagement, as evidenced by this quarter's increase in police claims and lawsuits from 2014. Our member agencies are targets of increased scrutiny, suspicion and speculation. We will continue to support them with legal analysis and risk management tools.

**By Patti Crane, Member Services Manager**

Training

To date, 85% of the membership has completed their 3 required trainings through attendance at one or more of the audit training topics in personnel, police and public works. Member response is better than expected and attributed to staff efforts in marketing our training and education services.

To accomplish these results, WCIA offered 155 training opportunities to members (82 on-site regional and exclusive trainings and 73 co-sponsored programs). With the increase in the number of sessions, our total attendance numbers grew to 4,828, surpassing last year's second quarter of 4,504.

Personnel (3,658 Trained)

- Anti-harassment training accounts for 1,284 of the 3,658 trained. Over 64% of the 76 targeted members have completed their mandated anti-harassment training requirement. Credit goes to our Risk Management Reps diligence in responding to member requests (22 members in the second quarter, 56 sessions). Members also requested DVD's (240) and viewed online anti-harassment videos for compliance (over 2,500 views).
- Employment topics aiding members in training completion include attendance to Best Practices for Recruiting, Interviewing and Hiring, Employee Handbooks, Discipline and Discharge, Performance Management, SES Leadership series, Building Supervisors Skills and Labor Relations Institute.

Public Officials (417 Trained)

- To meet our 2015 goal of expanding elected officials training, we introduced the new *Land Use Decision Making—Fairness and Predictability* for council, boards and commissions. Additional public officials' trainings include *WCIA Council Do's and Don'ts*, *Short Course on Local Planning* by the Department of Commerce, and *Land Use Boot Camp* presented by the Planning Association of Washington.

Public Safety (231 Trained)

- In June, we introduced the *Annual Law Enforcement Liability Prevention Update*, featuring defense counsel and Kirkland Chief Eric Olsen. We financially supported member police department trainings, including: *Managing Risk in High Profile Incidents* in Mountlake Terrace, and Van Meter and Associates' police training on *Discipline and Discharge and Performance Improvement* in Toppenish. The WCIA sponsored Washington Association of Public Records Officers pre-conference session on *Surveillance, Audio and Video Recording and PRA* provided training for police records officers.

City Attorneys, Public Works & Parks (522 Trained)

- Deputy Director Eric Larson and defense attorney Adam Rosenberg provided their expertise on contract language, risk transfer and insurance at the WCIA sponsored spring, Washington State Association of Municipal Attorneys pre-conference session. This session inspired a half-day course focusing on new insurance requirements for contract administrators. Parks and public works staff benefited from 5 regional *Volunteer Risk Management 101* sessions, presented by Debbi Sellers and Lisa Knapton. Tanya Crites and Chip McKenna trained on specific risk management concerns in fleet, defensive driving and public works for their assigned members.

Risk Pool Partnerships

In April, WCIA collaborated with risk pools Enduris, Washington Counties Risk Pool (WCRP) and Washington State Transit Insurance Pool (WSTIP) to feature national speaker Michael Bazelle covering *Protecting Your Organization against Computer Crime* (over 200 attendees 63 WCIA).

Reimbursement and Sponsorship Programs

To date, members have requested 97 reimbursements, receiving over \$44,006 in total. WCIA provided speaker sponsorships and reimbursements for the following education platforms:

- AWC – Labor Relations Institute
- 911 APCO/NENA Annual Conference – Strategic Decision Making
- LEIRA - Law Enforcement Information Records Association – Advanced PRA Disclosure
- WMCA - Washington Municipal Clerks Association (Professional Development I, II, III & IV)
- WRPA - Washington Parks and Recreation Association – ADA in Recreation Programs
- APWA- NW Institute for Public Works Essentials – Leadership Course
- WASPT - Washington Association of Permit Technicians – Certification
- PAW - Planning Association Washington - Land Use Boot Camp
- DES - Department of Enterprise Services – Phase I and Phase II Supervisors Course
- CWCMHA – Central WA Comprehensive Mental Health Association De-Escalation Training
- Criminal Justice Training Commission Courses:
  - Law Enforcement Records Academy
  - First Level Supervisor, Pre-Supervisor and Middle Management Courses
  - Crisis Intervention Team Training (CIT) 8 hour, 40 hour, Corrections and Dispatch Trainings

**By Robin Aronson, Risk Services Manager**

COMPACT

In the second quarter of 2015, staff kept busy conducting this year's audits on personnel, police, and public works, as well as the annual reviews. Risk Services staff began meeting with members in March and have completed nearly 50% of the audits and annual reviews. The reps are on track to complete their scheduled visits by the end of October.

In coordination with the member services department, the reps continue to work hard assisting those members who have requested on-site, anti-harassment training to comply with this year's COMPACT requirement. In support of the other audit topics, the reps also provided training in the second quarter on volunteer risk management, public works, fleet, park risk management, and defensive driving through the EverSafe program.

Risk Reduction Grant Program

Following the formal announcement of the 14 grant awards at the Full Board Meeting in May, the results were posted on the WCIA website. Members have made a few inquiries regarding future opportunities for grants. To date, we have received two requests for reimbursement of the staff development grants awarded for the PRIMA conference that was held in June.

Sidewalk Project:

The risk services and claims departments partnered in late 2014 to develop a sidewalk, risk management program that could be rolled out to assist members in need of guidance on how to improve sidewalks, in an effort to reduce accidents and claims. The second quarter saw the team complete their initial work, culminating in the creation of a Sidewalk Toolkit. The toolkit includes a synopsis of sidewalk case law, sidewalk repair and replacement resources, sample neighborhood sidewalk repair grant program information, feedback from WCIA members on sidewalk repair devices, and a sample sidewalk inspection program. The team recently selected four members to approach and ask to participate voluntarily in a Member Improvement Plan. All four member cities accepted the offer and will now work with assigned team members from risk services and claims to see how they might benefit from this program. The Sidewalk Toolkit will be available to all members.

Loss Control Committee:

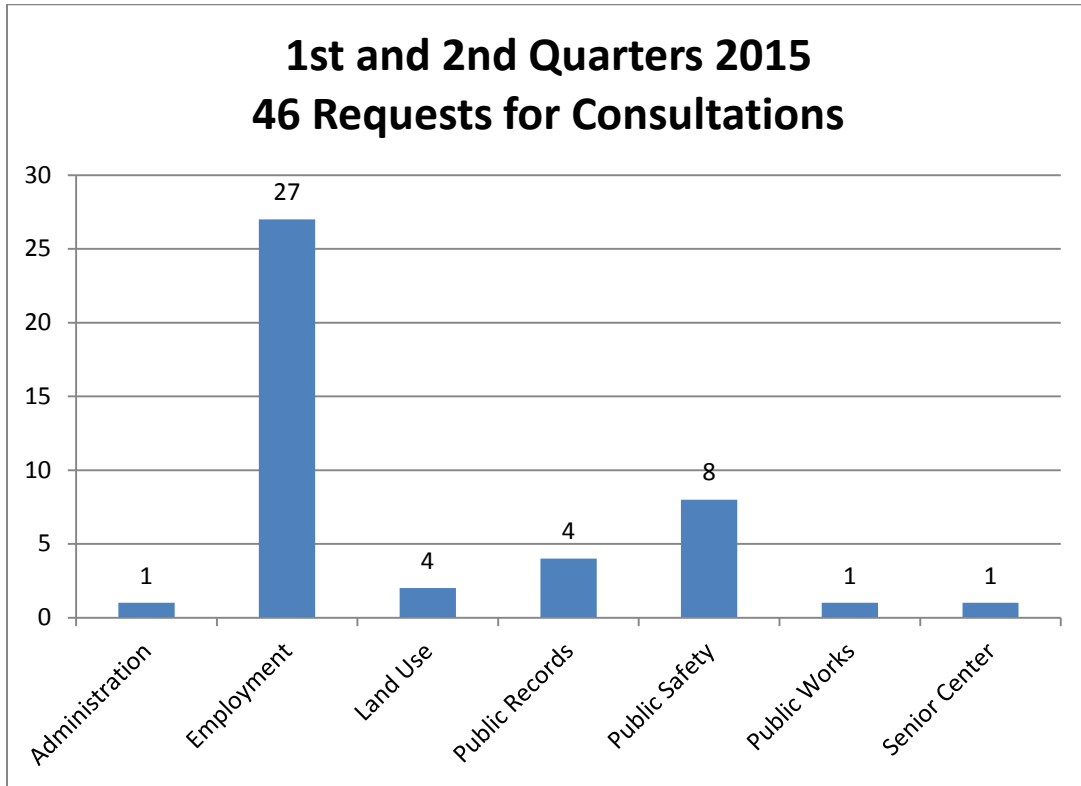
The Loss Control Committee met in June and approved 27 guidelines. Included were two new guidelines drafted by the reps, one on beer and wine gardens, and a sample citizen instructions sheet for sewer backup events. All of these new or revised guidelines are now incorporated into the Liability Resource Manual. In addition, the staff also presented suggested revisions for 23 existing guidelines, along with a new sample volunteer handbook and a guideline for fun run/walk and obstacle course events. Legal counsel will review these guidelines before they are presented to the committee for approval at the next meeting in October.

Consultations:

Risk services responded to 28 requests from members in the second quarter for consultations, bringing the total for the first half of 2015 to 46. Over half of the consultations were on the topic of employment. The most frequent request for assistance continues to be for the review of draft changes to personnel policies and employee handbooks, accounting for nearly half of the twenty seven requests for employment consultations. This is not surprising given the audit topic of personnel.

Assistance was also requested this past quarter on topics involving public records, FMLA, ACA, wireless facilities codes, fireworks, background checks and indigent defense contracts. Assistance also continued on the amicus brief for the *Michelbrink* case. The brief was recently finalized and filed with the Court of Appeals.

The consultation budget was also used to prepare risk bulletins this past quarter on land use and employment topics. Both bulletins will go out to the membership in July.



**By Eric Larson, Deputy Director of Programs**

- We have received the reinsurance/policies for property, boiler & machinery, terrorism, crime/fidelity, and liability renewal. Some minor corrections and clarifications to the property insurance policies are still outstanding. The liability reinsurance agreements are all in order.
- AssetWorks fieldwork for property appraisals are 50% completed for members in the northern part of the state. This includes members with buildings in Chelan, Island, Okanogan, Skagit, Snohomish, Spokane, Stevens and Whatcom counties. A few members outside of this area will have appraisals as well.

It is important to continually improve the data in the property schedules. The Applied Technology Council (ATC) standard occupancy type classifications will be added into the schedule. Staff has determined the applicable ATC codes for all the various kinds of member buildings. The addition of the ATC codes will help with catastrophic modeling performed by the property underwriters.

- The cyber insurance policy, written by National Union, was renewed on May 31, 2015 for one year. The wave of cyber-attacks in the national spotlight has resulted in increasing underwriting diligence by the cyber insurance carriers. The carriers are requiring more IT security information and restricting coverage where deficiencies are noted. Our carrier, AIG, has implemented coverage exclusions for members that do not have IT security measures in place. Members who have not responded to the cyber underwriting questionnaires will face certain exclusions if they do not respond. We will advise members who have completed questionnaires of any deficiencies and how to correct them so they can avoid having specific policy exclusions.
- Even with the soft, and competitive, worldwide liability insurance marketplace, only a few carriers are interested in writing liability reinsurance for public entities. This is compounded by the adverse legal climate in the state of Washington. Like cyber insurance, liability underwriters are also becoming more prudent in their underwriting diligence. For the upcoming renewal, we again will need to request liability underwriting exposure information from the membership. To ease completing this questionnaire, members will use the WCIA website much like currently done with the annual audit.
- Staff is completing the Association of Governmental Risk Pools (AGRIP) standards application. The accreditation standards application is submitted every three years for consideration to AGRIP. In June, the Executive Committee approved the WCIA Information Security and Fixed Asset policies, which are required in the latest AGRIP standards application.