



CWPU UIP (Unified Insurance Program)
Special Meeting – Conference Call Minutes
November 29, 2018

Roll Call:

The meeting was called to order at 1:10 p.m. by Chair Wenner. The following individuals were in attendance:

<u>Public Utility District</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Benton PUD	Melina Wenner, Chair	Jody George	
Franklin PUD	Carrie Locke	Sylvia Hubbard, Vice Chair	
Douglas PUD	Barbara Davis		
Ferry PUD	Marilee Kuehne		Dana Kincaid
Okanogan PUD			Shanna Rice
Pend Oreille PUD	Lloyd Clark		
Grant PUD	Annette Hernandez		Diane Moseley

UIP BPA: Stacie Frank

UIP Treasurer: Rob Gillespie

Accounting Services Selection

Ms. Frank reported that Clifton Larson Allen was the only firm to respond to the RFP for Accounting Services. After full review of their proposal the services outlined are in line with the current services being provided. Their proposed fee did increase from \$1,800 to \$2,000 per month. Scoring sheets were completed by the accounting services subcommittee and provided as part of the meeting packet. It is Ms. Frank's recommendation that we move forward with entering into an agreement with Clifton Larson Allen for the next contract term starting January 1, 2019. Chair Wenner clarified that this would be a 3-year term.

Motion to enter into contract for accounting services with Clifton Larson Allen for a 3-year term starting January 1, 2019 and ending December 31, 2021 with the monthly cost not to exceed \$2,000 is made by Trustee Locke. Trustee Davis seconded the motion. Motion approved unanimously.

Action items: Ms. Frank will move forward with notifying and formalizing the contract with CliftonLarsonAllen.

Voluntary Life Premium

Ms. Frank reported that after contacting each of the member utilities a discrepancy was noted in how premiums have been charged for the Voluntary Life/AD&D coverage since the time the Trust moved to Symetra in January of 2017. The Symetra contract states that the premium should be calculated based on the age of the employee as of January 1st for the new year. Currently Franklin, Benton, and Douglas are calculating based on insurance age (Plan year - Birth Year = Insurance Age) which is causing an overage in their payments. After further discussion Trustee Kuehne indicated that she is using insurance age as well. Ms. Frank has been in contact with Alliant and Symetra in regards to this procedure. Symetra is willing to refund any overpayments that have occurred for a period of 2 years per the contract.

Action Items: Ms. Frank clarified that processes need to be updated so that each utility is calculating these premiums according to the Symetra contract effective January 1, 2019. She also offered to assist utilities in determining where these overpayments have happened and in making the adjustments with Symetra. Ms. Frank will reach out to the 4 utilities that are using Insurance Age to assist them.

Trustee Coppock joined the Call at this time.



Executive Session Roll Call:

Public Utility District

Benton PUD
Franklin PUD
Douglas PUD
Ferry PUD
Okanogan PUD
Pend Oreille PUD
Grant PUD

Trustees

Melina Wenner, Chair
Carrie Locke
Barbara Davis
Marilee Kuehne
Don Coppock
Lloyd Clark
Annette Hernandez

Alternate Trustees

Jody George
Sylvia Hubbard, Vice Chair

UIP BPA: Stacie Frank

At 1:25 p.m., Chair Wenner announced that Trustees would go into executive session until 1:35 p.m. for the purpose of discussing collective bargaining strategy.

At 1:35 p.m., Chair Wenner reconvened the Trustee meeting into regular open session and indicated that there were no additional agenda items for this meeting.

Meeting adjourned at 1:35 p.m.

Approved by Trustees on December 13, 2018

X 

Melina Wenner, CWPU UIP Chair

/sjf