

Agenda

Police Pension Board Regular Meeting

Thursday, May 18, 2017 - 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

Police Pension Board Regular Meeting No. 693

Call to Order:

Attendance:

Board Members: Mayor Thompson, Board Chair; Mayor Pro Tem Christensen; Administrative Services Director Koch; City Clerk and Police Pension Board Secretary Hopkins; Police Representatives Thomas; Moore; Couch

Presentations:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board No. 692 Held April 20, 2017
- Marcia Hopkins, City Clerk

Financial Reports and Investments: (Approve to Accept and File by Motion)

1. Financial Statements for April 2017
- Brandon Allen, Finance Director

Medical and Dental Claims: (Approve by Motion)

1. 2017 May Medical and Dental Claims
- Marcia Hopkins, City Clerk

Business Items: (Approve by Motion)

1. City of Richland's Claim Form Process
- Marcia Hopkins, City Clerk
2. 2017 Election for the Pension Board Police Representative
- Marcia Hopkins, City Clerk

Board Member Comments:

Adjournment: (Motion to Adjourn)

The Richland City Hall Annex Building is ADA accessible. Parking and access is available at the entrance facing George Washington Way.



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/18/2017

Agenda Category: Minutes

Subject:

Approve the Minutes of the Police Pension Board No. 692 Held April 20, 2017

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the minutes of the Police Pension Board meeting held on April 20, 2017

Summary:

None.

Attachments:

- I. Draft April 20, 2017

MINUTES

Police Pension Board Regular Meeting No. 692

Thursday, April 20, 2017 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Mayor Thompson called the meeting to order at 8:15 a.m.

ATTENDANCE:

Board Members: Mayor Thompson/Chair, Mayor Pro Tem Christensen; Administrative Services Director Koch; City Clerk/Police Pension Board Secretary Hopkins; Police Representatives Thomas, Moore and Couch.

Absent: Mayor Pro Tem Christensen

Also present was Finance Director Allen.

PRESENTATIONS: (Discussion Only)

1. Update on City Accounts at Pharmacies
Brandon Allen, Finance Director

Mr. Allen said he is sending out a letter to the pensioners by the end of the week explaining that the City will no longer hold accounts at pharmacies for pensioners to use. The letter will also address the new claim form that pensioners will use to submit their claims to the City.

The board members discussed the changes in the policies.

2. Department of Retirement Systems COLA Increase for LEOFF 1 Pensioners
Brandon Allen, Finance Director

Mr. Allen reviewed the COLA increase that will be effective on April 1, 2017.

3. Letter Introducing Marcia Hopkins as the New Police Board Secretary
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins asked for approval to send out the letter introducing herself as the new Police Pension Board secretary. The board gave their consent.

4. 2017 WSLEA Conference
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins confirmed the board members attendance at the 2017 WSLEA Conference.

PUBLIC COMMENTS:

None.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting No. 691 Held March 16, 2017

Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Moore moved and Mr. Thomas seconded the motion to approve the minutes of the Police Pension Board Meeting No. 691 held March 16, 2017. The motion carried 6-0.

FINANCIAL REPORTS AND INVESTMENTS: (Approve to Accept and File by Motion)

1. Financial Statements for March 2017

Brandon Allen, Finance Director

Mr. Allen discussed the final and preliminary financial statements as of March 31, 2017.

December 31, 2016 - Final:

Cash on Hand	\$148,595.42
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(11.39)</u>
Ending Fund Balance	\$388,436.22

January 31, 2017 - Final:

Cash on Hand	\$148,567.13
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$388,419.32

February 28, 2017 - Preliminary:

Cash on Hand	\$131,938.41
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,790.60

March 31, 2017 - Preliminary:

Cash on Hand	\$132,193.54
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,045.73

Mr. Couch moved and Mr. Moore seconded the motion to accept and file the February 2017 financial reports as published. The motion carried 6-0.

MEDICAL AND DENTAL CLAIMS: (Approve by Motion)

1. Medical and Dental Claims for April 2017 Payment
Marcia Hopkins, City Clerk

The Board Members discussed the medical and dental claims.

Mr. Moore moved and Mr. Couch seconded the motion to approve the \$4,281.84 medical and dental claims for payment. The motion carried 6-0.

Mr. Couch moved and Mr. Moore seconded the motion to approve the \$1,267.55 travel expenses. The motion carried 6-0.

BUSINESS ITEMS: (Approve by Motion)

No business items.

BOARD MEMBER COMMENTS:

No comments.

ADJOURNMENT:

Mr. Thompson moved and Ms. Hopkins seconded the motion to adjourn the meeting at 8:36 a.m. The motion carried 6-0.

Marcia Hopkins,
City Clerk/Police Pension Board Secretary



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/18/2017

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for April 2017

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the April 2017 Preliminary Financial Statements

Summary:

These are preliminary financial statements as of April 30, 2017.

February 28, 2017 - Final:

Cash on Hand	\$132,260.82
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,113.01

March 31, 2017 - Final:

Cash on Hand	\$132,687.08
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,539.27

April 30, 2017 - Preliminary:

Cash on Hand	\$131,712.29
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,564.48

Attachments:

- I. Preliminary April 2017 Financials

**CITY OF RICHLAND
POLICE PENSION FUND
2017 REVENUE AND EXPENSE**

Year of 2017	January	February	March	Preliminary April	May	June	July	August	September	October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 388,436.22	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.00
REVENUE															
Investment Interest	1,162.39	1,228.53	1,087.51	924.00	-	-	-	-	-	-	-	-	4,402.43	12,810.00	34.4%
Other Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Net Change in Fair Market Value	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Contribution- General Fund	28,000.00	9,000.00	28,000.00	24,000.00	-	-	-	-	-	-	-	-	89,000.00	487,500.00	18.3%
TOTAL REVENUE:	29,162.39	10,228.53	29,087.51	24,924.00	-	-	-	-	-	-	-	-	93,402.43	500,310.00	18.7%
EXPENSE															
Medical Insurance - <65	1,212.24	1,010.20	1,010.20	1,010.20	-	-	-	-	-	-	-	-	4,242.84	12,200.00	34.8%
Medical Insurance - >65	3,850.86	3,998.97	3,998.97	3,998.97	-	-	-	-	-	-	-	-	15,847.77	49,800.00	31.8%
Dental Insurance - Retired	897.92	897.92	897.92	897.92	-	-	-	-	-	-	-	-	3,591.68	11,135.00	32.3%
Dental Expense Pension	387.00	-	1,862.03	-	-	-	-	-	-	-	-	-	2,249.03	14,000.00	16.1%
Nursing Home/Assist. Living	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical Expense Pension	1,161.29	-	3,166.70	1,174.88	-	-	-	-	-	-	-	-	5,502.87	160,000.00	3.4%
Medicare Premiums	3,021.90	2,784.50	2,927.60	3,077.86	-	-	-	-	-	-	-	-	11,811.86	37,200.00	31.8%
Retirement Allowance	10,590.13	9,775.00	7,745.69	8,268.85	-	-	-	-	-	-	-	-	36,379.67	119,100.00	30.5%
Widow's Benefits	7,039.95	7,039.95	7,039.95	7,039.95	-	-	-	-	-	-	-	-	28,159.80	84,500.00	33.3%
Administrative Fee	1,018.00	1,018.00	-	-	-	-	-	-	-	-	-	-	2,036.00	-	0.0%
Operating Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	450.00	0.0%
Postage	-	10.30	4.08	5.16	-	-	-	-	-	-	-	-	19.54	250.00	7.8%
Expert Services	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	0.0%
Shredding Services	-	-	8.11	-	-	-	-	-	-	-	-	-	8.11	50.00	0.0%
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	1,875.00	0.0%
Training & Conference	-	-	-	425.00	-	-	-	-	-	-	-	-	425.00	750.00	56.7%
Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000.00	0.0%
Total Expense	29,179.29	26,534.84	28,661.25	25,898.79	-	-	-	-	-	-	-	-	110,274.17	500,310.00	22.0%
Revenues Over (Under)															
Expense:	(16.90)	(16,306.31)	426.26	(974.79)	-	-	-	-	-	-	-	-	(16,871.74)	-	
Ending Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,564.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (16,871.74)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	\$ 148,567.13	\$ 132,260.82	\$ 132,687.08	\$ 131,712.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Investments	325,402.26	325,402.26	325,402.26	325,402.26	-	-	-	-	-	-	-	-			
Gain(Loss) on Investments	(85,550.07)	(85,550.07)	(85,550.07)	(85,550.07)	-	-	-	-	-	-	-	-			
Net Current Assets & Liabilities	-	-	-	-	-	-	-	-	-	-	-	-			
Ending Fund Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,564.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Minimum Balance	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00			

Please note: Any months marked as "Preliminary" are in draft form and are not for decision-making purposes. Preliminary months are subject to change per the completion of the City's monthly and annual closing processes.



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/18/2017

Agenda Category: Medical and Dental Claims

Subject:

2017 May Medical and Dental Claims

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the medical and dental claims for 2017 May.

Summary:

2017 May Medical and Dental Claims.

Items of note are:

P39 - Met 2017 Dental maximum of \$1,200, therefore only \$62.30 was available towards the claim amount.

P39 - Hearing Aid: Per policy \$1,800 every 5 years; provided audio test and proof of last hearing aid purchase in 2007.

P25 has requested the Board's consideration on covering expenses in the amount of \$161.63 for wound care items of surgical dressings, saline irrigation, and gauze.

Attachments:

I. May Claims

May 2017 Police Claims For Board Approval

					MEDICAL (includes medical vision)					DENTAL				
MONTH	H#	SERVICE DATE	CLAIMANT	SERVICE	CHARGES	PRIME	ZENITH/ CIGNA	W/O	BOARD BAL	CHARGES	PRIME	ZENITH/ CIGNA	EMPL PD	BOARD BAL
17-May	P05	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 134.00				\$ 134.00					\$ -
17-May	P10	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 142.14				\$ 142.14					
17-May	P36	Feb-April 2017	RX PHARMACY	Needles;syringe; mapap;biofreeze; foltanx; testosterone; glucosamine; Vitamin D3	\$ 433.43				\$ 433.43					
17-May	P18	04/25/17	REIMBURSE	FERROUS SULFATE	\$ 3.99				\$ 3.99					
17-May	P25	Jan-Mar 2017	REIMBURSE	WOUND CARE SUPPLIES	\$ 161.63				\$ 161.63					
17-May	P12	Feb-April 2017	RX PHARMACY	ALLERGY MED; VITAMIN B12	\$ 48.35				\$ 48.35					
17-May	P15	03/20/17	RICHLAND DENTAL CENTER	XRAY/EXTRACTION/ FILLING						\$ 1,118.00		\$ 877.20		\$ 240.80
17-May	P15	04/13/17	RICHLAND DENTAL CENTER	EXAM/FILLING						\$ 266.00		\$ 228.60		\$ 37.40
17-May	P15	03/14/17	RICHLAND DENTAL CENTER	EXAM/CLEANING						\$ 233.00		\$ 223.00		\$ 10.00
17-May	P39	04/26/17	REIMBURSE	HEARING AID	\$ 1,299.99				\$ 1,299.99					
17-May	P39	03/27/17	JEFFREY MORGAN DMD	CROWN						\$ 2,949.00		\$ 1,054.70	\$ 1,832.00	\$ 62.30
17-May	P9	02/10/17	MEDILYNX CARDIAC MONITOR	ECG MONITOR	\$ 51.78				\$ 51.78					
17-May	P13	03/16/17	MIDTOWN DENTAL CLINIC	CROWN						\$ 876.00		\$ 438.00		\$ 438.00
17-May	P13	03/16/17	MIDTOWN DENTAL CLINIC	CROWN PREP						\$ 302.00		\$ 95.00		\$ 207.00
17-May	P13	05/01/17	RX PHARMACY	CIALIAS	\$ 716.52				\$ 716.52					
17-May	P1	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 107.00				\$ 107.00					
17-May	P3	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 108.00				\$ 108.00					
17-May	P4	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 108.00				\$ 108.00					
17-May	P7	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 106.00				\$ 106.00					
17-May	P8	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 106.00				\$ 106.00					
17-May	P13	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 104.90				\$ 104.90					
17-May	P12	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 107.00				\$ 107.00					\$ -
17-May	P14	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 108.00				\$ 108.00					\$ -
17-May	P15	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 112.00				\$ 112.00					\$ -
17-May	P17	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 125.00				\$ 125.00					\$ -
17-May	P18	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 107.00				\$ 107.00					\$ -
17-May	P19	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 107.00				\$ 107.00					\$ -
17-May	P22	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 106.00				\$ 106.00					\$ -
17-May	P23	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 125.00				\$ 125.00					\$ -
17-May	P24	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 105.80				\$ 105.80					\$ -
17-May	P25	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 108.00				\$ 108.00					\$ -

May 2017 Police Claims For Board Approval

					MEDICAL (includes medical vision)					DENTAL				
MONTH	H#	SERVICE DATE	CLAIMANT	SERVICE	CHARGES	PRIME	ZENITH/ CIGNA	W/O	BOARD BAL	CHARGES	PRIME	ZENITH/ CIGNA	EMPL PD	BOARD BAL
17-May	P28	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 106.00				\$ 106.00					\$ -
17-May	P31	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 107.00				\$ 107.00					\$ -
17-May	P34	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 134.00				\$ 134.00					\$ -
17-May	P35	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 107.00				\$ 107.00					\$ -
17-May	P36	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 108.00				\$ 108.00					\$ -
17-May	P39	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 108.00				\$ 108.00					\$ -
17-May	P40	05/01/17	REIMBURSE	MEDICARE PREMIUM	\$ 104.90				\$ 104.90					\$ -
TOTAL					\$5,517.43	\$0.00	\$0.00	\$0.00	\$ 5,517.43	\$5,744.00	\$0.00	\$2,916.50	\$1,832.00	\$995.50
TOTAL MEDICAL AND DENTAL CLAIMS														\$6,512.93

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on _____.

We, the LEOFF I Police Pension Board Chairperson and Secretary, each swear under the penalty of perjury under the laws of the State of Washington that the above-listed claims are a true and correct listing of claims approved by the LEOFF I Police Pension Board on the date identified above. See RCW 41.20.030.

LEOFF I Police Pension Board Chair _____ Date: _____

LEOFF I Police Pension Board Secretary _____ Date: _____



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/18/2017

Agenda Category: Business Items

Subject:

City of Richland's Claim Form Process

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

Finance Director Allen sent a letter dated April 24 (attached) to the pensioners that included information on the new claim form process. This will be a big change to the way the pensioners are accustomed to submitting their claims and a learning curve is to be expected.

A discussion to review the new claim form process in more detail is requested so Pension Board Members will be well prepared to answer any questions they may receive from pensioners.

Attachments:

- I. April 24 Letter to Pensioners



March 24, 2017

Dear Pensioner:

It has come to my attention that the City of Richland has charge accounts at four separate pharmacies in the Tri-Cities and Oregon that have been available to charge prescriptions to. This arrangement is not allowed per the Constitution of the State of Washington. Therefore, as of June 1st, these City accounts will be closed and prescriptions will not be allowed to be charged as they have in the past. If you have charged prescriptions to the City account in the past, and are interested in opening your own account at the pharmacy you use, please contact the pharmacy to see if this option is available. If you do not want to create an account at the pharmacy, the amount not covered by insurance will have to be paid at the time of picking up the prescription and a claim form turned in to the Board Secretary for Board approval and reimbursement.

Additionally, please reference the included letter introducing the new Pension Board Secretary, City Clerk Marcia Hopkins. Please note that the pension drop box located in City Hall will still be available and you may continue to drop off your claims forms there. Claims can also be mailed to Marcia at 505 Swift Blvd MS-5, Richland, WA, 99352. Her phone number is (509)942-7389 and her email address is mhopkins@ci.richland.wa.us.

In connection with this change, there will be modifications in the claims payment process and timing. All claims submitted to the Board Secretary need to have a claims form attached and signed. I have attached two copies of this form for your convenience and additional forms can be picked up next to the pension drop box located at City Hall. An electronic copy of the form can be obtained by contacting the Pension Secretary.

Please note that only claims for payment or reimbursement should be submitted. Explanation of Benefits (EOB) and other medical bills with no amounts due do not need to be submitted to the Board Secretary and will not be retained if dropped off. All claims received will be reviewed by the Pension Board at their regularly scheduled meeting and all approved claims will be forwarded to the City for payment the following week. Please feel free to contact the Pension Board Secretary with any questions you may have in regards to claims form and the deadline for submitting medical claims.

Please note that the above changes only affect prescriptions and claims that are not covered by Medicare, Cigna, or other insurance.

Sincerely,

Brandon Allen, Finance Director
Finance Division



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 05/18/2017

Agenda Category: Business Items

Subject:

2017 Election for the Pension Board Police Representative

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to approve the 2017 election for the Pension Board Police Representative nomination period for Wednesday, May 24 - June 7, 2017, and the election period for Wednesday, June 14 - 28, 2017.

Summary:

The 2017 election for the Pension Board Police Representative is at hand. The nomination period is scheduled for Wednesday, May 24 - June 7, 2017, and the election is schedule for Wednesday, June 14 - 28, 2017, pending the Board's approval.

Attachments:
