

Agenda

Police Pension Board Regular Meeting

Thursday, December 21, 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. 702

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:

1. 2018 Medicare Part B Premiums
 - Marcia Hopkins, City Clerk
2. 2017 Year-End Claims Report
 - Marcia Hopkins, City Clerk

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Meeting Held November 16, 2017
 - Marcia Hopkins, City Clerk

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

1. Unaffiliated Police Staff Salary Escalations
 - Marcia Hopkins, City Clerk
2. Financial Statements for November 2017
 - Brandon Allen, Finance Director

Medical and Dental Claims: (Approve by Motion)

1. Update on Claims Pulled at November 16, 2017 Meeting
 - Marcia Hopkins, City Clerk
2. December 2017 Claims
 - Marcia Hopkins, City Clerk

Business Items:: (Approve by Motion)

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: 12/21/2017

Agenda Category: Presentations

Subject:

2018 Medicare Part B Premiums

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

Informational Report:

The Board Secretary sent a letter on November 30, 2017, to the Police Pensioners reminding them to send in their 2018 Medical Part B payment verification. The letter explained that without verification of the 2018 payment, the Board would continue paying the 2017 amount.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/21/2017

Agenda Category: Presentations

Subject:

2017 Year-End Claims Report

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

The Board Secretary will present the year-end claims report at the meeting.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/21/2017

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held November 16, 2017

Department:

Police Services

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the minutes of the meeting held November 16, 2017

Summary:

None.

Attachments:

1. Draft 111617 Minutes

MINUTES

POLICE PENSION BOARD REGULAR MEETING NO. 701

Thursday, November 16, 2017 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Police Pension Board Hopkins called the meeting to order at 8:15 a.m.

ATTENDANCE:

Board Members: Administrative Services Director Koch, City Clerk/Police Pension Board Secretary Hopkins, Police Representatives Thomas, Moore and Couch. Also present was Finance Director Allen.

Absent: Mayor Thompson, Board Chair; Mayor Pro Tem Christensen

PRESENTATIONS: (Discussion Only)

1. Cigna Health Care Advocate Meeting Update

Ms. Hopkins said Allison Jubb, Human Resources Director is working with Cigna to schedule a meeting with the pensioners in early December to review the Health Advocate program and answer questions about Cigna.

2. 2018 Proposed Police Pension Board Budget

Mr. Allen presented a copy of the budget for the Board to review and gave details of the budget process.

PUBLIC COMMENTS:

There were no public comments.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Special Police Pension Board Meeting Held October 23, 2017

Mr. Couch moved and Mr. Moore seconded the motion to approve the minutes of the Special Police Pension Board Meeting held October 23, 2017. The motion carried 5-0.

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

1. Financial Statements for October 2017

Mr. Allen gave details on the financial reports and investments.

September 30, 2017 - Final:

Cash on Hand	\$131,950.08
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,802.27

October 31, 2017 - Preliminary:

Cash on Hand	\$132,100.89
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,953.08

Mr. Thomas moved and Mr. Moore seconded the motion to accept and file the October 2017 financial reports as published. The motion carried 5-0.

MEDICAL/DENTAL/VISION/MEDICARE CLAIMS: (Approve by Motion)

1. Request for Medical Travel Reimbursement

Ms. Hopkins said Pensioner P39 is requesting travel reimbursement for a doctor's appointment in Spokane, per the Police Pension Board's policy, in the amount of \$143.38.

The Board approved the request, but asked that when possible, P39 notify the Board in advance of his travel for Board approval.

Mr. Moore moved and Mr. Thomas seconded the motion to approve the medical travel request for P39 in the amount of \$143.38. The motion carried 5-0.

2. Medical/Dental/Vision/Medicare Claims for November 2017

Marcia Hopkins, City Clerk/Police Pension Board Secretary

The Board Members discussed the medical/dental/vision/Medicare claims.

Ms. Koch requested to pull P15's and P7's claims to investigate why they were not paid by Cigna as they seem to be items that should have been fully covered. The Board agreed. Ms. Hopkins will research the claims and have a report on the December agenda.

Mr. Moore moved and Mr. Thomas seconded the motion to approve the November 2017 medical/dental/vision/Medicare claims in the amount of \$19,546.78. The motion carried 5-0.

BUSINESS ITEMS: (Approve by Motion)

No business items.

BOARD MEMBER COMMENTS:

Mr. Moore commented that the pensioners he has talked with seem to be reading the Board's Policies and Procedures and have a better understanding of them.

ADJOURNMENT:

Ms. Hopkins adjourned the meeting at

Respectively Submitted By,

Marcia Hopkins,
City Clerk/Police Pension Board Secretary



POLICE PENSION BOARD

AGENDA ITEM COVERSHEET

Meeting Date: 12/21/2017

Agenda Category: Financial Reports and Investments

Subject:

Unaffiliated Police Staff Salary Escalations

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

Brandon Allen will be discussing the salary escalations of the unaffiliated Police staff at the meeting. The report is attached to this agenda item.

Attachments:

1. 2018 Salary Escalation for Police Unaffiliated Staff

MEMORANDUM

TO: POLICE PENSION BOARD
FROM: Jane Gagnebin, Payroll Specialist

DATE: December 21, 2017

RE: Salary Escalations for Unaffiliated Police Staff

Below is the list of new pension allowances effective the first payroll in 2018 (December 25, 2017). These changes reflect a 1.50% increase to the salary ranges for unaffiliated positions approved by Council on November 21, 2017.

Calculations verified by Brandon Allen, Finance Director

Emp #	Name	Position	Sal. Sch.	Longevity	Current Wage	%	41.20 Amount	Less LEOFF	Board Payment	December with 7 Days
3338	Bates, Vern	Lieutenant	8590		8590.00	52	4466.80	4427.33	39.47	8.91
773	Brunson, Dale	Deputy Director	9816		9816.00	60	5889.60	5738.24	151.36	83.54
35	Duchemin, Roger	Captain	9438		9438.00	50	4719.00	3752.49	966.51	912.32
774	Lewis, David	Director	12119		12119.00	60	7271.40	7453.18		
	Lohdefinck, Jane	Captain	9438		9438.00	33	3146.63	4563.95		0.00
914	Thomas, Gerald	Lieutenant	8590	20.00	8610.00	54	4649.40	4369.52	279.88	226.37
777	Turner, Roy	Captain	9438		9438.00	50	4719.00	3773.67	945.33	891.14

The total monthly increase is \$ 336.19 12/25/17-12/31/17: \$ 75.92



POLICE PENSION BOARD

AGENDA ITEM COVERSHEET

Meeting Date: 12/21/2017

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for November 2017

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the November 2017 Preliminary Financial Statements

Summary:

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

October 31, 2017 - Final:

Cash on Hand	\$131,193.92
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,046.11

November 30, 2017 - Preliminary:

Cash on Hand	\$132,436.62
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,288.81

Attachments:

1. Preliminary Nov 2017 Financials

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

Year of 2017	January	February	March	April	May	June	July	August	September	October	Preliminary November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 388,436.22	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,305.49	\$ 371,482.47	\$ 371,984.67	\$ 371,802.27	\$ 372,046.11	\$ -		\$ -	0.00
REVENUE															
Investment Interest	1,162.39	1,228.53	1,087.51	997.34	988.82	1,127.20	1,041.78	966.46	1,001.49	945.23	831.16	-	11,377.91	12,810.00	88.8%
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	27,000.00	43,000.00	39,000.00	26,000.00	41,000.00	25,000.00	40,000.00	-	330,000.00	487,500.00	67.7%
TOTAL REVENUE:	29,162.39	10,228.53	29,087.51	24,997.34	27,988.82	44,127.20	40,041.78	26,966.46	42,001.49	25,945.23	40,831.16	-	341,377.91	500,310.00	68.2%
EXPENSE															
Medical Insurance - <65	1,212.24	1,010.20	1,010.20	1,010.20	808.16	808.16	808.16	808.16	808.16	808.16	808.16	-	9,899.96	12,200.00	81.1%
Medical Insurance - >65	3,850.86	3,998.97	3,998.97	3,998.97	4,147.08	4,147.08	3,998.97	3,998.97	3,998.97	3,998.97	3,998.97	-	44,136.78	49,800.00	88.6%
Dental Insurance - Retired	897.92	897.92	897.92	897.92	897.92	897.92	869.86	869.86	869.86	869.86	869.86	-	9,736.82	11,135.00	87.4%
Dental Expense Pension	387.00	-	1,862.03	-	995.50	637.00	253.20	743.00	2,208.13	957.00	795.41	-	8,838.27	14,000.00	63.1%
Nursing Home/Assist. Living	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical Expense Pension	1,161.29	-	3,166.70	1,174.88	2,668.11	17,349.94	15,830.60	1,409.76	15,676.95	969.40	15,258.85	-	74,666.48	160,000.00	46.7%
Medicare Premiums	3,021.90	2,784.50	2,927.60	3,077.86	2,801.74	2,927.60	2,953.60	3,355.60	3,355.60	2,685.60	3,087.60	-	32,979.20	37,200.00	88.7%
Retirement Allowance	10,590.13	9,775.00	7,745.69	8,268.85	8,704.35	8,540.59	8,196.83	8,218.59	8,218.59	8,218.59	8,218.59	-	94,695.80	119,100.00	79.5%
Widow's Benefits	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	-	77,439.45	84,500.00	91.6%
Administrative Fee	1,018.00	1,018.00	-	-	-	-	-	-	-	-	-	-	2,036.00	-	0.0%
Operating Supplies	-	-	-	-	-	-	16.18	-	-	117.08	-	-	133.26	450.00	29.6%
Postage	-	10.30	4.08	5.16	2.80	34.50	29.90	20.37	7.68	36.78	3.70	-	155.27	250.00	62.1%
Expert Services	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	0.0%
Shredding Services	-	-	8.11	-	-	-	-	-	-	-	-	-	8.11	50.00	0.0%
Travel	-	-	-	-	-	-	867.55	-	-	-	507.37	-	1,374.92	1,875.00	73.3%
Training & Conference	-	-	-	425.00	-	-	-	-	-	-	-	-	425.00	750.00	56.7%
Other Expenses	-	-	-	-	-	1,000.00	-	-	-	-	-	-	1,000.00	1,000.00	100.0%
Total Expense	29,179.29	26,534.84	28,661.25	25,898.79	28,065.61	43,382.74	40,864.80	26,464.26	42,183.89	25,701.39	40,588.46	-	357,525.32	500,310.00	71.5%
Revenues Over (Under)															
Expense:	(16.90)	(16,306.31)	426.26	(901.45)	(76.79)	744.46	(823.02)	502.20	(182.40)	243.84	242.70	-	(16,147.41)	-	
Ending Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,305.49	\$ 371,482.47	\$ 371,984.67	\$ 371,802.27	\$ 372,046.11	\$ 372,288.81	\$ -	\$ (16,147.41)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	\$ 148,567.13	\$ 132,260.82	\$ 132,687.08	\$ 131,785.63	\$ 131,708.84	\$ 132,453.30	\$ 131,630.28	\$ 132,132.48	\$ 131,950.08	\$ 132,193.92	132,436.62	\$ -			
Investments	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	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)	(85,550.07)	(85,550.07)	(85,550.07)	(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	\$ 371,637.82	\$ 371,561.03	\$ 372,305.49	\$ 371,482.47	\$ 371,984.67	\$ 371,802.27	\$ 372,046.11	\$ 372,288.81	\$ -			
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: 12/21/2017

Agenda Category: Medical and Dental Claims

Subject:

Update on Claims Pulled at November 16, 2017 Meeting

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

At the November 16, 2017, Police Pension Board meeting, P7 and P15 claims were pulled due to a question regarding Cigna coverage.

P7's claim for \$57.09 was the deductible amount for the services rendered. This claim is on the December claims log.

P15's claim for \$4.49 was due to the provider billing Zenith instead of Cigna in error. They will bill Cigna for the balance at this time.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 12/21/2017

Agenda Category: Medical and Dental Claims

Subject:

December 2017 Claims

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the December 2017 Claims in the amount of \$20,031.25

Summary:

The December 2017 claims total is \$20,031.25.

The two claims for hearing aids for \$3,600 each or a total of \$7,200 is a significant expense for the month of December.

Attachments:

1. December 2017 Claims

DECEMBER 2017 POLICE PENSION BOARD CLAIM LOG

				MEDICARE	MEDICAL/ RX/ADULT CARE	PHYSICAL EXAMS	DENTAL	VISION (non-medical)					HEARING AID	MASSAGE	DEATH BENEFIT	TRAVEL/ TUITION	OPERATING EXPENSES	GRAND TOTAL	ACUPUN CTURE
P NO.	DATE OF SERVICE	CLAIMANT	SERVICE RENDERED	BOARD PAYMENT	BOARD PAYMENT	\$400 YR MAX: BOARD PAYMENT	\$1,200 YR MAX: DENTAL: BOARD PAYMENT	\$1,500 YR MAX: BRIDGES/ DENTURES: BOARD PAYMENT	FRAMES- \$150 YR MAX : BOARD PAYMENT	\$200 YR MAX CONTACTS: BOARD PAYMENT	LENS: BOARD PAYMENT	EYE EXAM: BOARD PAYMENT	\$1,800 PER AID EVERY 5 YRS : BOARD PAYMENT	\$50 MAX PER MONTH: BOARD PAYMENT	\$1,000 ONE-TIME PAYMENT: BOARD PAYMENT	BOARD PAYMENT	BOARD PAYMENT	GRAND TOTAL	12 Visit Yr Max ACUPUNC TURE
P1	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00														\$107.00	
P2			MEDICARE PREMIUM															\$0.00	
P3	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00														\$108.00	
P4	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00														\$108.00	
P4	8/10/2017	MID-COLUMBIA DENTAL	CROWN				\$490.50											\$490.50	
P5	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P7	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00														\$106.00	
P8	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00														\$106.00	
P8	12/1/2017	REIMBURSE	Brookdale A.L. Unit		\$4,225.00													\$4,225.00	
P8	12/1/2017	REIMBURSE	Brookdale A.L. Personal Services		\$2,403.00													\$2,403.00	
P8	10/24/2017	REIMBURSE	MYCOPHENOLATE		\$433.97													\$433.97	
P9																		\$0.00	
P10	DEC/IAN/FEB 2017/2018	REIMBURSE	MEDICARE PREMIUM	\$402.00														\$402.00	
P10	12/3/2017	REIMBURSE	CLOTRIMAZOLE		\$39.40													\$39.40	
P10	12/2/2017	REIMBURSE	CIALIS		\$618.57													\$618.57	
P10	11/9/2017	REIMBURSE	TESTOSTERONE		\$260.00													\$260.00	
P10	11/14/2017	REIMBURSE	VITAMIN D		\$5.69													\$5.69	
P10	11/15/2017	REIMBURSE	OCUSOFT		\$21.66													\$21.66	
P10	11/15/2017	REIMBURSE	GLUCOS/CONDOIT		\$33.86													\$33.86	
P11	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P12	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00														\$107.00	
P13	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$104.90														\$104.90	
P13	11/8/2017	THREE RIVER'S ENT	2) HEARING AIDS										\$3,600.00					\$3,600.00	
P14	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00														\$108.00	
P15	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$112.00														\$112.00	
P17	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$125.00														\$125.00	
P18	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00														\$107.00	
P19	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00														\$107.00	
P20																		\$0.00	
P21																		\$0.00	
P22	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00														\$106.00	
P23	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$125.00														\$125.00	
P23	11/4/2017	REIMBURSE	CIALIS		\$984.32													\$984.32	
P24	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$105.80														\$105.80	
P25																		\$0.00	
P28	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00														\$106.00	
P30																		\$0.00	
P31	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00														\$107.00	
P31	11/19/2017	COLUMBIA BASIN HEARING CENTER	2) HEARING AIDS										\$3,600.00					\$3,600.00	
P32	12/1/2017	REIMBURSE	MEDICARE PREMIUM															\$0.00	
P34	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P35	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00														\$107.00	
P36	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00														\$108.00	
P39	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00														\$108.00	
P39	6/19/2017	REIMBURSE	MEDICAL PROCEDURE		\$37.32													\$37.32	
P39	OCT-NOV 2017	REIMBURSE	CHIROPRACTIC		\$94.00													\$94.00	
P40	12/1/2017	REIMBURSE	MEDICARE PREMIUM	\$104.90														\$104.90	
PEXP	12/7/2017	CITY OF RICHLAND	CIGNA TRAINING FOR PENSIONERS-REFRESHMENTS														\$39.27	\$39.27	
			GRAND TOTAL	\$3,087.60	\$9,156.79	\$0.00	\$490.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,200.00	\$0.00	\$0.00	\$0.00	\$39.27	\$19,974.16	0
																		\$0.00 Cell Above Must = \$0	

The \$39.27 amount (Line 51) was paid with City Clerk's Pcard

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on December 21, 2017

We, the LEOFF I Police Pension Board Chairperson and Board Secretary, each swear under the penalty of perjury under the laws of the State of Washington 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.

LEOFF I Police Pension Board Chair: _____ Date: _____

LEOFF I Police Pension Board Secretary: _____ Date: _____