

Agenda

Police Pension Board Regular Meeting

Thursday, April 19, 2018 - 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. 706

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:

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the March 14, 2018 Meeting
- Marcia Hopkins, City Clerk

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

1. 2018 LEOFF Cola Effective April 1, 2018
- Cathleen Koch, Administrative Services Director
2. Financial Statements for March 2018
- Cathleen Koch, Administrative Services Director

Medical/Dental/Vision/Medicare/Other Claims: (Approve by Motion)

1. Approve the 2018 April Claims
- Marcia Hopkins, City Clerk

Business Items: (Approve by Motion)

1. Approve the 2018 Police Pension Board Representative Nomination and Election Dates
 - 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: 04/19/2018

Agenda Category: Minutes

Subject:

Approve the Minutes of the March 14, 2018 Meeting

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the Minutes of the March 14, 2018 Meeting

Summary:

None.

Attachments:

I. 031418 Minutes

MINUTES

POLICE PENSION BOARD REGULAR MEETING NO. 705

Wednesday, March 14, 2018 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Ms. 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 and Couch.

Absent: Mayor Thompson and Police Representative Moore

PRESENTATIONS: (Discussion Only)

1. 2018 Annual WSLEA Conference May 8-11, 2018
Marcia Hopkins, City Clerk

Ms. Hopkins said she and Mr. Moore were attending the conference this year.

2. New Pension Allowances for Retired Police Officers through Sergeants
Cathleen Koch, Administrative Services Director

Ms. Koch said the new pension allowances for retired Police Officers through Sergeant receiving the salary escalator represent a 3.0% wage increase, effective the 1st payroll period in 2018 (December 25, 2017), pursuant to the Police Guild bargaining agreement approved by the City Council on February 6, 2018.

PUBLIC COMMENTS:

There were no public comments.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting Held February 15, 2018
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Couch moved and Mr. Thomas seconded the motion to approve the minutes of the Police Pension Board Meeting held February 15, 2018. The motion carried 4-0.

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

1. Financial Statements for February 2018
Cathleen Koch, Administrative Services

Board Members discussed the financial reports and investments.

January 31, 2018 - Preliminary:

Cash on Hand	\$122,634.47
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,165.44

February 28, 2018 - Preliminary:

Cash on Hand	\$122,548.06
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,079.03

Mr. Thomas moved and Mr. Couch seconded the motion to accept and file the February 2018 financial reports as published. The motion carried 4-0.

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

1. Medical/Dental/Vision/Medicare Claims for February 2018 Claims
Marcia Hopkins, City Clerk/Police Pension Board Secretary

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

Mr. Couch moved and Mr. Thomas seconded the motion to approve the February 2018 medical/dental/vision/Medicare claims in the amount of \$13,475.61. The motion carried 4-0.

BUSINESS ITEMS: (Approve by Motion)

1. Approve Travel Request for Board Secretary Hopkins and Police Representative Moore

Mr. Thomas moved and Mr. Couch seconded the motion to approve travel expenses for Ms. Hopkins and Mr. Moore to the 2018 WSLEA Conference May 8-11, 2018. The motion carried 4-0.

BOARD MEMBER COMMENTS:

No comments.

ADJOURNMENT:

Ms. Hopkins adjourned the meeting at 8:24 a.m.

Respectively Submitted By,

Marcia Hopkins, City Clerk/Police Pension Board Secretary

Approved: April 19, 2018



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/19/2018

Agenda Category: Financial Reports and Investments

Subject:

2018 LEOFF Cola Effective April 1, 2018

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

The 2018 LEOFF COLA changes represents a 3.32% increase to the Police pension allowances effective April 1, 2018. Finance Director Allen has verified the calculations.

Attachments:

I. 041918 LEOFF COLA Changes

MEMORANDUM

TO: Police Pension Board

FROM: Jane Gagnebin, Payroll Specialist

DATE: April 19, 2018

RE: LEOFF COLA Changes

Following is the list of changes in pension allowances due to the 3.32% LEOFF COLA effective 4/1/18.
Calculations were verified by Brandon Allen, Finance Director.

Emp #	P#	Name	Position	Salary Schedule	Longevity	Wage	%	41.20 Amt	Less LEOFF	Board Payment
0913	P01		Corporal	7,627.00		7,627.00	50%	3,813.50	3,614.60	198.90
3338	P03		Lieutenant	8,590.00		8,590.00	52%	4,466.80	4,574.32	0
0704	P04		Police Officer	7,128.00	142.56	7,270.56	50%	3,635.28	2,884.66	750.62
3453	P07		Dpty Dir	9,816.00		9,816.00	60%	5,889.60	5,928.75	0
3218	P14		Sergeant	8,197.00	983.64	9,180.64	50%	4,590.32	3,320.78	1,269.54
3757	P15		Corporal	7,627.00		7,627.00	50%	3,813.50	3,181.57	631.93
0033	P16W		Senior Captain	10,193.00		10,193.00	33%	3,397.67	4,207.98	0
0035	P18		Captain	9,438.00		9,438.00	50%	4,719.00	3,877.07	841.93
0985	P19		Detective	7,556.00	151.12	7,707.12	50%	3,853.56	3,185.36	668.20
0774	P24		Director	12,119.00		12,119.00	60%	7,271.40	7,700.63	0
0489	P41W		Sergeant	8,197.00	163.94	8,360.94	33%	2,786.98	3,367.33	0
	P25		Captain	9,438.00		9,438.00	33%	3,146.00	4,715.47	0
0927	P28		Sergeant	8,197.00	163.94	8,360.94	50%	4,180.47	3,322.29	858.18
	P29W		Corporal	7,627.00	915.24	8,542.24	33%	2,847.41	3,136.35	0
3187	P31		Police Officer	7,128.00	855.36	7,983.36	50%	3,991.68	3,049.70	941.98
0914	P35		Lieutenant	8,590.00	20.00	8,610.00	54%	4,649.40	4,514.59	134.81
0777	P36		Captain	9,438.00		9,438.00	50%	4,719.00	3,898.96	820.04
026	P37W		Sergeant	8,197.00	983.64	9,180.64	33%	3,060.21	3,322.18	0
0557	P39		Corporal	7,627.00	152.54	7,779.54	50%	3,889.77	3,611.48	278.29
0421	P40		Police Officer	7,128.00	142.56	7,270.56	50%	3,635.28	2,963.57	671.71
										8,066.13

This represents a monthly decrease of \$

1,521.95



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/19/2018

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for March 2018

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the March 2018 Preliminary Financial Statements

Summary:

These are preliminary financial statements as of March 31, 2018.

February 28, 2018 - Preliminary:

Cash on Hand	\$121,361.80
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$370,892.77

March 31, 2018 - Preliminary:

Cash on Hand	\$122,843.11
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,374.08

Attachments:

I. 2018 Police Income & Expense Statement

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

Year of 2018	<i>Preliminary January</i>	<i>Preliminary February</i>	<i>Preliminary March</i>	April	May	June	July	August	September	October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 383,028.96	\$ 370,979.18	\$ 370,892.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.00
<u>REVENUE</u>															
Investment Interest	1,179.09	841.36	876.84										2,897.29	12,825.00	22.6%
Other Interest Earnings													-	-	0.0%
Medical Reimburse													-	-	0.0%
Net Change in Fair Market Value													-	-	0.0%
Contribution- General Fund	23,000.00	37,000.00	37,000.00										97,000.00	470,400.00	20.6%
TOTAL REVENUE:	24,179.09	37,841.36	37,876.84	-	-	-	-	-	-	-	-	-	99,897.29	483,225.00	20.7%
<u>EXPENSE</u>															
Medical Insurance - <65	888.96	888.96	888.96										2,666.88	12,043.00	22.1%
Medical Insurance - >65	4,398.84	4,398.84	4,398.84										13,196.52	49,157.00	26.8%
Dental Insurance - Retired	822.12	822.12	822.12										2,466.36	10,750.00	22.9%
Dental Expense Pension	1,745.88	560.18	633.20										2,939.26	14,000.00	21.0%
Medical Expense Pension	8,796.20	9,915.35	9,036.42										27,747.97	160,000.00	17.3%
Medicare Premiums	3,376.00	2,974.00	3,376.00										9,726.00	36,600.00	26.6%
Retirement Allowance	8,554.78	10,854.71	9,588.08										28,997.57	114,830.00	25.3%
Widow's Benefits	7,039.95	7,510.68	7,251.44										21,802.07	81,470.00	26.8%
Operating Supplies	-												-	450.00	0.0%
Postage	-	2.93	0.47										3.40	250.00	1.4%
Shredding Services	-												-	50.00	0.0%
Travel	606.14												606.14	1,875.00	32.3%
Training & Conference	-		400.00										400.00	750.00	53.3%
Other Expenses	-												-	1,000.00	0.0%
Total Expense	36,228.87	37,927.77	36,395.53	-	-	-	-	-	-	-	-	-	110,552.17	483,225.00	22.9%
Revenues Over (Under)															
Expense:	(12,049.78)	(86.41)	1,481.31	-	-	-	-	-	-	-	-	-	(10,654.88)	-	
Ending Balance	\$ 370,979.18	\$ 370,892.77	\$ 372,374.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,654.88)	\$ -	
<u>ENDING BALANCE CONSISTING OF:</u>															
Cash	\$ 121,448.21	\$ 121,361.80	\$ 122,843.11												
Investments	325,402.26	325,402.26	325,402.26												
Gain(Loss) on Investments	(75,871.29)	(75,871.29)	(75,871.29)												
Net Current Assets & Liabilities	-														
Ending Fund Balance	\$ 370,979.18	\$ 370,892.77	\$ 372,374.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Minimum Balance	\$ 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: 04/19/2018

Agenda Category: Medical/Dental/Vision/Medicare/Other
Claims

Subject:
Approve the 2018 April Claims

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Approve the 2018 April Claims in the amount of \$13,652.58.

Summary:
The 2018 April claims in the amount of \$13,652.58 are on the agenda for approval.

NOTES:
P23 submitted a claim for \$1,142.96 which is a 3-month supply of Cialis.

P13 submitted a claim for Medical Travel to Spokane for his final eye appointment with a specialist at Spokane Eye Clinic.
P13 said this will be his final appointment with the Spokane Eye Clinic, unless something unforeseen happens.

Attachments:
I. 040118 Claims Log

				MEDICARE	MEDIAL/RX/ ADULT CARE	PHYSICAL EXAMS	DENTAL		VISION (non-medical)				HEARING AID	MASSAGE	DEATH BENEFIT	TRAVEL/TUI TION	OPERATING EXPENSES		ACUPUNCTURE
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	\$150 YR MAX FRAMES: BOARD PAYMENT	\$200 YR MAX CONTACTS: BOARD PAYMENT	LENS: BOARD PAYMENT	EYE EXAM: BOARD PAYMENT	\$1,800 EVERY 5 YRS PER HEARING AID: 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 ACUPUNCTURE
P1	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$121.00														\$121.00	
P2			MEDICARE PREMIUM															\$0.00	
P3	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$129.00														\$129.00	
P4	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$129.00														\$129.00	
P5	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P5	May-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P7	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$111.00														\$111.00	
P8	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$116.00														\$116.00	
P8	Apr-18	REIMBURSE	Brookdale Asst. Living Housing		\$4,444.00													\$4,444.00	
P8	Apr-18	REIMBURSE	Brookdale Asst. Living Personal Care		\$2,526.00													\$2,526.00	
P9																		\$0.00	
P10		REIMBURSE	MEDICARE PREMIUM															\$0.00	
P10	Mar-18	REIMBURSE	TESTOSTERONE		\$260.00													\$260.00	
P11	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P11	Dec-17	REIMBURSE	Medical Eye Treatment		\$31.71													\$31.71	
P12	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$120.00														\$120.00	
P12	Jan&Feb 18	RX PHARMACY	DERMAZENE CREAM		\$110.00													\$110.00	
P13	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
P13	Apr-18	REIMBURSE	Medical Travel to Spokane for Eye Appt.													\$266.63		\$266.63	
P14	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$133.00														\$133.00	
P15	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P15	Nov&Dec 2017	REIMBURSE	Cetirizine; Melatonin		\$28.47													\$28.47	
P17	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P18	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$127.00														\$127.00	
P18	Mar-18	REIMBURSE	Eye Exam \$25.00 - Lens \$133.20								\$133.20	\$25.00						\$158.20	
P19	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$119.00														\$119.00	
P20																		\$0.00	
P21																		\$0.00	
P22	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$111.00														\$111.00	
P23	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P23	Apr-18	REIMBURSE	3-MONTH CIALIS		\$1,142.96													\$1,142.96	
P24	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$109.00															

P31	Jan-18	CENTER VISION CLINIC	REFRACTION EXAM									\$82.00						\$82.00	
P32			MEDICARE PREMIUM															\$0.00	
P34	Apr-18		MEDICARE PREMIUM	\$134.00														\$134.00	
P35	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
P36	Dec 2017- Feb 2018	RX PHARMACY	Glucosamine;mucinex; syringes; ferrous sulfate		\$89.59													\$89.59	
P36	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$127.00														\$127.00	
P39	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$132.00														\$132.00	
P40	Apr-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
PEXP																		\$0.00	
PSEC	4/8/2018	REIMBURSE	WSLEA CONF. TRAVEL ADV.													\$695.51		\$695.51	
			GRAND TOTAL	\$3,108.00	\$8,632.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133.20	\$107.00	\$0.00	\$0.00	\$0.00	\$1,671.65	\$0.00	\$13,652.58	0
																		\$0.00	
																		Cell Above Must = \$0	

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

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: _____



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 04/19/2018

Agenda Category: Business Items

Subject:

Approve the 2018 Police Pension Board Representative Nomination and Election Dates

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Move to approve the 2018 Police Pension Board Representative election nomination period for May 14-25, 2018 and the election period for June 11-22, 2018.

Summary:

Police Pension Board Representative Larry Couch's term expires on June 30, 2018.

The proposed nomination and election dates are listed below for the Board's approval:

The 2018 nomination period is proposed for May 14-25 and the Board Secretary will send the pensioners the nomination packet on May 7, 2018.

The 2018 election period is proposed for June 11-22 and the Board Secretary will send the pensioners the election packet on June 4, 2018.

Attachments: