

MINUTES

POLICE PENSION BOARD SPECIAL MEETING NO. 714

Tuesday, December 18, 2018 | 8:30 a.m.

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 8:30 a.m.

ATTENDANCE:

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

Absent: Mayor Thompson, Mayor Pro Tem Christensen

PRESENTATIONS: (Discussion Only)

1. 2019 Salary Escalator for Police Officers and Unaffiliated Staff
 - Cathleen Koch, Administrative Services Director

Board members discussed the salary escalator and confirmed that the calculations had been double-checked by Finance Director Allen and that a letter about the salary escalator was going out to the Police pensioners.

MINUTES: (Approve by Motion)

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

Mr. Couch moved and Mr. Moore seconded the motion to approve the minutes of the Police Pension Board Meeting held November 15, 2018. The motion carried 5-0.

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

1. Financial Statements for October and November 2018

The Board discussed the financial reports and investments.

October 31, 2018 - Final:

Cash on Hand	\$122,594.45
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$372,125.42

November 30, 2018 - Preliminary:

Cash on Hand	\$122,293.23
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,824.20

Mr. Couch moved and Mr. Moore seconded the motion to accept and file the October and November 2018 financial reports as published. The motion carried 5-0.

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

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

Mr. Moore moved and Mr. Thomas seconded the motion to approve the December 2018 medical/dental/vision/Medicare/Other claims in the amount of \$12,741.91. The motion carried 5-0.

BUSINESS ITEMS: (Approve by Motion)

1. Legal Opinion – Joint Discussion with the Members of the Firefighters' Pension Board

Secretary Hopkins recessed the meeting at 8:45 a.m. until the Firefighters' Pension Board Member joined the meeting.

Secretary Hopkins reconvened the meeting at 9:00 a.m. with the Firefighters' Pension Board Members.

The Boards agreed to conduct the Firefighters' Board's business to allow for more time for Mayor Thompson to arrive at the meeting.

After the Firefighter's Board business was concluded and Mayor Thompson was not in attendance, the Boards decided to postpone the discussion about the legal opinion until Mayor Thompson could attend. Police Secretary Hopkins was asked to contact Mayor Thompson and coordinate another meeting with the Police and Fire Pension Boards.

Mr. Downs stressed the need to designate a back-up secretary in the event the Police or Fire Board secretary is unable to prepare for or attend a meeting. He suggested Jane Gagnebin, Payroll Specialist, be the back-up secretary, as she has performed this duty in the past. Ms. Hopkins said she is willing to prepare an agenda and take the minutes during the January and February meetings, but she must discuss it with her supervisor first.

ADJOURNMENT:

The meeting adjourned at 10:04 a.m.

Respectively Submitted by,
Marcia Hopkins,
City Clerk/Police Pension Board Secretary

Approved: January, 2018