

Agenda

Police Pension Board Regular Meeting
Thursday, November 21, 2019 - 8:15 AM
Richland City Hall | The Parkway Conference Room
625 Swift Boulevard, Richland WA 99352

Police Pension Board Regular Meeting No. 724

Call to Order:

Attendance:

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

Presentations:

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Meeting Held October 17, 2019
- Jane Gagnebin, Payroll Specialist

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

1. Financial Statements for September and October 2019
- Cathleen Koch, Administrative Services Director
2. 2020 Police Pension Annual Budget
- Brandon Allen, Finance Director

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

1. November 2019 Medical/Dental/Medicare/Other Claims Report in the amount of \$38,748.12.
- Jane Gagnebin, Payroll Specialist
2. Special Requests P8 - Tabled
-

3. Special Request P39 - Tabled

-

Business Items: (Approve by Motion)

1. Medicare Part A

-

Board Member Comments:

Adjournment: (Motion to Adjourn)

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POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2019

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held October 17, 2019

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the Minutes of the Meeting Held October 17, 2019

Summary:

Attachments:

I. 101719 Minutes

MINUTES

POLICE PENSION BOARD REGULAR MEETING NO. 723

Thursday, October 17, 2019 | 8:15 AM

Richland City Hall | The Parkway Conference Room

625 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Mayor Pro Tem Christensen called the meeting to order at 8:16 a.m.

ATTENDANCE:

Board Members: Mayor Pro Tem Christensen, Administrative Services Director Koch, Interim Police Pension Board Secretary Gagnebin, Police Representatives Thomas, Moore and Couch. Also in attendance was Police Pensioner Turner.

Absent: Mayor Thompson

PRESENTATIONS:

There were no presentations.

PUBLIC COMMENTS:

Police Pensioner Turner discussed his need for a UPWalker. After discussion, the item was moved to Business Items.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting Held September 19, 2019
- Jane Gagnebin, Interim Police Pension Board Secretary

Ms. Koch requested that two words be modified for incorrect spelling.

Mr. Moore moved and Mr. Thomas seconded the motion to approve the minutes of the Police Pension Board Meeting held September 19, 2019, as amended. The motion carried 5-0.

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

1. Financial Statements for August and September 2019
- Cathleen Koch, Administrative Services Director

The Board discussed the financial reports and investments.

August 31, 2019 – Final

Cash on Hand	\$143,651.11
Investments	325,402.26

Gains (Loss) on Investments	(96,918.80)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$372,134.57

September 30, 2019-Preliminary	
Cash on Hand	\$143,027.91
Investments	325,402.26
Gains (Loss) on Investments	(96,918.80)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,511.37

Mr. Couch moved and Mr. Moore seconded the motion to accept and file the August through September 2019 financial reports as published. The motion carried 5-0.

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

Ms. Gagnebin discussed a claim for P39, who is seeking reimbursement for independent living. She requested board guidance on whether qualifies under definition of Adult Care in board policy. After discussion, the board requested further documentation from his physician on medical necessity for living arrangements.

Mr. Couch moved and Mr. Moore seconded the motion that Ms. Gagnebin request further documentation from Power of Attorney for P39 from his physician on medical/mental necessity for living arrangements. The motion carried 4-1.

The Board Members discussed the medical/dental/vision/Medicare/Other claims. The claim for P39 in amount of \$2,390 was removed pending requested documentation.

Mr. Couch moved and Mr. Moore seconded the motion to approve the October 2019 medical/dental/vision/Medicare/Other claims in the amount of \$5,177.19, as amended. The motion carried 5-0.

Ms. Gagnebin discussed an overpayment for P10 for 2018 dental claims. A claim processed in 2019 was for 2018 service, which was above the \$1,200 allowable. She asked the board if they wanted her to request the overpayment from P10 or reduce a pending 2019 claim by the overpayment amount of \$678.80. They advised to reduce 2019 pending claim by overpayment amount.

Ms. Koch moved and Mr. Moore seconded the motion that P10 dental claims for 2019 be reduced by 2018 overpayment amount of \$678.80. The motion carried 5-0.

The board requested Ms. Gagnebin check with P8 as to upcoming anticipated in home care expenses. Ms. Gagnebin provided a request for reimbursement for in home care in the amount of \$18,847.17 for the period of July through September. The board requested Ms. Gagnebin have P8 check with Health Advocate if any of the costs would be covered by insurance. Mr. Moore requested the item be tabled until next month to allow time to

review reimbursement information, get information requested regarding Health Advocate and that the claim for in home care be added to November claims report.

Mr. Moore moved and Mr. Couch seconded the motion to table until next meeting. The motion carried 5-0.

At September board meeting P8 had requested reimbursement for an installed home ramp. The board had requested Ms. Gagnebin provide what other boards cover for ramps and the definitions of Durable Medical Equipment(DME) from Cigna and Medicare. Ms. Gagnebin provided what other LEOFF I board policies cover for ramps and definitions of DME. The board discussed what was a reasonable cost for a ramp. Ms. Koch discussed checking with the Public Works Director or other Department Directors on what was a reasonable cost. Mr. Moore requested the item be tabled pending the information from Ms. Koch.

Mr. Moore moved and Mr. Couch seconded the motion to table until next meeting. The motion carried 5-0.

BUSINESS ITEMS: (Approve by Motion)

1. Special Request P36
- Jane Gagnebin, Interim Police Pension Board Secretary

The special request by P36 for a UpWalker was denied by at the September meeting by the board. He is asking for reconsideration of the decision. As requested by board he contacted Health Advocate. They had yet to get back with him after initial call. Ms. Koch discussed working with Mr. P36 and Cigna in finding a similar device and if can't locate one give authorization to approve the requested device.

Mr. Moore moved and Mr. Couch seconded the motion to have Ms. Koch work with P39 and Cigna and give her authority to authorize the best solution. The motion carried 5-0.

BOARD MEMBER COMMENTS:

Ms. Gagnebin advised that the letter was sent to pensioners regarding coverage of Medicare Part A as requested at the September meeting. No responses were received. The board requested the item be added as a business item for Novembers meeting.

ADJOURNMENT:

Mr. Moore moved and Mr. Couch seconded the motion to adjourn the meeting at 9:15 a.m. The motion carried 5-0.

Respectively Submitted By,

Jane Gagnebin,
Interim Police Pension Board Secretary

Approved:

DRAFT



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2019

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for September and October 2019

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve to Accept and File by Motion

Summary:

September 30, 2019 - Final:

Cash on Hand	\$143,027.91
Investments	\$325,402.26
Gain(Loss) on Investments	(\$96,918.80)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,511.37

October 31, 2019 - Preliminary:

Cash on Hand	\$143,610.41
Investments	\$325,402.26
Gain(Loss) on Investments	(\$96,918.80)
Net Current Assets & Liabilities	206.78
Ending Fund Balance	\$372,300.65

Attachments:

- I. 2019 Police Income Expense Statement - November Packet

**CITY OF RICHLAND
POLICE PENSION FUND
2019 REVENUE AND EXPENSE**

Year of 2019	Final January	Final February	Final March	Final April	Final May	Final June	Final July	Final August	Preliminary September	Preliminary October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 374,661.94	\$ 374,697.80	\$ 374,903.47	\$ 371,892.15	\$ 372,419.44	\$ 371,862.60	\$ 372,513.59	\$ 372,413.29	\$ 372,134.57	\$ 371,511.37		\$ -		\$ -	0.00
REVENUE															
Investment Interest	1,209.86	2,035.15	1,236.47	1,171.72	1,117.03	1,101.06	1,140.69	1,011.55	812.69	791.41			11,627.63	13,150.00	88.4%
Other Interest Earnings													-	-	0.0%
Medical Reimburse													-	-	0.0%
Net Change in Fair Market Value													-	-	0.0%
Contribution- General Fund	44,000.00	40,000.00	41,000.00	43,000.00	38,000.00	40,000.00	39,000.00	25,000.00	28,000.00	26,000.00			364,000.00	417,500.00	87.2%
TOTAL REVENUE:	45,209.86	42,035.15	42,236.47	44,171.72	39,117.03	41,101.06	40,140.69	26,011.55	28,812.69	26,791.41	-	-	375,627.63	430,650.00	87.2%
EXPENSE															
Medical Insurance - <65	666.72	666.72	666.72	666.72	666.72	666.72	444.48	222.24	222.24	222.24			5,111.52	5,350.00	95.5%
Medical Insurance - >65	4,561.76	4,561.76	4,561.76	4,561.76	4,561.76	4,561.76	4,561.76	4,561.76	4,887.60	4,724.68			46,106.36	56,700.00	81.3%
Dental Insurance - Retired	822.12	822.12	822.12	822.12	822.12	822.12	795.60	769.08	822.12	795.60			8,115.12	9,875.00	82.2%
Dental Expense Pension	1,295.98		554.00	1,240.90		210.80	191.01	199.00	1,110.60	76.00			4,878.29	10,900.00	44.8%
Medical Expense Pension	10,895.83	8,278.70	11,854.69	10,813.92	8,340.00	9,228.85	8,779.64	(1,068.14)	808.91	559.19			68,491.59	118,950.00	57.6%
Medicare Premiums	3,310.00	4,108.00	3,292.00	3,698.50	3,156.50	3,698.50	4,271.00	4,000.00	4,166.00	3,155.00			36,855.50	35,450.00	104.0%
Retirement Allowance	16,152.87	15,923.46	16,027.78	13,920.23	13,920.23	13,792.60	13,728.78	13,728.78	13,728.78	13,728.78			144,652.29	99,700.00	145.1%
Widow's Benefits	7,468.72	7,468.72	7,468.72	7,468.72	7,468.72	7,468.72	7,468.72	3,808.27	2,740.64	2,740.64			61,570.59	89,650.00	68.7%
Operating Supplies				26.56				32.13					58.69	225.00	26.1%
Postage								37.15					37.15	175.00	21.2%
Shredding Services													-	50.00	0.0%
Travel					737.82								737.82	1,875.00	39.4%
Training & Conference				425.00									425.00	750.00	56.7%
Other Expenses									949.00				949.00	1,000.00	94.9%
Total Expense	45,174.00	41,829.48	45,247.79	43,644.43	39,673.87	40,450.07	40,240.99	26,290.27	29,435.89	26,002.13	-	-	377,988.92	430,650.00	87.8%
Revenues Over (Under)															
Expense:	35.86	205.67	(3,011.32)	527.29	(556.84)	650.99	(100.30)	(278.72)	(623.20)	789.28	-	-	(2,361.29)	-	
Ending Balance	\$ 374,697.80	\$ 374,903.47	\$ 371,892.15	\$ 372,419.44	\$ 371,862.60	\$ 372,513.59	\$ 372,413.29	\$ 372,134.57	\$ 371,511.37	\$ 372,300.65	\$ -	\$ -	\$ (2,361.29)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	\$ 146,214.34	\$ 146,420.01	\$ 143,408.69	\$ 143,935.98	\$ 143,379.14	\$ 144,030.13	\$ 143,929.83	\$ 143,651.11	143,027.91	143,610.41					
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					
Gain(Loss) on Investments	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)	(96,918.80)					
Net Current Assets & Liabilities	-									206.78					
Ending Fund Balance	\$ 374,697.80	\$ 374,903.47	\$ 371,892.15	\$ 372,419.44	\$ 371,862.60	\$ 372,513.59	\$ 372,413.29	\$ 372,134.57	\$ 371,511.37	\$ 372,300.65	\$ -	\$ -			
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					

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: 11/21/2019

Agenda Category: Financial Reports and Investments

Subject:

2020 Police Pension Annual Budget

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve to Accept and File by Motion

Summary:

2020 Police Pension Annual Budget

Attachments:

I. POLICE BUDGET 2020

POLICE PENSION	JAN-OCT 2019				COMMENTS
	2019 BUDGET	(PRELIMINARY)	2020 BUDGET		
REVENUES					
GENERAL FUND PENSION CONTRIBUTION	\$ 417,500.00	\$ 364,000.00	\$ 435,500.00	TOTAL AMOUNT NEEDED TO MEET APPROPRIATIONS	
INVESTMENT INTEREST	\$ 13,150.00	\$ 11,627.63	\$ 16,000.00	AVG LAST 3 YRS	
TOTAL REVENUES	\$ 430,650.00	\$ 375,627.63	\$ 451,500.00		
EXPENSES					
OPERATING SUPPLIES	\$ 225.00	\$ 58.69		AVG LAST 3 YRS	
POSTAGE	\$ 175.00	\$ 37.15		AVG LAST 3 YRS	
TRAVEL EXPENSE	\$ 1,875.00	\$ 737.82	\$ 1,200.00	AVG LAST 3 YRS	
DOCUMENT SHREDDING	\$ 50.00		\$ -	AVG LAST 3 YRS	
TUITION AND CONFERENCE FEES	\$ 750.00	\$ 425.00	\$ 700.00	AVG LAST 3 YRS	
MISCELLANEOUS/DEATH BENEFIT	\$ 1,000.00	\$ 949.00	\$ 1,000.00	PER RCW-BUDGET ONE EVENT PER YEAR (KEPT SAME AS 2019)	
TOTAL ADMINISTRATIVE EXPENSE	\$ 4,075.00	\$ 2,207.66	\$ 2,900.00		
DENTAL INSURANCE	\$ 9,875.00	\$ 8,115.12	\$ 9,600.00	30 RETIRED EMPLOYEES @ \$122.66 PER MONTH	
HEALTH INSURANCE (UNDER 65)	\$ 5,350.00	\$ 5,111.52	\$ 5,400.00	2 RETIRED UNDER 65 @\$222.24 PER MONTH	
HEALTH INSURANCE (OVER 65)	\$ 56,700.00	\$ 46,106.36	\$ 54,800.00	28 RETIRED OVER 65 @\$162.92 PER MONTH	
	\$ 62,050.00	\$ 51,217.88	\$ 60,200.00		
REIMBURSABLE DENTAL EXPENSE FOR PENSIONERS	\$ 10,900.00	\$ 4,878.29	\$ 8,000.00	AVG LAST 3 YRS	
MEDICAL EXPENSE	\$ 118,950.00	\$ 68,491.59	\$ 117,000.00	AVG LAST 3 YRS X 110%	
MEDICARE	\$ 35,450.00	\$ 36,855.50	\$ 36,800.00	MEDICARE PREMIUMS 28 EMP x \$109.39 MO	
WIDOWS	\$ 89,650.00	\$ 61,570.59	\$ 88,000.00	AVG LAST 3 YRS	
PENSIONERS	\$ 99,700.00	\$ 144,652.29	\$ 129,000.00	AVG LAST 3 YRS	
	\$ 189,350.00	\$ 206,222.88	\$ 217,000.00		
TOTAL BENEFITS PAID TO OR ON BEHALF OF PENSIONERS	\$ 426,575.00	\$ 375,781.26	\$ 448,600.00		
TOTAL EXPENDITURES	\$ 430,650.00	\$ 377,988.92	\$ 451,500.00		



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting
Date: 11/21/2019

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

Subject:

November 2019 Medical/Dental/Medicare/Other Claims Report in the amount of \$38,748.12.

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:

Approve the November 2019 Medical/Dental/Medicare/Other Claims Report in the amount of \$38,748.12.

Summary:

The November 2019 Medical/Dental/Other Claims Report in the amount of \$38,748.12 is attached for the Board review and consideration.

Attachments:

I. 11-21-19 Claims Log

P40	12/1/19	Reimburse	Medicare	\$118.00														\$118.00	
P40	6/11-6/27/19	W.K. Laberton, DDS	Fillings				\$143.80											\$143.80	
PSEC	12/1/19																	\$0.00	
PEXP	9/1/19																\$69.28	\$69.28	
			GRAND TOTAL	\$4,542.00	\$33,209.44	\$0.00	\$143.80	\$783.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69.28	\$38,748.12	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 November 21,2019

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: 11/21/2019

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

Subject:
Special Requests P8 - Tabled

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:

Summary:

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting
Date: 11/21/2019

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

Subject:
Special Request P39 - Tabled

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:

Summary:

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2019

Agenda Category: Business Items

Subject:
Medicare Part A

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:

Summary:

Attachments: