LOCAL GOVERNMENT LIABILITY POOL
BOARD MEETING
Cheyenne, Wyoming
Thursday, July 30, 2020

Board Members in Attendance (This meeting was conducted via Zoom due to COVID-19.)

Brad Basse, Chairman, At-Large Member
Kelly Krakow, Treasurer, Mayor of Town of Albin
Rick Grant, Converse County Commissioner
Don Richards, Shoshone Municipal Pipeline (via telephone)
Jessica Weaver, Tongue River Community Center

Board Members Absent:

Robert "Bob" King, Lincoln County Commissioner
Linda Smith, Secretary, City of Rawlins

Staff and Guests in Attendance:

Mark Pring, Consulting Executive Director
Mike Todd, Acting Deputy Director
Bill Miller, Loss Prevention Manager
Judi Just, Loss Prevention Representative
Shuler Boone, Claims Representative

WELCOME AND INTRODUCTIONS

Chairman Brad Basse called the meeting to order at 8:07 A.M.

APPROVAL OF MINUTES

Kelly Krakow motioned that the board approve the minutes from the May 28, 2020 board meeting, Don Richards seconded the motion, the motion passed unanimously. Don Richards motioned that the minutes from the executive session from the May 28, 2020, board meeting be approved, Jessica Weaver seconded the motion, the motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

A. Renewals/Entity Additions/Cancellations

Mike Todd thanked the board for being present for the Zoom meeting. He said that all the renewal applications had been received; however, approximately ten payments had not yet been received.

Renewals/Entity Additions/Cancellations (continued)

Mike announced that one new member had joined the Pool last quarter, the Box N Ranch Road Improvement & Service District. Don Richards asked where the district was located. Mark answered, "Campbell County". Don asked if the district had been in the Pool previously. Mark answered, "I don't think so". Mike continued the executive director's report later in the meeting in order to conform to the meeting agenda.

B. Financial Audit – McGee, Hearne & Paiz

Mike Todd announced that the financial audit would take place in September. Financial information was being supplied to the auditing firm. He had given the firm the option to physically come into the office as "social distancing" could be accomplished.

C. AON Actuarial Report Preparation

Mike Todd stated that all the claims information had been sent to AON for the actuarial review. The data looked good, however there were a few anomalies. In future years the loss run report will be automated with the new claims software.

D. Board Member Terms

Mike Todd stated that Jessica Weaver had been appointed to fill Donna Geho's former board position. Both Jessica Weaver's and Bob King's terms will expire on December 31, 2020. Chairman Brad Basse asked when nomination forms would be distributed to the members. Mark Pring answered, "late September". Brad asked the other board members if anyone had heard from Bob King and whether he would want to continue on the board. Mark Pring suggested that the board could formally nominate the present board members at the October board meeting since ballots would not go out until later.

E. Budget Report

Mike Todd referred the board to the budget report for April, May and June in the board packets. All items were still well within the approved budget amounts except property insurance. Jessica Weaver asked why the property insurance had increased so much. Mike answered weather events are driving premiums up. Don Richards asked if the vehicles had been totaled again. Mike answered that the damage to the vehicles ranged between $10,000 to $15,000, but neither vehicle had been totaled. Chairman Brad Basse suggested discussing the damage to the building later under the topic of old and new business. Mike stated there was a credit for out-of-state travel for the PRIMA conference cancellation.

Mark Pring said that the new canopy had held up great under the hailstorm. The new Class Four hail-resistant roof had also held up well and seemed undamaged from the hailstorm. Mike Todd stated that the deductible for the property insurance was two percent of the building's value. Jessica asked if a cosmetic exclusion was in the policy for the building. Mike said he would have to look into it, but the estimate for the corner gutter repairs was $600, well within the deductible. Mike asked if the board still wanted to deposit five percent of contributions into the reinsurance account. Mark explained to Jessica that the Pool formerly had purchased reinsurance, but the actuary had said that it was doing well enough financially to self- insure. The amount for reinsurance was put in a separate certificate of deposit so that it could be tracked. Each year an additional ten percent was added to the certificate of deposit to compensate for the amount of increase for the cost of reinsurance. The certificate of deposit eventually was deposited into a separate WYO-STAR account. To date the fund remains intact. In a previous meeting, the board decided to reduce the annual contribution to five percent as the current cost of reinsurance seemed to have somewhat

Budget Report (continued)
leveled. Chairman Brad Basse stated he thought that the Pool should continue to self-insure the reinsurance account as the board had previously decided. The board agreed to continue self-insuring reinsurance and adding five percent annually as previously approved.

Mike Todd continued with the budget report. The Pool's projected financial position for the past quarter was $28.218 million, which was $25.55 million at the same time last year. Chairman Brad Basse stated that several years ago the board had set a goal of $20 million for the Pool's financial position, and it was nice to see that goal met and surpassed.

Mike Todd stated that $1,620 had been paid for programming changes to enable the claims software system to be utilized more efficiently. The software system had been working nicely; however, more training was needed on the reporting function. Two hours per month training was allowed by Trackability. Trackability had hired a consultant to work with clientele to make a "wish list" of changes, and the Pool had been asked to help them. Mike said he felt the Pool was getting a fair deal. Don Richards asked how many of the staff were up-to-date on the operation of the system. Mike answered that everyone had some knowledge of the system, but typically Shuler, Mark, Delene and he were the primary users. Bill and Judi have access and Trackability would be a useful tool for them to identify problem areas with members of the Pool. Don asked if the software could be accessed "from the road". Mike stated yes, it could be, as the system was cloud-based.

Mike Todd summarized the expenses for the past quarter. Don Richards asked if the vehicles would have been damaged by the hail had they been parked under the canopy? Mike answered that one vehicle was parked under the canopy for the second hailstorm and received no damage. He explained that the vehicles had been moved from the canopy in order for workers to reseal and stripe the parking lot. Don asked if it made any difference what direction the storm came from as to whether the vehicles received damage. Mike answered that it could possibly make a difference, therefore the vehicles are now parked in the middle of the canopy. Don asked if an adjuster had inspected the canopy. Mike answered that some of the cables on the canopy had been tightened and it had been inspected at that time. Mark added that everyone in the area seemed to know about the canopy and the parking lot filled up before a storm.

F. BILL MILLER's REPORT
Bill Miller stated that next week was the 18th anniversary of his employment with LGLP. He thanked the board and all past board members, directors and employees, and said that the Pool was in good shape because of all the efforts of everyone. He said that LGLP was a wonderful place to work, and he and his wife have a good future ahead because of everyone's hard work. He added that hopefully, he gave the Pool a good return on its investment. Mike told Bill that the everyone appreciated him.

Bill stated that he and Judi Just had not been able to visit members much during the last quarter due to the COVID-19 pandemic and the resulting shutdowns. He said that he and Judi were being very cautious concerning travel, but had handled a lot of emails and phone calls. Headded that he had tried one training session via Zoom, but ended up doing it by phone. He had worked on several policy manuals, and had received two more to work on. He and Judi had a couple of trips planned starting next month. Bill thanked Mark and Mike for being very helpful by allowing he and Judi to decide what travel was safe. The BLR software discussed in the last board meeting had been purchased on July 1st. Three members of the Pool had volunteered to be the first to receive training via BLR. Bill stated that there were 1,000 user licenses and most of the training packages offered mostly human

Bill Miller's Report (continued)
resource topics. He and Judi were feeling optimistic concerning the training packages. He really likes the HR HERO feature because it offered the latest in human resource training. Attorneys update the HR HERO section frequently, so it was the "latest and greatest". Bill announced that the WACO conference was canceled due to COVID-19.

EXPENDITURES FOR APRIL, MAY AND JUNE

Kelly Krakow made a motion that the board approve the expenditures and the credit card bills for the past quarter. Jessica Weaver seconded the motion. There was a vote, and the motion passed unanimously. The board meeting recessed at 8:51 A.M. and resumed at 8:59 A.M.

EXECUTIVE SESSION

Kelly Krakow made a motion that the board meeting enter the executive session portion to discuss claims and personnel issues for the purpose of matters allowed by law. Don Richards seconded the motion, and it passed unanimously. The executive session began at 9:00 A.M.

Don Richards made a motion that the executive session be concluded and the regular board meeting resume. Jessica Weaver seconded the motion, and it passed unanimously. The regular board meeting resumed at 10:03 A.M. No action was taken.

OLD AND NEW BUSINESS

A. Building Maintenance Progress

Mike Todd announced that two ash trees in the front of the building had died, and tree branches were hanging on the neighbor's fence on the East side of the parking lot. A quote from an arborist had been received for $1,600 to remove the branches and the dead trees within six weeks.

B. Signatories

Mike Todd said that there was a new process at the bank in which a driver's license wasprovided and a form completed to allow anyone to be a signatory. He asked which board members would like to be a signatory. Kelly Krakow, Jessica Weaver and Brad Basse volunteered.

C. Phones

Mike Todd stated that he hoped to have the new phone system in place by August 7th. The staff would be able to send faxes via their computer. Incoming faxes would come into the lglp@lglp.net email. Each staff member would have a separate line with the ability to have their phone ring to their personal cellphone and/or computer. Video conferencing, SMS, and chat capabilities would also be available. Mike said he was enthusiastic about the new telephone system, especially with staff members working from home.

D. Vehicles

Mike Todd said there were several options for the hail damaged vehicles. A representative from HUB had said if the Pool's current insurance company were to cancel coverage, the Pool would not have trouble finding coverage with another carrier. The vehicles could be traded with or without a claim for hail damage, or could be sold outright. Mark explained that there were about 60,000 miles on the GMC Terrain. The Ford Explorer had lower mileage, so the thought was to keep it at least another year. Claims were submitted with the Pool's current carrier to determine damage amounts. Judi Just had obtained bids on three Jeep Cherokee models and including trade with insurance

Vehicles (continued)

payment it would cost approximately $21,000 with trade-in of the current vehicle. With just trade in value, this Grand Jeep Cherokee would cost $28,000, and an upgraded Jeep Grand Cherokee would cost $30,000. Mark said that more bids would be obtained before making a purchase. The GMC dealership told Judi that it was becoming more difficult to get vehicles at this time. Mark explained that the GMC could be traded in for$10,000 to $12,000 with hail damage. Chairman Brad Basse asked if the Ford would be repaired. Mark Pring explained that the body shops were so booked up that it would possibly be another year before it could get repaired. Brad Basse commented that the Pool would take a hit even if the vehicle were to be repaired. Mark commented that both Bill and Judi take very good care of the vehicles. Chairman Brad Basse said he felt that the possible purchase of a new vehicle was a management decision and the board did not need to "micro-manage."

E. Peace Officer Training Options

Bill Miller stated he had been contacted by the Wyoming Association of Sheriffs and Chiefs of Police. Due to the protests, riots and other actions occurring in the nation, the association wants to be proactive and obtain additional training for all officers in the State of Wyoming. The association is considering on-line training for $85,000 which consisted of 52 videos. They wanted to know if the Pool would be willing to help with the cost. The training would run through POST (Police Officer Standards and Training). The association would also check with WARM (Wyoming Association of Risk Management) and WAM (Wyoming Association of Municipalities) for assistance. Hopefully, the training could start at the beginning of the next fiscal year. Chairman Brad Basse said that it seemed to be in line with loss a loss prevention purchase. Rick Grant asked how long the training would take. Bill Miller replied that the videos were 8-10 minutes each. Don Richards asked if the training would take place over the internet. Bill answered, "Yes". Mark said that the officers would be able to take the training at their convenience. Rick stated that if it was required that the officers take the training off-duty, they would have to be paid overtime.

Don Richards asked if the towns and counties had been approached about this? Bill answered that he was not sure, but the Pool had been their first call since most of the entities were members of the Pool. Mike commented that some entities were already doing on-line training. Don asked who had been contacted with the State? Mike answered that Erin Edwards, the Risk Manager for the State had been contacted, but the Attorney General's office had control over the POST training. Don commented that the State had $1.1 to $1.2 billion of federal money allocated due to pandemic funds. He suggested that the governor's office and the Legislative Service Office be contacted. Mike stated that the open claims reviewed in the executive session indicate that the training could be money well spent. Chairman Brad Basse suggested that management figure out the most economical and advantageous way to fund the training. Mike replied that they would do their due diligence on it.

F. Vehicles Follow-up

Kelly Krakow stated that he felt that it was wrong that the Pool's vehicles received hail damage because other non-LGLP vehicles were Parked under the canopy. He suggested that a sign or chain be installed across the entrance. Don Richards said he thought the vehicles were not parked under the canopy because of the repaving project. Mark explained that the contractor had decided not to perform the repaving that day due to the weather conditions. When he attempted to move the vehicles back under the canopy, other vehicles were parked there. He said he did not feel it would be cost prohibitive to simply put a rope or chain across the entrance or to install a sign. The sign could say, "LGLP Parking Only - Violators May be Towed". Mike wondered if those vehicle

Vehicles Follow-up (continued)
owners could be liable for the Pool's damages by parking under the Pool's canopy? Don Richards replied, that with the installation of a sign, those parking under the canopy other than staff could be liable. Mark said that issue could be difficult to pursue. Chairman Brad Basse thanked Mark for clarifying the issue as he had a different understanding of what had happened. He suggested that management do what was needed to avoid future problems of this type.

NEXT BOARD MEETING

Chairman Brad Basse thanked everyone for attending the Zoom meeting and said he hoped everyone could meet in person at the next board meeting on Thursday, October 29, 2020.

ADJOURNMENT

Don Richards made a motion that the meeting adjourn. Rick Grant seconded the motion, and the vote was unanimous. The board meeting adjourned at 10:28 A.M.

Approved:

Brad Basse (Mar 12, 2021 14:57 MST)
Brad Basse, Board Chairman

Mar 12, 2021
Date