

**STATE RISK MANAGER'S REPORT**  
**REVIEW OF REGULATORY COMPLIANCE**  
**OF**  
**WASHINGTON CITIES INSURANCE AUTHORITY**

*As of December 31, 2010*  
*Issued November 1, 2012*

**Results:**

Based on audited financial information, Washington Cities Insurance Authority meets standards adopted by the State Risk Manager in the areas tested.

**Background:**

The State Risk Manager in the Office of Risk Management, a division of the Department of Enterprise Services, State of Washington, is responsible for regulatory oversight of local government joint self-insured risk pools formed under the authority of chapter 48.62 RCW. The law requires the State Risk Manager to adopt rules for risk pools to follow, adopted as Washington Administrative Code (WAC) 200-100. Those rules include standards for solvency, operations and management and require that risk pools maintain certain financial reserves in order to ensure that claims are funded.

The State Risk Manager determines whether risk pools are operating in a safe financial condition, according to the solvency regulations. The pool's compliance with those regulatory requirements is based on audited financial information provided by the Washington State Auditor's office. Pools that operate in an unsafe financial condition or in violation of statutory or regulatory requirements may cause the State Risk Manager to take administrative action.

**Areas Covered:**

We examined the Pool's compliance with regulatory standards adopted in rule by the State Risk Manager in the following areas:

1. Requirement for Annual Actuarial Study to Determine Unpaid Claims Liability
2. Financial Solvency/Required Assets
3. Presentation of Liabilities
4. Compliance with Reporting Requirements
5. Compliance with Membership Requirements
6. Financial Trends

## **Results of Review of Regulatory Compliance:**

### 1. Requirement for Annual Actuarial Study to Determine Unpaid Claims Liability

**Requirement:** Risk pools must obtain an annual actuarial review which meets the following criteria:

**WAC 200-100-03001** requires that “(1) All joint self-insurance programs shall obtain an annual actuarial review as of fiscal year end which provides estimates of the unpaid claims measured at the expected and the seventy percent confidence level. . .”

**WAC 200-100-020 (1)** "Actuary" means any person who is a fellow of the Casualty Actuarial Society and a member of the American Academy of Actuaries.

**Result:** A review of the actuarial report of Kevin Wick, FCAS, MAAA, of Price Waterhouse Coopers, indicates that an actuary meeting the qualifications set forth above estimated the Pool’s liability for both property and liability claims at both the expected and the 70% confidence level. Washington Cities Insurance Authority has met this requirement.

### 2. Financial Solvency/Required Assets

**Requirement 2.a:** Risk pools must ensure claims liabilities are funded at the expected level by meeting certain standards for solvency and liquidity as follows:

**WAC 200-100-03001** states, in part “ . . .(2) The governing body of the joint self-insurance program shall establish and maintain primary assets in an amount at least equal to the unpaid claims estimate at the expected level as determined by the program's actuary as of fiscal year end. . .”

**WAC 200-100-020 (20)** "Primary assets" means cash and investments (less any nonclaims liabilities).

**Results:** Washington Cities Insurance Authority met this requirement by maintaining sufficient primary assets to fund claims liabilities at the expected levels as determined by the Pool’s actuary.

**Requirement 2.b:** Risk pools must meet the above requirement to maintain primary assets and must also maintain other assets to fund claims liabilities at the 70% confidence level as follows:

**WAC 200-100-03001** states, in part, “. . . (3) The governing body of the joint self-insurance program shall establish and maintain total primary and secondary assets in an amount equal to or greater than the unpaid claim estimate at the seventy percent confidence level as determined by the program's actuary as of fiscal year end. . .”

**WAC 200-100-020 (23)** states that "Secondary assets" means insurance receivables, real estate or other assets (less any nonclaims liabilities) the value of which can be independently verified by the state risk manager.

**Results:** Washington Cities Insurance Authority met this requirement by funding claims liabilities in excess of the 70% confidence level required as determined by the Pool’s actuary. The secondary assets consist of additional cash reserves, investments and other assets (property and equipment are excluded from this calculation). Also excluded were nonclaims liabilities, including prepaid contributions.

	<b>Test 1 - Primary Asset Test</b>		<b>Test 2 - Secondary Asset Test</b>
	(WAC 200-100-03001(2))		(WAC 200-100-03001(3))
\$134,169,000	Primary Assets	\$145,509,000	Secondary Assets
\$65,314,000	Estimated Claim Liabilities at the expected level per actuarial estimate	\$76,341,000	Estimated Claim Liabilities at the 70% confidence level per actuarial estimate
<b>RESULT:</b>	<b>PASS</b>	<b>RESULT:</b>	<b>PASS</b>
	<i>Estimated outstanding liabilities at the expected level must be less than primary assets (cash and investments less nonclaims liabilities)</i>		<i>Estimated outstanding liabilities at the seventy percent confidence level must be less than combined primary assets and secondary assets (receivables, recoverables, real estate and other assets that can be independently verified by the State Risk Manager)</i>

(Note 1) The outstanding liabilities are estimated by an independent actuary meeting the requirements of WAC 200-100-020(1). Actuarial reports submitted as part of the annual report to the State Risk Manager are available by contacting by Mr. Lewis E. Leigh, Executive Director of Washington Cities Insurance Authority, at (206)-575-6046. Contact information is also available by visiting the Pool's website at <http://www.wciapool.org/> .

(Note 2) The information used to calculate assets used in the Primary and Secondary Asset Tests were obtained from the audited financial statements. The audit reports are available on the State Auditor's Office website at <http://www.sao.wa.gov/EN/Pages/default.aspx> , or by telephone at (360) 902-0370.

### 3. Presentation of Liabilities

**Requirement 3.a: The estimated liability for unpaid claims as presented in the Pool’s financial statements is supported by the actuarial report.**

**RCW 43.09.200** Local government accounting — Uniform system of accounting. The state auditor shall formulate, prescribe, and install a system of accounting and reporting for all local governments, which shall be uniform for every public institution, and every public office, and every public account of the same class.

The system shall exhibit true accounts and detailed statements of funds collected, received, and expended for account of the public for any purpose whatever, and by all public officers, employees, or other persons.

The accounts shall show the receipt, use, and disposition of all public property, and the income, if any, derived therefrom; all sources of public income, and the amounts due and received from each source; all receipts, vouchers, and other documents kept, or required to be kept, necessary to isolate and prove the validity of every transaction; all statements and reports made or required to be made, for the internal administration of the office to which they pertain; and all reports published or required to be published, for the information of the people regarding any and all details of the financial administration of public affairs.

**Result: Washington Cities Insurance Authority meets this requirement by reporting the amount of the total liability for unpaid claims in its 2010 audited financial reports as \$135,760,549 which is supported by the report of the independent actuary.**

### 4. Compliance with Reporting Requirements

**Requirement: The pool is required by WAC 200-100-060 to provide unaudited annual financial statements to the State Risk Manager within 150 days of fiscal year end, and audited financial statements are to be provided to the State Risk Manager within one year of the fiscal yearend date. If required by the State Risk Manager, a pool must provide quarterly reports based on its financial condition.**

**WAC 200-100-60** requires that “. . . (1) Every joint property and liability self-insurance program authorized to transact business in the state of Washington shall submit the annual report to the state risk manager.

(2) The annual report to the state risk manager shall require the following information to be submitted in electronic form:

(a) Unaudited annual financial statements, including attestation, as provided to the state auditor’s office;

(b) Actuarial reserve review report on which the net claims liabilities at fiscal yearend reported in the unaudited financial statements are based;

(c) Copies of all insurance coverage documents;

(d) List of contracted consultants;

(e) Details of changes in articles of incorporation, bylaws or foundation agreement;

(f) Details of services provided by contract to nonmembers;

(g) List of members added or terminated.

Such reports shall be submitted to the state risk manager no later than one hundred fifty days following the completion of the joint program’s fiscal year.

(3) Audited financial statements shall be provided to the state risk manager within one year of the program’s fiscal year end and comply with requirements for submission of audited financial statements established by the state risk manager.

(4) All joint self-insurance programs shall submit quarterly financial reports if, in the estimation of the state risk manager, the financial condition of a program warrants additional quarterly reporting requirements. . .”

**Results: The Pool met this requirement by providing audited and unaudited financial statements and documents listed above within the time required. The Pool is not required to report quarterly. Washington Cities Insurance Authority received an unqualified opinion on its audited financial statements for FY 2010.**

## 5. Compliance with Membership Requirements

**Requirement: Only members of the pool who have signed the interlocal agreement may participate in the Pool's insurance program. The agreement must provide for the contingent liability of the members if assets are insufficient.**

**WAC 200-100-02005** provides that "Membership in a joint self-insurance program requires the execution of a foundation agreement. Only members may participate in risk-sharing. Only members may participate in the self-insured retention layer, and only members may participate in the joint purchase of insurance or reinsurance".

**RCW 48.62.141** requires that "Every joint self-insurance program covering liability or property risks, excluding multistate programs governed by RCW 48.62.081, shall provide for the contingent liability of participants in the program if assets of the program are insufficient to cover the program's liabilities".

**Results: The Pool is in compliance with this requirement. Our review of the membership list and interlocal agreements indicates that participation in the Pool's excess and self-insured retention layer is limited only to those local government members signing the Pool's interlocal agreement which provides for shared risk and joint responsibility for liabilities. The agreement also provides that members are responsible for the contingent liabilities of the program if assets are insufficient.**

## 6. Financial Trends

**Requirement:** Risk pools are required to notify the State Risk Manager if solvency requirements are not met (WAC 200-100-03001(2)) and the State Risk Manager is required to monitor trends over time and take action when programs experience adverse trends which may require the State Risk Manager to take additional actions.

WAC 200-100-03001 states, in part “. . . (4) The state risk manager shall evaluate the operational safety and soundness of the program by monitoring changes in liquidity, claims reserves and liabilities, member equity, self-insured retention, and other financial trends over time. Programs experiencing adverse trends may cause the state risk manager to increase frequency of on-site program review and monitoring, including increased communication with the governing body and requirements for corrective plans. . .”

**Results:** Financial trends show the increases and decreases in assets, liabilities, revenues and expenses. The information below was taken directly from the audited financial statements of FY 2010. Upon review, no adverse financial trends were noted (See Attachments A & B).

<b>ATTACHMENT A</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>	<b>Year Ended</b>
<b>Washington Cities Insurance Authority</b>	<b>12/31/2010</b>	<b>12/31/2009</b>	<b>12/31/2008</b>	<b>12/31/2007</b>	<b>12/31/2006</b>	<b>12/31/2005</b>	<b>12/31/2004</b>	<b>12/31/2003</b>	<b>12/31/2002</b>
<b>ASSETS</b>									
Current Assets:									
Cash and Cash Equivalents	\$23,678,953	\$6,740,927	\$8,615,595	\$18,509,950	\$15,406,510	\$12,870,464	\$1,730,050	\$5,238,372	\$13,429,466
Accrued Interest	\$721,366	\$598,374	\$481,491	\$405,130	\$198,797	\$191,270	\$163,942	\$100,418	\$185,054
Investments	\$112,509,847	\$108,772,261	\$99,434,051	\$92,101,916	\$87,320,032	\$78,492,230	\$81,088,849	\$76,567,455	\$71,353,889
Accounts Receivable	\$143,946	\$455,540	\$267,458	\$778,651	\$72,644	\$46,688	\$6,370	\$34,171	\$78,325
Prepaid Expenses	\$4,392,087	\$3,555,312	\$232,937	\$326,859	\$444,073	\$535,408	\$1,775,227	\$1,181,840	\$1,275,287
<b>TOTAL CURRENT ASSETS</b>	<b>\$141,446,199</b>	<b>\$120,122,414</b>	<b>\$109,031,532</b>	<b>\$112,122,506</b>	<b>\$103,442,056</b>	<b>\$92,136,060</b>	<b>\$84,764,438</b>	<b>\$83,122,256</b>	<b>\$86,322,021</b>
Noncurrent Assets:									
Investment in GEM	\$1,032,470	\$1,068,636	\$892,635	\$817,652	\$724,143	\$699,299	\$461,626	\$520,600	\$50,000
Capital Assets	\$6,124,110	\$6,089,536	\$6,040,645	\$6,020,133	\$5,944,381	\$5,684,085	\$5,214,594	\$3,116,646	\$276,070
Accumulated Depreciation	-\$1,110,445	-\$939,286	-\$879,756	-\$721,497	-\$550,890	-\$387,283	-\$242,363	-\$275,290	-\$228,201
<b>TOTAL NONCURRENT ASSETS</b>	<b>\$6,046,135</b>	<b>\$6,218,886</b>	<b>\$6,053,524</b>	<b>\$6,116,288</b>	<b>\$6,117,634</b>	<b>\$5,996,101</b>	<b>\$5,433,857</b>	<b>\$3,361,956</b>	<b>\$97,869</b>
<b>TOTAL ASSETS</b>	<b>\$147,492,334</b>	<b>\$126,341,300</b>	<b>\$115,085,056</b>	<b>\$118,238,794</b>	<b>\$109,559,690</b>	<b>\$98,132,161</b>	<b>\$90,198,295</b>	<b>\$86,484,212</b>	<b>\$86,419,890</b>
<b>LIABILITIES</b>									
Current Liabilities:									
Accounts Payable	\$94,049	\$110,593	\$392,395	\$416,579	\$347,351	\$384,417	\$35,329	\$42,495	\$62,537
Deposits Payable	\$334,202	\$334,202	\$288,693	\$288,693	\$263,488	\$189,536	\$180,461	\$124,028	-
Property & Vehicle Claims Reserve	\$1,504,368	\$1,614,525	\$890,222	\$1,568,009	\$1,411,825	\$883,255	\$1,076,897	\$549,366	\$853,733
Claim Reserves:									
IBNR	\$11,257,925	\$10,055,941	\$36,423,083						
Open Claims (Case Reserves)	\$5,099,788	\$6,085,836	\$24,877,340	\$53,242,291	\$49,105,102	\$48,448,443	\$46,411,643	\$52,271,292	\$48,350,396
Unallocated Loss Adjustment Expenses	\$627,216	\$567,210	\$2,120,676						
Reserve for Increased Confidence Level	\$15,386,351	\$14,753,664	\$14,298,901	\$14,785,709	\$13,753,898	\$13,124,557	\$12,176,357	\$12,401,708	\$9,750,604
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$34,303,899</b>	<b>\$33,521,971</b>	<b>\$79,291,310</b>	<b>\$70,301,281</b>	<b>\$64,881,664</b>	<b>\$63,030,208</b>	<b>\$59,880,687</b>	<b>\$65,388,889</b>	<b>\$59,017,270</b>
Noncurrent Liabilities:									
Compensated Absences	\$87,077	\$83,537	\$80,640	\$69,794	\$69,444	\$68,126	\$61,980	\$56,879	\$47,679
Claim Reserves:									
IBNR	\$32,041,786	\$28,620,757							
Open Claims (Case Reserves)	\$14,514,782	\$17,321,224							
Unallocated Loss Adjustment Expenses	\$1,785,152	\$1,614,368							
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>\$48,428,797</b>	<b>\$47,639,886</b>	<b>\$80,640</b>	<b>\$69,794</b>	<b>\$69,444</b>	<b>\$68,126</b>	<b>\$61,980</b>	<b>\$56,879</b>	<b>\$47,679</b>
<b>TOTAL LIABILITIES</b>	<b>\$82,732,696</b>	<b>\$81,161,857</b>	<b>\$79,371,950</b>	<b>\$70,371,075</b>	<b>\$64,951,108</b>	<b>\$63,098,334</b>	<b>\$59,942,667</b>	<b>\$65,445,768</b>	<b>\$59,064,949</b>
<b>TOTAL NET ASSETS</b>	<b>\$64,759,638</b>	<b>\$45,179,443</b>	<b>\$35,713,106</b>	<b>\$47,867,719</b>	<b>\$44,608,582</b>	<b>\$35,033,827</b>	<b>\$30,255,628</b>	<b>\$21,038,444</b>	<b>\$27,354,941</b>
<b>Members</b>	<b>146</b>	<b>141</b>	<b>129</b>	<b>127</b>	<b>121</b>	<b>115</b>	<b>111</b>	<b>111</b>	<b>111</b>
<b>Avg. Equity Per Member (See note)</b>	<b>\$443,559</b>	<b>\$320,421</b>	<b>\$276,845</b>	<b>\$376,911</b>	<b>\$368,665</b>	<b>\$304,641</b>	<b>\$272,573</b>	<b>\$189,535</b>	<b>\$246,440</b>

Note: The actual equity per member is determined by the terms of the interlocal agreement signed by every member of a joint self-insurance program (risk pool) formed under RCW 48.62. Because membership in a risk pool is not a transfer of risk to an insurer, but is a shared assumption of risk among the members, the board of each risk pool contracts with an actuary to estimate the amount of the claims that will occur during the coming plan year. To fund those estimated claims, along with other administrative expenses, the members make a payment to the pool at the beginning of each year (called a contribution), similar to paying an insurance premium. Unlike transferring risk to an insurance company through payment of a premium, if catastrophic or increased frequency of claims result in higher claims costs than originally estimated, members are responsible to fund those costs later by making additional payments to the pool to pay for prior year claims (known as “re-assessments”). Many local government self-insurance pools choose to maintain additional reserves as a financial cushion which reduces the risk of re-assessments to the members. The amount of these additional reserves is determined by the governing board of each pool, depending on the level of re-assessment risk the members want to assume.

The total net assets listed in Attachment A above is the amount of the unencumbered reserves that could be applied to any deficiencies in funding for claims if catastrophic or frequent claims pushed costs higher than the amounts estimated by the pool’s actuary. When divided by the amount of members, the average equity per member provides an estimate of the assets which could be used by members before any reassessment would be necessary.





<b>ATTACHMENT B (continued)</b>									
	<b>12/31/2010</b>	<b>12/31/2009</b>	<b>12/31/2008</b>	<b>12/31/2007</b>	<b>12/31/2006</b>	<b>12/31/2005</b>	<b>12/31/2004</b>	<b>12/31/2003</b>	<b>12/31/2002</b>
Operating Income (Loss)	\$13,128,155	(\$1,518,278)	(\$20,003,011)	(\$2,938,792)	\$3,738,378	\$2,335,872	\$5,017,531	(\$7,335,270)	(\$3,703,971)
Non-Operating Revenue (Loss)									
Unrealized Gain (Loss) on Investments	(\$1,342,382)	\$2,675,479	\$302,983	(\$553,689)	\$227,398	(\$2,555,829)	\$128,445	(\$2,340,465)	\$2,016,354
Realized Gain (Loss) on Investments	\$425,357	(\$58,884)	\$111,949	(\$16,100)	\$257,584	\$106,752	(\$17,524)	\$10,607	\$384,262
Income (Loss) from Investment in GEM	(\$36,166)	\$176,001	\$74,983	\$93,509	\$24,844	\$237,673	(\$10,288)		
Investment Income	\$7,336,883	\$8,168,102	\$7,318,341	\$6,636,036	\$5,355,500	\$4,742,563	\$4,228,999	\$3,287,699	\$4,427,006
Net Profit (Loss) from Building Operations	\$68,348	\$23,917	\$40,142	\$24,333	(\$42,401)	(\$88,832)	(\$29,979)	\$60,932	
Total Non-Operating Revenue	\$6,452,040	\$10,984,615	\$7,848,398	\$6,184,089	\$5,822,925	\$2,442,327	\$4,299,653	\$1,018,773	(\$6,827,622)
<b>Net Income</b>	<b>\$19,580,195</b>	<b>\$9,466,337</b>	<b>(\$12,154,613)</b>	<b>\$3,259,137</b>	<b>\$9,561,303</b>	<b>\$4,778,199</b>	<b>\$9,317,184</b>	<b>(\$6,316,497)</b>	<b>\$3,123,651</b>
Net Assets - January 1	\$45,179,443	\$35,713,106	\$47,867,719	\$44,608,582	\$35,047,279	\$31,646,889	\$21,038,444	\$27,354,941	\$24,231,290
Prior Period Adjustment							(\$100,000)		
<b>Net Assets - December 31</b>	<b>\$64,759,638</b>	<b>\$45,179,443</b>	<b>\$35,713,106</b>	<b>\$47,867,719</b>	<b>\$44,608,582</b>	<b>\$35,033,827</b>	<b>\$30,255,628</b>	<b>\$21,038,444</b>	<b>\$27,354,941</b>

**Conclusion:** We appreciate the cooperation and assistance of the staff and management of Washington Cities Insurance Authority during this process. No exceptions were noted and no recommendations were made as a result of this review.

**About Washington Cities Insurance Authority:**

The Washington Cities Insurance Authority (WCIA) is a municipal organization of cities, towns, and interlocal entities in Washington State that join together for the purpose of providing liability protection to its member entities. WCIA was created by interlocal agreement on January 1, 1981, pursuant to RCW Chapters 48.62 and 39.34. WCIA was organized to provide members with comprehensive and economical liability coverage, such as auto, general, police, public officials & errors & omissions, and property coverages, to reduce the amount and frequency of member losses and to decrease the cost incurred by members in the handling and litigation of claims.

Insurance lines of coverage are provided by the Authority to members for auto & general liability, police liability, public officials' liability, and employee benefit liability. An auto physical damage and property insurance program was established by WCIA on behalf of participating members. WCIA also formed a group purchase fidelity insurance program to provide public employee dishonesty coverage and optional forgery or alteration coverage. The program is optional to member entities.

A Board of Directors governs the Authority's operations. The Board is composed of one representative from each member city, town and interlocal entity. The Board appoints management to oversee the Authority's daily operations as well as its 19 employees. For 2010, the Authority operated on an annual budget of approximately \$20 million.

### **About State Risk Manager Regulatory Compliance Reviews:**

RCW 48.62 provides authority for local governments to join or form a self-insurance program together with other entities, to jointly purchase insurance or reinsurance with other entities, and to contract for or hire personnel to provide risk management, claims and other administrative services. The State Risk Manager in the Office of Risk Management, Department of Enterprise Services, is authorized by RCW 48.62 to adopt rules for self-insurance programs formed under this chapter to follow. The rules contain standards for operations and management, claims administration, solvency, including frequency of actuarial studies and claims audits, and standards for contracts between self-insurance programs and private businesses.

In order to ensure compliance with these standards, which are adopted as Washington Administrative Code (WAC) 200-100, the Local Government Self-Insurance Program, under the direction of the State Risk Manager, conducts periodic reviews of joint self-insurance programs and, when necessary, provides for further investigation of those programs that are not operating in a safe and sound financial manner as required. The State Risk Manager may take certain administrative actions, including the issuance of a cease and desist order, when a program operates in violation of chapter 48.62 RCW or does not operate in a financially safe manner.

Each local government member of a joint self-insurance program is responsible for providing monies to the pool to pay claims for the years in which they were a member of the pool. Even if a member leaves a pool, a reassessment, or “cash call”, can occur in later years, requiring local government members to provide additional monies for past funding deficiencies for years in which they were a member. For this reason, the Local Government Self-Insurance program takes proactive measures to monitor the financial health of local government risk pools and to communicate the results of monitoring and periodic compliance reviews before adverse financial trends affect the pool and its local government members. Frequent reviews of compliance with the State Risk Manager’s rules are undertaken and the results are reported, in writing, to the board of directors and management of the pool.

Questions about this report should be addressed to the Local Government Self Insurance Program or the State Risk Manager, located at the Department of Enterprise Services, by telephone at 360-407-8153, or at [shannon.stuber@des.wa.gov](mailto:shannon.stuber@des.wa.gov) . The Department of Enterprise Services is located at 1500 Jefferson Street, PO Box 41466, Olympia, WA 98504-1466.