



# Gallagher

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## PROJECT ASSIGNMENT Actuarial Services

This Project Assignment is issued pursuant to the terms and conditions of the Master Agreement for Professional Services with an Effective Date of January 1, 2024 (the “**Agreement**”), by and between Gallagher Benefit Services, Inc. (“**Gallagher**”) and the City of Minot, ND (“**Client**”). Defined terms used herein and not otherwise defined in this Project Assignment shall have the same meaning ascribed to the in the Agreement.

### SCOPE OF ENGAGEMENT:

#### Annual Actuarial Services

- Annual GASB 67/68 pension reporting
- Annual funding report for pension plans
- Annual GASB 74/75 Other Postemployment Benefits (OPEB) reporting
- Engaging with auditor and completing auditor requests for both the plan and the financial statements
- Attendance at one client meeting virtually to present valuation results, analysis and updates on pension legislation, trends and current industry developments

Gallagher will provide the actuarial services shown above based on the participant data provided to us that is of sufficient quality for actuarial valuation purposes and that will provide reasonable valuation results within the limitations of the valuation model. Gallagher will not audit the data but will perform a high-level review for reasonableness. Client is responsible for the data provided to Gallagher for use in the annual valuation for the Plan(s).

For the retiree medical plan sponsored by the Client, Gallagher will prepare a GASB 74/75 actuarial valuation for fiscal year end 2023, 2024 and 2025. GASB 74/75 requires annual valuations, with updated census every other year. Fiscal year end 2023 and 2025 will require new census.

Additional services may be added at no change to the Project Assignment fee upon written agreement between Gallagher and Client.

## TERM OF SERVICES:

The term of this Agreement will commence on the Effective Date and shall remain in effect for a period of three years (ending December 31, 2026) in accordance with this Agreement.

## CONSULTING FEES

Compensation for providing the actuarial consulting services listed in Exhibit A shall be billed on fixed, not to exceed cost of **\$35,000 for 2024, \$27,000 for 2025, and \$35,000 for 2026**. Services outside of the scope listed in the Project Assignment will be billed on a time and expense basis using the hourly rates below in the chart below.

Gallagher will provide Client with an invoice providing a description of the services performed or completed based on the timing outlined in the chart below. All invoices for payments due Gallagher will be paid by Client per Section 4 of the Agreement.

Services will be billed according to the chart listed below.

Item	Date	2024 (FYE2023 Reporting)	2025 (FYE2024 Reporting)	2026 (FYE2025 Reporting)
		OPEB Full Valuation	OPEB Off Year	OPEB Full Valuation
Employees' Pension Plan	March 31 <sup>st</sup> of each year	\$20,650	\$20,650	\$20,650
OPEB	March 31 <sup>st</sup> of each year	\$14,350	\$6,350	\$14,350
<b>Total</b>		<b>\$35,000</b>	<b>\$27,000</b>	<b>\$35,000</b>

## Travel Expenses

Expenses are to be kept to a minimum and are billed at actual cost for (but not limited to) the following: consultant travel, lodging, meals, local transportation, and airport, meeting, and parking expenses. Hotel expenses will typically be based on preferred rates obtained by Client or Gallagher; however Gallagher may select a non-preferred major chain (e.g., Marriott; Hyatt; etc.) if personal safety factors, geography, or meeting requirements dictate. Charges for airfare will be based on the most economical means of travel wherever possible, however, due to scheduling difficulties, aircraft capacity, and/or fare availability, charges may on occasion include higher cost, refundable fares fees, full coach, or non-refundable business/first class charges.



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Any additions to, or changes in the services to be provided to Client per this Agreement, or any increases in the not-to-exceed costs as stated above, will require prior written approval of both parties.

#### HOURLY RATES

Position	Average Hourly Rate*
Professional Standards Review	\$550
Actuarial Lead Consultant	\$475
Actuarial Manager	\$390
Actuarial Analyst	\$325

*\* Hourly rates for subsequent years of services may be increased to reflect trends in hourly rates and changes in market conditions, however any increases shall not exceed five percent (5%) in any year.*

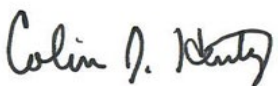
The terms and conditions contained in this Project Assignment constitute the parties' complete understanding and agreement relating to the subject matter hereof. Notwithstanding anything to the contrary in the Agreement or elsewhere, in the event of a conflict between this Project Assignment and the Agreement, the Agreement will control. No other terms and conditions, beyond those contained herein, will be valid unless mutually agreed to by Client and Gallagher in a writing signed by authorized representatives of each party.

#### ACCEPTED AND AGREED:

**Client: City of Minot, ND**

**Gallagher Benefit Services, Inc.**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**By:**   
**Name:** Colin J. Henty  
**Title:** National Practice Leader, Actuarial and Retirement Services  
**Date:** November 30, 2023  
**Address:** 3600 American Blvd. West, Suite 500  
Bloomington, MN 55431