

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: November 24, 2025

NUMBER: 26-057

FR: Office of the Superintendent

SUBJECT: Approval to extend
Combs Insurance
Employee Benefits
service agreement

STRATEGIC PLAN/BOARD GOAL:

Goal 2: Operational Improvement; Objective 1: Optimize Business Operations

ABSTRACT:

Board approval is required for purchases that exceed \$50,000.

ISSUE:

At issue is the approval to extend the Combs Insurance Employee Benefits services agreement for a total amount not to exceed \$158,733.00 over three-years as outlined below.

BACKGROUND AND/OR PERTINENT INFORMATION:

Combs Insurance was brought on for their Broker Services in December 2020 and has assisted in the continuous evaluation of NWABSD benefit programs, assists with plan design, reviews compliance needs, resolves claims and administrative issues, analyzes deductible and retention strategies, and monitors TPA performance. The agency also offers extensive administrative support—such as enrollment assistance, legislative updates, plan document review, and cost-monitoring through detailed data reporting—along with 24/7 access to risk management resources through its “Combs Connect” and “HR Connection” portals. Additionally, it provides employment-practices risk management services across key regulatory areas. Annual service cost is as follows:

December 1, 2025 through November 30, 2026	-	\$50,850.00
December 1, 2026 through November 30, 2027	-	\$52,884.00
December 1, 2027 through November 30, 2028	-	\$54,999.00

FUNDING SOURCE:

General Fund

ALTERNATIVES:

1. Approve to extend the Combs Insurance Employee Benefits services agreement for a total amount not to exceed \$158,733.00, over three-years as presented;
2. Disapprove as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends Board approval to extend the Employee Benefits services agreement between NNWABSD and Combs Insurance for a total amount not to exceed \$158,733.00 over three-years as presented.

ATTACHMENT:

Combs Broker Agreement 2025-2028



***Broker Services Agreement
Combs Insurance Agency, Inc.
and
Northwest Arctic Borough School District
and Northwest Arctic Borough
Employee Benefits Insurance Program***

Broker Services Agreement: Northwest Arctic Borough School District
Northwest Arctic Borough
PO Box 51
Kotzebue, AK 99752
Agreement term: December 1, 2025 through November 30, 2028

In addition to the Employee Benefits services agreement MOA signed 12-8-2020 effective 12-1-2020 , we will provide the following minimum broker services each term year to Northwest Arctic Borough School District and Northwest Arctic Borough (NWABSD/NWAB) as well as other traditional insurance and risk management services as a licensed insurance producer:

- a. We will check the wording and accuracy of each policy, binders, certificates, endorsements, amendments or other documents that we issue or receive from insurers and Third-Party Administrators (TPA) and obtain revisions to such documents when needed,
- b. We will verify all rates and premium charged for your cost allocation, accounting and audit purposes,
- c. We will be available to answer related questions that the NWABSD/NWAB may have regarding their insurance program, including the TPA annual report,
- d. We will review with administration personnel the current programs and discuss employee benefit insurance issues and services as needed,

- e. We will review and comment on available third-party loss control services, especially regarding compliance requests and implementation scheduling,
- f. We will assist with the preparation and review of the NWABSD/NWAB Plan Document, Summary Plan Description and Summary of Benefits & Coverage for distribution to participants,
- g. We will assist, when requested by NWABSD/NWAB, with the review and settlement of any claims or losses that occur within the insurance program,
- h. We will provide NWABSD/NWAB with loss data information as supplied by the TPA and insurance markets,
- i. When requested or necessary, we will develop and solicit requests for TPA services contracts and advise NWABSD/NWAB of the offers received and recommendations for acceptance,
- j. We will request insurance premium quotations from reputable companies prior to the anniversary of each stop loss insurance contract, coverage or policy term, and advise NWABSD/NWAB of the expected costs, premiums and conditions,
- k. We will assist in determining the insurance reserve requirements for extended paid plan terms, if necessary,
- l. We will respond to any reasonable request that NWABSD/NWAB may have during the agreement terms to satisfy your employee benefit and risk management service needs,
- m. We propose the following broker services fee income schedule:

The broker fee services listed below were calculated using the following cost Information:

2022-2023 Stop Loss Premium (Sun Life)	\$2,032,556.36
2023-2024 Stop Loss Premium (Sun Life)	\$2,135,851.32
2024-2025 Stop Loss Premium (LifeWise)	\$1,933,593.60
Three year average:	\$2,034,003.76
All Stop Loss policies have been issued at 0% commission.	
Traditional 5% commission:	\$101,700.19
50% reduction to accommodate 3 year extension:	\$50,850.00

Extended Term: December 1, 2025 through November 30, 2028

December 1, 2025 through November 30, 2026	-	\$50,850.00
December 1, 2026 through November 30, 2027	-	\$52,884.00
December 1, 2027 through November 30, 2028	-	\$54,999.00
2026 and 2027 renewal include a 4% increase from previous broker fee		

All broker services fees income would be payable as invoiced for this term.

- n. This agreement is effective for the term listed above.
- o. This contract may be amended by mutual consent of both parties at any time during the contract term.

NWABSD/NWAB would agree to provide the following for each term:

- a. Sign and return this broker services agreement for the term listed above,
- b. Cooperate with Combs Insurance Agency, Inc. during the application and solicitation process each year, so that the necessary underwriting and other essential information can be obtained,
- c. Remit payment for the insurance policies, TPA contract costs and broker services fee income as invoiced,
- d. Allow broker authorized contact with NWABSD/NWAB administration personnel by any means available, including telephone, cellular phone, postal service mail, express mail services, facsimile, e-mail/internet and video.

Accepted: X _____ Date: _____.
Northwest Arctic Borough School District
Northwest Arctic Borough



Proposed by: _____ September 4, 2025
Combs Insurance Agency, Inc.
Michael F. Combs, CEO
341 S Alaska Street
Palmer, AK 99645