

WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS MEETING

MINUTES

Regular Meeting 9:00 a.m.

Friday, June 29, 1990

Cavanaugh's Inn at the Park, Spokane

**ATTENDANCE:**

President - Shirley Van Zanten, Whatcom County Executive  
Vice-President - Neva Corkrum, Franklin County Commissioner  
Treasurer - Deborah Broughton, Kitsap County Dir. of Internal Management  
Secretary - Claude L. Cox, Spokane County Risk Manager  
Past President - William F. Vogler, Grays Harbor County Commissioner

Benton County - Steve Lowe, Chief Civil Dep. Prosecuting Attorney - Dir.

Chelan County - Paul Dunning, Administrative Coordinator - Alt.

Clallam County - Marjorie Upham, Director of Personnel/Risk Mgmt. - Dir.

Jim Rumpeltes, Administrative Coordinator - Alt.

Jane Elvrum, Safety/Training Officer

Cowlitz County - Joan LeMieux, County Commissioner - Dir.

Frank Bishop, Budget Director - Alt.

Rick Spangenberg, Risk Manager

Franklin County - Donald Carter, Building Supervisor/Risk Manager

Grays Harbor County - Rose Elway, Dir. Mgmt Services/Budget - Alt.

Island County - Dick Caldwell, County Commissioner - Dir.

Gordon Hey, Budget Director - Alt.

Jefferson County - B.G. Brown, County Commissioner - Dir.

Mason County - Michael Gibson, County Commissioner - Dir.

Marley L. Young, Public Works Director

Kitsap County - Allen Hatten, Risk Manager - Alt.

Klickitat County - Sverre Bakke, County Commissioner - Dir.

Pacific County - Vyrle L. Hill, Administrative Officer - Dir.

San Juan County - David L. Zeretzke, Ins. Risk Manager - Alt.

Skamania County - Marilyn Breckel, Staff Assistant - Alt.

Thurston County - George Barner, Jr., County Commissioner - Dir.

Steve Zimmerman, Deputy Chief Admin. Officer - Alt.

Visitors - Dan Powers, Administrative Officer - Okanogan County

John McCadam, Senior Vice President, Corroon & Black, Inc.

Michael Croke, Vice President, Corroon & Black, Inc.

Risk Pool Staff - John Crawford, Executive Director

Alicia Johnson, Claims Manager

Graham Wright, Risk Manager

Aileen Boren, Administrative Assistant

The meeting was called to order at 9:00 a.m. by President Shirley Van Zanten who welcomed all in attendance.

**APPROVAL OF MINUTES:**

**April 6, 1990 Board of Directors Meeting, Sea-Tac Red Lion:** Bill Vogler moved to approve the minutes. The motion was seconded by Steve Lowe and approved.

**OFFICERS' REPORTS:**

**May 18th, Sea-Tac:** A written report of the Officers' meeting was provided.

**June 10 - 13 PRIMA Conference:** President Shirley Van Zanten, Treasurer Deborah Broughton and Secretary Claude Cox reported about their attendance at PRIMA's 11th Annual Conference for Public Agencies which was held in Reno, Nevada on June 10th through 13th.

**TREASURER'S REPORT AND VOUCHER APPROVAL:** In April, the Pool terminated its account with the Kitsap County Treasurer and transferred all its funds to the State Treasurer's Local Government Investment Pool. The Treasurer reported that all member counties have now paid their premiums in full for the current year. Bill Vogler moved to approve the Treasurer's Report and expenses for the months of May and June in the amount of \$59,855.86. The motion was seconded by Mike Gibson and approved.

**DISCUSSION AND ACTION:**

**Joint Self-Insurance Liability Policy:** Vyrle Hill moved to amend the Joint Self-Insurance Liability Policy for the second and third years, with the amendment effective for occurrences within both policy periods, as follows:

- "6. EXCLUSIONS: This policy does not apply to:
- J. Liability arising out of:
  - 2. Public Transit Authorities;"

The motion was seconded by Ron Crawford and approved.

**Mission Statement and Operations Guidelines:** Mike Gibson moved to approve the Mission Statement and adopt the Washington Chapter of PRIMA's Operational Guidelines for Washington Pools. The motion was seconded by George Barner and was approved.

**Investment Policy:** Bill Vogler moved to approve revisions to the investment policy to conform with changes in the Bylaws. The motion was seconded by Vyrle Hill and was approved.

**SeaFirst Bank Wire Transfer Agreement:** Mike Gibson moved to approve a SeaFirst Bank Wire Transfer Agreement. The motion was seconded by Bill Vogler and was approved.

**Security Pacific Bank Account:** Ron Crawford moved to authorize a new bank account with Security Pacific Bank to eliminate wire transfer fees when monies are transferred from the State Treasurer's account. The motion was seconded by Dick Caldwell and was approved.

**Personnel Policy:** George Barner moved to approve revisions to the personnel policy to conform with changes in the Bylaws. The motion was seconded by Mike Gibson and was approved.

**Travel Policy:** Bill Vogler moved to approve revisions to the travel policy to conform automobile travel reimbursement rates with Internal Revenue Service rules. The motion was seconded by Marilyn Breckel and was approved.

**Underwriting Policy:** Vyrle Hill moved to delete proposed Section B(6) from the suggested revisions to the Underwriting Policy and not provide retroactive tail coverage to new members. The motion was seconded by Bill Vogler and was approved.

Bill Vogler moved to approve the proposed Underwriting Policy with the exception of those portions of Section B(7)(c) providing retroactive tail coverage and agents' commissions. The motion was seconded by George Barner and was approved.

**Corroon & Black Broker Services Agreement:** Claude Cox moved to approve revisions to the Broker Services Agreement with Corroon & Black. The motion was seconded by Bill Vogler and was approved.

**Group Purchase of Property Insurance:** John McCadam reported that Kitsap, Spokane and Snohomish Counties have enrolled in the group property insurance program.

**Marketing Excess Insurance Policy:** Mike Croke reported that the Pool's exposure data appears to be under the 10% growth limit that the underwriters required for renewal at a pre-designated premium. He reported that the excess insurance company will most likely be admitted in the State of Washington, will not have to collect surplus lines taxes and fees, and will be covered by the state insurance guarantee fund.

**Information Gathering for Actuary:** John Crawford introduced two new staff members: Risk Manager Graham J. Wright and Claims Manager Alicia Johnson. Graham, formerly with Scott Wetzel Services, reported about information gathering for the actuary and excess underwriters. Alicia, who most members know from GAB Business Services, discussed the loss run that was distributed and claims administration.

The meeting was adjourned at 11:45 a.m.

RESPECTFULLY SUBMITTED:

  
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Claude L. Cox, Secretary

APPROVED: 8 / 24 / 90

  
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Shirley Van Zanten, President