

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS MEETING**

**MINUTES**

**Regular Meeting 9:00 a.m.**

**Friday, August 24, 1990**

**Skool Room, Carvery Restaurant, Sea-Tac**

**ATTENDANCE:**

President - Shirley Van Zanten, Whatcom County Executive  
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.  
Clallam County - Marjorie Upham, Director of Personnel/Risk Mgmt. - Dir.  
Garfield County - Ronald E. Crawford, County Commissioner - Dir.  
Grays Harbor County - Mary Davis, Insurance/Risk Management Analyst  
Island County - Gordon Hey, Budget Director - Alt.  
Jefferson County - B.G. Brown, County Commissioner - Dir.  
Lewis County - Greg Cox, County Commissioner - Dir.  
Mason County - Ione Siegler, Budget Director/Administrative Asst.  
Kitsap County - Allen Hatten, Risk Manager - Alt.  
Pacific County - Vyrle L. Hill, Administrative Officer - Dir.  
San Juan County - Si Stephens, County Auditor - Dir.  
Skamania County - Bob Leick, County Prosecuting Attorney - Dir.  
Thurston County - Steve Zimmerman, Deputy Chief Admin. Officer - Alt.

Visitors - Michael Croke, Vice President, Corroon & Black, Inc.  
Jean Kinsella, Corroon & Black, Inc.  
Mark Phillips, Casualty Actuary, Coopers & Lybrand

Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Graham J. Wright, Risk Manager  
Aileen Boren, Administrative Assistant

The meeting was called to order at 9:15 a.m. by President Shirley Van Zanten who welcomed all in attendance.

**APPROVAL OF MINUTES:**

June 29, 1990 Board of Directors Meeting, Cavanaugh's Inn at the Park, Spokane: Bill Vogler moved to approve the corrected minutes. The motion was seconded by Vyrle Hill and approved.

**OFFICERS' REPORTS:**

July 20th, Sea-Tac: A written report of the Officers' meeting was provided.

**FINANCIAL REPORT AND VOUCHER APPROVAL:** Bob Leick moved to approve the Financial Report and expenses for the months of July and August in the amount of \$91,518.55. The motion was seconded by Bill Vogler and approved.

**DISCUSSION AND ACTION:**

**Excess Insurance Policy:** Mike Croke reported that Crum & Forster has accepted the renewal of the excess insurance as provided in their letter of November 21, 1989. The excess general/auto liability policy is placed with the International Insurance Company. Since it is admitted in the State of Washington by the Insurance Commissioner, no surplus lines taxes or fees are charged, and it is backed by the Washington Insurance Guarantee Fund. The public officials liability policy is placed with the International Surplus Lines Insurance Company (ISLIC) for the third consecutive year. Vyrle Hill moved to reaffirm prior Board action regarding the renewal of the excess insurance. The motion was seconded by Claude Cox and approved.

**Budget and Salaries:** Bob Leick moved to adopt the budget and fix salaries for the third fiscal year. The budget for self-insurance administration is \$157,150.00, risk management/loss control is \$103,387.50, and claims administration is \$114,281.25 for a total 1990-1991 budget of \$374,818.75. The motion was seconded by Gordon Hey and approved.

**Risk Management Policy and Work Plan:** The proposed risk management policy was reviewed, then tabled until the next meeting. Steve Lowe moved to endorse the Goals and Objectives and Work Plan. The motion was seconded by Bill Vogler and approved.

**Actuary Report:** Mark Phillips answered questions about the Coopers & Lybrand actuary report regarding the allocated loss expense determination and the confidence factor. Vyrle Hill moved to accept the report. The motion was seconded by Bill Vogler and approved.

**1990-91 Premiums:** The pro forma premium computations, including actuary figures, excess insurance and administrative costs, were reviewed. Bill Vogler moved to approve the 1990-91 premium rate schedule. The motion was seconded by Ron Crawford and approved.

The Board agreed that member counties will be given until 5:00 p.m. on Monday, September 10th to advise the Executive Director of any changes in their deductible elections. No changes in deductibles will be accepted after then.

The Board agreed to allow member counties the option of making either one single premium payment or partial monthly payments. Gordon Hey moved that all premium charges will be due by October 1, 1990, and interest on overdue payments assessed at one percentage point above the equivalent coupon issue yield of the average bill rate for twenty-six week treasury bills as determined by RCW 19.52.020(1). The July yield for use in August is 8.01%. The motion was seconded by Al Hatten and approved.

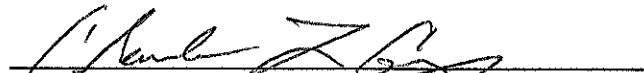
**Claims Management:** Alicia Johnson reported that she has been traveling to member counties to review and assist them in their claims management practices and record keeping.

**New Members:** The Pool has been asked to provide a premium and condition proposal to Clark County for their consideration in joining. Their application has been forwarded to Crum & Forster for its underwriting review. Pending the Crum & Forster review, and a possible loss analysis study by Coopers & Lybrand, the proposal was tabled until the next meeting.

**Legislation:** John Crawford reported on the public hearing held by the Joint Select Legislative Committee on Municipal Risk Pools. He also reported that liability reform proposals should be submitted soon because lobbying organizations are starting to formulate their agendas for the next legislative session.

The meeting was adjourned at 12:45 p.m.

RESPECTFULLY SUBMITTED:

  
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Claude L. Cox, Secretary

APPROVED: 10 / 5 / 90

  
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Shirley Van Zanten, President