

**WASHINGTON COUNTIES RISK POOL**  
**BOARD OF DIRECTORS WORK SESSION and ANNUAL MEETING**  
**“DRAFT” MINUTES**

Thursday - Friday, July 21 & 22, 2011  
Marcus Whitman Hotel, Walla Walla, Washington

**ATTENDANCE:**

\* denotes Executive Committee person

Adams County:	Linda Reimer, Clerk of the Board – Alt. Director
Benton County:	Melina Wenner, Risk Manager – Director
	Bryan Perry, Safety/Training Coordinator – Alt. Director
Chelan County	* Keith Goehner, Commissioner – Director
	Cathy Mulhall, County Administrator – Alt. Director ( <i>Thursday</i> )
	Cindy Dietz, Admin Supervisor ( <i>Thursday</i> )
Clallam County:	Marge Upham, HR Director - Director
Clark County:	* Mark Wilsdon, Risk Manager – Director
Columbia County:	Drew Woods, Public Works Director - Director
Cowlitz County:	Claire Hauge, OFM Director – Alt. Director
Douglas County:	* Steve Clem, Prosecuting Attorney – Director ( <i>Friday</i> )
Franklin County:	Robert Koch, Commissioner – Director
	Shawn Sant, Prosecuting Attorney – Alt. Director
Garfield County:	Dean Burton, Commissioner – Director
	Butch Low, Risk Manager ( <i>Thursday</i> )
Grays Harbor County:	Dale Gowan, Central Services Director – Alt. Director
	Joy Carossino, Safety Officer/RM Assistant ( <i>Thursday</i> )
Island County:	Angie Homola, Commissioner – Director
	Betty Kemp, Risk Manager – Alt. Director ( <i>Thursday</i> )
Jefferson County:	David Alvarez, Chief Civil DPA – Alt. Director
Kittitas County:	Lisa Young, Human Resources Manager/Safety Officer – Director
Lewis County:	* Lee Grose, Commissioner – Director
	Paulette Young, Safety Officer – Alt. Director ( <i>Thursday</i> )
	J. David Fine, Senior Civil DPA ( <i>Thursday</i> )
Mason County:	Jerry Lingle, Commissioner – Director
	Dawn Twiddy, Risk Manager
Okanogan County:	* Andrew Lampe, Commissioner – Director
	Nanette Kallunki, Risk Manager – Alt. Director ( <i>Thursday</i> )
Pacific County:	Bryan Harrison, Administrative Officer - Director
Pend Oreille County:	* Laura Merrill, Commissioner – Director
	Don Ramsey, County Engineer ( <i>Thursday</i> )
	Teresa Brooks, Claims Administrator ( <i>Thursday</i> )
San Juan County:	Pete Rose, County Administrator – Director
Skagit County:	Billie Kadrmas, HR/Risk Manager - Director
Skamania County:	* Marilyn Butler, Risk Manager – Alt. Director, President
Spokane County:	* Steve Bartel, Risk Manager – Director, Secretary/Treasurer
	Lauren Williams, Liability Adjuster ( <i>Thursday</i> )
Thurston County:	Sandra Romero, Commissioner – Director
	* Tammy Devlin, Risk Manager – Alt. Director
Walla Walla County	* Jay Winter, Personnel/Risk Manager – Director
	Mark Spinks, Public Records Officer
	Dena Schueler, RM Assistant ( <i>Thursday</i> )
Whatcom County:	* Randy Watts, Chief Civil DPA – Director
Yakima County:	Larry Peterson, Sr. DPA - Director
Washington OFM:	Shannon Stuber, LGSIP Program Administrator

Broker Services: Mike Croke, Senior Area Vice President – AJGRMS, Inc.  
Liz Miser, Area Vice President – AJGRMS, Inc.  
Darin Puryear, Area President – AJGRMS, Inc.  
Tim Chace, Director of Risk Control – AJGRMS, Inc. (*Thursday*)

Others: Richard Vincelette, ACE Senior VP, Public Entity  
Brian Whooley, ACE VP, Public Entity  
Brian Hansen, Account Executive, ACE Helpline (*Friday*)  
Kevin Wick, Managing Director, PwC,LLP  
Eric Johnson, Executive Director, WSAC (*Thursday*)

WCRP Staff: Vyrle Hill, Executive Director  
David Goldsmith, Member Services Manager  
Jill Lowe, Loss Control Coordinator  
Susan Looker, Claims Manager  
Mike Cook, Sr Claims Analyst (*Thursday*)  
Lisa Daly, Claims Assistant (*Thursday*)  
Sue Colbo, Accounting/Auditing Officer  
Claire Thompson, Administrative Assistant

---

**CALL TO ORDER / WELCOME:** WCRP President Marilyn Butler called the Board of Directors Work Session to order Thursday, July 21, 2011 at 10:45 a.m. She welcomed all attendees; all member counties were represented. President Butler noted the group included two new Risk Managers, Dale Gowan from Grays Harbor County and Paulette Young from Lewis County. A total of 60 representatives, staff, vendors and others attended the work session.

**STAFF REPORTS:**

***Claims:*** Claims Manager Susan Looker reviewed the training completed by claims staff during the last year. She then shared information on 12 cases that were favorable to the Pool. Of the 12, nine cases were dismissed on summary judgment or other motions, two went to trial where the Pool received defense verdicts, and one was settled inexpensively. Several of these cases are on appeal. Looker then reviewed the claims statistics. There have been a total of 19,735 claims in the 22.75 years of operation, with 434 remaining open. Personnel claims continue to be the most severe, with an average cost of \$90,863 per claim, while road design and maintenance claims are the least severe at \$4,469 per claim. The average incurred loss for all claims is \$11,826. As of July 2011, the Pool has experienced 35 auto liability claims over \$100K, 83 employment liability claims over \$100K, and 298 general liability claims over \$100K. The Pool currently has 12 open claims/lawsuits with incurred over \$1M. Looker also included information about the ACE Corridor program for each of the last five years. The Pool has not exceeded the payment stop limits for any of these five years, however, in the first and second year, reserves for open claims and total payments have exceeded the stop limit. Looker concluded her report with information on a joint and several analysis.

***Loss Control:*** Loss Control Coordinator Jill Lowe reported 20 counties are using Daily Training Bulletins through Lexipol. Each county using them has an administrator to review and distribute the DTBs to approximately 805 law enforcement officers. She provided information to attendees regarding coverage for 4H activities and a contact for those having questions about the program.

Lowe then reviewed the training conducted during 2010-11. 24 classes were conducted with 823 county members attending and 94 others attending. All county members participated in training. If a person registered for class and did not notify the Pool they were unable to attend, or did not show up for class, the entity was invoiced a No-Show Fee. The purpose of this fee was to cut down on no-shows and also to assist the Pool in preparing the proper class materials. Lowe reported the fees helped to cut the no-shows,

substantially. Lowe also reported the use of flash drives for class materials saved the Pool approximately \$25 per student.

Subject to board approval, Lowe proposed the following training for 2011-12:

Supervisor and Management Training (1 side of the state), Performance Appraisals (x3), Contract Management (webinar), Permitting Errors (webinar), and Dealing with Difficult Employees (x8).

Regarding the compliance to the Compact, Lowe reported that 26 of 27 county risk managers have met the "basic" risk manager designation. The one county risk manager who does not was recently appointed, has already begun to study, and has two years to meet the basic requirements. 17 risk managers have achieved "advanced" status.

Lowe reported 26 county members completed the 2010-11 Risk Exposure Assessment. The results were included in the conference materials, and posted on the web. During Phase II assessment visits, all members were found to have operations at a standard level, with 19 counties having at least one area above standard.

Regarding Helpline, all 27 counties have contacts for employment law-related questions. The top five issues are policies and procedures, ADA, disability, drug testing, and performance management.

**RECESS, RECOGNITION AND AWARDS LUNCHEON:** President Butler recessed the meeting at 12 noon for all to attend the Recognition and Awards Luncheon.

During the luncheon, Mr. Hill presented a short program highlighting the development of the Pool and membership milestones.

Mr. Goldsmith presented the Golden Dragon awards to members with the least claims frequency and severity. For the period of 10/1/05 through 9/30/10, Garfield County received the Golden Dragon, Douglas County received the Silver Dragon, Benton County received the Bronze Dragon, and Columbia County received the Copper Dragon award. Pend Oreille County received Honorable Mention.

Mr. Hill noted that Marilyn Butler has attended the most meetings, 64, of those Alternates or Directors currently representing active member counties. Marge Upham and Betty Kemp have both attended 54 meetings, Randy Watts 44 and Melina Wenner 40.

Mr. Hill presented a 20-year certificate to Jay Winter, who joins Marge Upham, Vyrle Hill, Marilyn Butler, and Susan Looker who remain active and have already served 20 years with the Pool. Mr. Hill also awarded a 15-year certificate to Kevin Wick of Pricewaterhouse Coopers LLP, who joins Betty Kemp, Claire Thompson, Melina Wenner, Claire Hauge, Randy Watts, and David Goldsmith in the 15 year group. Craig Scukas, also from Pricewaterhouse Coopers LLP was recognized with a 10-year certificate. He joins Dean Burton, Clyde Carpenter, Tammy Devlin, Candy Drews, Sue Colbo, and Linda Reimer at the 10 year level. Andrew Woods, David Alvarez, Bronson Potter and Andrew Lampe were recognized for 5 years of service; they join several others previously recognized.

President Butler reconvened the Board Work Session at 1:30 p.m. Staff reports continued.

***Member Services:*** Member Services Manager David Goldsmith reported on the ongoing annual visitations. He and Executive Director Vyrle Hill have completed visits to 17 member counties and three non-member counties. They will be completing the remaining 10 members and one more non-member visit in August. Goldsmith reviewed the information he and Hill have been discussing with non-members regarding why entities would want to make a self-insuring switch.

***Accounting:*** Auditing/Accounting Officer Sue Colbo reviewed the 3<sup>rd</sup> Quarter financial reports (6/30/11).

***Administration:*** Executive Director Vyrle Hill noted the five year window to meet the confidence factor has been met. He also reviewed several financial charts and spreadsheets.

**ACTUARIAL REPORT:** Kevin Wick of PricewaterhouseCoopers LLP presented a short program on the actuarial rating review. PwC estimates the total cost of the 2011-12 program to be \$20.0M with \$8.5M in the deductible layer, \$1.6M in the pooled layer, \$8.3M in reinsurance, and \$1.6M in operating expenses. PwC projects a 6.4% overall increase in the 2012 loss rate for the Pool's \$100K retention.

**PRODUCER'S (BROKER) REPORT:** Mike Croke and Liz Miser of Arthur J. Gallagher Risk Management Services, Inc. presented information on their efforts to place coverage for the Pool for 2011-12. In the casualty market, there is a slight increase of approximately 1.5% and they expect the program to be very similar to last year's. Ms. Miser commented that a time may come in the future when more risk may need to be handled by the Pool, but that is not the case this year. The account is loss rated; underwriters are not looking at exposures so much as losses.

**RECESS:** President Butler recessed the meeting at 3:00 p.m. and reconvened at 3:15 p.m. The brokers' report continued.

Regarding property coverage, Mike Croke explained high global property losses have driven the cost of coverage up. Initially, the quotes were 60% higher, then 30% higher. Mr. Croke is working to get them down further. He noted that Lexington (Chartis) is the only company that can write \$200M for earthquake coverage; he got the quote down to 15% by removing commission. FMGlobal could write it, but they are not interested because not all the buildings are sprinkled. He commented that SwissRe and Travelers might be interested in a shared program. Mr. Croke will also be looking into quotes for individual counties, as there may be some advantages to that kind of pricing.

**ELECTIONS:** President Butler reminded the members they would be voting on four open positions in the Executive Committee during the Board Meeting. Lee Grose (Lewis), Keith Goehner (Chelan) and Tammy Devlin (Thurston) complete their terms in September and all indicated they want to continue on the Executive Committee. The fourth position became open with Rose Elway's retirement. President Butler noted the Nominating Committee recommended Bryan Harrison (Pacific) for the fourth open position. She also noted the Nominating Committee recommended Steve Bartel (Spokane) for President. Lee Grose (Lewis) and Mark Wilsdon (Clark) were nominated for Secretary/Treasurer for Py2012. Lee Grose withdrew his name for consideration as Secretary/Treasurer.

### **STANDING COMMITTEE REPORTS:**

**Database Review Committee:** Chair Jay Winter reported on the work completed by the claims database review committee, members including Lisa Daly, Steve Bartel, Mark Wilsdon, and Scott Weaver. They reviewed and revised the scope, goals and objectives, then rewrote the Claims Database Policy, for board approval.

**Personnel:** Co-Chair Tammy Devlin reported the committee was working on continuity of operations along with succession planning for the Pool and hoped to have some results by the Autumn 2011 Board Meeting.

**Underwriting:** Co-Chair Randy Watts reported the need to consult with coverage counsel to determine where in the insuring agreement was the proper place for a *quantum meruit* exclusion. He reported they were also discussing the nominal damages exclusion. Mr. Watts also commented the pre-defense program was limited to \$5,000; the Pool should not advance more than that amount, and counties should have a process in place to address costs stemming from the program in excess of the Pool's limit.

**Risk Management:** Co-Chair Mark Wilsdon reported the committee recommended the Board adopt an expansion of the targeted risk management program to include a written county vehicle use and safety procedure policy. He also reported the committee had received a proposal from Arthur J. Gallagher Risk Management Services for \$57,500 for optional Risk Control Consulting Services. Wilsdon had reservations about adding this to the budget now, but Steve Bartel argued it should be added now with the details of the optional (Phase III risk assessments) to be worked out in committee.

**Finance:** Co-Chair Lee Grose asked Mr. Hill to explain the budget information. Mr. Hill reviewed a draft of the overall budget for Py2012, noting there would probably be some revisions as soon as the premiums were set and members had a chance to review their underwriting data. He noted specific additions to the administrative budget: 1) staff salaries and benefits increases for time-in-grade adjustments, COLA, and a new claims position; 2) other services and charges related to professional services, travel, rental income, etc.; 3) capital outlays for a replacement vehicle, computer hardware/software upgrades, and new work

station/computer equipment for the new claims position. He also noted reductions in the budget in the cost of supplies and also intergovernmental training services. He reviewed the Py2012 Salary Schedule with/without COLA. In response to a question from Marge Upham about COLAs, Lee Grose commented that COLAs were not justified when counties were not paying COLAs, insurance costs were increasing, and salary step increases continued to be budgeted.

Mr. Hill then reviewed the deposit assessment methodologies discussed by the Finance Committee and the Executive Committee. He reviewed several options with the members. The Executive Committee recommended the members adopt a method whereby the Experience Modification Factor be applied to only the first \$2M layers of coverage.

**ADJOURNMENT:** President Butler adjourned the Thursday work session at 5:00 p.m.

---

**CALL TO ORDER / WELCOME:** WCRP President Marilyn Butler called the 2011 Annual (Board of Directors) Meeting to order Friday, July 22, 2011 at 8:30 a.m. and welcomed all in attendance. Around-the-table introductions were conducted and a quorum verified. There were 56 meeting attendees with all member counties represented. President Butler thanked Mike Croke and all the representatives from AJGRMS, Inc. and Rich Vincelette of ACE for the Thursday evening dinner and social. She announced Bryan Harrison was leaving employment in Pacific County to take a position with the City of Burlington, and would not be available as a nominee for the Executive Committee.

**AGENDA:** Executive Director Vyrle Hill requested the addition of an agenda item – the designated coverage counsel no longer works at the previously approved firm. Mr. Hill asked the board to verify coverage counsel by name, rather than by firm. President Butler agreed to add the item. Steve Bartel moved for approval of the President's proposed amended agenda; Lee Grose seconded; the motion passed without dissent.

**MINUTES:** Keith Goehner moved for approval of the minutes of the Spring Meeting (March 24-25, 2011) at the Lodge at Suncadia, Cle Elum, Washington. Laura Merrill seconded; the motion passed without dissent. There were no questions or comments regarding the Executive Committee minutes from March 24, June 16, or July 7, 2011.

**ACTUARIAL REPORT:** Having already reviewed the actuarial report during the Work Session on the previous day, Drew Woods moved to accept the Actuarial Review of Loss Rates for Py2012 provided by PwC and Kevin Wick. Randy Watts seconded; the motion passed without dissent.

**PRODUCER'S REPORT:** Before proceeding with the report, Mike Croke and Liz Miser of AJGRMS, Inc. and Richard Vincelette of ACE presented a check for \$50,000 to President Marilyn Butler. This check represented the first half of funds promised to the Risk Pool for loss control enhancements. Mr. Vincelette commented, "It's all about the losses. We want to help address frequency losses, keep the corridor under control, and partner with WCRP. I would rather spend the money on training than on inspection." Liz Miser quickly recapped the casualty and property placements. Mike and Liz are still working to get the prices down. Lee Grose moved to approve the JSILP liability insuring program and the WCPP property insuring program. David Alvarez seconded the motion. Randy Watts asked that the motion be modified to authorize the Executive Committee to approve the final programs after taking into account the possible reductions in costs through further producer action. There were no objections to the modification. The modified motion passed without dissent.

**INSURER COMMENTS:** Richard Vincelette of ACE expressed gratitude for allowing ACE to participate in the conference. Mike Croke introduced Darin Puryear of AJGRMS, Inc. who was recently added as an account executive and will be more active on the WCRP account.

**OFM-LGSIP (STATE RISK MANAGER) REPORT:** Shannon Stuber announced her office will be moving as of October 1<sup>st</sup> to the Department of Enterprise Services. The WAC will be moved to the new agency,

and hearings will be held to discuss any needed/requested changes. WCRP is meeting the newer solvency requirements.

**ELECTIONS – EXECUTIVE COMMITTEE AND Py2012 OFFICERS:**

Steve Bartel moved to accept the recommendations of the Nominating Committee: Lee Grose, Tammy Devlin, and Keith Goehner for reelection to the Executive Committee. Laura Merrill seconded; *the motion passed without dissent.* The floor was opened to other nominations. Randy Watts nominated Bryan Perry; David Alvarez seconded. Laura Merrill nominated Dean Burton; Steve Bartel seconded. Mark Wilsdon nominated Laura Merrill; Andrew Lampe seconded. Jay Winter moved to close the nominations for the Executive Committee and accept all those nominated from the floor; Drew Woods seconded. *The motion passed without dissent.* At the request of Angie Homola, each nominee was given a chance to make a short statement about their desire to participate on the Executive Committee. Ballots were provided, with each member voting for four of the six nominees. President Butler asked Susan Looker, Sue Colbo and David Goldsmith to collect and tally the ballots. Results of the Executive Committee election were announced later in the meeting. The Officer elections were conducted later in the meeting.

**FINANCIAL REPORTS:** Having already reviewed the 3<sup>rd</sup> Quarter financial reports (6/30/11), Laura Merrill moved to approve the 3<sup>rd</sup> Quarter financial reports. Mark Wilsdon seconded; *the motion passed without dissent.*

**VERIFICATION OF COVERAGE COUNSEL:** In the past, the Risk Pool has received coverage counseling services from Jim Wagner, Richard Dykstra and Will Ashbaugh of the law firm of Stafford Frey Cooper. These attorneys were very familiar with the Risk Pool's insuring documents, but only Mr. Ashbaugh remains at Stafford Frey Cooper, and he will be leaving in early August. Staff desires to continue to receive services from Will Ashbaugh. The Executive Committee recommended the Pool continue to request coverage counsel from Will Ashbaugh. Lee Grose moved to accept the recommendation of claims management and the Executive Committee with respect to coverage counsel; Randy Watts seconded the motion. *The motion passed without dissent.*

**ELECTIONS, CONT.:** President Butler announced Lee Grose, Keith Goehner and Tammy Devlin had been reelected to the Executive Committee for the term of 10/1/11 through 9/30/14. There was a tie between Bryan Perry and Laura Merrill which necessitated a run-off election. President Butler asked all members to prepare a ballot for the one remaining position, with Perry and Merrill as candidates, to be collected and tallied by Susan Looker, Sue Colbo and David Goldsmith. Results were announced later in the meeting.

**DATABASE REVIEW:** Jay Winter briefly reviewed the findings of the Database Review Committee. Jay Winter moved to accept the new Claims Database Policy; Dale Gowan seconded; *the motion passed without dissent.* Keith Goehner moved to accept the recommendations outlined in the report from the committee; Angie Homola seconded; *the motion passed without dissent.*

**TARGETED RISK MANAGEMENT PROGRAM:** Mark Wilsdon moved the board accept the recommendation of the Risk Management Committee to adopt an expansion of the targeted risk management program for 2011-12 to include a written county vehicle use and safety procedures policy; Pete Rose seconded. *The motion passed without dissent.*

**AJG PROPOSAL FOR RISK CONTROL CONSULTING SERVICES:** Mark Wilsdon moved the board approve funds (\$57,500 for the first of three years) for AJGRMS, Inc. to conduct optional (Phase III) risk control consulting services in 2011-12. Laura Merrill seconded the motion. Richard Vincelette of ACE commented that ACE would be willing to fund half of the cost for the next three years. After spirited discussion and a call for the question, *the motion passed with four dissenting.*

**ELECTIONS, CONCLUDED:** President Butler announced Laura Merrill won the run-off election and would be seated immediately in the position vacated by Rose Elway through September 30, 2011, and then a full term through 9/30/14.

Randy Watts moved to accept the Nominating Committee's recommendation of Steve Bartel for Py2012 President; David Alvarez seconded. *The motion passed without dissent.* Larry Peterson moved to close the nominations and cast a unanimous ballot in favor of Steve Bartel; Pete Rose seconded. *The motion passed without dissent and Steve Bartel was elected Py2012 President.*

Larry Peterson moved to accept the Nominating Committee's recommendation of Mark Wilsdon for Py2012 Secretary/Treasurer (Lee Grose having withdrawn); Dale Gowan seconded. *The motion passed without dissent.* Randy Watts moved to close the nominations and cast a unanimous ballot in favor of Mark Wilsdon; Pete Rose seconded; *the motion passed without dissent and Mark Wilsdon was elected Py2012 Secretary/Treasurer.*

**JSILP COVERAGE FORM FOR PY2012:** Randy Watts noted the JSILP Py2012 policy being proposed was the same as last year, except for a *quantum meruit* exclusion, which he would be clarifying with coverage counsel. He asked that the board approve the policy. Larry Peterson moved to approve the JSILP coverage form for Py2012 with the noted added exclusion; Angie Homola seconded; *the motion passed without dissent.* Randy Watts noted, since contract issues were not covered, this change would not incur any further liability.

**RECESS:** President Butler recessed the meeting at 10:15 a.m. and reconvened at 10:32 a.m. Brian Hansen of ACE Helpline spoke briefly. He encouraged members to use Helpline services and noted the handbook-building program has been enhanced for public entities. He agreed to check on vehicle usage to see if that would assist the Pool in meeting the goals of the Risk Management Committee.

**BUDGET, SALARY SCHEDULE AND PY2012 WORK PLAN:** The Budget was reviewed in the Work Session. The Board took action on the following:

1. COLAs: Larry Peterson moved to approve the recommendation of the Executive Committee to exclude COLAs from the Py2012 Budget. Steve Bartel seconded. The motion passed with some (minority) dissent.
2. Addition of Claims Position: Larry Peterson moved to support the recommendations and add the position of Claims Analyst to the budget; Mark Wilsdon seconded; *the motion passed without dissent.*
3. Mileage reimbursement: There was no recommendation by the Executive Committee as this matter came up after the last meeting. The Risk Pool has previously been reimbursing the mileage rate according to the IRS schedule. Laura Merrill moved to continue to follow the policy of reimbursing the mileage rate according to the IRS schedule. Larry Peterson seconded; *the motion passed without dissent.*
4. Steve Clem moved the Py2012 Budget and Salary Schedule be approved subject to the decisions previously approved and also based on the final costs for insurance. Larry Peterson seconded; *the motion passed with no dissent.*
5. Steve Bartel moved the Work Plan for 2011-12 be approved as presented. Lee Grose seconded; *the motion passed without dissent.*

**JSILP DEPOSIT ASSESSMENT DISTRIBUTION METHODOLOGY:** Larry Peterson made a motion to apply the experience modification factor to the 1<sup>st</sup> \$2M of coverage in the assessment methodology. Keith Goehner seconded. After discussion about how the Executive Committee arrived at this recommendation, *the motion passed without dissent.*

Laura Merrill moved to set 5:00 p.m. Friday, August 19, 2011 as the deadline for each member county's authorized representative to notify the Executive Director in writing of any exposure data corrections, the county's deductible selection, and whether the county wished to purchase the \$5M optional layer of insurance being offered; and to require that each member county pay the lesser of its entire JSILP deposit assessment for Py2012 or 105% of its JSILP deposit assessment for Py2011 by September 30, 2011. David Alvarez seconded. *The motion passed without dissent.*

Larry Peterson moved to require members to pay unpaid deposit assessment balances by January 31, 2012; Steve Bartel seconded; *the motion passed without dissent.*

Larry Peterson moved to assess a charge (interest) upon any unpaid JSILP deposit assessment for Py2012 balance remaining after the deadline of 1/31/12 at the LGIP rate as of October 1, 2011. Lee Grose seconded. *The motion passed without dissent.*

**WCPP ASSESSMENTS (PREMIUMS AND OVERHEAD):** Lee Grose moved to accept the computation presented for the WCPP premiums and overhead, with possibilities for some small changes based on insurance costs and changes in exposures. Drew Woods seconded; *the motion passed without dissent.* Randy Watts moved the board to take the following actions regarding WCPP assessments:

1. Set 5:00 p.m. Friday, August 12, 2011 as the deadline for each participating county's authorized representative to provide the Executive Direction with all remaining exposure data revisions in the form of a corrected and updated Schedule of Values, along with the county's desired deductible amount.
2. Require by September 30, 2011 that each participating county pay its Py2012 WCPP deposit assessment in full; and/or
3. Require that any remaining balance be paid by January 31, 2012.
4. Finally, assess a charge (interest) upon any unpaid Py2012 WCPP deposit assessment balance remaining after the deadline of 1/31/12 at the LGIP rate as of October 31, 2011.

Drew Woods seconded the motion; *the motion passed without dissent.*

**PRESENTATION:** David Goldsmith presented the Silver Dragon award to Steve Clem for Douglas County's low claims frequency and severity, as the county was not represented during the Recognition and Awards Luncheon on the previous day.

**GAVEL EXCHANGE AND PRESIDENT'S REPORT:** President Butler commented she was happy the Pool was working on succession planning and encouraged all to be active in the Pool. She passed the gavel to President-elect Steve Bartel, who presented a plaque to Ms. Butler commemorating her time as President.

**FUTURE MEETINGS:**

**Already booked are:**

- **Autumn Conference and Board of Directors Meeting, November 2-4, 2011: Campbells Lodge, Chelan**
- **Winter/Spring Conference and Board of Directors Meeting, March 21-23, 2012: Lodge at Suncadia, Cle Elum**
- **Summer Conference and Annual Board of Directors Meeting, July 25-27, 2012: Shilo Inn, Ocean Shores**

Suggestions were made for the following:

- 2012 Autumn Conference: Vancouver, WA
- 2013 Winter/Spring Conference: Suncadia, Cle Elum, WA
- 2013 Summer Conference: Leavenworth, WA

Lee Grose commented the Little Creek Casino and Hotel in Mason County was a very nice facility and he also recommended the Great Wolf Lodge. The Skamania Lodge was also suggested for a future meeting.

With no further business, *President Butler adjourned the board meeting at 11:50 a.m.*

MINUTES APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary/Treasurer