

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE
MINUTES
1:30 p.m. Thursday, June 26, 2003
Spokane Valley Doubletree Hotel, Spokane Valley**

ATTENDANCE:

President – Steve M. Lowe, Franklin County Prosecuting Attorney

Secretary – Leon Long, Spokane County Risk Manager

Executive Committee –

Rose Elway, Grays Harbor County Director Management Services / Insurance & Budget

David Goldsmith, Jefferson County Administrator

Mike Shelton, Island County Commissioner

Si A. Stephens, San Juan County Auditor

Craig L. Vejraska, Okanogan County Commissioner

R. S. Zirkle, Yakima County Prosecuting Attorney

Director – Neva J. Corkrum, Franklin County Commissioner

Broker – Mike Croke, Senior Vice President, Willis Corroon Corporation of Seattle

Risk Pool Staff - John Crawford, Executive Director

Alicia Johnson, Claims Manager

Rich Bodell, Programs Manager

WELCOME and ROLL CALL: President Steve Lowe called the meeting to order at 1:30 p.m., took a roll call, and announced that a quorum was present.

APPROVAL:

Minutes: Mike Shelton moved to approve the minutes of the March 21st meeting at SeaTac. The motion was seconded by Craig Vejraska and approved.

Vouchers: Ron Zirkle moved to approve the vouchers (Administration: check numbers 11237 through 11463 totaling \$318,641.11 and transfers in the amount of \$17,659.89; and Claims: check numbers 13165 through 13379 totaling \$1,688,330.71). The motion was seconded by Si Stephens and approved.

CPO MOU: Mike Shelton moved to approve the Memorandum of Understanding – Certified Public Officials Program. The motion was seconded by Ron Zirkle and approved.

Pend Oreille County: Mike Shelton moved to approve the Interlocal agreement and Joint Self-Insurance Liability Policy with Pend Oreille County, subject to approval by our reinsurance companies. The motion was seconded by Craig Vejraska and approved.

Executive Session – Claims: At 2:00 p.m., the chair conducted the meeting in executive session in accordance with RCW 48.62.101, to discuss litigation and settlement of claims. Public discussion would impair the Risk Pool's ability to conduct its business effectively; and/or it was for the purpose of setting reserves. The Executive Session was concluded at 2:10 p.m. A second executive session regarding claims was held from 3:30 p.m. until 3:38 p.m.

REPORTS, DISCUSSION and ACTION:

Minutes of Board Spring Meeting: The minutes of the Board Spring Meeting on April 16-17, 2003 were placed in the meeting packet.

PricewaterhouseCoopers Claims Audit: Alicia Johnson reported that PricewaterhouseCoopers Director of Casualty Claims Advisory Services Gary C. Jennings had performed a claims audit at our office in April. His written report had been sent to Executive Committee Members. Mr. Jennings concluded "Generally, we found that WCRP's claims management program is consistent with claim programs of other organizations of similar size and with similar exposures. WCRP had developed appropriate procedures and controls for its internal program, and has initiated documented procedures for its program." After discussion, it was moved and seconded to accept the report.

Finance Committee Report: Finance Committee Co-chair Si Stephens reported that the retroactive assessment had made a positive impact on the balance sheet, but that our investments were in short-term securities and the State Treasurer's LGIP because of historic low interest rates and the need to have liquid assets to pay claims when they come due. To date, ten counties have paid their retro billings, with seven counties taking advantage of the discounted prepayment plan.

Interlocal Agreement First Amendment: John Crawford reported that nineteen members have signed the amendment and returned the signed document, with others scheduled in early July. He reported, though, that the Board of Spokane County Commissioners did not approve the amendment at its meeting on Tuesday.

Broker Report: Mike Croke reported that the underwriting submission was completed and placed on a password protected Willis web site for use by reinsurance companies. After they complete the July 1st renewal business, they will review our information.

Risk Pool SIR Premium Spreadsheet: The draft spreadsheet for the Risk Pool SIR layer was included in the materials.

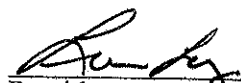
Budget: The draft budget was included in the materials as a work in progress, depending on anticipated workloads resulting from new members. John Crawford is asking to contract with an outside person to perform a program review of member county risk management programs.

Joint Self-Insurance Liability Policy: Steve Lowe asked that draft language be developed excluding public nuisance claims arising out of solid waste landfill operations.

Future Meetings: John Crawford reviewed different meeting options regarding three or four Board meetings during the year. The consensus was to stay with a three-meeting format to save travel expenses and to keep the Board meetings meaningful.

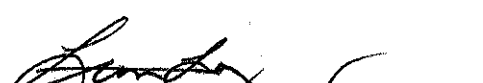
With no further business, the meeting was adjourned at 3:50 p.m.

MINUTES APPROVED: 9 / 19 / 2003



President

Attest:



Secretary

