

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE**

**MINUTES**

**10:00 A.M., Friday, December 16, 2005  
Radisson Gateway Hotel Seattle, SeaTac**

**ATTENDANCE:**

President – Randy Watts, Whatcom County Chief Civil Deputy Prosecuting Attorney  
Secretary/Treasurer – Steve Clem, Douglas County Prosecuting Attorney

Committee Members –

Keith Goehner, Chelan County Commissioner  
Toni Gilbert, Clallam County Safety/Training Specialist  
Neva Corkrum, Franklin County Commissioner  
Mike Shelton, Island County Commissioner  
Leon Long, Spokane County Risk Manager/Geiger Corrections Center Director  
Diane Oberquell, Thurston County Commissioner  
Ron Zirkle, Yakima County Prosecuting Attorney

Risk Pool Staff –

Vyrle Hill, Executive Director  
David Goldsmith, Member Services Manager  
Susan Looker, Claims Manager  
Rich Bodell, Loss Control Specialist

Others –

Craig Scukas, Actuary (PricewaterhouseCoopers LLP)  
Mike Croke, Broker (Willis of Seattle, Inc.)

**Welcome and Roll Call:** President Watts called the meeting to order at 10:00 a.m. by welcoming all, noting that a quorum was present, and asking for any agenda revisions... none were offered.

**Minutes:** Leon Long moved to approve the minutes of the November 3<sup>rd</sup> Executive Committee meeting held in Walla Walla as drafted. The motion was seconded by Mike Shelton and passed.

**Vouchers:** Steve Clem moved to approve Voucher Approval Request No. 06-02, more specifically Administration check numbers 13541 through 13618 totaling \$41,701.93 with transfers in the amount of \$34,531.09 and Claims check numbers 16705 through 16784 totaling \$450,581.92. The motion was seconded by Diane Oberquell and passed.

**Actuarial Reserve Review:** Craig Scukas reviewed the summary of their report estimating ultimate losses and reserves as of September 30, 2005. He noted that reserves were estimated at \$10.4 million compared with \$11.9 million a year ago. He also noted that the estimate of ultimate losses was \$1.1 million less than the prior year. Following a brief discussion, Diane Oberquell moved to approve without any conditions the Actuarial Reserving Report as of September 30, 2005 compiled by PricewaterhouseCoopers LLP and recommend that the Board of Directors confirm this action during its next meeting. The motion was seconded by Neva Corkrum and passed.

**Broker's Report:** Mike Croke briefly reported that Lewis and Douglas Counties had been quoted for the new Washington Counties Property Program, and that quotes were being prepared in response to the inquiries from Whatcom, Yakima and Garfield Counties. He also noted that he was expecting inquiries soon from Benton and Thurston Counties.

**Finance Committee:** Vyrle Hill presented the financial reports for the year ended September 30, 2005 which reflected the revisions needed to address an overstatement of reinsurance/excess insurance receivables. Concern about these receivables was initially raised by Chair Si Stephens and the required adjustment was requested by the Assistant State Auditor the day before during the annual audit. He noted the receivables would be added back in the next quarter's reports after the actual billings had been completed. Leon Long moved to approve the revised year-ending financial reports. The motion was seconded by Toni Gilbert and passed.

**Personnel Committee:** Chair Ron Zirkle noted that there was nothing yet to report.

**Risk Management Committee:** Nothing reported.

**Underwriting Committee:** Co-chair Steve Clem briefly reviewed the committee's plans and noted that there was nothing to report at this time.

**Executive Committee Training:** Leon Long reported on the PRIMA Governmental Risk Management Seminar that he attended in October. He didn't find the continuing education track he took to be as good as the basic track that several other WCRP member representatives attended. Other 2006 training opportunities were briefly discussed. Committee members were encouraged to contact Vyrle regarding their attendance plans.

**The meeting was recessed from 10:50 to 11:10 a.m.**

**Executive Session:** At 11:15, the president conducted the meeting in executive session in accordance with RCW 48.62.101 to discuss pending litigation involving Okanogan County and whereat public discussion would impair the Pool's ability to conduct its business effectively.

**The meeting and executive session were recessed from 11:55 a.m. to 12:20 p.m.**

The executive session was exited at 12:50 p.m. with the consensus of the committee to reconvene with Okanogan County's representatives as earlier requested in the Olympia area January 19<sup>th</sup> at 2:00 p.m.

**Member Services:** David Goldsmith reported that we were awaiting news that the financial contingency associated with the pending sale of the WCRP property (office complex) had been lifted. He also noted that WCIF/WCIP remains very interested in a co-location option.

David mentioned that recertification of WCRP by AGRiP is expected soon. Also, he noted that Lewis County agreed to be subjected to the initial Compact Compliance Audit, followed by Whatcom and/or Okanogan Counties.

**Executive Director:** Vyrle Hill again asked if there were any corrections/comments related to the November 3<sup>rd</sup> Board of Directors' meeting... none were suggested. He also suggested delaying action on the Associate Memberships item since "defining associate membership authority" was an agenda item during the state's P&L Advisory Board's December 19<sup>th</sup> meeting.

**Upcoming Events:** Committee members were reminded that the next meeting would be January 19<sup>th</sup>, not the 20<sup>th</sup> as earlier suggested, in the Olympia area beginning at 2:00 p.m.

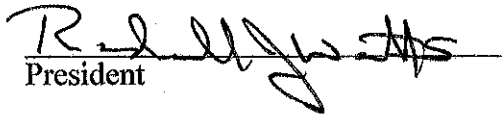
They were again directed to the schedule of upcoming meetings and trainings, especially the Spring Session/Board Meeting being held March 29-31, 2006 at the Vancouver Hilton and the Summer Session/Annual Board Meeting July 25-27, 2006 at the Enzian Inn in Leavenworth.

And, Vyrle reported that the Autumn Session/Board Meeting has been tentatively scheduled the last week of October in Spokane.

The plans and procedures for the Request for Qualifications/Proposals for professional services (actuarial, claims auditing, and insurance brokerage services) were discussed. Concerns were expressed that commencing these efforts before the July renewals might send the wrong message to the marketplace. Following a brief discussion, it was agreed that the solicitations would occur after the Annual Meeting but in time for the Directors to approve the selections during the Autumn Session/Board Meeting.

**Adjournment:** With no further business, President Watts adjourned the meeting at 1:45 p.m.

MINUTES APPROVED this 19<sup>th</sup> day of January, 2006.

  
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President

Attest:   
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Secretary/Treasurer