

# WASHINGTON COUNTIES RISK POOL EXECUTIVE COMMITTEE MEETING MINUTES

8:00 A.M., Thursday, July 31, 2008

The Enzian Inn, Leavenworth, WA

## ATTENDANCE:

President – Keith Goehner, Director – Chelan County Commissioner

Secretary/Treasurer – Mark Abernathy, Director – Kitsap County Risk Manager

Executive Committee Members –

Toni Gilbert – Clallam County Safety/Training Officer (teleconferencing)

Steve Clem – Douglas County Prosecuting Attorney

Neva Corkrum – Franklin County Commissioner

Rose Elway – Grays Harbor County Director of Mgmt. Services & Budget

Marilyn Butler – Skamania County Administrative Services Director

Steve Bartel – Spokane County Risk Manager

Diane Oberquell – Thurston County Commissioner

Jay Winter – Walla Walla County Personnel / Risk Manager

Randy Watts – Whatcom County Chief Civil Deputy Prosecuting Attorney

Vyrle Hill – WCRP Executive Director (*ex-officio*)

Risk Pool Staff –

Susan Looker – Claims Manager

David Goldsmith – Member Services

Jill Lowe – Loss Control Coordinator

Others –

Tammy Devlin, Risk Manager (Thurston County) – Personnel Committee Chair

Shannon Stuber, LGSI Administrator – Washington State OFM

Michael Croke, Area Senior Vice President – Arthur J. Gallagher RMS, Inc.

Elizabeth Miser, Area Vice President – Arthur J. Gallagher RMS, Inc.

**Call to Order, Welcome, Roll Call and Agenda:** President Goehner called the meeting to order at 8:08 a.m. and announced that a quorum was present. No adjustments to the circulated agenda were proposed.

**Minutes:** Diane Oberquell moved for approval of the Executive Committee minutes of the July 9, 2008 meeting held at the Radisson Hotel Gateway in SeaTac; Rose Elway seconded, and the motion passed by without dissent.

**Quarterly Financial Reports:** Executive Director Hill provided a brief overview of the financial reports for the period April through June 2008, noting that 1) Net Assets (Members' Equity) had increased to more than \$6.37 million; 2) 48% of the supplemented administrative budget had been expended; and 3) the Assets to Liability Ratio from the SRM report increased to 1.80. Jay Winter moved for approval of the Q3-2008 financial reports with authorization if needed for the President to authenticate; Mark Abernathy seconded, and the motion passed without dissent.

## Standing Committees' Reports

- **Finance:** Chair Steve Clem reported that the Committee met telephonically July 18<sup>th</sup> and discussed the actuarial matters and the proposed WCRP Py2009 Budget. Randy Watts moved to recommend that the Board accept the recommendation from the Finance Committee to continue the experience modification past practice (Option 1) and to have the Finance Committee work with the Pool's actuary and administrative staff to study experience modification options during Py2009; Diane Oberquell seconded, and the motion passed without dissent. Mark Abernathy then moved to recommend that the Board approve the actuary's (PwC) suggested loss rates and deposit assessment calculation formula using a 50-50 split of the claims overhead; Jay Winter seconded, and the motion passed without dissent. Finally, Randy Watts moved to recommend the Board approve the Finance Committee's recommended Py2009 Administrative Budget; Steve Bartel seconded, and the motion passed without dissent.

- **Nominating:** Chair (President) Goehner reported that Lee Grose (Lewis County Commissioner), Rose Elway (Grays Harbor County Management Services and Budget Director), Phil Bakke (Island County Commissioner) and he (Chelan County Commissioner) had been selected as the Nominating Committee's slate of Executive Committee nominees, Mark Abernathy as the President nominee and Rose Elway as the Secretary-Treasurer nominee during the prior meeting. Marilyn Butler moved and Mark Abernathy seconded to reconsider the nominations for Secretary-Treasurer; the motion passed without dissent. Rose Elway then withdrew her name and moved to nominate Jay Winter; Marilyn Butler seconded. There were no other nominees.
- **Personnel:** Chair Tammy Devlin had nothing to report.
- **Risk Management:** Chair Steve Bartel reported that the Risk Management Committee was discussing whether the Pool should continue sponsoring the Skid Car program. A survey will be conducted and a report presented at the Autumn Conference. He also reported that the exposures self-assessments seemed to be going well. The assessments' findings would be summarized and reported during the Autumn Conference. Finally, Steve reported that insuring requirements for special activities and events were being discussed. Another survey would assess this subject and the findings reported in the future.

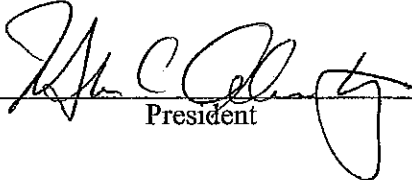
**Underwriting:** Coverage counsel suggests adding paragraph 1.A.5 to read: "Penalties imposed under RCW Chapter 42.56, the Public Records Act" with appropriate renumbering instead of the proposed addition of paragraph 1.A.6 that reads: "Monetary Damages shall include penalties imposed under Chapter 42.56 RCW, the Public Records Act." No objections or other suggestions were expressed.

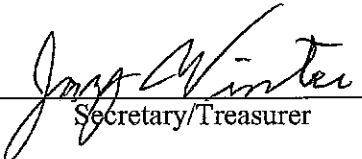
**Executive Session:** Rose Elway moved to convene in executive session; Diane Oberquell seconded, and the motion passed without dissent. Recognizing that public discussion would impair the Pool's ability to conduct its business effectively, and acting in accordance with the WCRP Bylaws and RCW 48.62.101, **President Goehner excused Ms Devlin and Ms Stuber and moved the meeting into an estimated 10-minute executive session at 9:06 a.m.** to discuss the Berkey v. Grays Harbor County case.

**After reconvening in regular session at 9:11 a.m.** with all but Ms Devlin and Ms Stuber present, Steve Clem moved to grant settlement authority per the Claims Manager's recommendation; the motion was duly seconded and passed without dissent with Rose Elway abstaining.

**Adjournment:** Due to time constraints, the balance of the agenda was dispensed with. President Goehner adjourned the meeting at 9:13 a.m.

MINUTES APPROVED this 5 day of November, 2008.

  
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President

Attest:   
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Secretary/Treasurer