

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE MEETING MINUTES
4:30 PM, Wednesday, November 5, 2008
Great Wolf Lodge, Grand Mound, WA**

ATTENDANCE:

President – Mark Abernathy, Director – Kitsap County Risk Manager
Secretary/Treasurer – Jay Winter – Walla Walla County Personnel / Risk Manager
Executive Committee Members –

Keith Goehner, Director – Chelan County Commissioner (teleconferencing)
Steve Clem – Douglas County Prosecuting Attorney
Rose Elway – Grays Harbor County Director of Mgmt. Services & Budget
Lee Grose – Lewis County Commissioner
Marilyn Butler – Skamania County Administrative Services Director
Steve Bartel – Spokane County Risk Manager
Tammy Devlin, Thurston County Risk Manager
Vyrle Hill – WCRP Executive Director (*ex-officio*)

Risk Pool Staff –

Susan Looker – Claims Manager
David Goldsmith – Member Services
Jill Lowe – Loss Control Coordinator

Others –

Shannon Stuber, LGSI Administrator – Washington State OFM
Michael Croke, Area Senior Vice President – Arthur J. Gallagher RMS, Inc.

Call to Order, Welcome, Roll Call and Agenda: President Abernathy called the meeting to order at 4:39 pm, welcomed Lee Grose and Tammy Devlin as new committeepersons, and announced that he could confirm a quorum was present. Since no adjustments were proposed, Rose Elway moved approval of the agenda as circulated; Jay Winter seconded, and *the motion carried.*

Minutes: Jay Winter moved for approval of the Executive Committee minutes of the July 31, 2008 meeting held at The Enzian Inn in Leavenworth; Steve Bartel seconded, and *the motion carried.*

Lee Grose moved for approval of the Executive Committee minutes of the September 23, 2008 teleconference; Steve Bartel again seconded, and *this motion carried.*

Vouchers: Steve Clem moved for approval of Voucher Approval Request No. 09-01, more specifically check numbers 2011 through 2267 (administrative) and 26447 through 26964 (claims) totaling \$10,383,637.77 with transfers of \$536,825.38; Rose Elway seconded, and *the motion carried.*

Claims Settlement Authorizations: Steve Clem moved to confirm approval of Settlement Confirmation No. 11.05-2008, more specifically Stinebaugh v. Walla Walla County and Carey v. Mason County; Rose Elway seconded, and *the motion carried.*

Py2009 JSILP Deposit Assessments: Executive Director Hill presented the final compilation (worksheet) used for invoicing the JSILP and reflecting assessments totaling \$9,139,429 (\$9,056,929 for the Basic Program and \$82,500 for the Optional Excess coverage). Marilyn Butler moved for approval of the Py2009 JSILP Deposit Assessments worksheet; Jay Winter seconded, and *the motion carried.*

Py2009 “Final” WCPP Assessments Worksheet: Executive Director Hill then presented the final compilation invoicing worksheet for the Washington Counties Property Program without Yakima County and reflecting total deposit assessments paid of \$2,541,126, and overpayments of \$65,580 that resulted from the recompilation following Yakima’s withdrawal. Steve Clem moved for approval of the Py2009 “Final” WCPP Assessments worksheet (as of 09-23-2008);

Marilyn Butler seconded, and the motion carried. Discussion followed regarding options that might be considered in addressing the overpayments. Steve Clem moved to retain the overpayments for now and review this matter further during Spring Conference; Rose Elway seconded, and the motion carried.

CSC Agreement No. 02-MTR-0136 (RiskMaster): Executive Director Hill presented the proposed addendum for RiskMaster MESA (maintenance and support) for the 5-year term commencing November 1, 2008 and noted his limited authority under the Financial Management Policy. Following discussion, Rose Elway moved to authorize the Executive Director to approve the Addendum; Steve Bartell seconded, and the motion carried.

Personal Services Agreement (David Goldsmith): Executive Director Hill then presented the Third Amendment of the Personal Services Agreement with David Goldsmith (DRG Sound Solutions) commencing October 1, 2008. Steve Clem moved to approve the Third Amendment; Marilyn Butler seconded, and the motion carried.

Producer's (Broker's) Report: Mike Croke referenced the AJG 2007-2008 Activity Report in the conference packet under Board Tab 4. He commented briefly, focusing primarily on the 2008-2009 Objectives listed near the end. He noted that the remarketing efforts may include overseas contacts.

Standing Committees' Reports

- **Finance:** Chair Steve Clem noted that there wasn't anything to report, but commented that the Actuary would be presenting a primer during tomorrow's work session on experience rating and experience modifiers. He also mentioned that the Actuary would be working on this issue with the Committee and Pool staff with expectations of presenting options during the spring conference.
- **Personnel:** Chair Tammy Devlin noted that she was anticipating the Committee conducting a complete review of the Pool's Personnel Policy as well as preparing or revising the descriptions for a couple of the Pool's staff positions.
- **Risk Management:** Chair Steve Bartel reported that the Committee had met telephonically October 16th and discussed the recent exposure assessments and their benefits; the Committee suggests that the new exposure assessments replace the older self-assessments performed in the past. The Committee also discussed the Skid-Car program and what the Pool's future role should be, as well as the drafting of standard (sample) indemnification and insurance language for members to use.
- **Underwriting:** Co-chair Marilyn Butler reported that the Committee had met telephonically October 3rd for review of the Public Record Policy referred by the Board during the Annual Meeting that is now being advanced under Board Tab 9 of the conference packet.

Staff Reports:

- **Claims Manager Susan Looker** reported that Lisa Daly was selected for the Claims Assistant position and began working September 22nd. She also reported very favorably on the AGRiP/CAJPA conference she attended along with Steve Clem, Marilyn Butler and David Goldsmith. She noted that some conference handouts are posted on the Pool's website. She then provided a little background about the issue San Juan Prosecuting Attorney Gaylord planned to present to the Board tomorrow.
- Member Services and Loss Control Reports were noted as being included in the conference packet and would be discussed more fully during tomorrow's Board work session. **Member Services Manager David Goldsmith** provided the Committee with a status report on the RFQ-P process for Property Valuation Appraisal Services. He asked if any committeepersons wished to serve on the consultant interview panel. Keith Goehner, Lee Grose and Tammy Devlin each volunteered.

- **Executive Director Vyrle Hill** provided revisions to the Py2008 Financial Reports reflecting adjustments needed to incorporate the Actuary's recommendations in the Reserving Report under Board Tab 5 of the conference packet. He noted that 1) Net Assets (Members' Equity) increased to more than \$6.78 million; 2) 86% of the supplemented administrative budget was expended; 3) the Assets to Liability Ratio from the SRM report increased to 2.10, and 4) that the actuarial confidence factor had nearly reached the 98% goal.

Mr. Hill also presented and briefly discussed: 1) the proposed Py2009 Administrative Work Plan (Board Tab 7), 2) Corrected Final Py2009 Budget (Board Tab 8), and 3) the amendment (revisions) to the Pool's Claims Handling Policies and Procedures (Board Tab 10). He then reported that Northwest Community Builders had agreed to a lease amendment (extension) and moved from the small suite to the larger suite recently acquired from the WCIF/P.

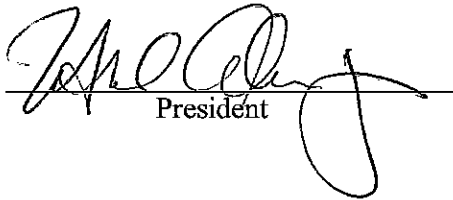
Executive Session: Steve Clem moved to convene in executive session for 10-15 minutes to further examine a personnel matter with potential litigation; Rose Elway seconded and the motion carried. Recognizing that public discussion would impair the Committee's ability to conduct its business effectively and acting under RCW Chapter 42.56, **President Abernathy first excused Ms Stuber then moved the meeting into an estimated 15-minute executive session at 6:29 pm** after determining the others present were pertinent to this discussion.

The meeting was reconvened in regular session at 6:41 pm with no actions taken.

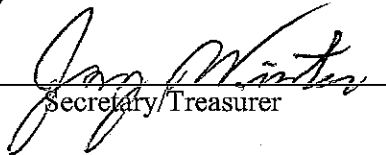
Future Meetings: The Spring and Summer Conferences were briefly discussed. By consensus, the Committee encouraged remaining with the Wednesday through Friday conference format.

Adjournment: Rose Elway moved for meeting adjournment; Jay Winter seconded, and the motion carried. **President Abernathy adjourned the meeting at 6:42 pm.**

MINUTES APPROVED this 5th day of February, 2009.



President

Attest: 

Secretary/Treasurer