

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE MEETING MINUTES  
3:00 PM, Wednesday, November 4, 2009  
Red Lion Hotel, Kennewick, Washington**

**ATTENDANCE:**

President – Jay Winter – Walla Walla County Personnel / Risk Manager

Secretary/Treasurer – Marilyn Butler – Skamania County Risk Manager

Executive Committee Members –

Keith Goehner, Director – Chelan County Commissioner

Steve Clem – Douglas County Prosecuting Attorney

Rose Elway – Grays Harbor County Director of Management Services & Budget

Mark Abernathy, Director – Kitsap County Risk Manager

Lee Grose – Lewis County Commissioner

Andrew Lampe, Okanogan County Commissioner

Steve Bartel – Spokane County Risk Manager

Tammy Devlin, Thurston County 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 –

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 Winter called the meeting to order at 3:06 p.m. and announced that he could verify visually that all of the committee persons were present. Lee Grose asked to add a brief discussion regarding the removal of coverage for public records disputes; President Winter recognized the addition under Other (Committee person) Reports. Rose Elway moved and Randy Watts seconded for the approval of the meeting agenda with the recognized addition; the motion passed by voice vote without dissent.

**Minutes:** Rose Elway moved for approval of the Executive Committee minutes of the July 29, 2009 meeting with the correction of Marilyn Butler's title. Lee Grose seconded, and the motion passed by voice vote without dissent.

**Vouchers:** Randy Watts moved for approval of Voucher Approval Request No. 10-01, more specifically check numbers 3012 through 3318 (administrative) and 28279 through 28767 (claims) totaling \$8,403,357.35 with transfers of \$132,029.40; Steve Bartell seconded, and the motion passed without dissent.

**Final Py2010 JSILP Deposit Assessments and WCPP SOVs and Premiums, Assessments and Allocations Worksheets:** Executive Director Hill presented the final compilations (worksheets) used for invoicing the JSILP and reflecting assessments totaling \$11,508,204 (\$11,443,704 for the Basic Program and \$64,500 for the Optional Excess coverage) and for the Washington Counties Property Program reflecting total deposit assessments of \$2,752,463. Marilyn Butler moved for approval of both the Py2010 JSILP Deposit Assessments worksheets and the Py2010 WCPP Assessments worksheet (with 09-24-2009 adjustments); Keith Goehner seconded, and the motion passed without dissent.

**Personal Services Agreement (David Goldsmith):** Executive Director Hill presented and explained the proposed Fourth Amendment of the Personal Services Agreement with David Goldsmith (DRG Sound Solutions) that commenced June 1, 2005. Rose Elway moved to approve the Fourth Amendment; Lee Grose seconded, and the motion passed without dissent.

**Service Agreement (Hirons & Associates, Inc.):** Executive Director Hill then presented a proposed First Amendment to the consulting agreement previously entered into with Hirons & Associates Inc. to provide a second round of property appraisals associated for the Washington Counties Property Program. Randy Watts moved to approve the Service Agreement; Steve Bartel seconded, and the motion passed without dissent.

**Producer's (aka Broker's) Report:** Mike Croke briefly reported on their efforts and support of the Pool and its member counties, including the Phase II Exposures Assessments and Spokane County's environmental coverage concern.

### **Standing Committees' Reports**

- **Finance:** Co-chairs Steve Clem and Lee Grose asked Executive Director Hill to briefly review of the "preliminary" Py2009 financial reports. He presented a 6-year comparison that reflected the ending Py2004 Net Liabilities of \$1.25 million had improved and grown to nearly \$7.5 million Net Assets. He also presented a Py2009 comparison with Py2008 reflecting 1) Net Assets growing more than \$700,000 during the past year; 2) only 90% of the operating (administrative) budget was expended; and 3) the Assets to Liability Ratio from the SRM report had increased to 2.07. He also noted that the Actuary would be reporting even further improvements from the reserving study totaling more than \$830,000.
- **Personnel:** Executive Director Hill presented a revised job description for Administrative Assistant that needed the Board's approval. He noted that he had sought assistance and concurrence from then Personnel Committee Chair and now Co-chair Tammy Devlin before moving forward with this position vacancy. Tammy Devlin moved to recommend Board approval of the proposed Administrative Assistant job description; Lee Grose seconded, and the motion passed without dissent.
- **Risk Management:** Co-chair Steve Bartel presented three amendments being recommended by the Risk Management Committee – one to clarify the risk manager certification requirements in the Membership Compact; one regarding use of the scholarship funding; and one to clarify the expectations within the Risk Management Policy. He then moved to recommend Board approval of the three amendments being proposed; Lee Grose seconded, and the motion passed without dissent.
- **Underwriting:** Co-chairs Randy Watts and Mark Abernathy had nothing to report.

**Recess:** President Winter recessed the meeting briefly at 4:25 p.m. and reconvened at 4:36 p.m.

### **Staff Reports:**

- **Claims Manager Susan Looker** reported that CHARTIS' (formerly AIG) now only has one claim handler assigned to the Pool's account, and that ACE has responded with payment for the EPL claim that penetrated that layer. She also discussed some claims policies and procedures compliance concerns.
- **Member Services Manager David Goldsmith** reported that 2008-09 visitations had been conducted with all 28 member counties as well as a second marketing meeting with Klickitat County and a meeting with the county prosecutors during the WACO Annual Conference. He also mentioned that our marketing efforts including a booth during the upcoming WSAC Annual Conference.
- **Loss Control Coordinator Jill Lowe** previewed her report to the Board noting the risk manager certifications, the Phase II REA activities, the Py2010 training plans, and the compilation of trainings and attendance conducted during Py2009.
- **Executive Director Vyrle Hill** noted that Kitsap and Yakima Counties had also submitted conditional/provisional notices of their intentions to withdraw from the Pool. He also reported that Wahkiakum County had decided to stay another year with their existing insuring program, and noted that schedule conflicts hadn't allowed us to meet with county representatives to determine where we stand.

He then previewed the supplemental budget proposal that would reauthorize funds to purchase the replacement vehicle planned for during Py2009. Marilyn Butler moved to recommend Board approval of the supplemental budget request; Mark Abernathy seconded, and the motion passed without dissent.

Mr. Hill then presented the need to formally solicit for independent claims auditing and actuarial services consultants. Keith Goehner moved to recommend that the Board authorize formal consultant solicitations both for independent actuarial services and for independent claims auditing services; Rose Elway seconded, and the motion passed without dissent.

Finally, Mr. Hill presented a request for approval to dispose of some older, broken or too expensive to operate office equipment and remove the same from the Pool's inventories. Andrew Lampe moved for approval of Disposition of Fixed Assets Request No. F10-01; Lee Grose seconded, and the motion passed without dissent.

**Officer and Committeeperson Reports**

- Lee Grose mentioned that a number of his commissioner/councilmember colleagues had expressed their displeasure over the removal of coverage for public records matters. He asked what might be done to better explain this matter. Following a brief discussion regarding this matter's discussion/action history, all agreed a "talking points" summary of the issue and the basis for the recent change would suffice.

**Upcoming Meetings and Trainings:**

- Spring 2010 Conference: Mr. Hill reported having difficulty locating a reasonable facility in northwest Washington as suggested during the Annual Meeting, but two locations had presented proposals – the Heathman Lodge in Vancouver and Suncadia Lodge near Roslyn. He mentioned the Suncadia Lodge offer would be less costly. Lee Grose moved and Mark Abernathy seconded to recommend Board approval of the Suncadia Lodge offer for the Spring 2010 Conference March 24-26, 2010; the motion passed without dissent.
- Summer 2010 Conference and Annual Meeting: Mr. Hill also reported that the Shilo Inn in Ocean Shores was the only option available, but the costs would exceed those of Leavenworth's Enzian Inn by at least \$5,000. He mentioned that per diem rates in many acceptable areas were much less than either Ocean Shores or Leavenworth. Consensus was to pursue a central Washington location the last or next to the last weeks in July.

**Adjournment:** With no further business to come before the Committee, President Winter adjourned the meeting at 5:55 PM.

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

\_\_\_\_\_  
President

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