

**WASHINGTON COUNTIES RISK POOL
BOARD OF DIRECTORS MEETING
MINUTES**

Thursday-Friday, July 20-21, 2017
Walla Walla, WA

Board Members in Attendance

Name	Appointment	Day 1	Day 2	County
Patricia Philips	Alternate Director	X	X	Adams
Lexi Wingfield	Director	X	X	Benton
Keith Goehner*	Director	X	X	Chelan
Rich Sill	Director	X	X	Clallam
Mike Talbott	Director	X	X	Columbia
Clyde Carpenter*	Director	X	X	Cowlitz
Steve Clem*	Director	X	X	Douglas
Robert Koch*	Director	X	X	Franklin
Bob Johnson	Alternate Director	X	X	Garfield
Vickie Raines	Director	X	X	Grays Harbor
Jill Johnson*	Director	X	X	Island
Philip Hunsucker	Alternate Director	X	X	Jefferson
Lisa Young*	Director	X	X	Kittitas
Paulette Young	Director	X	X	Lewis
Kevin Shutty	Director	X	X	Mason
Tanya Craig	Director	X	X	Okanogan
Kathy Spoor	Director	X	X	Pacific
Teresa Brooks	Director	X	X	Pend Oreille
Mike Thomas*	Director	X	X	San Juan
Donnie LaPlante	Alternate Director	X	X	Skagit
Adam Kick	Director	X	X	Skamania
Steve Bartel*	Director	X	X	Spokane
Tammy Devlin*	Alternate Director	X	X	Thurston
Jesse Nolte	Director	X	X	Walla Walla
Karen Goens	Director	X	X	Whatcom
Joe Brusic	Director	X	X	Yakima

* Denotes Executive Committee Member

Others in Attendance

Name	Appointment	Day 1	Day 2	County
Cindy Dietz	Legal Admin	X		Chelan
David Alvarez*	Chief Civil DPA	X	X	Clallam
Tom Reyes	Risk Coordinator	X	X	Clallam
Tammy Sullenger	HR Analyst	X	X	Clallam
W.A. "Drew" Woods*	Public Works Director		X	Columbia
Thad Duvall	Auditor	X	X	Douglas
Jordyn Giulio	Risk Manager	X	X	Douglas
Jennifer Johnson (left at 3:02pm on Thurs)	Risk Manager	X	X	Franklin
Adam Hodges	Risk Manager	X	X	Garfield
Joy Carossino	Risk Manager	X	X	Grays Harbor
Lynette Goodell	Asst. Claims Manager	X	X	Island
Elaine Marlow	Risk Manager	X	X	Island
Chris Branch	Commissioner	X	X	Okanogan
Lisa Olsen	Commissioner	X	X	Pacific
Spencer Shanholtzer	Human Resource Manager	X	X	Pend Oreille

James Wolf	Risk Manager	X	X	San Juan
Arne Denny	DPA	X	X	Skagit
Debi Van Camp	HR Administrator	X	X	Skamania
Lauren Williams	Claims Adjuster	X		Spokane
Jim Duncan	Commissioner	X		Walla Walla
Shelly Peters	Risk Manager	X	X	Walla Walla
Chris Quinn	DPA	X		Whatcom
Cindy Erwin	Risk Manager	X	X	Yakima
Vicki Alridge	Senior Client Service Manager	X		AJG
Tim Chace	Director of Risk Control	X		AJG
Liz Miser	Broker	X	X	AJG
Brian Whooley	Underwriter	X		Berkley
Richard Zak	Underwriting Manager	X		Berkley
Craig Scukas	Director	X	X	PwC
Julie Hughes	SVP, Portfolio Strategist		X	CAM
Scott Prickett	EVP, Portfolio Strategist		X	CAM
Shannon Stuber	Program Director	X	X	Risk Mgmt. Office
Derek Bryan	Executive Director	X	X	WCRP Staff
Susan Looker	Claims Manager	X	X	WCRP Staff
Sue Colbo	Accounting Officer	X	X	WCRP Staff
Jill Lowe	Loss Control Coordinator	X	X	WCRP Staff
Hanna Braennstroem	Member Programs Specialist		X	WCRP Staff
Shelese McConnell	Admin & Accounting Specialist	X	X	WCRP Staff
Holly Nelson	Sr. Claims Analyst		X	WCRP Staff
Lisa McMeekin	Claims Analyst	X	X	WCRP Staff
Cort Campbell	Claims Representative	X	X	WCRP Staff
Sally King	Claims Assistant	X	X	WCRP Staff

* Denotes Executive Committee Member

CALL TO ORDER / WELCOME: President Goehner called the Board of Directors' Meeting to order Thursday, July 20, 2017 at 2:00 pm. He welcomed all in attendance. Around the room introductions took place. President Goehner confirmed a quorum.

AGENDA: President Goehner asked for a motion to approve the agenda as presented. Tammy Devlin moved to amend the agenda to start at 8:30 am instead of 9:00am on Friday, July 21, 2017. Steve Bartel seconded; the motion passed.

MINUTES: Jesse Nolte moved to amend and approve the minutes of the March 22-24, 2017 by removing a representative of Walla Walla County, as no one from the County was present at the Board of Directors Meeting. Tammy Devlin seconded; the motion passed.

EXECUTIVE COMMITTEE REPORT: President Goehner provided an overview of the Executive Committee meetings of June 16 and July 7, 2017, which included much of the information being presented.

QUARTERLY AND YEAR-END FINANCIAL REPORT: Accounting Officer Colbo reviewed the 3rd Quarter FY2017 (April 1 – June 30) Financials, including the Statement of Revenues and Expenses, the Pool's Net Position, Year-To-Date Expenditures, and June 2017 Budget Reports. It was noted that although the cash is down because of large settlements we have had, receivables are up due to receiving money owed back to the Pool on large settlements.

Vickie Raines moved to accept the 3rd Quarter Financials as presented, Karen Goens seconded; the motion passed.

FINANCE COMMITTEE REPORT: Committee Chair Thad Duvall provided the Board with an overview on activities of the Finance Committee, to include the proposed FY2018 Budget with an overall budget increase of about one percent. Discussion took place on the cost rising of venues that the Pool hosts the Quarterly Conferences at.

Jill Johnson motioned to approve the budget with an amendment to increase the line item for Conference Facilities to \$45,000. Paulette Young seconded and the motion passed.

BROKER/PRODUCER REPORT: Liz Miser of Arthur J. Gallagher presented the Board with the 2018 Liability, Property, and Cyber Market Quotes.

Tammy Devlin moved and Donnie LaPlante seconded to select the following: Berkley Public Entity for reinsurance layers one and two, with a Self-insured Retention of \$100,000 and a corridor of \$4,350,000, Brit (50%) and Old Republic (50%) for layer three, \$5 million excess of \$5 million, AWAC (50%) and Old Republic (50%) for layer four, \$10 million, excess of \$10 million; Hallmark for the optional \$5 million excess of \$20 million; the motion passed.

Vickie Raines moved and Tammy Devlin seconded to adopt option one, XL Caitlin for the WCRP's 2017-18 Cyber Coverage, with limits of \$1,000,000 and a premium not to exceed \$107,000; the motion passed.

Jill Johnson moved and Donnie LaPlante seconded to adopt stand-alone terrorism coverage for liability and property, with limits of \$100,000,000 and a premium not to exceed \$120,000. Lastly, the Board moved to renew the property program as presented.

Steve Clem asked for an amendment to the motion, noting that the WCRP's liability coverage is limited to \$25,000,000 and suggests that same limit be used for the terrorism. Donnie LaPlante indicated that he felt if \$30,000 buys another \$75,000,000 in coverage, it would be money well spent, but that he would concur with the amendment. Jill Johnson then motioned to amend the stand-alone terrorism coverage for liability limits of \$25,000,000 with property limits of \$100,000,000 and a premium not to exceed \$120,000. Donnie LaPlante seconded. The motion passed with James Wolf opposed.

Tammy Devlin motioned and Vickie Raines seconded to approve a two-year property program; the motion passed.

INDEPENDENT ACTUARY REPORT: Craig Scukas with PricewaterhouseCoopers provided the Board with a brief update on the Target Fund Balance and presented the 2018 Liability and Property Rating and Assessment Calculations.

Jill Johnson moved and Steve Bartel seconded to select an overall base rate increase of 7.7% as proposed, with any remaining program costs to be drawn from fund balance for rate stabilization; the motion passed.

President Goehner recessed the meeting at 4:05 PM until Friday, July 21, at 8:30 AM.

DAY TWO

CALL TO ORDER / WELCOME: President Keith Goehner reconvened the 2017 Summer Board of Directors Meeting on Friday, July 21, 2017, at 8:30 AM. He welcomed all in attendance and confirmed a quorum.

EXECUTIVE COMMITTEE ELECTION: President Goehner announced Executive Committee terms for Clyde Carpenter, Tammy Devlin, Keith Goehner, and Jill Johnson expire September 30, 2017. Mr. Goehner and Mr. Carpenter are neither one seeking re-election. The Nominating Committee forwarded a slate of five candidates for the Executive Committee positions: Tammy Devlin, Karen Goens, Jill Johnson, Vickie Raines, and Paulette Young. Paulette Young confirmed that she is withdrawing from the election. Each candidate filled out an application and the Board was given the chance to read through the applications. President Goehner asked for nominations from the floor, there were none.

Lisa Young moved and Kathy Spoor seconded to close nominations and confirm the election of the four candidates to the four open positions; the motion passed. All four candidates were elected to the Executive Committee for terms of October 1, 2017 through September 30, 2018.

OFFICER ELECTION: President Goehner announced that Jill Johnson was the Nominating Committee's candidate for the position of Vice President / President-Elect with a two-year term from 10/01/17 through 9/30/19. President Goehner asked for nominations from the floor. Paulette Young nominated Steve Bartel.

Vickie Raines moved to close the floor for nominations with Steve Bartel and Jill Johnson as nominees, Mike Taibott seconded; the motion passed.

President Goehner asked Thad Duvall to conduct the election. Ballots were disbursed and Mr. Duvall gave the voting instructions. Mr. Duvall and Sue Colbo were designated to count ballots. It was stated that the results would be available later in the meeting and that the Secretary/Treasurer vote would be conducted later in the meeting.

INVESTMENT COMMITTEE REPORT: Chair Woods gave an overview on the last Investment Committee meeting and provided the Board with the June 2017 Investment report.

INDEPENDENT INVESTMENT CONSULTANT REPORT: Scott Prickett and Julie Hughes from Chandler Asset Management (CAM) presented the Board with an Investment Report including an Economic Update and Account Profile.

OFFICER ELECTION RESULTS: The Vice President/President-Elect Election result was announced as a thirteen to thirteen tie. The Board conducted a coin toss to break the tie for Vice President/President-Elect. Steve Bartel won the coin toss and was announced as the next Vice President/President-Elect.

OFFICER ELECTIONS: President Goehner announced that Mike Thomas was the Nominating Committee's candidate for the position of Secretary/Treasurer with a term from 10/01/17 through 09/30/18. President Goehner asked if there were any nominations from the floor, Vickie Raines moved to nominate Jill Johnson along with Mike Thomas for Secretary/Treasurer, Karen Goens seconded. President Goehner asked again for Thad Duvall to conduct the election. Ballots were disbursed and Mr. Duvall and Sue Colbo were designated to count ballots. The elections results will be announced later in the meeting.

CLAIMS REPORT: Claims Manager Looker provided the Board with an update on activities of the WCRP Claims Department.

OFFICER ELECTION RESULTS: The Officer Election vote for Secretary/Treasurer was announced and Mike Thomas was elected Secretary/Treasurer for the term of October 1, 2017 through September 30, 2018.

UNDERWRITING COMMITTEE REPORT: Committee Chair Adam Kick provided an overview of the activities of the Underwriting Committee along with providing the Board a proposed draft of the 2017-18 WCRP Memorandum of Liability Coverage (MLC). The discussion included changes to the MLC, adding exceptions to the pollution exclusion for the backflow and reverse flow of sewage, as well as adding the operation of daycare/childcare facilities to the exclusion for certain municipal activities.

Adam Kick moved and Steve Bartel seconded that the WCRP Board of Directors amend and approve the proposed changes to the WCRP Memorandum of Liability Coverage; the motion passed.

RISK MANAGEMENT COMMITTEE REPORT: Committee Chair Rich Sill provided the Board with an update on the Committee's activities, to include a data analysis showing the top six frequency and severity allegations, the 80/80/80 Lexipol program, and county medical survey results.

Rich Sill moved and Jill Johnson seconded to accept the Risk Management and Executive Committee's recommendations for the FY2018 Targeted Risk Management Program, the Lexipol Program, and additional activities; the motion passed.

LOSS CONTROL REPORT: Loss Control Coordinator Lowe provided the Board with an update on Loss Control activities of the WCRP. The discussion included more on the Targeted Risk Management Program and the Correctional Care Training pilot with Dr. Marc Stern.

MEMBER PROGRAMS REPORT: WCRP Member Programs Specialist, Hanna Braennstroem, provided the Board with an update on dates/locations of upcoming trainings and the Local Government Course List.

EXECUTIVE DIRECTOR REPORT: Mr. Bryan provided the Board with a review of the three-year appraisal plan, as well as a discussion on approving the proposed option two, a three-year appraisal plan with Assetworks for appraisal of all WCRP member buildings valued over \$100,000. The Executive Director also gave a report on administrative activities of the WCRP, to include the status on recruitments for open positions and work to be done for the coming year.

Lisa Young moved and Vickie Raines seconded to approve the proposed option two, three-year contact with Assetworks; the motion passed.


GAVEL EXCHANGE & WELCOME: President Goehner handed his gavel over to the incoming 2018 President, Tammy Devlin. Ms. Devlin addressed the group and thanked Mr. Goehner for his service, encouraging others to continue efforts to be involved in the WCRP, its committees and officer positions.

UPCOMING MEETINGS AND CONFERENCES: President Goehner referred the Board to the overview of the upcoming Executive Committee meetings, WCRP Conferences and Board of Directors meetings, as well as national conferences.

Lisa Young moved and Jesse Nolte seconded to go to Skamania Lodge for the Fall 2018 Conference Board Meeting; the motion passed.

ADJOURNMENT: With no further business to conduct, President Goehner thanked all in attendance and adjourned the meeting at 10:04 am.

MINUTES APPROVED this 30 day of November, 2017.



President

Attest: 

Secretary/Treasurer