

**WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS MEETING  
MINUTES  
Thursday-Friday, July 18-19, 2019  
Anacortes, WA**

**Board Members in Attendance**

<b>Name</b>	<b>Appointment</b>	<b>Day 1</b>	<b>Day 2</b>	<b>County</b>
Patricia Phillips	Alternate Director	X	X	Adams
Paul Schut	Director	X	X	Benton
Kevin Overbay	Director	X	X	Chelan
Rich Sill	Director	X	X	Clallam
Mike Talbott	Director	X	X	Columbia
Ronda Hollis	Director	X	X	Cowlitz
Thad Duvall	Director	X	X	Douglas
Sawn Sant	Alternate Director	X	X	Franklin
Robert Johnson	Alternate Director	X	X	Garfield
Vickie Raines *	Director	X	X	Grays Harbor
Janet St. Clair	Director	X	X	Island
Philip Morley *	Director	X	X	Jefferson
Lisa Young *	Director	X	X	Kittitas
Gary Stamper *	Director	X	X	Lewis
Randy Neatherlin	Director	X	X	Mason
Chris Branch	Alternate Director	X	X	Okanogan
Kathy Spoor	Director	X	X	Pacific
Teresa Brooks	Director	X	X	Pend Oreille
Mike Thomas *	Director	X	X	San Juan
Jessica Neill Hoyson	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 Brusica *	Director	X	X	Yakima

\* Denotes Executive Committee Member

**Others in Attendance**

<b>Name</b>	<b>Designation/Title</b>	<b>Day 1</b>	<b>Day 2</b>	<b>County/Organization</b>
Ryan Lukson	Civil DPA (ALT)	X	X	Benton
Cindy Dietz	Legal Administrative Supervisor (CA)	X	X	Chelan
Tom Reyes	HR/Risk Deputy Director (ALT)	X	X	Clallam
David Alvarez *	Chief Civil DPA (ALT)	X	X	Clallam
Afton Beck	Public Records Analyst (ALT/SO)	X	X	Clallam
Jennifer Johnson	Chief Civil DPA (ALT/CA/RM)	X	X	Franklin
Joy Carossino	Risk Manager/Safety & Claims (ALT/CA/RM/SO)	X		Grays Harbor
Elaine Marlow	GSA/Risk Manager (ALT/CA/RM)	X	X	Island
Philip Hunsucker	Chief Civil DPA (ALT)	X	X	Jefferson
Christopher Horner	Deputy Prosecutor (ALT)	X	X	Kittitas
Erik Martin	County Manager (ALT/RM)	X		Lewis
Tawni Shepherd	Safety Officer (CA/SO)	X	X	Lewis
Dawn Twiddy *	HR/Risk Manager (ALT)	X	X	Mason
Nichole Wilston	Risk & Safety Compliance (CA/RM)	X	X	Mason
James Wolf	HR & Risk Manager (ALT/CA/RM/SO)	X	X	San Juan
Sharon DuBois	Risk Management Specialist (ALT/SO)	X		Skagit

Name	Designation/Title	Day 1	Day 2	County/Organization
Carol Rehnberg	Risk Analyst	X	X	Thurston
Karen Frakes	Chief Civil DPA	X	X	Whatcom
Cindy Erwin	Paralegal (ALT/CA/RM)	X	X	Yakima
Liz Miser	Area Vice President	X	X	Gallagher
Vicki Alridge	Sr Client Services Manager	X	X	Gallagher
Darin Puryear	Area President	X		Gallagher
Chase Jones	Area Vice President	X		Gallagher
James Rozzi	Area Vice President	X		RPS
Adam Berend	Broker Placement Services	X		RPS
Julie Hughes	Sr VP & Portfolio Strategist		Left at 9:30am	CAM
Scott Prickett	Exec VP & Portfolio Strategist		Left at 9:30am	CAM
Kevin Wick	Managing Director	X		PwC
Craig Scukas	Director	X		PwC
Derek Bryan	Executive Director	X	X	WCRP Staff
Sue Colbo	Accounting Officer	X	X	WCRP Staff
Jill Lowe	Senior Risk Analyst	X	X	WCRP Staff
Erin Konrady	Member Programs Specialist	X	X	WCRP Staff
Lynda Bishop	Senior Claims Analyst	X		WCRP Staff
Chuck Boyd	Senior Claims Analyst	X		WCRP Staff
Jovan Cruz	Claims Analyst	X		WCRP Staff
Sally King	Claims Specialist	X		WCRP Staff

\* Denotes Executive Committee Member

## DAY ONE

**CALL TO ORDER / WELCOME:** WCRP President, Steve Bartel, called the Board of Directors' Meeting to order Thursday, July 18, at 2:03pm. He welcomed all in attendance and confirmed a quorum. Around the room introductions took place.

**AGENDA:** Mike Thomas moved to accept the agenda as presented, Dawn Twiddy seconded; the motion passed.

**MINUTES:** Vickie Raines moved to approve the minutes of the March 22, 2019, Board of Directors' Meeting. Bob Johnson seconded; the motion passed.

**EXECUTIVE COMMITTEE REPORT:** President Bartel reported on noteworthy activities of the Executive Committee, to include an overview of the Executive Committee meeting held June 28, 2019.

**EXECUTIVE DIRECTOR REPORT:** WCRP Executive Director, Derek Bryan, provided the Board with an update on administrative activities of the Pool, to include staffing and personnel, appraisals and the property program, strategic planning, and lead a discussion about the future for rates.

**FINANCE COMMITTEE REPORT:** Committee Chair, Thad Duvall, reported on the activities of the Finance Committee, to include an overview of their June 17, 2019, meeting. Mr. Duvall and Mr. Bryan went through the proposed budget, identifying the noteworthy items for the Board, to include the decrease in legal costs and independent adjusting costs, which resulted in both seeing a reduction in the proposed budget.

The Executive Committee met and discussed the budget at their June 28, 2019, meeting and forwarded to the Board for approval. Discussion took place.

Thad Duvall moved to approve the budget as presented. Lisa Young seconded; the motion passed.

**BROKER/PRODUCER Presentation:** Liz Miser, with Gallagher, presented the Board with the quotes and proposals received on the marketing of the reinsurance and excess insurance program.

The Executive Committee met and discussed the proposals at their June 28, 2019, meeting and their recommendation is to select a \$2M Self-Insured Retention (SIR) and to select Chubb for the \$3M excess of \$2M layer, Brit and Old Republic (50% quota share) for the \$5M excess of \$5M layer, and Old Republic and Allied World (50% quota share) for the \$10M excess of \$10M layer. Discussion took place.

Vickie Raines moved to select a Self-Insured Retention of \$2M for Fiscal Year 2019-20, selecting Chubb for the \$3M excess of \$2M layer, Brit at 50% and Old Republic at 50% for the \$5M excess of \$5M layer, Old Republic at 50% and Allied World Assurance Company at 50% for the \$10M excess of \$10M layer, Brit for the \$5M excess of \$20M layer, and to give authority to the Executive Committee to move forward with renewals for the property, cyber and terrorism programs once proposals are received. Tammy Devlin seconded. Kathy Spoor requested that the Board also be sent the final property proposal information for review and comment. The motion passed.

**INDEPENDENT ACTUARY REPORT:** Craig Scukas and Kevin Wick, with PricewaterhouseCoopers provided the Board with the rating and assessment analysis for the upcoming Fiscal Year 2019-20, to include an update on the current Target Funding Range.

Last year, the WCRP saw a total overall cost increase of 24%, but the membership only took a 19% increase, leaving 5% to be made up in the 2019-20 year.

The overall analysis indicates an 8% increase in costs within the first \$2M layer. With a \$2M SIR, a slight decrease will be seen in the total insurance premiums paid. When adding the 5% increase not taken last year to the current cost increase, the indication is an overall rate increase of 13%.

At their June 28, 2019, meeting, the WCRP Executive Committee recommended the Board of Directors select an overall base rate of 1.053 per worker hour for the 2019-20 Fiscal Year. Discussion took place.

Tammy Devlin moved to select an overall base rate of \$1.053 per worker hour as presented with a \$2 million SIR. Vickie Raines seconded. Discussion took place. The motion passed with Randy Neatherlin opposed.

**President Bartel recessed the meeting at 4:48pm until July 19, 2019, at 9:00am.**

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## **DAY TWO**

**CALL TO ORDER / WELCOME:** WCRP President, Steve Bartel, reconvened the 2019 Summer Board of Directors Meeting on Friday, July 19, 2019, at 9:04am. He welcomed all in attendance and confirmed a quorum.

**EXECUTIVE COMMITTEE AND OFFICER ELECTIONS:** President Bartel announced that the Executive Committee terms for Steve Bartel, Mike Thomas, David Alvarez, and Dawn Twiddy will expire 09/30/2019.

The nominating Committee forwarded Steve Bartel (Spokane County), Mike Thomas (San Juan County), Dawn Twiddy (Mason County), and Ronda Hollis (Cowlitz County) as nominees for the expiring terms.

President Bartel called for nominations from the floor for the four expiring positions. No floor nominations were presented.

Vickie Raines moved to close the nominations for Executive Committee elections. Shawn Sant seconded; the motion passed.

Vickie Raines moved to affirm Steve Bartel (Spokane County), Mike Thomas (San Juan County), Dawn Twiddy (Mason County), and Ronda Hollis (Cowlitz County) for the expiring terms, with terms from 10/01/2019 – 09/30/2022. Shawn Sant seconded; the motion passed.

The Nominating Committee forwarded Vickie Raines for the position of Vice President/President-Elect (2-year term 10/01/2019 – 09/30/2021) and forwarded Dawn Twiddy for the position of Secretary/Treasurer (1-year term 10/01/2019 – 09/30/2020). President Bartel called for nominations from the floor for the expiring Officer positions. No floor nominations were presented.

Philip Morley moved to close the nominations for Vice-President and Secretary-Treasurer Elections and to affirm Vickie Raines as Vice-President and Dawn Twiddy to position of Secretary/Treasurer without an election. Lisa Young seconded; the motion passed.

**FINANCIAL REPORT:** Accounting Officer Colbo reported on the 3<sup>rd</sup> Quarter FY2019, as well as the results from the Annual State Audit for FY2018. The Board was provided with a document identifying a favorable audit with only one minor exit item and staffs' response.

Lisa Young moved, and Karen Goens seconded to approve the FY2019 3<sup>rd</sup> Quarter financials and Budget Worksheet as presented. The motion passed.

**INVESTMENT COMMITTEE REPORT:** Committee Chair, Vickie Raines, provided a report from the Investment Committee, to include an overview of the meeting that took place earlier that morning, where the Committee took action to invest \$5M immediately with Chandler Asset Management, and invest \$5M in the in the Local Government Investment Pool (LGIP) and the Spokane County Investment Pool (SCIP) at the beginning of the 2019-20 Fiscal Year.

**INDEPENDENT INVESTMENT ADVISOR REPORT:** Julie Hughes and Scott Prickett, of Chandler Asset Management, presented the Board with the investment report as of June 30, 2019, including an Economic Update and Account Profile review.

**CLAIMS REPORT:** WCRP Executive Director, Derek Bryan, provided the Board with an update on current claims activities, to include an overview of the current claims, including the total open claims, both litigated and non-litigated, the current financials on the open claims, and an overview of a process changes to the Pre-Defense Review program.

**UNDERWRITING COMMITTEE REPORT:** Committee Chair, Adam Kick, provided the Board with an update on the Committee's activities, which included an overview of the meeting held on June 14, 2019. Mr. Bryan detailed the proposed changes to the Memorandum of Liability Coverage and to the Claims Handling Policies and Procedures.

The Executive Committee met and discussed the proposed changes to the Memorandum of Liability Coverage and to the Claims Handling Policies and Procedures at their June 28, 2019, meeting and forwarded to the Board for approval. Discussion took place.

Vickie Raines moved to approve the proposed changes to the 2019-20 Memorandum of Liability Coverage (MLC). Mike Thomas seconded; the motion passed.

Lisa Young moved to approve the proposed changes to the Claims Handling Policies and Procedures. Vickie Raines seconded; the motion passed.

**RISK MANAGEMENT COMMITTEE REPORT:** Committee Chair, Rich Sill, provided the Board with an overview of upcoming committee activities, to include development and implementation of the Risk Reduction Program.

**RISK MANAGEMENT REPORT:** WCRP Senior Risk Analyst, Jill Lowe, provided the Board with an update on Risk Management activities of the WCRP, to include a report on member visits.

**MEMBER PROGRAMS REPORT:** WCRP Member Programs Specialist, Erin Konrady, provided the Board with an update on Member Programs activities, to include training, scholarships and other member programs.

**GAVEL EXCHANGE AND WELCOME INCOMING PRESIDENT:** President Bartel addressed the WCRP Board of Directors for the final time during his 2018-19 term as WCRP President. President Bartel officially passed the gavel to the Vice-President, President-Elect, Mike Thomas, who addressed the group.

**STANDING COMMITTEE ASSIGNMENTS:** President-elect, Mike Thomas, addressed the WCRP Board of Directors. He requested that member directors, alternates, and others consider serving on standing committees for the 2019-20 Fiscal Year. President-elect Thomas noted several vacancies on the WCRP Personnel Committee, and invited members to consider serving.


**UPCOMING MEETINGS AND CONFERENCES:** President Bartel referred the Board to the overview of the upcoming Executive Committee meetings, WCRP Conferences and Board of Directors' meetings, as well as national conferences. Discussion took place regarding venue options for the 2019-20 fall conference location.

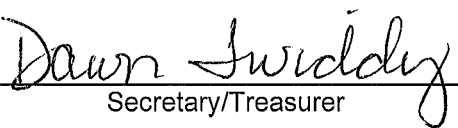
Kathy Spoor moved to hold the WCRP Fall Conference at the Alderbrook Resort and Spa, in Mason County, November 18-20, 2020. Rich Sill seconded; the motion passed.

**MEETING RECAP:** President Bartel discussed important takeaways for each Director to share with his or her county, to include thanking the membership and WCRP staff for all their hard work over the last year.

**ADJOURNMENT:** With no further business to conduct, President Bartel adjourned the meeting at 10:36am.

MINUTES APPROVED this 22<sup>nd</sup> day of November, 2019.

  
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President  
11/22/19

Attest:   
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Secretary/Treasurer