

WASHINGTON COUNTIES RISK POOL  
BOARD OF DIRECTORS MEETING

MINUTES

Regular Meeting  
10:00 a.m., Friday, May 10, 1991  
Wyndham Garden Hotel, SeaTac

**ATTENDANCE:**

President - Claude L. Cox, Spokane County Risk Manager  
Vice President - Vyrle L. Hill, Pacific County Administrative Officer  
Past President - Shirley Van Zanten, Whatcom County Executive  
Treasurer - Dick Caldwell, Island County Commissioner  
Secretary - Marjorie Upham, Clallam Co. Dir. Personnel/Risk Mgmt.

Benton County - Steve M. Lowe, Chief Civil Dep Pros Attorney - Dir.  
Franklin County - Neva J. Corkrum, County Commissioner - Dir.  
Garfield County - Ronald E. Crawford, County Commissioner - Dir.  
Grays Harbor County - Dick Dixon, County Commissioner - Dir.  
Rose Elway, Director, Dept Mgmt Services - Alt.  
Lewis County - Jay Winter, County Commissioner - Dir.  
Mason County - Laura Porter, County Commissioner - Dir.  
San Juan County - Si Stephens, County Auditor - Dir.  
David L. Zeretzke, Ins. Risk Manager - Alt.  
Skamania County - Bob Leick, Prosecuting Attorney - Dir.  
Thurston County - Steve Zimmerman, Deputy County Admin Officer - Alt.  
Visitors - Mike Croke, Corroon & Black, Inc.

Risk Pool Staff - John Crawford, Executive Director  
Alicia Johnson, Claims Manager  
Graham J. Wright, Risk Manager  
Aileen Boren, Administrative Assistant

The meeting was called to order at 10:12 a.m. by President Claude Cox who welcomed all in attendance.

**APPROVAL OF MINUTES: March 8, 1991 Board of Directors Meeting, Richland:** Si Stephens moved to approve the minutes. The motion was seconded by Jay Winter and approved.

**OFFICERS' REPORT: March 15 and April 19, 1991, SeaTac:** Written reports of the Officers' meetings have been mailed.

**FINANCIAL REPORT AND VOUCHER APPROVAL:** Shirley Van Zanten moved to approve the financial report and expenses for the month of April. The motion was seconded by Ron Crawford and approved. Treasurer Dick

Caldwell and John Crawford were asked to recommend changes in the Investment Policy at the next meeting. John was also asked to investigate seeking an IRS letter ruling on the tax status of the Pool.

**DISCUSSION AND ACTION:**

**Annual Meeting:** Vyrle Hill moved to set the next Annual Meeting on February 14, 1992 at Long Beach, Pacific County. The motion was seconded and approved.

**1991 Renewal Process:** Policy revisions drafted by attorney Bill Hight are in the folders and will be decided at the next meeting.

The combined Pool loss run has been submitted to Coopers & Lybrand, and its actuary report will be distributed before the next meeting.

Mike Croke reported on the renewal process with the excess underwriters.


**Claims Administration Policy:** Bob Leick moved to amend the Claims Administration Policy to delegate settlement authority and claims payments to the Officers and staff. The motion was seconded by Steve Lowe and approved.

**Risk Management Policy:** Jay Winter moved to emphasize safe driver training, road sign MUTCD compliance, and employee personnel relations in our risk management programs. The motion was seconded by Steve Zimmerman and approved.

**Other Business:** Claude Cox reported on the programs and events planned for the Summer Meeting in Spokane.

The meeting was adjourned at 1:05 p.m.

RESPECTFULLY SUBMITTED:

  
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Marjorie L. Upham, Secretary

APPROVED: 7/12/91

  
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Claude L. Cox, President