

**WASHINGTON COUNTIES RISK POOL
BOARD OF DIRECTORS' MEETING
MINUTES
Thursday & Friday, July 25-26, 2024**

ATTENDANCE:

Name	Relationship	Comment	Member Since
Patty Phillips	Adams County		
Adam Morasch	Benton County		
Kevin Overbay	Chelan County		
Tom Reyes	Clallam County		
Kathy Funk-Baxter	Cowlitz County		
Thad Duvall	Douglas County		
Jeffrey Briggs	Franklin		
Vickie Raines	Grays Harbor		
Melanie Bacon	Island		
Mark McCauley	Jefferson		
Christopher Horner	Kittitas		
Dan Christopher	Klickitat		
Becky Butler	Lewis		
Randy Neatherlin	Mason		
Shelley Keitzman	Okanogan		
Marie Guernsey	Pacific		
Brenda Miller	Pend Oreille		
Amy Vira	San Juan		
Bonnie Beddall	Skagit		
Daniel Gadd	Spokane		
Brian Bishop	Thurston	Wayne Fournier arrived @ 9:12am on Day 2	
Joshua Griffith	Walla Walla		
Donnie LaPlante	Whatcom		
Joseph Brusic	Yakima		

OTHERS ATTENDING:

Name	Relationship	Comment	County/Organization
Amber Smith	Deputy Pros. Attorney		Benton County
Cathy Mulhall	County Administrator		Chelan County
Cindy Dietz	Office Administrator		Chelan County
Laura Brown	Paralegal Prosecuting Attorney		Chelan County
Tammy Sullenger	Senior RM Professional (ALT)		Clallam County
Marc Straub	Commissioner (ALT)		Douglas County
Tiana Rowland	Risk/Records Manager		Douglas County
Shawn Sant	Prosecuting Attorney (ALT/PA)		Franklin County
Shaun Wheeler	Risk Manager (ALT/CA/RM/SO)		Grays Harbor County
Phillip Hunsucker	Civil Deputy Prosecuting Attorney (ALT/PAO)		Jefferson County
Jeanne Kilgore	HR Director (DIR/SO)		Kittitas County
Robb Van Cleave	Admin Service & HR Director (ALT/CA/RM/SO)		Klickitat County
Nichole Wilston	Risk Manager (ALT/CA/RM)		Mason County
Teresa Deal	Accountant/Risk Manager (ALT/CA/RM)		Pend Oreille County
Mary Houben	Risk Manager (CA/RM/SO)		Skagit County
Aimee Albright	Claims Analyst		Thurston County
Jesse Corkern	Civil Deputy Prosecuting Attorney (ALT/CA/PAO)		Whatcom County
Patricia Andersen	Program Analyst II (CA/RM/PAO)		Yakima County
Chase Jones	Area Vice President		Gallagher
John Chino	Area Sr Vice President		Gallagher
Julie McCallum	Area Vice President		Gallagher
Regina Caindoy	Client Service Manager		Gallagher
Craig Soukas	Director		PwC

Derek Bryan	Executive Director			WCRP
Deanna Owen	Director of Finance & Operations			WCRP
Chuck Boyd	Director of Risk & Claims			WCRP
Erin Konrady	Director of Member Services			WCRP
Chloe Hakola	Member Services Specialist			WCRP
Kaylee Benedict	Senior Member Services Specialist			WCRP
Bryden Barbee	Senior Risk Analyst			WCRP
Sauiluma Afusia	Administrative Specialist			WCRP

DAY ONE

Welcome, Roll Call & Introductions: Vice-President Overbay called the meeting to order on Thursday, July 25th at 2:01 pm. He welcomed everyone and confirmed a quorum through roll call.

Agenda: Vickie Raines moved, and Thad Duvall seconded to approve the agenda as presented. The motion passed.

Approval of Minutes: Vickie Raines moved, and Randy Neatherlin seconded to approve the minutes from the March 29, 2024, Board of Directors' meeting; the motion passed.

Executive Committee Report: Vice-President Overbay reported on noteworthy activities of the Executive Committee, to include an overview of the Executive Committee meeting held July 12, 2024.

Executive Director Report: The WCRP's Executive Director Derek Bryan provided a report on administrative activities of the WCRP, to include a staffing update, proposed succession planning, and the upcoming 2024-25 renewals. Discussion took place.

Finance & Operations Report: WCRP's Director of Finance & Operations, Deanna Owen, provided a report on the WCRP financials, including the 2021-23 Accountability Audit, the 2022-23 Financial Statements Audit, and the 2nd Quarter FY2024 financials and budget report. Discussion took place.

Randy Neatherlin moved, and Vickie Raines seconded to approve the FY2024 2nd Quarter financials as presented; the motion passed.

Member Services Report: The WCRP's Director of Member Services, Erin Konrady, provided a report on Member Services activities, to include past and upcoming training, and an update on Member Programs. Discussion took place.

Broker's Report: Julie McCallum, Chase Jones and John Chino from the WCRP's broker, Gallagher, provided the Board with an update on the reinsurance and excess renewals for the upcoming 2024-25 Fiscal Year. Discussion took place.

Randy Neatherlin moved, and Melanie Bacon seconded to select a liability Self-Insured Retention (SIR) of \$3 million and select Safety National for the \$5 million excess of \$3 million layer for the period of October 1, 2024, through December 31, 2025.

Randy Neatherlin moved, and Thad Duvall seconded to authorize the WCRP Executive Committee to make final selections for the insuring layers above \$8M, including the \$2M excess of \$8M reinsurance layer, and the option to self-insure the same, and the \$10 million excess of \$10 million layer for period of October 1, 2024, through December 31, 2025.

Vickie Raines moved, and Joseph Brusica seconded to select a Pool property deductible of \$100,000 for the October 1, 2024, through December 31, 2025, period, and to authorize the WCRP Executive Committee to finalize the property placements with the various insurers for the period of October 1, 2024, through December 31, 2025, selecting an AOP policy limit of \$200 million.

Vickie Raines moved, and Randy Neatherlin seconded to select a Cyber SIR of \$500,000 and to authorize the WCRP Executive Committee to select the WCRP's cyber insurer that provides the lowest price with the best coverages and limits for the period of October 1, 2024, through December 31, 2025.

Independent Actuary Report: Craig Scukas from the WCRP's Actuary, PwC presented their 2024-25 Rating Study for the WCRP's Liability, Property and Cyber programs. Discussion took place throughout the presentation.

Shawn Sant moved, and Dan Christopher seconded to select an overall base rate of \$2.276 per worker-hour for the FY2024-25 liability program, using the same rate for the period of October 1, 2025, through December 31, 2025, with any increase or decrease in overall liability costs coming from or going into Fund Balance.

Vickie Raines moved, and Adam Morasch seconded to select an overall base rate of \$0.207 per \$100 of Total Insured Value (TIV) for the FY2024-25 property program, using the same rate for the period of October 1, 2025, through December 31, 2025, with any increase or decrease in overall property costs coming from or going into Fund Balance.

Mark McCauley moved, and Shelley Keitzman seconded to collect \$640,500 in Cyber Program assessments for the period of October 1, 2024, through September 30, 2025, and another \$160,125, in Cyber Program assessments for the period of October 1, 2025, through December 31, 2025, with any increase or decrease in overall cyber costs coming from or going into Fund Balance.

Vice-President Overbay recessed the meeting at 4:12 pm until July 26, 2024, at 8:30am.

DAY TWO

CALL TO ORDER / WELCOME: WCRP Vice-President, Kevin Overbay, reconvened the 2024 Summer Board of Directors Meeting on Friday, July 26, 2024, at 8:33 am. He welcomed all in attendance and confirmed a quorum.

Executive Committee and Officer Elections: Vice-President Overbay announced that the Executive Committee terms for Nichole Wilston, Joe Brusic, and Philip Hunsucker will be expiring on September 30, 2024. Vice-President Overbay also noted that there are three vacated positions following the resignation of Mike Thomas from San Juan County as well as the retirements of Rich Sill from Clallam County and Steve Bartel from Spokane County. The terms of these vacated positions expire September 30, 2025. The three vacated positions will require an appointment by the Board. Vice-President Overbay also noted that the terms of all Executive Committee positions will require new expiration dates due to the Board's decision to change the Pool's Fiscal Year.

The three incumbent Committee members have all expressed interest in continuing to serve on the Executive Committee and three candidates, Brian Bishop from Thurston County, Mark Straub from Douglas County, and Shelley Keitzman from Okanogan County, have expressed interest in filling the vacated positions. Discussion took place.

Randy Neatherlin moved, and Mark McCauley seconded to affirm Nichole Wilston, Joe Brusic, and Philip Hunsucker to the Executive Committee, with terms from October 1, 2024, through December 31, 2027. The motion passed.

Mark McCauley moved, and Adam Morasch seconded to appoint Brian Bishop of Thurston County, Mark Straub of Douglas County, and Shelley Keitzman of Okanogan County to the vacated Executive Committee positions, to complete the vacated terms, with new terms through December 31, 2025. The motion passed.

Thad Duvall moved, and Melanie Bacon seconded to extend the terms of Executive Committee members Bonnie Beddall, Vickie Raines, Kevin Overbay, and Adam Morasch, by three months, expiring December 31, 2026. The motion passed.

Adam Morasch moved, and Jeffrey Briggs seconded to extend the term of incoming President, Kevin Overbay, by three months, with a new term of October 1, 2024, through December 31, 2025. The motion passed.

Adam Morasch moved, and Mark McCauley seconded to appoint Vickie Raines as Vice-President for the term of October 1, 2024, through December 31, 2025, becoming President for the term of January 1, 2026, through December 31, 2026. The motion passed.

Adam Morasch moved, and Melanie Bacon seconded to appoint Bonnie Beddall as Secretary/Treasurer for the term of October 1, 2024, through December 31, 2025. The motion passed.

Risk and Claims Report: Director of Risk & Claims, Chuck Boyd, 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 and the current financials on the open claims. Risk Management activities of the WCRP, to include a report on member visits, was also provided.

Investment Committee Report: WCRP Investment Committee member, Thad Duvall, provided a report from the Investment Committee, to include an overview of the meeting that took place on July 22, 2024.

Independent Investment Advisor Report: Julie Hughes, of Chandler Asset Management, presented the Board with the investment report as of June 30, 2024, including an Economic Update and Account Profile review.

Personnel Committee Report: Vickie Raines, Chair of the WCRP Personnel Committee provided a report and update on the activities of the Personnel Committee. The Board was asked to review the proposed changes to the WCRP's Organizational Chart, review the FY2024-25 Salary Matrix, review the proposed agreement/contract between the WCRP and Derek Bryan, and appoint Chuck Boyd as the WCRP's Interim Deputy Director with a pay increase to remain in effect until the interim appointment is terminated by the Board of Directors. Discussion took place throughout the report.

Thad Duvall moved, and Joseph Brusic seconded to approve the changes to the WCRP Organizational Chart as proposed. The motion passed.

Vickie Raines moved, and Thad Duvall seconded to approve the 2024-25 Salary Matrix, as proposed. The motion passed.

Donnie LaPlante moved, and Joseph Brusic seconded to approve the proposed agreement/contract between the WCRP and Derek Bryan and authorize Vice-President/Acting President Overbay to sign the agreement. The motion passed.

Joseph Brusic moved, and Vickie Raines seconded to appoint Chuck Boyd as the WCRP's Interim Deputy Director with a pay increase of 5% to remain in effect until the interim appointment is terminated by the Board of Directors. The motion passed.

Finance Committee Report: Thad Duvall, Chair of the WCRP Finance Committee provided a report and update on the activities of the Finance Committee. The Board was asked to review the proposed changes to the WCRP's Travel Policy as well as review the FY2024-25 Operating Budget and make a recommendation for WCRP Board approval. Discussion took place throughout the report.

Thad Duvall moved, and Adam Morasch seconded approve the changes to the WCRP Travel Policy as proposed. The motion passed.

Vickie Raines moved, and Dan Christopher seconded to approve the proposed Operating Budget for the period of 10/1/2024 through 9/30/2025, and from 10/1/2025 through 12/31/2025. The motion passed.

Risk Management Committee Report: Nichole Wilston, Chair of the WCRP Risk Management Committee provided a report and update on the activities of the Risk Management Committee. The Board was asked to

review the proposed changes to the WCRP's Targeted Risk Management Program for Fiscal Year 2024-25. Discussion took place.

Dan Christopher moved, and Adam Morasch seconded approve the 2024-25 Targeted Risk Management Program, as proposed. The motion passed.

Underwriting Committee Report: Philip Hunsucker, Chair of the WCRP Underwriting Committee provided a report and update on the activities of the Underwriting Committee. The Board was asked to review the proposed 2024-25 Memorandum of Liability Coverage (MLC), as well as the proposed Agreed Value Resolution Template for member counties to use for selecting an agreed value on property assets covered through the WCRP's property coverage. Discussion took place.

Mark McCauley moved, and Dan Christopher seconded to approve the 2024-25 Memorandum of Liability Coverage and the Agreed Value Resolution Template as proposed. The motion passed.

Upcoming Meeting and Conferences: Vice-President Overbay reminded members of the Committee of the upcoming meetings, WCRP Conferences/Board of Directors meetings, and upcoming educational conferences offered through the Association of Governmental Risk Pools (AGRiP). The Board was also asked to approve proposed future conference locations.

Vickie Raines moved, and Dan Christopher seconded to hold the Fall Conference & Board Meeting on October 22-24, 2025, at the Hilton Vancouver, in Vancouver, WA.

Adan Morasch moved, and Dan Christopher seconded to hold the Summer Conference & Board Meeting on July 22-24, 2026, at the Holiday Inn Richland on the River, in Richland, WA.

Meeting Recap and Closing Comments: Vice-President Overbay lead a discussion on takeaways from the meeting.

ADJOURNMENT: With no further business to conduct, President Raines adjourned the meeting at 9:52 am.

MINUTES APPROVED this 28th day of March, 2025.

President

Attest: Bonnie Beddell
Secretary/Treasurer