

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE  
MINUTES  
12:00 Noon Tuesday, October 1, 2002  
WestCoast Wenatchee Center Hotel, Wenatchee**

**ATTENDANCE:**

President – Steve M. Lowe, Franklin County Prosecuting Attorney

Executive Committee –

Vyrle L. Hill, Pacific County Administrative Officer

Mike Shelton, Island County Commissioner

Si A. Stephens, San Juan County Auditor

R. S. Zirkle, Yakima County Prosecuting Attorney

Craig L. Vejraska, Okanogan County Commissioner

Grays Harbor County – Bob Beerbower, County Commissioner, Director

Broker – Mike Croke, Senior Vice President, Willis Corroon Corporation of Seattle

Risk Pool Staff - John Crawford, Executive Director

**WELCOME and ROLL CALL:** President Steve Lowe called the meeting to order at 12:05 p.m., took a roll call, and announced that a quorum was present.

**APPROVAL:**

**Minutes:** Vyrle Hill moved to approve the minutes of the June 19<sup>th</sup> meeting at Bellevue and the August 20<sup>th</sup> conference call. The motion was seconded by Mike Shelton and approved.

**Vouchers:** After discussion of several payments, Si Stephens moved to approve the vouchers (Administration: check numbers 10573 through 10829 totaling \$352,458.29 and transfers in the amount of \$17,836.45; and Claims: check numbers 11610 through 12050 totaling \$4,293,341.47). The motion was seconded by Vyrle Hill and approved.

**Surplus Equipment:** Vyrle Hill moved to approve the disposition of assets as requested (with correction of purchase date of printer to read "09/29/92"). The motion was seconded by Si Stephens and approved.

**Premium Spreadsheet Revisions:** Si Stephens moved to approve the final revision of the premium spreadsheet for \$7,021,390 total. The motion was seconded by Ron Zirkle and approved. Included in the meeting materials was a list detailing that nine counties have paid their premiums, with \$2,994,566 collected.

An estimated year-end budget report was provided showing that approximately 99% of the administrative budget was spent by year's end. The state audit is scheduled for November.

**REPORTS, DISCUSSION and ACTION:**

**Minutes of Board Annual Meeting:** The draft minutes of the July 26<sup>th</sup> Annual Meeting was included in the materials.

**Programs:** John Crawford reported that 22 seminars and workshops were sponsored or co-sponsored by the Risk Pool during the year with 1,227 total attendees. The Risk Pool scholarship fund paid the registration costs of 49 county employees to attend the AWC Local Government Personnel Institute at a cost of \$6,125, and paid registration costs totaling \$5,603 for 10 county employees to attend other risk management training not sponsored by the Risk Pool.

John reported that 437 county employees signed up for the e-learning program and completed 2,698 courses. 74 of the employees completed all 25 courses, with another 18 employees completing the 12 priority courses. The average cost was \$15.50 per course.

Finally, John reported on the progress of the new risk management information system, with a target "go-live" date in October and data conversion in November. Jay Winter, Alicia Johnson, and the rest of the Risk Pool claims staff are attending user training in Spokane with Executive Committee Member Leon Long and Spokane County risk management staff.

**Claims:** At 1:20 p.m., the Chair conducted the meeting in executive session in accordance with RCW 48.62.101, to discuss litigation and settlement of claims, and public discussion would impair the Risk Pool's ability to conduct its business effectively; or it was for the purpose of setting reserves. The Executive Session was concluded at 2:03 p.m.

After referring to Section 3.H.4 of the Bylaws where the Executive Committee has the power to authorize by two-thirds majority vote commencement of lawsuits in the name of the Pool, Mike Shelton moved to authorize action against Coregis Insurance Company to recover defense and indemnity payments (and other amounts allowed by law) made by the Risk Pool on behalf of Thurston County in the matter of *Vicwood Meridian Partnership, et al., v. Skagit Sand and Gravel, et al.*, Thurston County Superior Court No. 00-2-00665-6. The motion was seconded by Ron Zirkle and approved by unanimous vote.

John Crawford reported on the number of claims filed each policy year, open and closed claims, and losses.

**Broker Report:** Mike Croke reported on reinsurance, property, landfill, and special events. The A.M. Best ratings of our two liability reinsurance companies are the highest: A++, XV. Mike is planning to visit Swiss Re in New York in November to start discussing the next year renewals. Mike visited Royal Insurance Company in Atlanta last month to complete the property program. The company is reducing its earthquake capacity for western Washington counties. Mike reported that King County is purchasing a pollution and environmental damage policy for its Cedar Hills Landfill from AIG. Mike will work with selected Risk Pool counties to gain similar coverage. The special events coverage was changed from one insurance company to another, and there is a possibility of gaining motor sports coverage.

**Other Business:** Si Stephens moved to approve the staff annual work plan with several additions. The motion was seconded by Ron Zirkle and approved.

**Future Meetings:**

November 6, 2002 (Wednesday), Red Lion Inn at the Quay, Vancouver (w/Clark County)  
February 20, 2003 (Thursday), Tumwater  
June 25, 2003 (Wednesday), Spokane (WSAC Summer Conference)  
September 30, 2003 (Tuesday), SeaTac (WACO/WSAC Joint Conference)

With no further business, the meeting was adjourned at 3:15 p.m.

**MINUTES APPROVED:**

  
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Steve M. Lowe, President

Attest:   
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Leon Long, Secretary