

**WASHINGTON COUNTIES RISK POOL
EXECUTIVE COMMITTEE
MEETING MINUTES
10:00 A.M., Thursday, January 17, 2008
Radisson Gateway Hotel Seattle, SeaTac, WA**

ATTENDANCE:

President – Keith Goehner, Director – Chelan County Commissioner
Secretary/Treasurer – Mark Abernathy, Director – Kitsap County Risk Manager
Executive Committee Members –
 Toni Gilbert – Clallam County Safety/Training Officer (*teleconferencing*)
 Neva Corkrum – Franklin County Commissioner
 Marilyn Butler – Skamania County Administrative Services Director
 Diane Oberquell – Thurston County Commissioner
 Jay Winter – Walla Walla County Personnel/Risk Manager
 Randy Watts – Whatcom County Chief Civil Deputy Prosecuting Attorney
 Vyrle Hill – WCRP Executive Director (*ex-officio*)
Risk Pool Staff –
 David Goldsmith, Member Services Manager
 Susan Looker, Claims Manager
 Jill Lowe, Loss Control Coordinator
Others –
 Michael Croke, Area Senior Vice President (Arthur J. Gallagher RMS, Inc.)

Call to Order, Welcome, Roll Call and Agenda: President Goehner called the meeting to order at 10:00 a.m. He welcomed all the attendees and, through visual observation, confirmed a quorum of the Executive Committee was present. He asked if there were any changes to the proposed agenda... Diane Oberquell asked for a “dog parks” discussion, which was added under Committeeperson Reports.

Since Toni Gilbert hadn’t yet telephonically joined the meeting, President Goehner postponed the approval of the November 8, 2007 meeting minutes.

Vouchers: Diane Oberquell moved for approval of Voucher Approval Request No. 08-02, more specifically check numbers 1318 through 1542 (administrative) and 25350 through 25665 (claims) totaling \$8,011,955.11 and transfers of \$126,400.61; Marilyn Butler seconded, and the *motion carried without dissent via voice vote.*

Toni Gilbert joined the meeting telephonically at 10:05 a.m.

Quarterly Financial Reports: Executive Director Hill provided an overview of the financial reports for the period October through December 2007, noting that 1) Net Assets (Members’ Equity) had increased by \$372,699 to nearly \$5.7 million; 2) the Assets to Liability Ratio from the State Risk Manager’s report was 1.68, up from 1.58 for the same quarter the year earlier; and 3) approximately 19% of the administrative budget had been expended. Jay Winter moved for approval of the Q1-2008 financial reports with authorization if needed for the President to authenticate; Randy Watts seconded, and the *motion carried via voice vote without dissent.*

Minutes: Mark Abernathy moved for approval of the minutes of the November 8, 2007 Executive Committee meeting held at the Kitsap Conference Center in Bremerton as circulated; Jay Winter seconded, and the *motion carried via voice vote without dissent.*

Claims Settlement Authorizations: Diane Oberquell moved for approval of Settlement Confirmation Nos. 1.17-2008 and 1.17-2008 (2), more specifically Carl Allison v. Pacific

County and Estate of Linda Houk v. Cowlitz County; Marilyn Butler seconded, and the *motion carried via voice vote without dissent.*

Broker's Report: Mike Croke reported that the property appraisal test project he had arranged for Gallagher-Bassett to complete was delayed by the winter storm damage claims that needed attention. He said that the appraisals would begin soon, and that a sampling of buildings in Clallam Jefferson, Grays Harbor and Pacific Counties had been selected for this project.

Since the Gallagher-Bassett appraisals are only a test project, Executive Director Hill asked for authorization to proceed with an RFQ&P process for property appraisal services, noting that \$25,800 was included in the budget (plus the assessment from Walla Walla County) for commencing the property appraisal efforts. Randy Watts moved to support the request to proceed with an RFQ&P process for property appraisal services; Neva Corkrum seconded, and the *motion carried via voice vote without dissent.*

Mr. Croke also distributed a Gallagher handout entitled "*Risk Control Consulting Services,*" most of which he communicated would be without additional fees. Finally, he noted that they were beginning to plan next policy year's underwriting efforts and that he expected much of the attention to be directed towards the property program renewal.

Standing Committees' Reports

- **Finance:** President Goehner reported that Finance Committee Chair Steve Clem informed him that he wouldn't be attending the meeting, and that he didn't have anything to report on behalf of his committee.
- **Nominating:** Nominating Committee Chair (President) Goehner mentioned that Leon Long's late November 2007 resignation necessitated a review of the Bylaws vacancy replacement provisions, Articles 3 and 4. Diane Oberquell moved to recommend that the Board of Directors approve proposed amendments to the Bylaws to clarify the election and nominating provisions regarding how candidates are nominated and when the Board election is to occur, and when the newly elected member will commence serving; Jay Winter seconded. Discussion followed as to whether the proposals constituted the desired language. *The motion carried via voice vote without dissent.*

It was the consensus of those present to conduct a telephonic Executive Committee meeting Wednesday, March 5, 2008, commencing at 10:00 AM to consider among other business items, the nominee(s) to propose to the Board to fill the vacancy.

- **Personnel:** President Goehner also reported that Personnel Committee Chair Tammy Devlin notified him that she wouldn't be participating in the meeting, and that she didn't have anything to report on behalf of her committee. Potential committee members were suggested by the representatives from Franklin and Kitsap Counties.
- **Risk Management:** President Goehner reported that Chair Steve Bartel was on vacation. Jill Lowe mentioned that she would address some of this Committee's items during her report.
- **Underwriting:** Co-chair Marilyn Butler mentioned that the committee hadn't been presented any pressing issues, but she did anticipate meeting soon to review/revise the policy document in anticipation of its approval during the Spring Session.

Committeeperson Reports: Diane Oberquell asked whether the liability program covers dog parks. Coverage was confirmed, and several design and operational suggestions were presented.

Recess: President Goehner recessed the meeting at 11:26 a.m. and reconvened at 11:38 a.m.

Staff Reports:

- **Claims Manager** Susan Looker reported on the growing number of public records requests the Pool has been receiving, and that staff has recently been trained in the redaction process. She also noted that a coverage opinion pertaining to the second round of Cowlitz County septic claims was just received with a request that a discussion be held with the coverage attorneys before proceeding in any way. She further reminded the attendees of Swiss Re's contesting the reporting period selected for the Broyles v. Thurston County matter. Finally, she noted that she and Mike Croke were attempting to assure that the Pool's reinsurance agreements included "follow the fortunes" provisions.

Executive Session: Randy Watts moved to convene in executive session in accordance with the WCRP Bylaws and RCW 48.62.101 to review and discuss pending claims and litigation/appeals; Marilyn Butler seconded, and the *motion passed without dissent by voice vote*. Recognizing that public discussion would impair the Pool's ability to conduct its business effectively, **President Goehner recognized all those participating as being pertinent to the discussion and moved the meeting into an estimated 20-minute executive session at 11:39 a.m.**

Recess: President Goehner reconvened the regular meeting at 12:03 p.m.; then, recessed the meeting to allow participants to gather their lunches.

Executive Session (reconvened): **President Goehner reconvened in an estimated 30-minute extension of the Executive Session to review and discuss pending claims and litigation/appeals at 12:14 p.m.**

Regular Session: President Goehner reconvened the regular meeting at 12:47 p.m. Randy Watts moved to support the Claims Manager's recommendation in the David Smith v. Kitsap County case; Diane Oberquell seconded. The *motion passed by voice vote with one dissent* and with Mark Abernathy abstaining to avoid appearance of fairness concerns.

Randy Watts moved to support the Claims Manager's recommendation in the Peggy Lowry v. Skamania County case; Jay Winter seconded. The *motion passed without dissent by voice vote* with Marilyn Butler abstaining to avoid appearance of fairness concerns.

Randy Watts moved to support the Claims Manager's recommendation in the Sheryl Cook v. Spokane County and Gary Hueslein v. Okanogan County cases; Diane Oberquell seconded, and the *motion passed without dissent by voice vote*.

- **Member Services Manager** David Goldsmith reported that an internet-based electronic property data management system Destiny Software developed for the Housing Authorities Risk Retention Pool is being examined for possible use by the WCPP participants for real-time maintenance of their property schedules. Mr. Goldsmith also reported on the legislative efforts with WSAC to secure the driver's abstracts authority previously discussed.
- **Loss Control Coordinator** Jill Lowe reported that a) 25 counties had met the Membership Compact's certification requirements; b) she had secured authority to try the new online training from PERI; c) accident/fleet pictures were needed for the online Defensive Driving course being developed; d) the CPO sponsors had selected the Community Colleges Consortium for development and implementation of an enhanced County Training Institute; e) a presenter was needed for the planned Customer Service training sessions; and f) she has been soliciting model policies to include in the Pool's electronic library being developed.

Jay Winter excused himself from the balance of the meeting to catch his return flight.

- Executive Director Vyrle Hill informed the committee that an upgrade of the Pool's photocopier was needed and a proposal had been secured under the state purchasing contract for only slightly more than the Pool was paying monthly for the present copier's M&O. Mark Abernathy moved to confirm the Executive Director's authority to acquire the proposed photocopier upgrade from Capital Business Machines via a 60-month lease; Neva Corkrum seconded. Following discussion, the *motion passed without dissent by voice vote*.

Mr. Hill reported that the WCIF/P Executive Director had conveyed their intentions to sell the entity's present facility and acquire new space in another building within the Mottman Plaza that is now being constructed. Randy Watts moved to authorize the Executive Director to exercise the *first rights* provision in the joint acquisition and tenancy agreement and negotiate the purchase of the present WCIF/P space for an amount not to exceed the appraised market value, subject to budgetary concurrence from the Board of Directors during the forthcoming (March) meeting; Neva Corkrum seconded. Following discussion, the *motion passed without dissent by voice vote*.

Mr. Hill also reported that a) the Strategic and Operational Plans amendments were being compiled for staff and committees reviews, and b) he was working on a policy amendment to establish the processes and schedule addressing professional services RFP&Q.

Future Meetings: Executive Director Hill noted that Keith Goehner, Diane Oberquell and Jay Winters would be attending the AGRiP Spring Conference (March 16-19) along with Jill Lowe and himself, that Randy Watts plans to attend the RIMS Annual Conference (April 27 – May 1) with Mike Cook, and that the PRIMA Annual Conference would be in Anaheim, CA (June 1-4) if others were interested. He then noted the WCRP Spring Session (March 26-28) would be at the Red Lion Hotel at the Park in Spokane. He mentioned Leavenworth's Enzian Inn and Icicle Inn Resort were both available and interested in being the site for the WCRP Summer Session (Jul 30 – Aug 1). Opinions favored the Enzian Inn. Finally, Mr. Hill asked for thoughts and suggestions for the WCRP Autumn Session later this year. Following discussion, the participants favored the about-to-be-opened the Great Wolf Resort in southern Thurston County, if available for a reasonable cost, in early November.

Adjournment: Diane Oberquell moved for meeting adjournment; Neva Corkrum seconded, and the *motion passed without dissent by voice vote*. President Goehner adjourned the meeting at 1:41 p.m.

MINUTES APPROVED this 27th day of March, 2008.

Keith W. Goehner
President

Attest: [Signature]
Secretary/Treasurer