

**WASHINGTON COUNTIES RISK POOL  
EXECUTIVE COMMITTEE TELEPHONIC MEETING MINUTES  
9:30 AM, Friday, March 22, 2013**

**PARTICIPATING:**

President – Mark Wilsdon, Director – Clark County Risk Manager  
Vice President – Tammy Devlin, Alternate Director – Thurston County Risk Manager  
Secretary/Treasurer – Steve Bartel, Director – Spokane County Director of Risk Management  
Other Executive Committee Members Present –  
    Bryan Perry, Alternate Director – Benton County Safety & Training Officer  
    Keith Goehner, Director – Chelan County Commissioner  
    Andrew “Drew” Woods, Director – Columbia County Public Works Director  
    Thad Duvall, Alternate Director – Douglas County Auditor  
    Lee Grose, Director – Lewis County Commissioner  
    Vyrle Hill – WCRP Executive Director (*ex-officio*)  
Arthur J. Gallagher RMS, Inc. (Producer) –  
    Elizabeth Miser, Area Vice President  
Risk Pool Staff –  
    Susan Looker – Claims Manager  
    Sue Colbo, Staff – Accounting Officer

**Welcome and Roll Call:** President Wilsdon called the telephonic meeting to order at 9:33 AM, and welcomed all those participating. He announced that he could confirm a quorum by audible roll call with eight of the ten committee members participating.

**Agenda:** President Wilsdon announced that the meeting would proceed with only the agenda items in the meeting’s electronic notice.

**Nominating Committee:** President Wilsdon reported contacting Alternate Director (and prior nominee) David Alvarez from Jefferson County. He noted that Civil DPA Alvarez responded favorably about filling the unexpired term for the position on the Executive Committee previously held by Sr. DPA Larry Peterson (Yakima) and County Commissioner Andrew Lampe (Okanogan). Mr. Bartel moved and Ms. Devlin seconded to recommend Mr. Alvarez as the Nominating Committee’s nominee for the Board’s consideration during next week’s Spring Meeting to fill the unexpired term for the vacant Executive Committee position (from March 29, 2013) through September 2013. After a brief discussion about other possibilities, *the motion passed.*

**Insurance Producer (Broker) Services Report:** Ms. Miser briefly reported on the AJGRMS, Inc. WCRP Phase II (Assessments) Summary that she submitted earlier today. Discussion followed about the document’s content and format, as well as the appropriate processes for review and acceptance. Mr. Bartel moved and Mr. Goehner seconded to forward the document to the Board for acceptance consideration during next week’s Spring Meeting with the Committee’s recommendation that the document be directed to/through the Risk Management Committee for further evaluation and development of potential proposals for pool-wide and/or member-only response actions; *the motion passed.*

**Fy2013-Q1 Financial Reports:** Ms. Colbo presented the Financials and made special notation of both the Restricted Assets (Investments) and accounting for Earned/Unearned Revenues. A brief discussion followed regarding the asset restriction level expected. Ms. Colbo reported Total Assets of \$34.9M and Total Liabilities of \$21.8M, which left a Net Position (formerly Net Assets) of \$13.1M. She also noted Operating Income of \$0.2M and the recent increase in investment income. She further noted only 19% of the operating (administrative) budget having been expended, and that the Pool passed both SRM and the Pool’s own solvency tests.

Mr. Duvall moved and Mr. Grose seconded to approve the Fy2013-Q1 Financial Reports as presented; the motion passed.

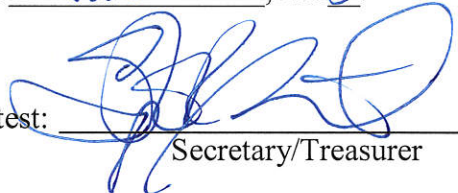
**Extension of Employment Agreement with Executive Director:** President Wilsdon presented a revised compilation of the tentative agreement reached with Mr. Hill for a 3-year extension of employment with the Pool, noting the revision to use a single salary amount adjustable by only approved COLAs. Mr. Bartel moved and Ms. Devlin seconded to forward the proposed Third Amendment (3-year extension of the employment agreement) for the Board's acceptance consideration during next week's Spring Meeting with the Committee's favorable recommendation; the motion passed.

**Year Y (Py2013) Operating (Administrative) Budget:** Mr. Hill noted that the Committee's March 8<sup>th</sup> actions did not include the request for the differential increase associated with the executive director's amended employment agreement. Mr. Woods moved and Mr. Grose seconded to forward all of the Budget amendments being proposed including the differential allowance for the executive director's contract extension to the Board for consideration during the 2013 Spring Meeting with the Committee's favorable recommendation; the motion passed.

**Adjournment:** With no further business items to address, a motion was duly made and seconded to adjourn; the motion passed. President Wilsdon adjourned the telephonic meeting at 10:21 AM.

MINUTES APPROVED this 20<sup>th</sup> day of June, 2013.

  
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President

Attest:   
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Secretary/Treasurer