



Water and Sewer Risk Management Pool's
EXECUTIVE COMMITTEE MEETING AGENDA
April 22nd, 2010
Best Western Lighthouse Suites, Ocean Shores, WA
12:00 p.m.

Water and Sewer Risk Management Pool

1750 112th Avenue NE, Suite B215

Bellevue, WA 98004

Telephone: (425) 452-9750

Fax: (425) 452-9740

Website: www.wsmp.org

- A. Approval of Minutes
 - 1. March 18th, 2010
 - 2. March 23rd, 2010 – Special Meeting (Teleconference)

- B. Approval of Accounts Payable for March
 - 1. Ratify Approval of Checks Paid Since Last EC Meeting
 - 2. Approval of Vouchers Payable

- C. Approval of Payroll
 - 1. March, 2010

- D. Staff Report
 - 1. Staff/EC Training
 - a. WASWD Exhibit
 - b. PRIMA Conference

 - 2. Claims Training
 - a. April 1st – Lake Whatcom Water District
 - b. June date TBD – West Sound Utility District
 - c. July 21st – Covington Water District
 - d. September date TBD – Alderwood Water & Wasterwater District

 - 3. Driver Safety Training
 - a. June 15-16 – West Sound Utility District

 - 4. Marketing W&S Districts
 - a. Districts visited (Lakewood, Silver Lake, Cross Valley, Mukilteo, Eastern Washington)
 - b. CIAW and other Water and Sewer District prospects

 - 5. Subcommittees (Training, P&C, Employment Practices)

- E. Old Business
 - 1. Update on King County Investment Suit
 - 2. AGRIP Accreditation (Ongoing)
 - 3. Surplus of WSRMP equipment (Ongoing)
 - 4. Water flooding brochure (Ongoing)

- F. New Business
 - 1. Action Plan – 2010 to 2012 (revisions) *HANDOUT*
 - 2. Other...

- G. Financial Report
 - 1. Financial Reports

2. Delinquent Invoices
 3. Investment Report
- H. Claims Summary Report
- I. Executive Session
1. Claims in Litigation/Potential Litigation
- J. Public Comment
1. Staff Comments
 2. Executive Committee Comments
- K. Future Executive Committee Meetings
1. Friday, May 21st – WSRMP Offices
- L. Adjournment

Water & Sewer Risk Management Pool
EXECUTIVE COMMITTEE MEETING
March 18, 2010
Lynnwood Convention Center, Room 1B & C
Lynnwood, Washington
8:00 a.m.

MINUTES (DRAFT)

President Ken Goodwin called the meeting to order at 8:03 a.m.

I. ROLL CALL

A. Executive Committee Members Present

1. Hugh Findlay, Clark Regional Wastewater District
2. Ken Goodwin, Woodinville Water District
3. Cheryl Scheuerman, Skyway Water & Sewer District
4. Tom Peadon, Coal Creek Utility District
5. Donna Cross, Alderwood Water District
6. Jim Neher, Lake Whatcom Water District

B. Executive Committee Members Absent

- a. Arnold Lind, Ronald Wastewater District

C. Others Present

1. Larry Bailey, Executive Director
2. Leah Vergosen, Risk Manager
3. Brian Lewis, Office Assistant
4. Krystal Bishop, Office Assistant
5. Kevin Bibler, Alliant Insurance Services
6. Joe Bennett, Hendricks-Bennett, PLLC

II. CONSENT AGENDA

A. Approval of Minutes

1. February 19, 2010

The Committee reviewed the minutes and approved them.

(Motion 1) Moved by Cheryl Scheuerman and seconded by Jim Neher to approve the minutes of the February 19, 2010 meeting. Motion passed.

B. Approval of Accounts Payable for January

Tom Peadon reviewed the accounts payable as presented.

(Motion 2) Moved by Tom Peadon and seconded by Cheryl Scheuerman to ratify approval of those checks (1879-1907) that have been written and mailed since the last Executive Committee meeting for February in the amount of \$78,874.93. Motion passed.

(Motion 3) Moved by Tom Peadon and seconded by Cheryl Scheuerman to approve the unpaid bills needing EC approval for February amounting to \$12,480.51. Motion passed.

C. Approval of Payroll

1. February 2010

(Motion 4) Moved by Jim Nehrer and seconded by Hugh Findlay to approve the payroll for February 2010 amounting to \$11,254.69. Motion passed.

III. STAFF REPORT

A. Staff/EC Training

Driver Safety Training – Leah and Krystal reported on planned training for West Sound Utility District in June 15-16, 2010

Web Platform pilot project – Larry reported on progress of web service platform pilot project with vendor Target Safety and the 5 district members participating (Alderwood, Covington, Ronald, Skyway and Lake Forest). Further information to be provided by Phil Coons of Target Safety at the march Semi Annual meeting.

Red Alert Program – Belfor Restoration Service, Leah reported on the newest value-added service provided for all members in the event of a regional catastrophe and to provide a baseline schedule of materials and labor rates for members to reference for restoration services in general.

IV. OLD BUSINESS

A. Marketing WA W&S Districts

Larry discussed marketing and outreach efforts to CIAW associate/non assessed members.

B. Executive Committee Contacts

EC Committee agreed to continue to make additional contacts to water and sewer district general managers and commissioners on the list that they know.

C. Update on King County Investment Suit

Joe Bennett advised the committee that a Notice of Appearance has been received for 4-5-10. King County counsel has been contacted.

V. NEW BUSINESS

A. John Alltop – Bickmore Risk Services – Actuarial Study to commence and be completed by Friday, April 16th, 2010 but he will not present his findings until the May 21st EC meeting.

B. Newest Pool Member – Harstene Pointe Water & Sewer District was welcomed to WSRMP

C. Employee Position Changes/Additions

- a. Brian Lewis – our newest staff member was welcomed (Part-time Office Assistant). Brian will be part-time and performs many of the duties formerly performed by Krystal Bishop who has been promoted to Administrative Analyst.

(Motion 7) Moved by Jim Neher and seconded by Cheryl Scheuerman to approve Resolution No. 07-2010 to hire Brian Lewis for the Office Assistant position. Motion passed. The Executive Committee members then signed the resolution.

D. Future Things to Accomplish

- a. Memorandum of Coverage Revision (Asbestos Exclusion) – Completed and contents of Semi-Annual meeting review of changes were discussed by Larry and Kevin Bibler
- b. AGRiP Accreditation
 - i. Claims Guidelines (Ongoing)
 - ii. Accreditation Application (Ongoing)
- c. WASWD Spring Conference – April 22nd – 23rd, 2010
 - i. Display booth approach and conference activities finalized
- d. PRIMA Conference, Orlando FL June 6-9, 2010 – EC and Staff attending and travel arrangements were reviewed.
- e. Action Plan (for 2010 to 2012) – Tabled until April 22, 2010 EC meeting (held at Ocean Shores in conjunction with WASWD Spring Conference.
- f. Sample Member Ordinances – Tabled until April 22, 2010 EC meeting
- g. Draft Employment Practices Resolution (03-2010) tabled until April 22, 2010 EC meeting.

E. Financial Reports

- a. The committee reviewed the financial reports.
 - i. (Motion 8) Moved by Tom Peadon and seconded by Cheryl Scheuerman to approve the financial report for February 2010

F. Executive Session (1) - Claims in Litigation/Potential Litigation

(Motion 9) Moved by Ken Goodwin and seconded by Cheryl Scheuerman to enter executive session to discuss claims in/pending litigation and a personnel action with a potential for litigation.

The Committee went into closed session at 8:37 a.m. to discuss claims that are in litigation or claims with a potential for litigation. The Committee came back into open session at 9:05 am.

(Motion 10) Moved by Donna Cross and seconded by Jim Nehrer to approve settlement authority for: Claim(s) # 10-2799, and 10-2787 and to further investigate Claim 10-2800 to potentially deny.

G. Public Comment

There were no public comments

H. Staff Comments

There were no staff comments.

I. EC Comments

Ken Goodwin thanked Jim Neher for his service on the EC. (Jim Neher's term on the EC has come to an end and this was his last EC meeting.)

J. Future Meetings

The next Executive Committee meeting is scheduled for: April 22, 2010 – Best Western Lighthouse Suites, Ocean Shores, WA @ 12:15 pm.

K. Adjournment

The meeting adjourned at 9:06 am.

Submitted,

Larry Bailey
Executive Director

March 18, 2010 Executive Committee Minutes

Cheryl Scheuerman, President

Tom Peardon, Secretary

Joe Bennett, Attorney

Water & Sewer Risk Management Pool
EXECUTIVE COMMITTEE SPECIAL MEETING
March 24, 2010
Via Telephone Conference
1:00 p.m.

MINUTES (DRAFT)

President Ken Goodwin called the special meeting to order at 1:02 p.m.

I. ROLL CALL

A. Executive Committee Members Present (via teleconference)

1. Hugh Findlay, Clark Regional Wastewater District
2. Ken Goodwin, Woodinville Water District
3. Gwenn Maxfield, Covington Water District
4. Tom Peadon, Coal Creek Utility District
5. Arnold Lind, Ronald Wastewater District

B. Executive Committee Members Absent

- a. Jim Neher, Lake Whatcom Water District
- b. Donna Cross, Alderwood Water District

C. Others Present (via teleconference)

1. Larry Bailey, Executive Director
2. Leah Vergosen, Risk Manager
3. Joe Bennett, Hendricks-Bennett, PLLC

II. CONSENT AGENDA

A. Executive Session (1) - Claim in Litigation/Potential Litigation

(Motion 1) Ken entertained a motion to enter executive session to discuss claim #10-2800 which is pending litigation. Gwenn Maxfield so moved on this motion and was seconded by Tom Peadon to enter executive session to discuss claim #10-2800 in pending litigation regarding Ronald Sewer District. Arnold Lind abstained. The motion passed by a quorum present.

The Committee went into closed session at 1:05 p.m. to discuss a claim that is in litigation or claims with a potential for litigation. The Committee came back into open session at 1:15 pm.

B. Public Comment

There were no public comments

C. Staff Comments

There were no staff comments.

D. Adjournment

The meeting adjourned at 1:16 pm.

Submitted,

Larry Bailey
Executive Director

**March 24, 2010 Minutes for Executive Session for Special Session for WSRMP Executive
Committee**

Ken Goodwin, President

Gwenn Maxfield, Treasurer

Joe Bennett, Attorney