

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Adiel McKnight, Deputy Clerk of the Board

DATE: June 23, 2025

SUBJECT: RESOLUTION NO. ____ re: In the Matter Repealing and Replacing Resolution 21-22 of Continuing Relationship with the Washington Counties Risk Pool and the Related Appointments and Designations of/for each Member County

STATEMENT OF ISSUE:

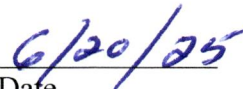
Pursuant to the Washington Counties Risk Pool (WCRP) Claims Handling Policies and Procedures, Jefferson County must appoint/designate a County representative to serve on the WCRP Board of Directors. The County must also appoint/designate a county representative to serve as Relations Director and Risk Manager. On July 1, 2025, Josh Peters steps into his role of County Administrator, and will assume the role of Relations Director and Risk Manager.

RECOMMENDATION:

Approve the attached Resolution re: Continuing relationship with the Washington Counties Risk Pool and the related appointments and designations of the County, appointing Josh Peters as WCRP Relations Director and Risk Manager.

REVIEWED BY:


Mark McCauley, County Administrator


Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

**In the Matter of Repealing and Replacing
Resolution 21-22 regarding Appointments
and Designations Required by the Interlocal
Agreement with the Washington Counties
Risk Pool.**

RESOLUTION NO. _____

WHEREAS, several Washington counties agreed to the creation of the Washington Counties Risk Pool ("Pool"), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

WHEREAS, the Pool's Interlocal Agreement and Bylaws, and policies of its Board of Directors require appointees and/or designees from each member county; that is:

- a) **Director / Alternate Director** (*Article 8 of the Interlocal Agreement and Article 2 of the Bylaws*) – officers or employees of each Pool member county that are appointed by and serve at the pleasure of the respective county's legislative authority;
- b) **County Risk Manager** (*Article 11(b) of the Interlocal Agreement*) – an employee of each Pool member county appointed to serve as a liaison between the County and the Pool as to risk management and who is responsible for the risk management function within the County;
- c) **County Safety Officer** (*Article 11(c) of the Interlocal Agreement*) – an active employee designated by each Pool member county who, along with a related committee, are maintained to consider all recommendations concerning the development and implementation of a loss control policy to prevent unsafe practices; and
- d) **County Claims Administrator** (*sections B.6, C and E.1.b of the Pool Board of Directors' Claims Handling Policies and Procedures*) – each Pool member counties must designate someone to administer civil claims, with whom incidents should be immediately reported to, who is responsible for sending all claims and lawsuits and reporting various known incidents to the Pool, and with whom the Pool will coordinate the County's claims administration;

NOW, THEREFORE, BE IT RESOLVED, that Jefferson County hereby confirms the appointment or designation of the following individuals for the applicable and required relationships with the Washington Counties Risk Pool:

WCRP Relationship	Name/Remove	County Position	Email	Telephone #
Director:	Josh Peters	County Administrator	jdpeters@co.jefferson.wa.us	360-385-9130
Alternate Director:	Philip C. Hunsucker	Chief Civil Deputy Prosecuting Attorney	phunsucker@co.jefferson.wa.us	360-385-9219
Risk Manager:	Josh Peters	County Administrator	jdpeters@co.jefferson.wa.us	360-385-9130
Claims Administrator:	Adiel McKnight	Deputy Clerk of the Board	afmcknight@co.jefferson.wa.us	360-385-9102
Safety Officer:	Willie Bence	Emergency Management Director	wbence@co.jefferson.wa.us	360-385-3831 ext. 729
Prosecuting Attorney:	James Kennedy	Prosecuting Attorney	jkennedy@co.jefferson.wa.us	360-385-9180
(Chief Civil) Deputy Prosecuting Attorney*:	Philip C. Hunsucker	Chief Civil Deputy Prosecuting Attorney	phunsucker@co.jefferson.wa.us	360-385-9219

* Optional

BE IT STILL FURTHER RESOLVED that the clerk of this body shall forward a copy of this resolution, once completed, to the attention of Executive Director Chuck Boyd at the Washington Counties Risk Pool, 2558 RW Johnson Road SW, Suite 106, Tumwater, WA 98512-6113.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact.

Section 2. Purpose. The purpose of this resolution is to appoint Josh Peters, the new County Administrator as Director and Risk Manager, in place of Mark McCauley, who is retiring.

Section 3. Repealing and Replacing Resolution No. 21-22. Resolution No. 21-22 is repealed in its entirety and replaced with this resolution.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or section of this Resolution or its application to any person or circumstance is held invalid, the remainder of this Resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 5. SEPA Categorical Exemption. This Resolution is categorically exempt from the State Environmental Policy Act under WAC [197-11-800 \(19\)](#).

Section 6. Effective Date. This Resolution shall take effect the earlier of July 1, 2025 or the date of adoption by the Board of County Commissioners.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

ADOPTED and APPROVED this _____ day of _____, 2025.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney