

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

IN THE MATTER OF:

RESOLUTION NO. 23-232

PROVIDE DEPARTMENT HEADS AUTHORITY TO
EXECUTE CERTAIN CONTRACTS

WHEREAS, the Board of County Commissioners (BOCC) approved Resolution 04-281 in 2004 to provide a process by which department directors could approve contracts, agreements, grant applications, amendments and change orders; and

WHEREAS, the BOCC provided periodic updates to its approval process via subsequent resolutions, including Resolutions 08-116, 09-299, 11-437 and 21-038; and

WHEREAS, this resolution is intended to amend and supersede all pertinent existing resolutions, including without limitation Resolution 21-038, while providing a streamlined process for approving contracts, agreements, grant applications, amendments and change orders.

NOW THEREFORE BE IT RESOLVED the BOCC hereby defines "**Agreement**" as a contract that binds Lewis County to a course of action, such as

- Consulting services contracts
- Projects
- Grant applications
- Contract amendments
- Change orders

NOW THEREFORE BE IT FURTHER RESOLVED the BOCC hereby defines "**Department Head**" as a department director, administer or manager who oversees any of the following departments:

- Community Development
- Public Health & Social Services
- Public Works
- 911 Communications
- Human Resources / Risk
- Information Technology
- Parks and Recreation
- Facilities
- Capital Projects
- Budget

NOW THEREFORE BE IT FURTHER RESOLVED For Agreements that meet the following conditions:

- Are in writing;
- Have been approved by a prosecuting attorney;
- Are authorized in the department's current budget or are supported by a supplemental revenue source;
- Do not fundamentally change the scope of work of a program or contract;
- Do not require transfer of a real property interest;
- Are not subject to County or State bidding requirements;
- Are not labor union agreements;
- Are not inter-governmental agreements under RCW 39.34.080;
- Are not a type of contract required by statute to be approved by the governing body of the county; and
- Are in the public's interest.

The BOCC provides the following authority to Department Heads, the County Manager and the Chief of Internal Services:

For Agreements that total -- or create a cumulative project total of -- less than \$50,000: Department Heads, the County Manager and the Chief of Internal Services are authorized to sign and bind Lewis County to Agreements that total less than \$50,000 without going through the resolution process.

For Agreements that total -- or create a cumulative project total of -- \$50,000 to \$350,000: Department Heads, the County Manager and the Chief of Internal Services must receive BOCC approval via resolution for Agreements that total -- or increase the cumulative project total to -- \$50,000 to \$350,000.

For Agreements that total -- or create a cumulative project total -- that exceeds \$350,000: Department Heads, the County Manager and the Chief of Internal Services must receive BOCC approval via resolution before entering into Agreements that exceed \$350,000 or increase the cumulative total to more than \$350,000; and

NOW THEREFORE BE IT FURTHER RESOLVED when the Chief of Internal Services or a Director enters into an Agreement as outlined above, they must save a copy and record of the executed contract(s) -- including contract subject matter, amount, term and contractor -- into the county's procurement management system (OpenGov) and provide a copy of the fully-executed contract(s) to the BOCC.

DONE IN OPEN SESSION this 25th day of July, 2023.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

David Bailey
By: David Bailey,
Chief Civil Deputy Prosecuting Attorney

Sean D. Swope
Sean D. Swope, Chair

ATTEST:



Scott J. Brummer
Scott J. Brummer, Vice Chair

Rieva Lester, CMC
Rieva Lester, CMC,
Clerk of the Lewis County Board of
County Commissioners

Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Commissioner