



Lewis County Commissioners
351 NW North St
Chehalis, WA 98532

Re: Interlocal Agreement for the Pacific Mountain Workforce Consortium

Dear Lewis County Commissioners,

At the PacMtn Fall Convening on September 18, 2025, the Elected Officials Consortium formally approved the updated Interlocal Agreement for the Pacific Mountain Workforce Consortium. This update was required following the most recent monitoring review conducted by the Washington State Employment Security Department to ensure compliance with the Workforce Innovation and Opportunity Act (WIOA).

Execution of this agreement requires the approval and signatures of all County Commissioners from each of the five member counties. We respectfully request that this action item be placed on your Board of County Commissioners' upcoming meeting agenda for formal review and execution of signatures.

For your reference, attached is the memorandum presented to and approved by the Consortium at the September 18 Fall Convening, which provides additional background on the update and the process leading up to the action. The previous Interlocal Agreement and the draft approved by the Consortium are also available on our website at [pacmtn.org](https://www.pacmtn.org)

PacMtn staff are available to provide supporting materials, answer questions, or attend the meeting if needed. Please let us know if you would like us to coordinate participation.

Thank you for your continued partnership and commitment to the regional workforce system.

Sincerely,

William Westmoreland
Chief Executive Officer

PacMtn's mission is to lead dynamic regional workforce through collaboration and investment that enhances economic success.

201 5th Ave Suite 401, Olympia, WA 98501 | www.pacmtn.org



Memorandum

To: Elected Officials Consortium
Date: September 18, 2025
Subject: Updated Interlocal Agreement

Recommendation and/or Recommended Motion

Recommend motion to approve the updated Interlocal Agreement as presented. Upon approval, PacMtn staff will circulate the agreement for formal review and signature by each of the five county commissions (Grays Harbor, Lewis, Mason, Pacific and Thurston.)

Overview

At the June 26, 2025 Consortium meeting, members discussed the required update to the PacMtn Interlocal Agreement following findings from the Washington State Employment Security Department monitoring review. On August 6, 2025, staff distributed a memorandum and draft agreement to all Consortium members for review and discussion with your respective County Commissions.

The Interlocal Agreement establishes the legal and governance framework for the Pacific Mountain Workforce Development Council and its Consortium of county partners. Updating and executing the revised agreement is necessary to maintain compliance with the Workforce Innovation and Opportunity Act (WIOA) and ensure continued good standing with our oversight agencies.

Process & Outreach to Date

To ensure transparency and ample opportunity for feedback, staff conducted the following engagement steps ahead of the Sept. 18 action:

- June 26, 2025: Discussion on required updates during Consortium meeting.
- Aug 6, 2025: Drafted Interlocal Agreement sent to Consortium members; same day posting to the PacMtn website.
- Aug 25, 2025: Optional Q&A session offered for Board/Consortium members.

Next Steps

- Pending Consortium approval, staff will provide the final document and signature routing instructions to each county.
- Execution requires unanimous approval and signatures from all five counties.

Thank you for your continued leadership and collaboration in supporting a compliant and effective governance structure for the region's workforce system.