

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

IN THE MATTER OF:

DESIGNATE CHERISH WILLIS AS LEWIS COUNTY'S
PUBLIC RECORDS OFFICER

RESOLUTION NO. 26-399

WHEREAS, the Lewis County Board of County Commissioners (BOCC) approved Resolution 23-419 in December 2023 to establish the Lewis County Records Management Policy, which provides procedures for managing records according to the provisions of RCW 40.14 (concerning the preservation and destruction of public records) and all other state and federal statutes and regulations that govern agency records; and

WHEREAS, Section 4.1(a) of the Lewis County Records Management Policy states, "The County's Public Disclosure Manager is the designated public records officer"; and

WHEREAS, in August 2026, Lewis County implemented a structural reorganization that eliminated the Public Disclosure Manager position and moved oversight of public records to the Lewis County Prosecuting Attorney's Office; and

WHEREAS, due to the elimination of the Public Disclosure Manager position, it is in the public's best interest for Lewis County to identify its new designated public records officer; and

WHEREAS, Lewis County designates Public Records Specialist Sr. Cherish Willis as its public records officer (PRO).

NOW THEREFORE BE IT RESOLVED that the BOCC hereby names Public Records Specialist Sr. Cherish Willis as Lewis County's designated public records officer (PRO) effective August 16, 2026.

DONE IN OPEN SESSION this 22nd day of September, 2026.

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

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

Sean D. Swope
Sean D. Swope, Commissioner