

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

IN THE MATTER OF:

RESOLUTION NO. 21-038

AMEND THE AUTHORITY OF APPOINTED
DEPARTMENT DIRECTORS OF TO EXECUTE
CERTAIN CONTRACTS

WHEREAS, Resolution 04-281 delegated authority to department directors to bind Lewis County to contracts, agreements, grant applications, contract amendments and change orders of up to \$10,000; and

WHEREAS, Resolution 08-116 increased to \$20,000 the amount to which department directors were delegated authority to bind Lewis County to contracts, agreements, grant applications, contract amendments and change orders; and

WHEREAS, Resolution 09-299 increased the amount to which department directors were delegated authority to bind Lewis County to contracts, agreements, grant applications, contract amendments and change orders to \$40,000 a year on county-funded projects and up to \$150,000 a year on federal- or state-funded matters, where such increase was ratified by the Board of County Commissioners (BOCC) by resolution; and

WHEREAS, Resolution 11-437 amended Resolution 09-299 to allow department directors to bind Lewis County to consulting services contracts, projects, agreements, grant applications, contract amendments, and change orders involving the actual expenditure and/or receipt of up to \$150,000 per project, per year on a cumulative annual basis provided that, by resolution, the Board ratified such contracts, projects, agreements, grant applications, contract amendments, and change orders in excess of \$40,000 but less than \$150,000; and

WHEREAS, the BOCC finds a need to increase the amounts; and

WHEREAS, this resolution is intended to amend and supersede provisions of Resolutions 04-281, 08-116, 09-299 and 11-437 while providing a streamlined process for approving contracts, agreements, grant applications, amendments and change orders.

NOW THEREFORE BE IT RESOLVED the BOCC approves as follows:

SECTION 1. Authority: Appointed directors of each of the county departments under authority of the BOCC shall hereafter possess authority to execute and bind Lewis County to consulting services contracts, projects, agreements, grant applications, contract amendments and change orders that involve the actual expenditure or receipt of less than \$50,000 per project, per year, and 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.

SECTION 2. Exceptions: Notwithstanding the standard stated in Section 1, appointed directors of each of the county departments subject to the authority of the BOCC are hereby delegated authority to execute and bind Lewis County to consulting services contracts, projects, agreements, grant applications, contract amendments and change orders involving the actual expenditure and/or receipt of up to \$200,000 per project, per year on a cumulative annual basis provided that, by resolution, the BOCC ratifies such contracts, projects, agreements, grant applications, contract amendments, and change orders in excess of \$50,000 but less than \$200,000.

SECTION 3. Amendments: Subsequent changes or amendments to consulting services contracts, projects, agreements, grant applications, contract amendments and change orders, originally approved by a director that increase the required cumulative annual expenditure on the consulting services contract, project, agreement, or grant application to more than \$200,000 shall be approved by the BOCC.

SECTION 4. Records: All department directors shall keep a copy and record of the contracts he/she has executed, including contract subject matter, amount, term and contractor and provide such information to the Board following execution of the contract.

DONE IN OPEN SESSION this 25th day of January, 2021.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

Eric Eisenberg
By: Eric Eisenberg,
Chief Civil Deputy Prosecuting Attorney

Gary Stamper
Gary Stamper, Chair

ATTEST:



Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair

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

Sean D. Swope
Sean D. Swope, Commissioner