



Board of County Commissioners

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MEMO

TO: Board of County Commissioners

FROM: Lara McRea, Assistant to the County Manager *LAM*

DATE: September 13, 2021

SUBJECT: Justification for a step increase to the Clerk of the Board Position

This memo is being submitted as part of the 2022 budget process and as a supplement to the 2022 expenditure increase request form. The Clerk of the Board serves as Executive Assistant to the Commissioners' and performs a variety of technical and administrative duties that are governed by RCW.

Rieva Lester has been in the position since 2015 and not only performs all the duties required of a Clerk of the Board but goes above and beyond her job duties in other areas. Rieva was instrumental in implementing PacketWriter by working with IT to help develop an online program through which resolutions could flow. She also created a step by step "how to guide" for office and departments and is the primary contact for any questions related to PacketWriter. Rieva also organizes the Legislative Roundtable meeting each year and coordinates with area lawmakers, mayors, stakeholders and the public. Since she has held the position, Rieva has been the lead coordinator for the Lodging Tax grant process. This is a year-long process that includes issuing a call for proposals, drafting a press release, processing applications and coordinating meetings with LTAC members. Those are a few of the many task associated with this process.

In 2019, the BOCC received word that they would be responsible for receiving Levy Certifications and Budgets from special purpose districts. This process was previously performed by the Auditor's Office. Rieva immediately jumped in and researched RCW's that governed this process and worked with the Prosecutor's Office to come up with a step-by-

Erik Martin
County Manager

Sean Swope
First District

Lindsey R. Pollock, DVM
Second District

Gary Stamper
Third District

Rieva Lester
Clerk of the Board

step workflow for the BOCC Office. She is also the lead coordinator on special events to include the county picnic and holiday events.

As you know, she is an exceptional employee and will be invaluable to the BOCC Office in years to come. I am respectfully requesting that the BOCC place her at a Grade 123 step 7 for 2022. Currently Rieva is at a Grade 123 Step 2 and will go to a Step 3 as of October 1, 2021 on the Lewis County Salary Grid. The approximate cost to the 2022 budget would be \$6,800.

Thank you for your consideration.

cc: Erik Martin, County Manager
Becky Butler, Budget Manager

