



Community Development

2025 NE Kresky Avenue
Chehalis WA 98532

Date: January 29, 2024

To: Lewis County Board of County Commissioners

From: Lee Napier, Director of Community Development

Preston Pinkston, Chief Clerk of the Lewis County Boundary Review Board

RE: Boundary Review Board Budget and Staffing

SUMMARY

On December 14, 2023 the Lewis County Boundary Review Board (BRB) authorized Preston Pinkston, Chief Clerk of the Board, to engage in talks with the Lewis County Board of County Commissioners (BOCC) in regard to moving staffing and budget authority to Community Development (CD). This would be a change in the current operation where the Chief Clerk is staffed by CD but support staff and budget is within BOCC. The BRB believes that consolidating budget and staffing into CD would improve communication between staff, the County and the BRB.

BACKGROUND

The BRB was established in 2006 by the BOCC. At that time the BRB determined that the Chief Clerk would be staffed by CD with the secretary and budget within BOCC. In its rules, the Chief Clerk of the BRB is responsible for all administrative matters including running meetings, determining if applications are sufficient for noticing, answering any questions and managing the budget. The secretary's duties were to support the Chief Clerk with administrative tasks, record keeping and taking minutes at BRB meetings. The splitting of staff between BOCC and CD has resulted in increased work for the secretary as a result of convenience. As a result of the secretary position within BOCC, that position took a more active role in answering questions from the public, preparing the budget and tracking expenses, all of which are responsibilities of the Chief Clerk. Legal Counsel is provided by the Prosecuting Attorney's Office.

The budget for the BRB is relatively small at \$1,861 for 2024. This would cover the \$50.00 stipends members receive for each meeting, some training, noticing fees and some supplies. Staff time is tracked for record-keeping purposes but the BRB budget does not reimburse any staff hours spent working on BRB tasks. Similarly, Legal Counsel time is also not paid out of the BRB budget.

STAFF RECOMMENDATION

The BRB has requested that the BOCC consolidate all staffing and budget authority to CD. Current BRB staff believe that this would benefit both departments and improve staff efficiency. CD would be responsible for programmatic tracking, the current expense fund and take over the signature authority for Fund 053(BRB). This will involve coordination with the Treasurer, Auditor and Board of County Commissioners Offices as we transition duties.

Attached: Summary of expected BRB roles and responsibilities

Roles & Responsibilities include the following

Staff Roles

- Chief Clerk – Preston
- Administrative Assistant – Megan
- Payroll & Budget – Sarah

Responsibilities

- Review Notice of Intention Applications and determine sufficiency **(Preston)**
- Monitor the budget for the BRB **(Sarah & Preston)**
- Assist in preparing future budgets **(Sarah & Preston)**
- Pay invoices **(Sarah)**
- Process filing fees **(Preston)**
- Assist in tracking of annexations/de-annexations (let the Clerk of the BOCC know of pending annexations)
(Preston)
- Respond to inquiries **(Preston)**
- Prepare and post all agendas **(Preston & Megan)**
- Coordinate meeting schedules **(Preston)**
- Minute taking for hearings (this includes recording and online) **(Megan)**
- Ensure appointments and training are up to date **(Preston)**
- Partner with HR / new appointees for proper payroll paperwork **(Preston)**
- Process payroll **(Sarah)**
- Payroll Approval **(Preston & Lee)**
- Update webpage **(Preston & Megan)**
- Record Management **(Preston & Megan)**