

County Manager Update

June 17, 2024

9:50 a.m.

Present: Commissioner Brummer, Commissioner Pollock, Commissioner Swope, County Manager Ryan Barrett, Josh Metcalf, Becky Butler, Mindy Brooks, Meja Handlen, Doug Carey, Matt Jaeger, BJ Kuykendall, Arny Davis, Ross Nielson, Lynn Richard, Arny Davis, Graham Gowing

Guest(s): None

Recorder: Tammy Martin

Public comment: None

Tyler Technologies contract / state sales tax application: Arny Davis said he went through the contract again and noticed that sales tax is not included in the purchase of the software. Arny said Tyler would reduce the contract amount by \$23,503.17 if there is a signed contract by the end of business June 17, 2024. Arny says he would like a formal decision from the DOR about the sales tax application. Becky Butler said it should be Tyler Technologies' responsibility to break out what is taxed and what is not taxed. Arny said the question is if the annual maintenance is taxed. Arny said the costs associated with the taxes would need to be part of the budget going forward.

The resolution would need to be amended to include sales tax. Becky requested a breakout of what is taxable. Arny feels Tyler would tax the entire contract. Graham Gowing said that Tyler is registered in Washington State, and it is their obligation to determine what is taxable.

Commissioner Pollock made a motion to amend the resolution to increase the budget to pay for the applicable tax of the purchase. Commissioner Swope seconded. **Motion passed 3-0.**

Tractor pull insurance: Becky Butler discussed purchasing additional insurance. Risk Pool has made a recommendation to increase insurance coverage. Commissioner Brummer feels this would be a good event to replace the derby. Commissioner Swope encouraged acquiring sponsors for the \$3500 to increase the insurance coverage to \$5 million. Commissioner Brummer feels it's unnecessary to increase the insurance amounts. Commissioner Swope doesn't want to set a precedent, but he does feel it is better to be covered. The Board asked to revisit the topic at the next County Manager Update.

HR / PDR position requests: Matt Jaeger said these are organizational requests. Matt said he would like to change the human resource office assistant to a human resource assistant position grade 118 step 4. This would allow for efficiency in the office. Matt estimates the budget would remain close to the same. Commissioner Swope suggested waiting until budget season. Ryan Barrett said the office is too lean and this would increase customer service for internal customers.

Matt presented his request in creating a public records specialist position grade 119 step 4. Matt feels this position is mandatory. He doesn't feel comfortable continuing with records requests without more

training and certifications for the position. This position would increase the budget. Matt feels this is beneficial to County.

Commissioner Pollock made a motion to approve the HR and PDR positions as presented. Commissioner Swope seconded. **Motion passed 3-0.**

Comprehensive Plan Periodic Update: Mindy Brooks discussed progress with the comp plan. Mindy said all the materials are available on the Lewis County webpage. Mindy said the housing needs assessment and the land capacity documents have been recently added and form the basis for the majority of the work coming up. Mindy asked the Board about scheduling a joint board session with the BOCC and the Planning Commission. The Commissioners agreed to check their schedules.

Masonic Lodge: At 10:30 a.m., Commissioner Brummer announced that the Board would be going into executive session under RCW 42.30.110(1)(c) until 10:39 a.m. to discuss the Masonic Lodge.

Executive session ended at 10:39 a.m. Commissioner Brummer noted that no decisions had been made.

Commissioner Pollock made a motion to authorize county staff to proceed with negotiations for a counter offer to the offer that was discussed in executive session. Commissioner Swope seconded.

Motion passed 3-0.

Commissioner Swope said there is the Roxy Theater ribbon cutting and there is also the Timber caucus after hours this week.

Meeting ended 10:42 a.m.