



## Lewis County Department of Public Works

Geoff Soderquist, PE, County Engineer

### MEMORANDUM

Date: March 3, 2025

To: Ryan Barrett, County Manager

From: Geoff Soderquist, Interim Public Works Director/County Engineer

Subject: Market rate adjustment request

The purpose of this memo is to request approval of a market adjustment for Mark Burch, Project Manager-Special Projects in the Public Works Department. Mark is a casual employee and receives a flat hourly wage rate with zero benefits. He works up to 40 hours per week depending on the amount of project work and does not log any administrative (or unallocated hours) time. Mark has been compensated at a pay rate of \$45/hr. with no benefits since he began his employment with the County. I am requesting approval to increase his pay rate to \$53.43/hr. effective March 1, 2025.

Mark was hired in 2021 as a casual employee specifically to support the department and manage the Reynolds/Harrison Improvements Project and the two rail improvement projects, as we received state and federal funding. Mark's original commitment was for two years to support the delivery of these special projects for the department and allow permanent employees in the Engineering Division to focus on the planned projects in accordance with the six-year plan.

Mark has now been with the County for over four years and is currently managing twelve (12) projects for the County, including four aviation projects and the Packwood Sewer project. Mark works well independently with support from the Director and the County Engineer as needed and has been a valuable asset to our department and to the County. Without Mark, our department does not have the staff resources or the ability to deliver these projects. Without his assistance, we would have been forced to forfeit project funding.

Road Maintenance &  
Fleet Services  
476 West Main St.  
Chehalis, WA 98532  
O 360.740.3380  
F 360.740.2741

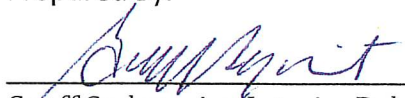
Administration, Engineering, Utilities,  
Real Estate Services & Traffic  
57 West Main St.  
Chehalis, WA 98532  
O 360.740.1123  
F 360.740.1479

Solid Waste Services  
Post Office Box 180  
Centralia, WA 98531  
O 360.740.1451  
F 360.330.7805

Budget Impact

This pay rate adjustment is anticipated to result in an increase of approximately \$17,000 per year to the Public Works Department expenditure budget. This increase is not expected to have an impact on fund balance as Mark is working specifically on state, federal, and other grant-funded projects. His labor costs are charged to those projects accordingly.

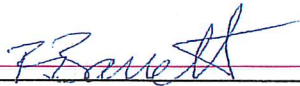
Prepared By:



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Geoff Soderquist, Interim Public Works Director/County Engineer

Approved By:



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Ryan Barrett, County Manager