



*From the desk of County Manager Ryan Barrett*

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## Memorandum

**To:** Lewis County Board of County Commissioners

**From:** Lewis County Manager Ryan Barrett

**Date:** July 1st, 2025

**Subject:** Capital Facilities Organizational Restructuring

### Background

Lewis County currently maintains two separate positions that support capital construction and infrastructure planning:

- Capital Projects Manager – Focused on facilities-related capital construction, contractor oversight, and project execution.
- Capital Projects Management Analyst – Concentrated on financial tracking, grant management, capital budgeting, and internal project analysis.

Over time, the responsibilities of these roles have evolved and increasingly overlapped. Both positions have become increasingly unsuited for the required long-term planning, project oversight, fiscal analysis, and stakeholder coordination associated with a successful Capital Projects initiative.

### Proposal

Freeze the positions of Capital Projects Manager and Capital Projects Management Analyst. Utilize the associated salary savings to fund the creation of a new position, Capital Infrastructure Specialist (see attached job description).

### Justification for Consolidation

1. Operational Efficiency

Merging the two roles:

- Eliminates duplication in project management and financial oversight tasks.
- Establishes a single point of accountability for capital planning and execution.
- Aligns resources more effectively with current and future capital project needs.

## 2. Comprehensive Project Delivery

The County's capital project portfolio has grown in complexity, requiring integrated expertise in:

- Lifecycle capital planning
- Building systems and maintenance operations
- Construction document interpretation
- Budget development and management
- Contractor and consultant coordination

The new Capital Infrastructure Specialist role reflects this broader scope of responsibility.

## 3. Enhanced Supervision and Leadership

The new position allows for greater levels of supervisory oversight of assigned projects, formalizing leadership and ensuring clear responsibility for managing internal and external teams.

## 4. Improved Fiscal Oversight

The consolidated role ensures tighter budget control, more consistent reporting, and a stronger connection between fiscal planning and project implementation. This improves stewardship of taxpayer dollars and compliance with public sector financial standards.

### **Fiscal Impact**

This change will result in long-term personnel cost savings by merging two separate roles into one higher-band classification, while improving service delivery and project outcomes.

### **Conclusion**

I request the BOCC approve the creation of the Capital Infrastructure Specialist position as presented.

Thank you for your consideration,

Ryan Barrett

Lewis County Manager