

Flood Authority Work Tasks, Subcommittee Roles and Staff Responsibilities
July 2013 – June 2014
Draft
September 16, 2013

Primary Tasks

1. Early Warning System: Ensure the early warning system is operating in a manner that meets its intended objectives. Approve a sustainable allocation of costs for the early warning system.
2. Jobs Now Act: Work with OFM, the Chehalis Tribe and applicable regulatory agencies to implement flood relief projects identified in ESB 5127, the Jobs Now Act of 2012.
3. Capital Projects: Provide oversight and support for implementation of the capital projects authorized in the 2013-2015 Capital Budget. Work with project sponsors as they develop implementation and construction plans. Evaluate alternative project designs where appropriate. Support project sponsors with regulatory agencies.
4. Work Group Framework: Provide input to the Governor's Chehalis Basin Work Group regarding the implementation of the framework and development of recommendations regarding future capital projects and aquatic species enhancement.
5. Local Floodplain Management: Support an analysis of local government floodplain management and develop recommendations for a basin-wide approach. Assess the benefits of local government involvement in the CRS program. Participate in the development of a strategic program to address repeatedly flooded structures.
6. Public Outreach: Provide on-going communication to the public regarding the work of the Flood Authority.

Full Flood Authority

Role: Ensure all tasks are accomplished successfully. Focus of Flood Authority meetings will be to review capital project implementation status and make recommendations to project sponsors and OFM regarding changes necessary to meet project intent. The meetings will also include review and input to the Work Group, guidance for the assessment of local floodplain management and for public outreach.

SUB-COMMITTEES

- **CHAIR/VICE CHAIR**
ROLE: APPROVE MEETING AGENDAS AND GUIDANCE TO STAFF
- **EXECUTIVE COMMITTEE**
ROLE: APPROVE ANY ACTIONS REQUIRED BETWEEN FULL MEETINGS OF FLOOD AUTHORITY
 1. City of Cosmopolis, Chair
 2. Thurston County, Vice-Chair

3. City of Chehalis
 4. City of Napavine
- **COMMUNITY OUTREACH & EDUCATION**
ROLE: DIRECT STAFF ON DEVELOPMENT OF OUTREACH MATERIALS AND EVENTS. MAKE RECOMMENDATIONS TO FLOOD AUTHORITY REGARDING OUTREACH PROGRAM AND CONTENT OF MATERIALS.
 1. Lewis County
 2. Town of Pe Ell
 3. City of Oakville
 4. City of Montesano
 - **CHEHALIS BASIN PROJECTS**
ROLE: ASSIST IN THE IDENTIFICATION OF NEW PROJECTS FOR FUNDING BY THE STATE.
 1. Grays Harbor County
 2. City of Centralia
 3. City of Aberdeen
 4. Town of Bucoda

Staff Responsibilities:

- Jim – Lead point of contact for decisions and decision-making by the Authority, facilitator of Executive Committee and Flood Authority meetings. Responsible for overall staffing interface with FA (Exec and Full FA). Lead for internal and external relations/communications. Supported by Scott.
- Scott – Lead staff. Responsible for day-to-day administration and logistical support to FA and its subcommittees. Also responsible for workplan development and tracking. Researching and developing staff recommendations for issues that come before the FA and its subcommittees.
- Lewis County staff – Administrative and financial management.