

**Flood Authority Work Tasks and Roles**  
**July 2013 – June 2014**  
**Updated 3/20/2014**

**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 consistent with 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. The Flood Authority will consider endorsing an individual project at the request of a project sponsor if it has: (1) been reviewed by the Project Subcommittee, (2) there is a clear flood hazard/flood damage reduction benefit, (3) there is no increase in the potential for flood damage upstream or downstream, and (4) there are no unmitigated adverse environmental impacts or significant uncertainty regarding potential environmental impacts.
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 that all tasks are accomplished successfully. The focus of the Flood Authority meetings will be the review capital project status and provide recommendations to project sponsors and OFM regarding any changes necessary to meet project intent. The meetings will also include review and input to the Governor's Chehalis Basin Work Group, guidance for the assessment of local floodplain management programs and the approach for public outreach.*

**SUB-COMMITTEES**

- **CHAIR/VICE CHAIR**  
*ROLE: PROVIDE GUIDANCE TO STAFF FOR THE DEVELOPMENT OF MEETING AGENDAS. PROVIDE GUIDANCE ON OVERALL WORK PROGRAM ELEMENTS TO STAFF. CANCEL OR CHANGE MEETING TIMES.*
  
- **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. City of Oakville
  3. City of Montesano
  4. City of Aberdeen
  
- **CHEHALIS BASIN PROJECTS**  
*ROLE: ASSIST IN THE IDENTIFICATION OF NEW PROJECTS FOR FUNDING BY THE STATE AND REVIEW REQUESTS BY PROJECT SPONSORS FOR FLOOD AUTHORITY ENDORSEMENT.*
  1. Grays Harbor County
  2. City of Centralia
  3. Town of Bucoda
  4. Town of Pe Ell

## **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 work plan 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.

## **Roles of Meeting Chair and Facilitator**

Chair

- Works with staff and the Vice-Chair to develop meeting agendas for Flood Authority and Executive Committee.
- Opens meetings and summarizes the agenda, asks for any additions or changes.
- Works with facilitator to make sure all agenda and issues are addressed.
- Closes meeting.
- Serves a spokesperson for the Authority where necessary to articulate and advocate the decisions of the Authority.

#### Facilitator

- Introduces agenda items by summarizing the issue, the information provided for the members consideration and any presenters.
- Facilitates the discussion amongst members
- Summaries conclusions from the discussion and facilitates consensus decision process.
- Facilitates public comment period
- Facilitator is available to articulate but not advocate the decisions of the Authority.