



May 17, 2017

TO: Flood Authority Members

FROM: Scott Boettcher, Staff

SUBJECT: Process to Approve Scope and Contracts for 2017-19

The purpose of this memo is to provide Flood Authority members with a proposal regarding Lewis County acting as fiscal agent for the Flood Authority to begin taking steps to initiate contracts for 2017-19 biennium. We will review and discuss this proposal on tomorrow's 5-18-2017 Flood Authority conference call. Please feel free to call or email if you have questions (i.e., 360/480-6600, scottb@sbgh-partners.com).

A. Background

1. Lewis County works in many capacities. One capacity is as fiscal agent for the Chehalis River Basin Flood Authority (Flood Authority). Lewis County has fulfilled this role since inception of the Flood Authority in 2008.
2. Lewis County's duties as fiscal agent are more fully described here (April 17, 2017 Interlocal Agreement) -- https://www.ezview.wa.gov/Portals/_1492/images/Interlocal%20Agreement%20Among%20Chehalis%20River%20Basin%20Communities%204-17-2017.pdf.
3. As fiscal agent Lewis County acts at the direction of the Flood Authority on multiple matters of interest and relevance to the Flood Authority, including Flood Warning System, local floodproofing, Flood Authority staffing and facilitation, information inventories and analyses, and more.
4. Much of the work done by Lewis County as fiscal agent in the name of the Flood Authority is by contract and/or agreement with others, e.g., Recreation and Conservation Office (RCO), consultants, other governments, etc. Setting-up and establishing these contracts and agreements takes time.
5. In an effort to best ensure continuity of operation as the Flood Authority and others move from the 2015-17 biennium to the 2017-19 biennium, Lewis County anticipates the need to begin working now to structure and scope 2017-19 contracts and agreements and do so at the specific direction of the Flood Authority.

B. Recommended Next Steps

1. Staff recommends the Flood Authority authorize Lewis County to begin moving forward now as necessary to:

- a. Scope and structure 2017-19 consultant contracts and dollar amounts.
 - b. Scope and structure 2017-19 RCO agreements and dollar amounts.
 - c. Ready and brief the Lewis County Board of County Commissioners.
 - d. Implement all preparations necessary to ensure continuity of operations and fiscal agent responsibilities.
2. Staff further recommends the Flood Authority direct Lewis County to report back at the June 15, 2017 Flood Authority meeting on:
- a. The status of its activities in this regard; and
 - b. A final "2017-19 Lewis County, acting as fiscal agent for the Flood Authority, contracting and agreement proposal" for review, consideration, and approval.

[Note: Following approval by the Flood Authority the final "2017-19 Lewis County, acting as fiscal agent for the Flood Authority, contracting and agreement proposal" will be forwarded on to the Lewis County BOCC for their subsequent review, consideration, and approval.]