

SOW**Kramer Consulting**

Contract Manager:	Jim Kramer, Principal Kramer Consulting 3517 S. Hudson Street, Suite 102 Seattle, WA 98118 (206) 841-2145 jkramer.consulting@gmail.com
Primary Staff:	Jim Kramer
Period of Performance:	July 1, 2013 through June 30, 2015 (24 months).
Time and Expense:	<ul style="list-style-type: none">• Not to exceed \$36,000 for year one, \$36,000 for year two and a biennial total \$72,000.• Hourly rate = \$185/hr.
General Duties:	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 the Chehalis River Basin Flood Authority (Executive Subcommittee and full CRBFA). Lead for internal and external relations/communications. Supported by Scott Boettcher (SBGH-Partners).
Task 1:	Facilitate Executive Committee and Flood Authority Meetings -- <ul style="list-style-type: none">• Recommend agenda topics to Chair and Vice Chair for Flood Authority meetings.• Ensure materials sufficient for agenda topics.• Brief Executive Committee and Flood Authority members in advance of meetings and after meetings when appropriate.• Facilitate Executive Committee and Flood Authority meetings.• Review meeting notes for accuracy.
Task 2:	Oversee Staff Assignments and Work Products -- <ul style="list-style-type: none">• Ensure the work program is consistent with the direction of the Authority.• Ensure staff assignments are clear.• Review staff products to ensure they achieve desired objectives.
Task 3:	Communication with Outside Interests -- <ul style="list-style-type: none">• Inform the Governor's Office and Office of Financial Management of the Flood Authority's work when appropriate.• Provide input to the Governor's Chehalis Basin Work Group regarding the implementation of the framework and facilitate development of recommendations regarding future capital projects and aquatic species enhancement.• Support communication with the Quinault Indian Nation.• Support communication with the Chehalis Tribe.• Respond to inquiries from legislative and congressional staff.