

To: Chehalis River Basin Flood Authority  
From: Lara Fowler, Coordinator  
Re: Potential Staffing Options  
Date: May 17, 2012

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This memorandum provides an overview of potential staffing needs and opportunities for now until June 30, 2012, and from July 1, 2012 to June 30, 2013.

#### Now- June 30, 2012

The work required to coordinate and staff the Flood Authority has been more than budgeted. I budgeted approximately 45 hours per month for the coordination role. However, this has required on average 76 hours per month, with a low of 52 hours (during a month that included time off) and a high of 105 hours.

I have managed my contract by writing off a significant amount of time. At this point, I have \$8,793.33 remaining in my contract for May and June. Months with a significant number of hours have ranged approximately \$16,000/month for time spent (written down to approximately \$10,000 plus reduced rate for travel time).

Work load during the May and June time period is and will continue to be high due to the level of engagement and involvement on the OFM report. During recent discussions, the Flood Authority's Executive Committee identified the \$10,000 set aside for work on the OFM report (Task 5 in the OFM/Flood Authority Contract) and additional funding from the Flood Authority staff support (Task 8) as potential funding sources for staff time during May and June. Based on the work load predicted for May and June, the Flood Authority's Executive Committee is recommending that the \$10,000 allocated for Task 5 (OFM report coordination) be expended for additional coordination work for May and June.

#### July 1, 2012 to June 30, 2013

For the time period from July 1, 2012 to June 30, 2013, the Flood Authority has a variety of options regarding coordination and staffing work. As I have discussed with the Flood Authority Executive Committee, I am available to work until the end of June, but will be moving out of state in July.

There are a number of expected work items for this time period, including the following:

1. Assisting the Flood Authority in its review of the OFM report, including next steps and any recommendations the Flood Authority might wish to take
2. Working with OFM and the Chehalis Tribe to review and approve projects under the Legislature's recently approved "Jobs Now Act."
3. Refining the work plan for 2012-2013, then developing recommendations for the Flood Authority going forward after June 30, 2013.

As the coordinator, there are three major roles that I have been performing. These include helping facilitate the Flood Authority in discussions of various topics; staffing the Flood Authority by writing up reports or summaries and communicating with the public; and finally, helping with administrative issues such as scheduling, organizing tours, and managing contracts. In considering options for moving forward, there are a variety of options for covering these roles.

## Potential Options (in no particular order)

1. Hire new coordinator to perform all three roles
  - a. Considerations:
    - i. Work load averages about 76 hours/month
    - ii. Cost range for hourly pay likely to be at least \$120-\$175/hour (\$13,300/month at the \$175 rate); flat rate may also be possible
    - iii. May not be possible to find someone able/willing to perform all three roles
  - b. Opportunities:
    - i. Work with existing contractors
    - ii. Hire someone new (RFQ?)
    - iii. May be possible to do a combination of both (transition/longer term)
2. Hire different people/entities to perform various roles
  - a. Facilitation
  - b. Staffing
  - c. Administrative
3. Hire a full time position for coordinator/staff (as a contract employee?) with a flat salary/month
  - a. Considerations:
    - i. Would need to identify terms of employment (benefits? Location?)
    - ii. May be helpful to have someone full time, and in-basin
    - iii. May be harder to find someone for limited duration position
  - b. Opportunities?
4. Work with GTH (my firm)
  - a. Considerations:
    - i. No obvious choice to do my work
    - ii. May be opportunities with GTH-Government Affairs
5. Have no staffing

The Flood Authority will likely have \$200-\$250,000 for staffing and project work in 2012-2013.