

MEMORANDUM

To: Flood Authority Members
From: Lara B. Fowler
Date: October 14, 2011
Re: Coordination Services

This summer during discussions of potential coordination services for the Flood Authority, the Flood Authority agreed to a three month contract to allow for a trial and transition period. This three month contract was signed and effective on August 8, 2011 and ends on November 8, 2011. Because this contract ends before the November Flood Authority meeting, the Flood Authority is scheduled to discuss this contract during the afternoon Business Meeting.

Original Scope of Work

The original contract identified the following scope of work:

Gordon Thomas Honeywell LLP, acting through its agent, Lara Fowler, or other agent as assigned by Contractor, will provide the following consulting and support services to the Chehalis River Basin Flood Authority:

1. Work with the Flood Authority's Executive Committee
 - a. Identify priorities, develop monthly agendas, help coordinate monthly Flood Authority meetings
 - b. Identify next steps and follow up on action items
 - c. Coordinate work with Executive sub-committees
 - d. Coordinate meeting materials with presenters, Pat Anderson
2. Work with the Education and Outreach Committee
 - a. Help develop priorities, action items, implementation plan
 - b. Coordinate outreach and education materials
3. Coordinate and consult with affected tribes, Governor's office, local, state, and federal agencies, and elected officials on strategic focus, priorities

This scope included \$22,760 for time and expenses, broken down as follows:

- Time: 120 hours over 3 month (90 days) transition period x \$175/hr = \$21,000
- Expenses: \$1,760
 - Discounted travel rate (\$50/hr): 3 hrs RT x 2 trips/month x 3 = \$900
 - Mileage, 350 miles/month x 3 months x \$.55/mile= \$574
 - Misc. copies, etc.: \$286

The amount of time to date has been higher than originally anticipated given the workload; however, if the contract is extended, I will be working with the Executive Committee to

prioritize action items and key activities for both myself and SBGH-Partners (Greg Hueckel and Scott Boettcher).

Proposal for Work Through June 30, 2012

The OFM/Flood Authority contract includes funding for additional coordination services through June 30, 2012. If the Flood Authority chooses to extend my services, and at the same rate, this would include an additional \$63,000 in services and \$5,280 for mileage, discounted travel time, and other expenses. This would provide a total of \$84,000 in services and \$7,040 for mileage, travel, etc. and extension of the same scope of work described above.