



## Flood Authority Work Tasks and Roles

July 2014 to July 2015

(Updated 3/16/2015)

### A. 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. **State Capital Budget Funded Local Projects** – Provide oversight and support for implementation of local projects funded by the State Capital budget (i.e., 2012 Jobs Now Act and 2013-15 appropriation). This includes:
  - Work with project sponsors as they develop implementation and construction plans.
  - Evaluate alternative project designs where appropriate.
  - Support project sponsors with regulatory agencies.

[**Note:** The Flood Authority will consider endorsing individual projects at the request of a project sponsor if it has: (1) been reviewed by the Projects Committee; (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.]
3. **Chehalis Basin Strategy** -- Provide input to the Governor’s Chehalis Basin Work Group regarding the implementation of the Chehalis Basin Strategy. The goal of the strategy is to reduce flood damage and restore fish habitat.
4. **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 and work with basin governments to improve floodplain management. Participate in the development of a strategic program to address repeatedly flooded structures.
5. **Public Outreach** -- Provide on-going communication to the public regarding the work of the Flood Authority.

### B. Flood Authority

- **Role**  
Ensure that primary tasks are accomplished successfully. The focus of Flood Authority meetings will be the regular status review of state capital budget funded projects and activities and providing recommendations 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.



## C. Committees

- **Executive Committee**  
**Role** -- Approve any actions required between full meetings of the Flood Authority.
  1. City of Cosmopolis, Chair
  2. Lewis County, Vice-Chair
  3. City of Chehalis
  4. City of Montesano
  
- **Chehalis Basin Projects**  
**Role** -- Assist in the identification and prioritization of new projects for funding by the state and review requests by project sponsors for Flood Authority endorsement.
  1. City of Centralia, Chair
  2. Town of Bucoda
  3. City of Cosmopolis
  4. Thurston County
  
- **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. City of Aberdeen, Chair
  2. Town of Pe Ell
  3. City of Oakville
  4. City of Napavine

## D. Staff Responsibilities

- **Jim**
  - Facilitator for the Flood Authority.
  - Responsible for:
    - a. Serving as lead point of contact for decisions and decision-making by the Flood Authority.
    - b. Facilitating Executive Committee and Flood Authority meetings.
    - c. Providing overall staffing interface with the Flood Authority and its Executive Committee.
    - d. Serving as lead for internal and external relations/communications.
    - e. Facilitating Flood Authority awareness, review, and support for Governor's Workgroup process and recommendations regarding habitat restoration, capital budget projects, local flood-proofing, local floodplain management, and future staffing).
  - Supported by Scott.
  
- **Scott**
  - Lead staff for the Flood Authority.
  - Responsible for:



- a. Day-to-day administration and logistical support to the Flood Authority and its committees.
  - b. Work plan development and tracking.
  - c. Local project development, vetting, tracking and recommendations.
  - d. Development and presentation of outreach and education materials.
  - e. Researching and developing staff recommendations for issues that come before the Flood Authority and its committees.
- **Lewis County staff**
    - Fiscal agent for the Flood Authority
    - Responsible for administrative and financial management.

#### **E. Meeting Roles of Chair, Vice-Chair, Facilitator and Staff**

- **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 items and issues are addressed.
  - Closes meeting.
  - Serves as spokesperson for the Flood Authority where necessary to articulate and advocate the decisions of the Flood Authority.
- **Chair/Vice-Chair**
  - Provide guidance to staff for the development of meeting agendas.
  - Provide guidance to staff on overall work program elements.
  - Cancel or change meeting times and locations.
- **Facilitator**
  - Introduces agenda items by summarizing the issue, the information provided for the members' consideration and any presenters.
  - Facilitates the discussion amongst members.
  - Summarizes 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 Flood Authority.
- **Staff**
  - Reports on efforts and activities of the Flood Authority and its Committees.
  - Reports on issues researched pertinent to the Flood Authority and offers staff recommendations.
  - Provides agenda and meeting support.
  - Offers recommendation on decision-making matters that come before the Flood Authority.
  - Provides external access to Flood Authority meeting materials and decision documents.